

## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

### Minutes

**Date:** September 17, 2015

**Time:** 4:30 p.m.

**Location:** Decatur Public Library Board Room

**In Attendance:** John Phillips (President)  
Michael Sexton  
Mark Sorensen  
Dr. Susan Kruml  
Jennifer Sykes  
Gregg Zientara  
Aaron Largent  
Donna Williams

**Staff:** Rick Meyer, City Librarian  
Robert Edwards, Asst. City Librarian

**Absent:** Dr. Priscilla Palmer

**Guests:** Amy McEvoy

#### **Call to order**

Mr. Phillips called the meeting to order at 4:30 p.m.

#### **Agenda**

Motion to approve the agenda with the change of the Friends date and adding the proclamation for the Friends of the Library week by Mr. Sorensen, seconded by Ms. Williams, unanimously approved

#### **Minutes of Previous Meeting**

Motion to approve the minutes with the discussed changes by Mr. Sorensen, seconded by Mr. Largent, unanimously approved

#### **Communications from the Public**

None

#### **City Librarian's report**

Mr. Meyer reported that he had attended several meetings the previous month. In addition to staff, he had also met with Dr. Kruml to discuss the management policy and the City Manager, Tim Gleason.

Mr. Meyer reported that there was a slight drop in library visits by patrons as well as the circulation of physical materials. He reported that in August Mr. Edwards had done some research on the library's circulation trends. He said the numbers showed that currently more patrons from surrounding libraries were visiting the Decatur public library than the opposite, with the lone exception was the Forsyth Public Library. He added Mr. Edwards had also reported that circulation by zip code shows that a significant

number of Decatur patrons live up by the Forsyth area and it's possible the having mall and shopping centers in that area might be drawing some of the Decatur patrons to that library. He added that he would be studying the numbers further. Mr. Meyer said there were no big projects going on with the Maintenance, the Children circulation stats down and the Technical Services department output was about the same. Mr. Meyer reported that there were about 4000 patrons that accessed the public computers last month. He said the Local History area had added an intern who was helping out with a yearbook project. Mr. Meyer said they were also currently in discussions with the union about changing the duties of a current library position.

There was discussion by the Board about library computer usage and the effect on foot traffic. Mr. Phillips stated that in addition to his other responsibilities, Mr. Meyer had taken time to prepare the two budgets and budget narrative. Mr. Sorensen said Mr. Meyer could probably check with Millikin University for assistance with the local history project that they were working on.

Mr. Meyer stated that the Friends had recently had their annual book sale. Amy McAvoy announced that the Friends had grossed approximately \$22,000 in their Labor Day book sale. She thanked everyone who had attended book sale. Mr. Phillips announced a Friends of the Decatur Public Library appreciation week proclamation proposal. Mr. Meyer read the proposed document. There was discussion about the proclamation, Mr. Sorensen recommended that the proclamation be approved and a copy be sent to the mayor's office and for the City to consider adopting. Motion by Mr. Sorensen that the Friends of the Decatur Library Week proclamation be adopted by the Library Board of Trustees, seconded by Dr. Kruml, unanimously approved

### **Personnel, Policy and Public Relations**

Mr. Phillips stated that the committee members had met for the Personnel, Policy and Public Relations.

Mr. Meyer stated that the committee members discussed the trustee bylaws. He said there had been discussions about revising the language of the bylaws. Mr. Sorensen stated that the Illinois Revised Code had been changed to Illinois Compiled Statutes. Mr. Meyer stated he would make the changes in the bylaws revision. There was discussion by the board members about the differences between the City code and the Illinois Compiled Statutes. Motion by Mr. Largent to adopt the bylaws with the changes recommended, seconded by Mr. Sexton, unanimously approved

Mr. Meyer stated that the committee had also recommended that the board eliminate the library's old travel policy. Motion by Mr. Zientara to eliminate the old travel policy, seconded by Mrs. Sykes, unanimously approved

### **Finance and Properties**

#### Check Register

Mr. Phillips stated that the current check register was in the board packets. Mr. Largent asked about the legal fees listed on the check register. Mr. Meyer's answered that those would be accounting fees. Mr. Meyer explained the fees for the Internet costs which included AT&T, ICM and Comcast costs. He also talked about the E-rate discount. Mr. Meyer said he was also keeping a close eye on the water bill costs which seemed to be rising. He stated that the maintenance supervisor Noah Tipton was checking for potential causes of excessive water usage. There was discussion by the Board about potential causes for the increase water usage. Mr. Meyer said he would investigate the rates again and also call the City. Motion to approve the check register by Mr. Zientara, seconded by Mr. Sexton, unanimously approved

#### Budget and Decatur Public Library/Decatur Public Building Commission/County Agreement

Mr. Meyer discussed the budget and potential reserves for the 2015 fiscal year. Mr. Zientara discussed the potential projection and the capital line. Mr. Meyer stated that the library was still in pretty good shape budget wise.

Mr. Phillips stated there was nothing new to report concerning the City/Building Commission agreement other than the meeting in August. Mr. Sorensen said that on August 25, he and the City manager Tim Gleason, the City's attorney, Wendy Morthland, the new mayor Julie Moore-Wolfe, John Phillips and City Librarian Rick Meyer had met. He said that the City Council had instructed Mr. Gleason during the City Council meeting to explore alternatives to the Building Commission deal which the generally discussed. He added that during the August 25 meeting, the questions were mostly about the County and the Decatur Public Building Commission. He said no specifics were offered on the City's plans buying the building. Mr. Sorensen said that at this point they were waiting on Mr. Gleason to get back with the library. Mr. Phillips added that the library should possibly look for alternatives. There was discussion about possible alternatives to the Decatur Public Building Commission or the City buying the Library.

Mr. Phillips stated that there were currently two budget proposals on the table that had been prepared by Mr. Meyer, one with the Decatur Public Building Commission in control and one without. There was discussion about the two proposals. Mr. Zientara stated that there was also some concern by the City about what might happen with the City finances after hearing the discussions that the State might consider freezing property taxes. There was discussion about the EAV and how it would affect the budget. Mr. Meyer discussed the proposed 2016 budget. He explained the items that were different from the 2015 budget. Mr. Meyer stated that he had budgeted for some staff raises, however the only raises there were guaranteed were the AFCSME raises. There was discussion about manager's raises, union raises and collective bargaining. There was discussion about previous budgets amounts in past years and the present options with the finances available. Mr. Phillips gave an overall summary of the budget options. He stated that the Finance and Properties committee had recommended presenting the 2 budgets to the City. Mr. Sorensen applauded the budget narrative by Mr. Meyer, which he said made it extremely easy to understand the budget. Mr. Largent agreed that the budget narrative by Mr. Meyer made the decisions easier. Mr. Phillips suggested they send the two budgets to the City Finance Officer, Mr. Zientara and go from there. Mr. Largent suggested they not use Mr. Zientara as the board liaison to present the budget proposals to the City. Mr. Zientara asked if the library might still want to consider the option of outsourcing maintenance, if the library does not go with the Decatur Public Building Commission. Mr. Sorensen stated that they were still waiting to hear from Mr. Gleason. Mr. Sexton asked if they would get a quicker response if they were to send two budgets to the city. Mr. Zientara stated that he was sure the City was currently in discussions about the direction to go with the library, specifically the capital needs like the parking lot library, operations, hours and staff. He discussed library borrowing money to take care of the needs. Mr. Sexton asked if the City could give them something on paper to look at. Mr. Zientara said he thought that they would be further along by now, but a lot of unexpected events had prolonged things. Mr. Zientara stated that it was his belief that the City could do it cheaper than the Decatur Public Building Commission. Mr. Sexton said that he would still like to see something in writing to know what was being offered. Mr. Phillips said the Public Building Commission had also said that it would assume the risk. Motion by Mr. Largent to send the two budgets to the City to begin the budget discussions with the City and to approve the changes in increasing the trust specifications as presented by Mr. Meyer, seconded by Mr. Sexton, unanimously approved

### **Illinois Heartland Library System (IHLS)**

Mr. Meyer stated that the previous invoice present by IHLS had been wrong. The library had been undercharged on the annual bill.

### **Friends of the Library**

Mr. Phillips mentioned the Friends of the Library book sale which had been discussed by Ms. McEvoy and the proclamation.

**Foundation**

Mr. Meyer stated that at the last meeting they had discussed nominations. He said that the two candidates were Amy Stockwell and Vicki Wrigley. There was discussion about adding the candidates to the Foundation Board. Mr. Zientara stated that he would have a hard time voting blindly for someone that he knew that nothing about. He asked if they could get resumes. Mr. Meyer stated that he would send out more information about the candidates to the board.

**New Business**

**Standards for Illinois Libraries**

Motion by Mr. Sorensen to postpone covering the chapter of Standards for Illinois Public Libraries, seconded by Ms. Williams, unanimously approved

**Public Comment**

Public comment by Deanna Davis

**Meeting Adjourned**

Motion to adjourn by Mr. Sorensen, seconded by Dr. Kruml, unanimously approved

Meeting adjourned at 5:55 p.m.

Scribe,  
Robert L. Edwards  
Assistant City Librarian

Approved 10/15/2015