



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES NOVEMBER 21, 2019

**Members Present:** Donna Williams, Amy Stockwell, Gregg Zientara, Louise Greene, Sofia Xethalis, Michael Sexton, Samantha Carroll

**Members Absent:** Dr. Ngozi Onuora

**Library Staff Present:** Rick Meyer, Executive Director, Robert Edwards, Asst. Director, Betti Jo Heckwine, Asst. Administrative Aide

#### **CALL TO ORDER**

Board President Williams called the regular meeting of the Decatur Public Library Board of Trustees to order at 4:30 p.m. The meeting was held in the Board Room on the 2<sup>nd</sup> floor at Decatur Public Library at 130 N. Franklin St. Decatur, Illinois.

#### **AGENDA**

There was a motion to approve the agenda with changes, by Ms. Stockwell, seconded by Ms. Carroll, motion carried.

#### **MINUTES**

There was a motion to approve the minutes by Ms. Stockwell, seconded by Mr. Sexton, motion carried.

#### **WRITTEN CORRESPONDENCE TO THE BOARD**

None

#### **PUBLIC COMMENTS**

Marc Girdler- Mr. Girdler expressed his displeasure with the City Librarian. He stated that he believed that the library had failed to correctly submit responses to his FOIA requests. He said that the Assistant. City Librarian had submitted information to the police that he felt was incorrect and unfairly targeted him (Mr. Girdler).

#### **CITY LIBRARIAN'S REPORT**

Mr. Meyer reported on library operations for the month of October.

He said he had recently spoken at an Altrusa group meeting.

He talked about the recent FOIA requests and time and expense. He said there had been 60 requests since April 2019 which had cost the library tens of thousands of dollars. Gregg Zientara asked how the FOIA request numbers were in relation to other years. Rick Meyer said that the library had an estimate of maybe one or two per year in the years that he had been there.

He reported that the circulation of materials in October was down as compared to last October, however young adult circulation numbers were up. He gave an overview of the circulation categories, adding that other libraries were experiencing similar trends.

He discussed the visitor numbers, adding that there was currently a problem with the gate counter. Samantha Carroll asked when it would be fixed. Rick Meyer said Matt Wilkerson, the IT person was working with the vendors to get it fixed.

There was discussion about putting more focus on promoting of books, in addition to promotion of programs.

Mr. Meyer gave special kudos to Matt Wilkerson, Joann Stanbery, and Betti Jo Heckwine for putting forth a special effort to get the DPL Foundation annual appeal letters prepared and mailed. Ms. Stockwell said she thought the letter that was sent out was very good and also noted that the insert was especially great.

## **PERSONNEL, POLICY, AND PUBLIC RELATIONS COMMITTEE**

### FOIA Reports

Ms. Williams said that Mr. Meyer had given the FOIA update in his City Librarian's report, so there was no need to cover that portion again.

### Personnel Update

Ms. Williams asked Mr. Meyer to give a personnel update. Mr. Meyer said Nancy Law had recently retired and Amanda Young was chosen to fill the Nancy's full-time librarian position. Mr. Meyer praised Ms. Law's years of great service and dedication. Mr. Meyer said that the library was working with the City to update the Civil Service application process between the City and the library.

### Equity Diversity and Inclusion

Mr. Meyer said one of the goals of Dr. Onuora was to revisit library policies and understand their impact on diversity.

### Photograph and Video Policy

Mr. Meyer said there had been previous discussions by the board about the Photography and Video policy. He said there had been some provisions in the earlier draft that would have been difficult to enforce. He said that it's possible that some of the language would have also conflicted with statute. Mr. Zientara asked if anyone could take a picture of anyone else in the library. Mr. Meyer explained that the library was a public building and therefore there would be

some liberty given to those taking pictures. There was discussion about government property and the public. There was a motion to approve the policy by Ms. Xethalis, seconded by Ms. Greene. Motion carried.

#### Reference Services Policy

Mr. Meyer discussed some of the specifics of the policy. There was a motion to approve the Reference Services Policy by Ms. Xethalis, seconded by Ms. Stockwell. Motion carried.

#### Gift Policy

There was discussion about the Gift Policy. It was decided that the policy be tabled and presented at a later date.

### **FINANCE AND PROPERTIES COMMITTEE**

#### Parking Lot

Ms. Stockwell gave an update on the parking lot. She said the project seem to be going well and the parking lot looked fabulous. Ms. Carroll asked if the Novel Ideas bookstore had purchased the back portion of the parking lot. Mr. Zientara replied that Novel Ideas had purchased a portion of the Eastern parking lot.

#### Capital Needs

Ms. Stockwell said the Committee was requesting a list of future capital needs.

#### October 2019 Check Register

Ms. Stockwell explained the check register was available for board review. There was discussion about some of the line items. There was a motion to approve the check register by Ms. Xethalis, seconded by Mr. Sexton. Motion carried unanimously by roll call vote.

#### 2019 Budget Review and Projection

Ms. Stockwell discussed use of the budget review report and spreadsheets, she explained that it was just for information purposes. There was some discussion about the budget line for library materials.

Ms. Carroll asked if there was a way for the public to request materials for purchase. Mr. Meyer answered that patrons could make suggestions for purchase and materials.

Mr. Zientara gave a description of how the library budget moves through the City of Decatur budget approval process.

Ms. Carroll asked if there was an update on the purchase of new shelving. Mr. Meyer said that the Board should adopt a space plan first. The board discussed some of the challenges of space planning. Ms. Carroll asked if options to replace the signage on the building was being pursued. Ms. Stockwell answered that there had been further discussion. Mr. Meyer said signage was a part of the library's strategic plan. He said he had approved staff to move forward with temporary signage. There was more discussion about internal and external signage.

## **MANAGEMENT COMPENSATION STRUCTURE**

Mr. Zientara asked if the proposed new structure would increase any salaries. Mr. Meyer said that the new structure would neither increase nor decrease any salaries, however one salary would be frozen. There was motion by Ms. Stockwell to adopt the recommended management compensation structure, seconded by Mr. Sexton. Motion carried unanimously by roll call vote.

## **FOUNDATION**

Mr. Sexton reported that the Decatur Public Library Foundation had held its annual meeting in October. He said the annual appeal letters had been mailed on November 4. Mr. Meyer reported that there was about \$1700 collected in the first two weeks which would more than cover the cost of the mailing. Mr. Sexton said the foundation board was currently looking for new members. He said Teena Zindel-McWilliams remained president, and Mark Sorenson was elected vice-president, and Viki Wrigley will remain treasurer. He reported that Dick Doris had completed his final term, and that there had been discussion about fine-tuning the bylaws.

## **FRIENDS OF THE LIBRARY**

Ms. Carroll reported that 39 people had attended October's Books Between Bites program. She said the Labor Day book sale had received \$680 from ThriftBooks, in addition to what was previously raised. She reported that there were currently 299 members. The Friends Board approved funding for Bad Art Night materials, donated \$200 for the Local History volunteer dinner, and were looking into purchasing reusable bags.

## **IHLS**

No report

## **OTHER**

Mr. Zientara asked if there would be a soft opening for the parking lot. Mr. Meyer said he's going to speak with Mayor Moore-Wolfe about a possible spring grand opening. There was discussion about the possible appointment of a new Trustee.

Ms. Carroll said that she and Dr. Onuora had attended a trustee continuing education session in Chatham, IL. She discussed some of the topics discussed in the meeting. Mr. Meyer said that he would like to get together with the two of them and discuss some of the specifics of the training. He said that their attendance at the training fulfilled a Per Capita grant requirement.

There was discussion about potential changes to the agenda format.

## **SERVING OUR PUBLIC STANDARDS FOR ILLINOIS PUBLIC LIBRARY CHAPTER 12: SAFETY**

Mr. Meyer discussed some of the safety topics in the chapter. There was discussion about bringing police officers back for security. Mr. Sexton asked about the cameras. Mr. Zientara said there has been some city discussion about security cameras downtown. He said it's possible the City would consider the library area when they worked on the covering the downtown areas. Mr. Sexton asked if there was a timetable for when cameras for the library area would be installed. Mr. Meyer said he was told it would be a while.

**ADJOURNMENT**

There was a motion to adjourn by Ms. Xethalis, seconded by Ms. Carroll, at 6:06 p.m., motion passed.

Scribe,  
Robert L. Edwards  
Assistant City Librarian

Approved December 19, 2019