

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: September 21, 2017

Where: Decatur Public Library Board Room

In Attendance: Mark Sorensen (President)
Michael Sexton
Gregg Zientara
Donna Williams
Aaron Largent
John Phillips
Dr. Ngozi Onuora
Louise Greene
Samantha Carroll

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

Absent:

Guests: John McClarey

Call to Order:

Mr. Sorensen called the meeting to order at 4:30 pm

Agenda

Motion to approve the agenda by with the changes Mr. Phillips, seconded by Mrs. Williams, unanimously approved

Swearing in of New Trustees

The new trustee candidate, Samantha Carroll was sworn in by Mr. Edwards. Mr. Sorensen thanked the new member for her commitment

Communications from the Public

Mr. McClarey proposed an idea for the library's participation in the State of Illinois 2018 Bicentennial. There was discussion afterwards.

Minutes

Mr. Meyer asked about the discussion of the Local History Assistant position at the last meeting and if the motion made to totally fund the position had been withdrawn at the meeting. Mr. Sexton said that he had withdrawn the motion in the meeting.

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

City Librarian's report– Director Rick Meyer

Rick Meyer reported on library operations for the month of August, 2017. Mr. Meyer reported that he had taken a weeks' vacation. He said Mr. Edwards had spoken at a recent Kiwanis breakfast. He reported on library staff members that had visited Millikin University and Dennis school to discuss library resources. He said the self-check machine numbers were down slightly from the previous month, but still around 30%. He discussed the circulation of materials and patron assists statistics from the various departments. He reported on the statistics for the e-resources and the databases to be added in the upcoming months. Mr. Sorensen said that he was grateful for the email blasts that Mr. Meyer has sent out.

Reports of committees

Personnel, Policy & Public Relations Committee- Aaron Largent

Did not meet

Friends of the Library- Aaron Largent

Mr. Meyer gave an overview of the Friends of the Library meeting. He said the book sale had grossed approximately \$22,000. Mr. Zientara said the City had not received a certificate of insurance for the new materials lift that the Friends had recently purchased.

Foundation-Michael Sexton

Mr. Sexton said that he felt that Jones and Thomas had given a good presentation regarding their company redesigning the library's website. He said the Foundation Board had voted to send out annual appeal letters and approved up to \$30,000 for the website design. Mr. Meyer said Jones and Thomas estimated that the website design would not exceed \$18,000. There was discussion about giving to the Foundation. Mr. Sorensen talked about how the Foundation would be requesting donations. Mrs. Carroll asked if the Friends board had been considered. Mr. Sorensen said they would be considered with the current appeal letters that they were sending out. There was more discussion about Foundation donors.

Finance and Properties Committee–John Phillips

Approval of August 2017 Check Register

Mr. Phillips asked for a vote on the August 2017 check register. Motion to approve the check register by Mr. Zientara, seconded by Mr. Sexton, unanimously approved

2017 Budget Review/2018 Budget Proposal

Mr. Meyer discussed the budget columns for the proposed budget. Mr. Meyer said that the bottom line was that the library was in good shape. Mr. Phillips asked if they could discuss the changing of the name of the capital fund line. There was discussion about changing the name to Reserve fund. Mr. Sorensen asked if they could possibly show a balance for the amount currently being held in the capital fund. Mr. Meyer said he could do that. Mr. Meyer reported that the library had been approved for the State of Illinois Per Capita grant but the library had not yet received a check from the State. There was discussion about library revenue, specifically the property replacement tax. Mr. Meyer said the budget proposal for 2018 was still a work in progress.

Workforce Investment Solutions Space Rental

Mr. Phillips discussed the proposal to use the old local history room by the Workforce Investment Solutions. Mr. Meyer announced that he had just recently received the lease from the attorney. Mr. Phillips said the proposal by Workforce Investment Solutions was for one year and they had a one-year grant that would cover the costs for rent and the move into the space Mr. Meyer gave a review of past meetings with Workforce Investment Solutions. Mr. Sorensen discussed the times operations by the group and asked if anyone had any opposition to the agreement. Mr. Sorensen and Mr. Zientara informed the board members that the City Council would have to approve the lease before it was considered confirmed. Mr. Zientara suggested that they review the sublease, pass it to the City for review and then the city Council vote on it. Motion by Mr. Phillips to approve the lease as presented with the concepts included, seconded by Mr. Sexton, Mark Sorensen –yea, Michael Sexton-yea, Gregg Zientara-yea, Donna Williams-yea, Aaron Largent-yea, John Phillips-yea, Dr. Ngozi Onuora abstained, Louise Greene -yea, Samantha Carroll-yea, motion passed

Illinois Heartland Library System–John Phillips

Mr. Phillips said that Illinois Heartland was another resource that they could use if they had questions about the system and its operations.

Old Business

Salary Source for Local History Library Assistant

Mr. Sorensen suggested they review the funding of the Local History assistant with the Myer funds. He gave an overview of the past methods of funding the Local History Assistant position. There was discussion. He said there were past objections to the funding of the position, which had been discussed. Mr. Phillips stated that he would like to see the position become permanent. Mr. Zientara stated that he would like to see the position added to the regular budget and not deplete the Myer fund.

Motion to pay for the half-time Local History Assistant for the year 2018 by Mr. Phillips, seconded by Mrs. Williams, unanimously approved

New Business

Other

Mr. Sorensen said he hoped to meet with City representatives the following next week to discuss future planning in areas adjoined to the library space. Mr. Zientara discussed inspection of the library annex building and the pending asbestos issues.

Mr. Meyer discussed the 150th anniversary article that appeared in the Decatur Tribune. There was discussion about the accuracy of the article and the library participating in some sort of recognition.

SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter 3: Chapter Personnel

Mr. Meyer he said the recommended standards for FTEs for a library with the population of Decatur was approximately 63 FTEs, but the Decatur Public Library was probably around 30 FTEs. Mr. Phillips added that they could argue that the RFID had freed up some staff to do other tasks.

Other

Mr. Sorensen asked about the action items before the next meeting. He said they needed to finalize the budget proposal and to also get more information about Mr. McClary's proposal

Adjournment

Motion to adjourn by Mr. Zientara at 6:02 p.m., seconded by Mr. Sexton, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 10/19/2017