

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Personnel, Policy and Public Relations**

Board Members

**President:**

Mark Sorensen

**Members:**

John Phillips

Donna Williams

Aaron Largent

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

**Minutes**

**Date: May 3, 2018**

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

**Location: Decatur Public Library Board Room**

**Present:** Mark Sorensen (President)

Aaron Largent (Chair)

Michael Sexton

Louise Greene

**Staff:** Rick Meyer, City Librarian

**Absent:** Dr. Ngozi Onuora

**Guests:**

**Call to order**

The meeting was called to order by Mr. Largent at 4:31 p.m.

**Agenda**

The agenda was unanimously approved

**Minutes**

Motion to approve the minutes by Mr. Sorensen, seconded by Mr. Sexton, unanimously approved

**Old Business**

Mr. Meyer said he wanted to discuss the repairs for the library parking lot. He said he'd recently spoken with Dan Mendenhall about the patchwork that would soon begin on the parking lot. There was discussion from the committee about the process.

Interlibrary Loan Policy

Mr. Meyer said he had a few thoughts about changes to the Interlibrary Loan Policy. He said there were some language changes that he felt needed to be made. There was discussion about the content of the Interlibrary Loan Policy. Mr. Meyer said he would bring a new policy to the board next month for review. There was more discussion.

### Library Confidentiality Policy

Mr. Meyer said he is recommending that no changes be made. He said the language comes from the Illinois statute, so the policy states that the legal statutes should be followed. He said the policy is being presented for board review with no changes.

Motion to adopt the policy as is by Mr. Sorensen, seconded by Mrs. Greene, unanimously approved

### Library Use Guidelines

Mr. Meyer said library administration has no recommendations to change the current policy. He added that library personnel is happy with policy as it is. He said the policy is also being presented to the committee for review with no modifications recommended. Motion by Mr. Sorensen to approve as presented, seconded by Mrs. Greene, unanimously approved

### **New Business**

Mr. Meyer said that he received a letter from the Children's librarian, Mrs. Katie Gross announcing her retirement, effective July 29<sup>th</sup>. There was discussion by the committee. Mr. Meyer said that he is trying to convince Mrs. Gross to agree to a public reception. There was discussion about succession planning and filling the position after Mrs. Gross leaves. Mr. Meyer discussed some options for succession. He said he had offered Mrs. Alissa Henkel the opportunity to be interim. There was discussion about exploring organizational structures. Mr. Meyer discussed recent visits with the management team to other libraries and reviewing their library's structures and workflows. There was discussion.

Mr. Meyer said he recently met with Jerry Johnson and discussed thoughts about painting a mural on the library building. He talked about the selection process that the Arts Council would follow to choose the appropriate group and artwork. There was discussion about murals around the city and the City's involvement in the process. Mr. Sexton said his concern is having something on the side of the library building that might become unsightly when it begins to age. There was discussion about the option of a canvas versus painting on the concrete surface. Mr. Meyer said he thought they probably needed to speak with the City before they went forward. Mr. Largent questioned if the committee should contact the City first and ask a City representative to be present when Mr. Johnson attended the next board meeting. He said maybe Mr. Zientara could be that representative. Mr. Sorensen said he would like to have something prepared by Mr. Johnson and sent to the board before the meeting, rather than trying to decide at the meeting about a proposal he would be hearing for the first time. There was discussion by the committee. Mr. Sexton said he thought that Mr. Sorensen should send something out to the City saying this is what the library might be thinking of doing. He said he wasn't sure if they should begin planning with the Arts Council if the City wasn't on board with the project. Mr. Sexton suggested they ask Mr. Johnson to send something outlining what they were planning to do and they could use that content when contacting the City.

Mr. Meyer announced that the Secretary of State, Jesse White would be visiting the library on Tuesday to review the Project Next Generation. He said he had spoken with Deputy Director, Greg Cormack, who had informed him that the visit should be thought of as photo opportunity. He said there would not be a press release before the visit. There was discussion about the Project Next Generation program. Mr. Meyer said Mr. Robert Edwards is the staff person that primarily works with the program. He said

sporadic website problems are preventing the library from doing effective public relations and marketing to inform the public about programming. He said the library IT person has been investigating the website problems. There was discussion about the website progress. Mr. Meyer reported that Katie Eytchison has received national notoriety for an upcoming library program concerning postpartum depression. Mr. Sorensen said that while Mr. Meyer was on vacation there had been a big article in the paper about the City and the Library. He said Mr. Edwards had called him to do a phone interview with a WCIA newscaster about the article. He said that later in the same week he did an interview with the WAND crew and answered questions about the \$90,000 grant the library recently received from the State. There was discussion about past interviews and timing.

**Meeting Adjourned**

Motion to adjourn at 5:03 pm by Mr. Sorensen, seconded by Mr. Sexton, unanimously approved.

Scribe,  
Robert L. Edwards  
Assistant City Librarian

Approved 6/7/2018