

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Minutes**  
**Decatur Public Library Madden Auditorium**

**Date: August 15, 2013**

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

**Location: Decatur Public Library Board Room**

**In Attendance:** Teena Zindel-McWilliams (President)   **Staff:** Robert Edwards, Asst. City Librarian

Mike Deatherage (Chair)

Garry Davis

Eugene King

Jim Alpi

Eugene King

Mark Sorensen

Dr Priscilla Palmer

Mary Gendry

**Absent:** Ed Costa

Lee Ann Fisher, City Librarian

**Guests:**

**1. Call to order**

Meeting called to order at 4:40 p.m. by Mrs. Zindel McWilliams. She mentioned that the Board appreciates the support of the public. Mrs. Zindel-McWilliams stated that the Board would be going into the Staley room for the closed session as they did for the Special Call meeting

**2. Agenda**

Mrs. Zindel-McWilliams mentioned that she the Search for City Librarian should be added to the agenda. Motion made by Mr Deatherage to approve the corrected agenda, seconded by Mr King. Mrs. Zindel-McWilliams mentioned that there were several agenda items to discuss.

**3. Minutes of Previous Meeting**

Motion to approve minutes by Mr Davis, seconded by Mr Deatherage

**4. Swearing in of Board Member**

New board member Mark Sorenson was sworn in by Mr Edwards. Mrs. Zindel-McWilliams mentioned that the orientation would be arranged later

**5. Communications from the public**

Mr. Edwards announced that the one of the Bee-utiful business awards given to Decatur businesses. He thanked the Master Gardeners, Friends and staff for all of their hard work.



## **6. City Librarian's Report**

Mr Edwards reported for the City Librarian. He discussed the budget issues and the increase in circulation. Mr Edwards also discussed that Maintenance was working on various project around the library He reported that the library didn't have any major programs last month other than the Children's' programs.

## **7. Committee reports**

Mr King made a motion to move into closed session to discuss negotiations with the union. The Board returned from closed session. Motion made by Mr King to meet with the Union on September 4, 2013, seconded by Mr Davis.

Mr Deatherage discussed the check register and the budget sheets. He mentioned the new format that is being used which breaks down expenses by account description makes it easier to see where money is going. No concerns in committee meeting and recommend approval of full board. Motion to approve check register passed (all ayes). Mr Deatherage discussed the reports. He mentioned that two parts now indicate checkbook balance as well as amount spent/collected. He stated the balance was approximately \$738,000. He mentioned that the budget pertaining to revenue from City Finance Director shows projected amount of \$2,940,000. He stated that the library is already \$14,000 short of that number He mentioned that he expected \$24,000 shortfall on taxes next time. He also mentioned the Pilot/Replacement tax and that the projected \$125,000 stated in the budget for state grants, actual is approximately \$100,000. He thought the revenue has been over-projected by the City and that the \$3.3 million full year projected revenue is already \$88,000 short. He mentioned that a proposed \$75,000 reserves may not materialize. Mr Edwards mentioned that the Library receives an approximate \$78,000 per capita grant and additional \$18,000 PNG grant, plus \$1000 Wild Lands Federal grant. Mr Deatherage explained after the second closed session that Library would need to make the unfortunate decision of cutting at least an additional \$160,000 in expenses which would include non-management personnel.

## **8. Old Business**

Mr Edwards reported on the Illinois Heartland Library System. He stated that the Decatur Public Library is still very involved with SHARE and that he recently spoken with representatives and they had informed him that that they would support the Library in any way they could. He announced that the next SHARE meeting is August 28, 2013 Amy McEvoy reported on the Friends, she mentioned that the focus is the Labor Day book sale. There was discussion of the meeting dates for Finance and Properties, moving the dates to the second Wednesday of September Mr Edwards stated that he hoped to have the bookmobiles posted to the web the following week. There was discussion about the cost of \$20, 000, \$10,000 and \$5000, the consensus was that it seems reasonable, comparable.



## **9. New Business**

Mrs. Zindel McWilliams discussed that the Decatur Area Arts Council requested to use SE corner of parking lot for St. Louis bus trips. She mentioned that the Arts in Central Park requests parking privileges for September event. Motion to approve by Mr Alpi, seconded by Mr Deatherage

Mrs. Zindel-McWilliams discussed the options for search for new City Librarian—draft of job posting and potential timeline to be considered, the need for search committee. There was discussion of using focus groups, the screening process, using Skype, having interviews in November, making job offer late November or early December and having position filled by late January

## **10. Meeting Adjourned**

Motion to adjourn by Mrs. Zindel-McWilliams, seconded by Mr Deatherage  
Meeting adjourned at 6:43p.m.

Minutes taken by Carol Robinett  
Compiled by Robert L. Edwards  
Assistant City Librarian

Approved September 19, 2013