

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: June 15, 2017

Where: Board Room

In Attendance: John Phillips (President)
Aaron Largent
Donna Williams,
Jennifer Sykes
Paula Heinkel
Mark Sorensen
Michael Sexton

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

Absent: Keyria Rodgers, Gregg Zientara

Guests: Rocki Wilkerson (Workforce Investment Solutions) and Laura Hunt (Jones and Thomas)

Agenda

Motion to approve the agenda by Mr. Largent, seconded by Mr. Sorensen, unanimously approved

Minutes

Motion to approve the minutes with changes to add ISLMA and ILA by Mr. Sorensen, second by Mr. Largent, unanimously approved

Guests:

Workforce Investment Solutions

Rocki Wilkerson of Workforce Investment Solutions spoke about her organization's need to find space for their program. She reported that they are associated with Richland Community College. She gave a brief history about grant funding from the State and current grant requests. She talked about the history of continuing adult education programs in the Decatur area. There was discussion about the fields of adult education covered by educational groups in Decatur. Mr. Meyer spoke about the library's available space and how Workforce Investment Solutions could be a good fit with the library strategic planning. Mr. Meyer said he had met with Billy Tyus to discuss the use of the space by Workforce Investment Solutions. He said that currently he didn't have a firm answer from the City in regards to approval of the usage of the space. Mr. Sorensen asked when Workforce would be able to move in, if approved. Mrs. Wilkerson said it could take approximately a month. There was discussion about the logistics of Workforce moving in. Mr. Sorensen asked if there was any money from the State that could help the cause. Mrs. Wilkinson said that with the current State budget issues, there was not any money

available that could help their program. There was more discussion about leasing. Mr. Largent asked Mrs. Wilkerson what the board needed to do in order for Workforce Investment Solutions to occupy the space. Mr. Phillips said he wanted Mrs. Wilkerson and her group to know that the library was in favor of Workforce Investment Solutions using the space as she sought out the necessary funding. Mr. Sorensen added that he would need to have more information if the time came that they were to make a decision about leasing.

Jones and Thomas

Laura Hunt spoke about their recent discussions with library administration about rebranding ideas for the library. She discussed ways in which a name change for library could more appropriately reflect the services that are being offered. Mr. Meyer added that a name change is not unprecedented for libraries. Mr. Phillips said he has observed that some of the people in the community often don't respond to major change very well. He cautioned against a dramatic change. He said he would probably be cautious against anything too radical. There was discussion about rebranding and the name change. Mr. Largent said he was in favor of rebranding efforts. The Sorensen asked about plans to improve methods of communication. There was discussion about communication improvements.

Communications from the Public

None

City Librarian's report– Rick Meyer

Director Meyer reported that May was the final month for the push to become a complete RFID library. He stated he wanted to give a shout out to the project managers, Carol Ziese, Matt Wilkerson and Robert Edwards.

Mr. Meyer said he had currently met with five City Council members to discuss the strategic plan that the library had just completed. Mr. Sorensen said all of the City council members and mayor had been invited.

Mr. Meyer reported that circulation was down slightly, foot traffic seemed to be slightly down and the Readiculous program had performed for over 1000 people at their various programs. He said Alissa Henkel was currently out of the country due to a Millikin class that she was taking. Mr. Sorensen asked about security cameras and signage. There was discussion about security cameras and signage

Friends of the Library

Mr. Meyer reported that there were no requests submitted to the Friends of the Library

Foundation

Mr. Phillips said that the group met. They clarified the process of receiving and submitting payments for the RFID equipment to the vendors in the city.

Personnel, Policy & Public Relations Committee

Mr. Sorensen said that there wasn't a meeting in the month of June. He said he had been assured by Mr. Meyer that the current format of the City Librarian's evaluation form was still

good. He said evaluation forms had been sent out to board members for input, he hoped to hear responses back from the board members within a couple of weeks.

Mr. Sorensen said he had scheduled a meeting with Julie Moore Wolfe. He said there were to be discussions about the property. He said he had been told that he would be kept in the loop about property issues. He discussed the pending property report about the building. Mr. Largent reminded the members that there had been past communications among the board about board and City staff meetings and information from the City flowing to all the members of the board.

Finance and Properties Committee

Check Register

There was discussion about check register. Mr. Phillips talked about the use of revenues and spending for the current year. There was discussion about the library's end of year forecast. Mr. Sorensen asked about the chamber money that had been presented to the union. This Meyer talked about the taxes and the chamber payments to the hourly employees. Motion to approve the check register by Mr. Largent, seconded by Mr. Sorensen, unanimously approved

Budget Report/2017

Mr. Meyer reported that at this point the library looking to be in very good shape at the end of the year. He discussed using the surplus on the strategic planning implementation. Mr. Meyer talked about his plans to bring in a customer service consultant. Mr. Sorensen talked about discussions to upgrade the inside and outside of the library building and City involvement. There was discussion about City not getting started with some of the property upgrades. Mr. Largent asked if they were going to find out what is going on with the Annex modifications and the parking lot. He said there were people who are asking when these things were going to happen and the City had said that they were going have an answer. There was discussion about how to best present the question to the City. Mr. Meyer suggested that the library's attorney get started on a letter to be reviewed by the board and voted on later. There was more discussion about how to proceed.

RFID

Mr. Meyer stated that the automated material handler is now fully functional and the self-checks had been installed, two upstairs and one downstairs. He talked about signage and tracking the usage of the self-check machines. Mr. Meyer said he was bit disappointed in coverage by news media. Mr. Meyer said the responses so far have been very positive. He mentioned that staff would be doing a simple ribbon-cutting on July 7, 2017. Mr. Phillips asked how the workflows were coming. Mr. Meyer discussed some of the changes, the self-check machines and how the workflow changes were being adjusted. There was discussion about customer service and how it could be improved.

Illinois Heartland Library System (IHLS)

Mr. Phillips reported that the Illinois Heartland Library System Board had met.

Trustees

Mr. Sorensen stated that Mrs. Heinkel and Mrs. Sykes would not be serving additional terms. He said he appreciated their service. He said, the mayor had informed him that the new candidates would be on the City Council agenda in July, 2017. Mr. Largent moved that Mrs. Sykes and Mrs. Heinkel be officially appreciated for their service, there was a consensus by the board members present.

Motion by Mr. Sorensen to recommend Louise Green to the mayor as a candidate, seconded by Mrs. Heinkel, unanimously approved

Old Business

Mr. Edwards gave an update on Fine Forgiveness month.

SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Serving the Public: Chapter 12

Mr. Meyer discussed chapter 12 in Serving Our Public: Standards for Illinois Public Libraries

Public Comments

None

Adjournment

Motion to adjourn by Mr. Sorensen at 5:22 p.m., seconded by Mrs. Heinkel, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved July 20, 2017