

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: August 20, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

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

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

Absent: Donna Williams

Guests: Chris Siudyla (Library Attorney), Shirley Moore, Amy McEvoy

Call to order

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

Agenda

Motion made by Mr. Sorensen to approve the agenda, seconded by Mrs. Sykes, unanimously approved.

Minutes of Previous Meeting

Motion made by Mr. Sorensen to approve the July, 2015 minutes, seconded by Mr. Zientara, unanimously approved.

Communications from the Public

City Librarian's report

Mr. Meyer presented the City Librarian's report. He stated that there was a decline in the circulation of materials and foot traffic into the library. He said he had also looked at other options for DVD and CD circulation. He added that the large print and electronic books collections had seen a slight increase in circulation. He said he had spoken with one the vendors about supplemental analytic tools that came with that particular database. There was discussion by the board about circulation and staffing.

Mr. Meyer stated that the chiller had been repaired. Mr. Sorensen asked about the filters that had been purchased. Mr. Meyer answered that the library used high end filters and the library used the City purchasing department to acquire the needed filters. He said production numbers in Technical Services was about the same, but the children's circulation was down. He stated that it had recently come to his attention that some neighboring libraries allow Decatur patrons to participate in their summer reading

programs, which is not normally done. There was discussion about causes of circulation drop. There was discussion about the demographics of the groups going to areas like Mt. Zion. Mr. Sexton stated that it might be interesting to have more information. He said that some schools have discovered that some individuals prefer not to have their children attend diverse schools. Mr. Meyer commented on the diversity comments. Mr. Meyer stated that some of the division heads had submitted detailed reports on how extra hours would affect their departments with their current staffing levels. He stated that the division heads that were affected the most were Katie (Children's department), Alissa (Adult Services department) and Robert (Circulation department).

Mr. Meyer stated that Matt Wilkerson was setting up new email addresses for the Board members. Mr. Zientara asked how the library dealt with Open Meeting Act and the Freedom of Information Act. Mr. Phillips introduced Mr. Siudyla as the library's attorney. He gave a brief history of the acquisition of Mr. Siudyla after the City's reluctance to represent the library in the Building Commission deal. Mr. Siudyla stated that essentially any library record is going to be subject to FOIA. He stated that it would be a lot easier to gather the information if it was all in one place. Mr. Zientara asked Mr. Meyer if he would like the board to start using the library email. Mr. Meyer answered yes.

Personnel, Policy and Public Relations

Mr. Phillips stated that some of the members had met for the Personnel, Policy and Public Relations meeting earlier in the month, but they didn't have a quorum.

Finance and Properties

Check Register

Mrs. Sykes stated that the check register was in the packet for review and had been recommended by the Finance and Properties committee. Motion to approve the check register by Mr. Sorensen, seconded by Dr. Kruml, unanimously approved

Budget

Mr. Meyer discussed the library budget. He stated that presently the library was on pace to still have a surplus. He discussed the E-rate credits for the phones and library expenses. Mr. Zientara asked about the electricity in the Annex. Mr. Meyer stated that the library is now paying for the electricity. Mr. Meyer stated that he was looking to put \$10,000 more in the reserve fund. There was more discussion about the library budget.

Decatur Public Library/Decatur Public Building Commission/County Agreement

Mr. Phillips stated that there had not been any major developments. Mr. Sorensen stated that he remembered hearing the City Council had asked the City Manager, Tim Gleason to look at other alternatives. Mr. Sorensen stated that they had met with the Mayor Moore-Wolfe and the City Manager. Mr. Phillips stated that they would at some point be hearing back from the City Manager about other options. Mr. Phillips stated that there has been a lot of speculation by a lot of people. He said he had asked the library attorney to prepare a document concerning the right of first refusal. Mr. Sorensen stated that it the board's contention that the library currently owns the library building and not the City. Mr. Phillips talked about the history of the library acquiring the building and the City putting up the money for the renovation. Mrs. Moore explained that specific groups had raised money for the purchase of the building and the City had provided the money for the renovation. Mr. Zientara discussed what the City records showed in regards to the purchase of the building. He said he was sure they would figure out what is the best option for the library. Mr. Largent asked what they could expect from the City Council meetings. Mr. Phillips stated that he didn't expect much to be decided for a while. There was discussion about the Building Commission agreement. Mr. Meyer stated that presently he was working on 2 budgets

projections. He added that he was still waiting on some numbers from the City. Mr. Zientara said Mr. Meyer should have the numbers the next day. Mr. Meyer stated that he would be requesting an increase in funding from the City with one of the budgets. There was discussion about adding extra hours and rebuilding maintenance staff. There was discussion about budgeting for repairing the library building and the funds needed for capital repairs. There was discussion about tax levy. There was discussion about presenting the budget to the City and the timeline. Mr. Phillips talked about past budget discussions with the previous City Manager.

Illinois Heartland Library System (IHLS)

Mr. Meyer stated that there was nothing to report for IHLS

Friends of the Library

Mr. Phillips discussed the upcoming Friends of the Library book sale. Mr. Sorensen talked about his role with the Friends of the Library meetings.

Foundation

Mr. Phillips stated that the Foundation Board had recently met and had an excellent discussion about the history of the library building. He said that new people had been added to the Foundation committee. He said Mrs. Krigbaum was the president, but she and Mrs. Moore, who had been on the board for a long time, would be going off this year. Mr. Zientara asked about having conversations with the Foundation committee about fundraising. Mr. Meyer stated that he's had conversations with the Foundation group about future fundraisers. Mr. Zientara said, he thought the board should be involved with future fundraising plans. Mr. Sexton asked if the library has a capital campaign letter. Mr. Meyer answered not at this time. Mr. Sexton said that a letter might be beneficial. Mr. Meyer discussed past funding efforts and future plans for giving.

Old Business

Mr. Meyer stated that he had met with Dr. Kruml and Mrs. Sykes to discuss the management policy. He said the Finance and Properties committee had agreed upon the payroll scales. There was discussion about the pay scales and the adjustments. Motion to approve the revised management pay scale with the adjustments made by Mr. Largent, seconded by Dr. Palmer, unanimously approved

Mr. Meyer talked about a FOIA request by a group that seemed to be targeting libraries. He added that he has been working with Mr. Siudyla on how to response to the group's requests.

New Business

Mr. Meyer talked about a proposal to implement a Radio Frequency Identification (RFID) system. He discussed the benefits of having RFID. He said that he had already presented the idea to the Foundation, he proposed that the RFID project would be funded by the Foundation. He said he would be meeting with other libraries that have already implemented RFID to gather more information. There was discussion about the implementation of RFID benefiting present staffing needs. Mr. Phillips said that board would need to know what it costs and which funds would be used to pay for it. There were more discussions about fundraising. Mrs. Moore said that the Foundation Board had been hesitant to start another fundraiser until the monies from the 2006 campaign had been used for the purpose intended.

Motion by Mr. Largent to move to closed session for the purpose of discussing (5 ILCS 120/2)(c) (11)

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting, seconded by Mr. Sexton, unanimously approved. Entered into closed session at 5:50 p.m. Motion to exit closed session by Mr. Phillips, seconded by Mr. Sorensen, exited closed session at 6:06 p.m.

Mr. Phillips summarized the session by stating that the board had discussed potential litigation concerning the library. Discussion on library operations.

Standards for Illinois Libraries

Postponed to next meeting

Meeting Adjourned

Motion to adjourn by Mr. Sexton, seconded by Dr. Palmer

Meeting adjourned at 6:28 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 10-15-2015