

DECATUR PUBLIC LIBRARY
BOARD OF TRUSTEES
Long Range Planning Meeting Minutes
October 26, 2011

I. CALL TO ORDER:

Teena Zindel-McWilliams, president called the meeting to order at 4:37 p.m. Members present: Michael Deatherage, Gail Crookshank, Eugene King, Jim Alpi, Mary Gendry, Carol Craig, and Edward Costa. Staff present: Lee Ann Fisher, City Librarian, Karen Bjorkman, Asst. City Librarian, Amanda Standerfer, Head of Adult Division, and Robert Edwards, Supervisor Technical Services.

II: AGENDA:

Motion to approve agenda by Mr. King and seconded by Mrs. Crookshank. Motion carried unanimously.

III: MINUTES:

Motion by Mrs. Gendry and seconded by Mr. King to approve the September 28, 2011, minutes as corrected. Motion carried unanimously.

IV. NEW BUSINESS:

Ms. Fisher reported that she had gained numerous insights into doing Long Range Planning based on her attendance at Boot Camp in Tennessee. Roll the survey out after January 1, 2012, and restart the meetings in February, 2012, after completion of the survey.

Ms. Fisher stated that 5 members of the library attended the meetings with Illinois Heartland to select the new computer system for the cataloging and circulation of materials.

V. SURVEY:

Mrs. Zindel-McWilliams asked about the costs that might be associated with the survey. Ms. Fisher stated that focus groups are very time intensive and that an email could reach as many as 7,000 patrons. A smaller version could be placed in the Connections which is done by the Friends. A 2 page survey could be done at the front door, somewhat like an exit poll.

Ms. Fisher stated that there are funds in the Foundation that could be used for the survey. Mrs. Alpi and an intern from Millikin will be meeting with the committee next week. Board asked that a demonstration survey for the email be available at the November regular board meeting.

Motion by Mrs. Gendry and seconded by Ms. Craig that the library concentrate its activities for the next 2 months on the survey. Motion carried unanimously.

Motion by Mr. Deatherage and seconded by Mrs. Gendry to authorize the expenditure of up to \$2,000.00 for the survey. Motion carried on a voice vote of yes. 1 abstained.

VI. OLD BUSINESS:

Mr. Deatherage asked about what things in the Long Range Plan might be presented to the city to have an effect on the budget allocation to the library. Ms. Fisher stated that this could be brought up at the next Finance Committee meeting.

Motion by Ms. Craig and seconded by Mr. Deatherage to move the next Finance Committee to November 9, 2011. Motion carried unanimously.

VII. PUBLIC COMMENTS:

None.

VIII. AJOURNMENT:

Motion by Mr. King and seconded by Mrs. Gendry to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 5:35 p.m.

Respectfully submitted,
Karen Bjorkman
Assistant City Librarian

Approval pending