

## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

### Minutes

**Date:** August 21, 2014

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

**Location:** Decatur Public Library Board Room

**In Attendance:** Jim Alpi (President)  
Susan Kruml  
John Phillips  
Mark Sorensen  
Donna Williams  
Dr. Priscilla Palmer

**Staff:** Rick Meyer, City Librarian  
Robert Edwards, Asst. City Librarian  
Rebecca Damptz

**Absent:** Garry Davis, Eugene King

**Guests:** Allison Petty (Herald and Review), Amy McEvoy (Friends of the Decatur Public Library), Mike Deatherage

#### Call to order

Meeting called to order by Mr. Alpi at 4:32 p.m.

#### Agenda

Motion to approve the agenda made by Mr. Sorensen, seconded by Ms. Kruml, unanimously approved

#### Minutes of Previous Meeting

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

#### Communications from the Public

Mr. Edwards led Ms. Donna Williams through the swearing in process for new Library Board members.

#### City Librarian's report

Mr. Meyer presented an overview of Library operations for the month of July. Mr. Meyer informed the Board that he and Mr. Edwards had attended an Illinois Heartland Library system meeting. He mentioned that he had recently had lunch with a group of former employees and attended a meeting held by the Shriners. He discussed the budget meeting that he and Mr. Edwards had attended with some of the City Finance officials. He mentioned that staff member Marcia Stanckiewicz had recently retired. He also informed those present of the passing of former employee and library supporter Jay Merrick. He mentioned that the drop in the circulation of materials was minor compared to last year

considering the reduction of hours. He mentioned that new patrons registrations were up and library visits were up. Mr. Meyer also informed the Board that there had been a couple of more leaks which had been repaired by Maintenance. Mr. Meyer announced that the summer reading program had been very successful and Local History was attempting to dispose of potentially hazardous negatives (however but there had been some issues with the EPA losing the paperwork). He added that there had been plenty of nice comments about the WWI display around the stairway and Adult Services was using present staff to fill in the gaps with the resignation of Ms. Marcia Stanckiewicz.

### **Personnel, Policy and Public Relations Committee**

Mr. Alpi asked Mr. Sorensen if he wanted to give a summary of the Personnel, Policy and Public Relations committee meetings for the month of July. Mr. Sorensen mentioned that the committee had discussed the policies presented by Mr. Meyer. He added the policies had been approved by the committee and with a few minor adjustments they had been recommended to be viewed by the full Board.

#### Local History Collection Policy

There was a motion by Mr. Sorensen to approve the Local History Collection policy, seconded by Mr. Phillips, unanimously approved

#### Local History Use of Room Policy

Mr. Sorensen mentioned that policy for the use of the Local History room had been discussed by the committee and some of the language had been left general. Motion by Mr. Sorensen to approve the Local History Use of Room policy, seconded by Dr. Palmer, unanimously approved

#### Library Records Confidentiality Policy

Mr. Sorensen mentioned that the next policy was the Library Records Confidentiality Policy. He mentioned that he didn't see any problems with the policy and since a portion of it had come direct from the State statutes he moved that it be approved, seconded by Dr. Palmer, unanimously approved

### **Finance and Properties Committee**

Mr. Alpi stated that the Finance and Properties Committee had met in July. He mentioned that there was copy of the check register in the Board packets that had been discussed by the committee. He added that everything seemed to be in order.

There was a motion made to approve the check register made by Dr. Palmer, seconded by Ms. Kruml, unanimously approved

Mr. Phillips mentioned that perhaps the budget report and Mr. Meyer's report on the 2015 budget could be combined. Mr. Meyer proceeded to give an overview of the Library budget. Mr. Meyer explained that the budget spreadsheets could be an effective tool in tracking the budget, however the viewer had to be conscious of certain abnormalities. He informed the group that some of the numbers in spreadsheet were going to be different from what was initially forecast. Mr. Meyer discussed the slow spending on the Books and Periodicals line. He mentioned that he had met with staff and discussed that the library needed to increase spending on books and periodicals. He mentioned that he had derived from his meeting with Illinois State Library staff in June that the grant funding for the per capita grant would be less for FY2015. Mr. Meyer mentioned that the City Finance Officer, Gregg Zientara had indicated that tax revenues would probably not increase for 2015. Mr. Meyer informed the Board that during the 2015 year there would be 27 pay period, he stated that this extra pay period happens infrequently, but it would cause an increase in the budget expenditures. It mentioned that it would also hinder the idea of working toward having enough in the cash reserve to cover expenses between tax payments. There was more discussion about the budget and 27 pay periods. Mr. Alpi discussed past cash flow issues and City involvement. Mr. Meyer mentioned that he had done some research and it

appeared that in some of the previous years there had been a cash surplus. There was more discussion about the library cash flow and previous deficits. Mr. Phillips mentioned that he thought Mr. Meyer had done an excellent job in presenting a budget document that everyone could understand. Mr. Phillips added that he thought the Board needed to let Mr. Meyer know if the budget presented is the direction to go or maybe a different direction. There was more discussion about the budget. Mr. Meyer mentioned that he had received a call from Mr. Zientara explaining that the Library budget could be made to work with the use of the capital funds. Mr. Sorensen asked Mr. Meyer what kind of salary adjustments had been made for staff. Mr. Meyer discussed the union raises per the AFSCME contract and the management increases. There was more discussion about the expenses line items. Mr. Meyer discussed the option of applying for E-rate later and another option of having books pre-processed to save money. Dr. Palmer agreed that the E-rate would probably give the Library savings. Mr. Meyer explained that portions of the E-rate require filters on the computers and Libraries don't typically filter. There was more discussion about the operational expenses.

#### Local History bids

Mr. Alpi discussed that Library had received bids on August 11<sup>th</sup>. He mentioned that some of the individuals that they had initially thought would bid on the project had decided not to submit bids. He explained the change in the market and other timeline factors may have been deciding factors in some of the contractors deciding not to bid. He informed the Board that the low bid was from Jones and Sullivan, at approximately \$400,000 and the other bid was from Leander who bid approximately \$433,000. Mr. Alpi discussed the alternative options that had been presented with each bid sheet. Mr. Alpi stated that the bid from Jones and Sullivan for \$400,000 with options G1, G2 and G5 was recommended.

Mr. Phillips mentioned that they had presented the proposal to the Foundation Board at their recent meeting. They explained to the Foundation Board that the total cost including the \$38,000 for the architect came to around \$490,000. Mr. Phillips mentioned that they were recommending to the Board the project for vote.

There was motion by Mr. Phillips that the Board would agree to undertake the project before them.

Mr. Alpi stated that he wanted to add that the Foundation members understood that furniture was not included in the proposed cost and the Board would have to come back later to ask for funds for furniture. Mr. Meyer mentioned that Ms. Dampz had sent a list of the furniture desired. Mr. Sorensen mentioned that drawing were different from what he had expected. There was discussion about adding more glass windows to the room. Mr. Alpi stated that they could go back out and get another estimate for adding more glass if the Board desired. There was more discussion about the drawings of the Local History, glass and the contingency allowance. Dr. Palmer stated that they probably didn't want to spend the contingency allowance on windows. There was more discussion about concepts and options for the Local History room. Mr. Sorensen added that concepts haven't been voted on before; he thought they should go ahead with the project before them and not delay, motion seconded by Mr. Sorensen, roll by Mr. Alpi, unanimously approved.

Mr. Sorensen asked that it be clarified that the Foundation had agreed to pay back the architect fees. Mr. Phillips and Mr. Meyer confirmed that the Foundation would reimburse the architectural fees up to \$38,000.00. Mr. Sorensen mentioned that he had noticed that some of the architectural fees had already showed up on the check register.

### **Illinois Heartland Library System**

Mr. Meyer mentioned that he had attended a meeting in July. He mentioned that there was not a great deal to report except some decisions coming up in cataloging.

### **Friends of the Library**

Mr. Sorensen mentioned that he had Friends of the Library meeting as the new representative from the Board of Trustees. He acknowledged the President of the Friends of the Library, Amy McEvoy in the audience.

### **Foundation Board**

Mr. Phillips mentioned that he and Mr. Alpi had attended the last Foundation meeting. He noted that the biggest thing on their agenda was the approval of funding for the project. Mr. Alpi mentioned that the Foundation members seemed pleased and enthusiastic about the project. Mr. Phillips added that the Foundation Board had lost some members and were looking to replace them.

There was discussion about the possibility of attracting new donors and the options available for recognizing donor contributions.

### **Old Business**

Mr. Alpi informed the Board that he and Mr. Phillips, Mr. Meyer and Mr. Edwards had attended a meeting with representatives from the Building Commission and the County. Mr. Alpi mentioned that the County had engaged an architect and had put together a drawing of how the space might work. He mentioned that they have also put together some preliminary numbers of the various costs. Mr. Alpi added that there was not much more to report. Mr. Phillips mentioned that a lot more would have to happen before they could say anything definite.

Mr. Meyer informed the Board that they needed to vote on the meeting dates for the remainder of the year. There was a motion to accept the meeting dates as presented by Dr. Palmer, seconded by Mr. Sorensen

### **New Business**

Mr. Meyer discussed the Director's report that he had recently presented to the Board. He mentioned that he'd worked with staff to complete his report and he commended them on their hard work. He discussed his speaking engagements in the community and his discussions about the Library. Mr. Alpi mentioned that Mr. Meyer should be commended on presenting an excellent report. He mentioned that the report confirmed a lot of what the Board had previously thought. He added that he thought Mr. Meyer's suggestions were well thought out. Mr. Phillips suggested that a copy of the report be sent to the Mayor, Mr. Sorensen suggested that perhaps a copy should go to the City Council. Mr. Meyer explained that perhaps a strategic plan is something that should be considered sooner rather than later, it would be especially useful in the staff audit. Dr. Palmer agreed that Mr. Meyer had presented an excellent report.

### **Standards for Illinois Libraries**

Mr. Meyer discussed the Chapter 11 in the Core Standards for libraries in Illinois. He discussed the service areas of the library. Mr. Meyer mentioned that in almost all the areas the Library was doing well. There was discussion about the various service areas. Mr. Sorensen mentioned that he had received some insight about library services during his experience working at the reference desk. He added that he thought it might be a good idea for Board members to do a "ride along" in various areas of the library to learn about library services. Mr. Meyer mentioned that he thought it would be a good idea. He mentioned that he had worked most of the services areas mentioned, but not at the Decatur

Public Library. Mr. Alpi mentioned that he thought the idea shadowing staff was fine, but reminded the Board members that the role of managing the Library was that of the City Librarian; they were not there to micromanage operations.

**Public Comment**

Public comments by Amy McEvoy and Mike Deatherage

**Meeting Adjourned**

Motion to adjourn by Mr. Sorensen, seconded by Dr. Palmer  
Meeting adjourned at 6:38 p.m.

Scribe,

*Robert L. Edwards*

Assistant City Librarian

Approved 9/18/2014