

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: July 20, 2017

Where: Board Room

In Attendance: Mark Sorensen (President)

Michael Sexton

Gregg Zientara

Donna Williams

Aaron Largent

John Phillips

Keyria Rodgers

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Absent:

Guests:

Communications from the Public

None

Call to Order:

Mr. Sorensen called the meeting to order at 4:32 pm

Agenda

Motion to approve the agenda by Mr. Largent, seconded by Mr. Sexton, unanimously approved

Minutes

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

City Librarian's report– Director Rick Meyer

Mr. Meyer reported that there had been discussions and meetings about redesigning the website. He said Jones and Thomas had presented a proposal to redesign and maintain the website. He also met with Mark Sturgell to plan customer loyalty training. He discussed his trip to the ALA conference, He said there had been dozens of sessions to choose from, he would be discussing some of the ideas that he got from ALA in the future. He reported the circulation of library materials was up, the gate count was up and new registrations were also up. He talked about Fine Forgiveness, and the patrons who had expressed their happiness to be able to use library services again. There was more discussion about fine forgiveness. Mr. Meyer reported that there had been recent promotions within the library, one staff member to Routing Clerk and two staff members to the Clerk position. The summer reading statistics were down, however there had been 91,000 searches performed in the catalog, Local History assists and Adult Services Assistant were also down. Mr. Meyer reported that the library had a soft opening for the new RFID system on July 7, 2017. He said appreciated the individuals who attended the

opening, however he would've liked to have had more media coverage. There was discussion about news coverage in the past compared to the media coverage lately. There was discussion about the library resources such as the databases and the resources. Mr. Sorensen asked the board members if they understood some of the resources that were offered by the library and how to find them. Mr. Sorensen discussed the need for the board to understand library resources.

Friends of the Library

Mr. Meyer reported that the Friends of the Library did not meet in July, 2017. Mr. Zientara reported that there had been conversations by the Friends with Risk Management about a 3--ton lift the Friends were considering buying. Mr. Largent stated that he thought the lift was a good idea, given there was some concern to the risk factor involved with lifting of the boxes of materials.

Foundation

Mr. Phillips stated that the Foundation had not met, they might try to meet in August.

Personnel, Policy & Public Relations Committee

Mr. Largent stated that the committee had reviewed some library policies presented by Mr. Meyer. He said there was only one update recommended, the Security Camera Policy. The committee had recommended additional signage be posted in specific areas. Motion to accept the updated security camera policy by Mr. Largent, seconded by Mr. Sexton, unanimously approved

Closed Session

Motion to enter into closed session by Mr. Largent at 4:49 p.m. per section 5 ILCS 120 § 2 (c) (1) (The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.), seconded by Mr. Sexton, unanimously approved

Motion to exit closed session at 4:59 p.m. by Mr. Largent, seconded by Mr. Phillips, unanimously approved

Summary of closed session- Mr. Sorensen stated that the closed session had been held for the purpose of conducting the City Librarian's evaluation.

Motion by Mr. Sexton to raise the City Librarian's annual salary by \$3000.00, seconded by Mr. Largent, unanimously approved

Finance and Properties Committee

Check Register

Motion to approve the check register by Mr. Largent, seconded by Mr. Sexton, unanimously approved

RFID

Mr. Meyer reported that the final RFID numbers were compiled. There was discussion about the RFID transition process. Mr. Sorensen asked about the pictures that were taken at the opening and there had been any response from the Herald and Review. Mr. Meyer stated that the workflows challenges had been addressed and there hadn't been anyone in from the Herald and Review to cover the new RFID system. Mr. Sorensen stated that if it was possible he would like to see the pictures from the opening out there for the public to see.

Budget Update

Mr. Meyer reported that the library budget was in good shape at this point. There was discussion about transferring funds into the capital fund. There was discussion about staffing costs and real estate taxes. Mr. Meyer said that the library had received a reward letter from the State announcing that the library would get the per capita grant funds. He added that said he would be proposing that the board eliminate fines all together. There was discussion about the elimination of fines. Mr. Phillips discussed the budget timeline. Mr. Zientara stated that the City would probably be looking for the budget to be submitted around September. Mr. Phillips asked if there was any direction that they should be going in terms of goals. Mr. Zientara answered that the City Manager would get the priorities from the City Council and they could go from there. There was discussion about the various types of revenue that the library received.

Old Business

Trustee Candidates

Mr. Sorensen said he had met with the mayor and had a discussion about the new library candidates. The new library candidates would be interviewed at the August 7th, 2017 City Council meeting . He said the candidates had been interviewed by him in the role of Board President and the City Librarian Mr. Meyer. Mr. Meyer had also given them their orientation.

Ms. Rodgers announced that it would possibly be her last board meeting, due to work schedule changes and other obligations. Mr. Sorensen asked Ms. Rodgers if she thought of any recommendations for future candidates to please submit their names to the board.

Mr. Sorensen stated that the Library Board of Trustees would like to thank Keyria Rodgers for her service.

New Business

Mr. Sorensen stated that at the last meeting, Mr. Largent had suggested that a letter to inquire about the City's plans for the Annex be drafted for review. There was discussion about the Annex building. Mr. Zientara reported that Peerless had advised that they, for health reasons, due to the presence of mold, not enter the building without taking the proper safety precautions. There was discussion about the parking lot and renting space. There was discussion about the costs related to renting.

Illinois Heartland Library System (IHLS)

Mr. Phillips said the IHLS board had met and they now had a budget.

SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter 1: Core Standards

Mr. Meyer said that the library does pretty well with this section. He said the library may want to look the section 23. He said the library was working to update the current disaster plan.

Public Comments

None

Adjournment

Motion to adjourn by Mr. Sexton, seconded by Mr. Largent, unanimously approved at 5:42 pm

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 8/17/17