



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

#### Minutes

#### Board Members

##### **President:**

Mark Sorensen

##### **Members:**

John Phillips

Donna Williams

Aaron Largent

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

**Date: June 21, 2018**

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

**Location: Decatur Public Library Board Room**

**Present:** Mark Sorensen (President)

John Phillips

Donna Williams

Gregg Zientara

Aaron Largent

Louise Greene

**Staff:** Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

**Absent:** Dr. Ngozi Onuora , Michael Sexton, Samantha Carroll

#### **Guests:**

#### **Call to Order:**

Mr. Sorensen called the meeting to order at 4:31 pm

#### **Agenda**

The agenda was unanimously approved

#### **Minutes-May 17, 2018**

Motion to approve minutes with changes by Mr. Phillips, seconded by Mr. Largent, unanimously approved

## **Communications from the Public**

None

### **City Librarian's report– Director Rick Meyer**

Mr. Meyer said there was nothing much to add to report that he sent out earlier. He noted that the circulation of materials has continued to go up, especially in children.

#### Jones & Thomas

Mr. Meyer said there had been content review sessions. He said it is taking longer than anticipated. Mr. Meyer stated that he had informed the web development team to move forward. He said some of the content could be revised later. Mr. Sorensen asked if other individuals, other than staff could contribute input to the process. Mr. Meyer said that he open the process up to those wanted to share their thoughts.

## **Reports of committees**

### **Personnel, Policy & Public Relations Committee- Aaron Largent**

#### Interlibrary Loan Policy (ILL)

Mr. Largent announced that the redline version was included in the packets for the board to review. Mr. Meyer explained that the library wanted to eliminate the fee for audio visual and replace it with a cost that is associated with the amount of times items are requested per month. There was discussion. Motion by Mr. Largent to adopt the changes and approve the revised ILL policy, seconded by Mr. Phillips, unanimously approved

#### Local History Use of Room Policy

Mr. Largent discussed the changes proposed. There was discussion. Motion by Mr. Phillips to accept the revised policy with changes, seconded by Mrs. Greene, unanimously approved

#### Local History Collection Policy

Mr. Largent spoke on some of the changes proposed. Motion by Mr. Phillips to approve the policy as revised, seconded by Mr. Largent, unanimously approved

#### Circulation Policy Revision

Mr. Largent discussed updates made by Mr. Meyer and staff. Mr. Meyer said some of the changes being proposed were for clarity. There was discussion. Motion by Mr. Largent to approve the changes made to the Circulation Policy, seconded by Mr. Phillips, unanimously approved

### **Friends of the Library- Rick Meyer**

Mr. Meyer reported that the Friends had met on June 14th. He reported that the Friends had approved funding for Mrs. Katie Gross's retirement party and a summer reading program. He said one member had resigned from the Friends of the Library board.

## **Foundation**

Mr. Meyer reported that there had been no meeting.

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

No report

## **Finance and Properties Committee—John Phillips**

No meeting

### **Old Business**

#### Arts Council Public Arts Project—Jerry Johnson

Mr. Meyer discussed the discussions and summations by the Arts Council Public Arts Project. There was discussion about the choice of the art was to be chosen. Mr. Sorensen said it seemed that the entire board was in favor of the project. Mr. Sorensen said he would be in favor of Mr. Meyer contacting the Arts Council to acknowledge they would be in favor of going forward with the library type theme.

### **New Business**

#### Check register

Mr. Meyer discussed some of the expenses on the various lines. Motion to approve the check register by Mr. Phillips, seconded by Mrs. Williams, unanimously approved

#### Budget

Mr. Meyer said the library is in great shape according to the bottom line. He spoke about some of the specifics and the budget lines in the spending changes.

## **SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**

### **Chapter 11: System and ILLINET Membership Responsibilities**

Mr. Meyer discussed Illinois Heartland Library System (IHLS) and the SHARE consortia. He said the Decatur Public Library is the largest public library in the SHARE portion of IHLS. He said the IHLS is the largest in the country. There was discussion.

### **Other**

Mrs. Williams asked what was going on with the Annex. Mr. Sorensen gave an update of his and Mr. Meyer's discussions with the various individuals at the City.

### **Public Comments**

None

### **Adjournment**

Motion to adjourn by Mr. Largent, seconded by Mr. Phillips, unanimously approved at 5:15 pm, unanimously approved

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved July 19, 2018