



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

September 16, 2021 Meeting

Minutes

Date: September 16, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Children's Auditorium

Board President: Samantha Carroll **Board Members:** Sofia Xethalis, Susan Avery, Karl Coleman, Kathleen Wrigley, Anay Hunt, Alana Banks, Shelli Brunner

Present: Samantha Carroll

Sofia Xethalis
Karl Coleman
Susan Avery
Anay Hunt
Alana Banks

Absent:

Shelli Brunner
Kathleen Wrigley

Staff: Rick Meyer, City Librarian

Michelle Whitehead
Becky Dampitz
Alissa Henkel
Carol Ziese

Guests:

Call to Order:

Samantha Carroll called the meeting to order at 4:35 p.m.

Public comments:

Election to Fill Vacant Officer Seat(s) (Action) Ms. Carroll made a motion to nominate Ms. Xethalis as Vice President. Ms. Avery made a motion to approved the nomination, seconded by Mr. Coleman. The motion was adopted.

Ms. Carroll made a motion to nominate Mr. Coleman as Secretary. Ms. Xethalis made a motion to approve Mr. Coleman as Secretary, the motion was seconded by Ms. Banks. The motion was adopted.

Consent Agenda (Approval of Agenda, Approval of August 19, 2021 Regular Meeting Minutes (Action) Mr. Coleman made a motion to approve the Agenda and the August 19, 2021 Board of Trustee meeting minutes, seconded by Ms. Xethalis. The motion was adopted.

Written Communications from the Public: None

City Librarian's Report (Discussion) Mr. Meyer reported that the temporary plans for the Friends of the Library relocation have been finalized. He has started work on the 2022 budget and he completed orientation for the new Board members.

Mr. Meyer presented actual, and projected changes in circulation materials from 2019, 2020, and 2021. This included rolling 12-month trends. He stated that typically we have predictable ups and downs throughout the year, however 2019 and 2020 are not good models to follow.

Division Head Reports (Discussion)

Alissa Henkel, Head of Programs, Resources & Services- In the past, the Library has had constant contact with all of our patrons. Patron Point is connected to our ILS and allows us to target readers. For instance, when someone gets a new library card, it sends them a list of our resources. The Library gets the most feedback and responses from the happy birthday notices patrons receive. The system also allows to send targeted emails to patrons on specific topics, for instance those who have had fees. The email notification advises them that once they return their materials, their fees can be waived so they can come back to the library. After the emails are sent, we can see who followed-up on the call-to-action.

Matt Wilkerson, Systems Administrator – Mr. Meyer reported for Matt. He stated currently Matt is working on patron computers that are freezing up.

Carol Ziese, Head of Technical Services and Interim Head of Circulation provided some background to the Board. We do all of the cataloging. These two departments have a lot of moving parts. It feels like a natural fit for circulation and tech services to be run together. We are working on shifting, discontinuing paper notices, changing old paper registrations to e-signatures, and getting labels to be uniform. Ms. Ziese is enjoying her new job title as head of circulation.

Rebecca Damptz, Head of Local History – Omeka is our digital site. It's available to anyone in the world. There are over 5000 items on there right now. We have offered space on Omeka to other businesses in town. The African American Genealogical Society, Staley, Mueller, and the Millikin Homestead are interested in using Omeka. This will create a one stop shop for researchers.

Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee -Kathleen Wrigley not present
 - a. Personnel Update (Discussion) Mr. Meyer stated at this time we are in a holding pattern. No change. There is 1 unfilled ½ time page position. The ½ time library assistant position has been filled.
 - b. DEI (Discussion) Mr. Coleman stated there was a committee meeting on September 14th. There was a discussion about the importance of the community assessment survey and it's findings. Several members of the committee like Christina Fuller as their first choice. She offered a 3 month, 6 month, and a year approach. Ms. Fuller has taken on a project and would not be able to available to

start until June 2022. Ms. Carroll and Mr. Coleman preferred Dietta. Mr. Meyer will reach out to Dietta to see if she is available for the next PPPR meeting and investigate outside funding.

- c. Remote Work Policy (Discussion) no discussion
- d. Asset Disposition Policy (Discussion) Mr. Meyer stated that after speaking with legal counsel, if we donate items, the decision needs to be made by the board of Trustees every time and not by the City Librarian.
- e. Circulation Policy (Discussion) Mr. Meyer stated that the previous discussion was around the 13-year old checking out materials in adult vs. children's books. This topic will be discussed in a roundtable with employees. This will give us feedback to make sound recommendations.
- f. COVID-19 Vaccination Policy (Discussion) This discussion was tabled for now. We will wait and see where things go.

B. Finance and Properties Committee – Sofia Xethalis

- a. August 2021 Check Register (Action) Ms. Xethalis made a motion for the Board to approve the August 2021 Check Register, seconded by Ms. Banks. A roll call vote followed Ms. Xethalis, yes, Ms. Hunt yes, Ms. Banks yes, Mr. Coleman yes, Ms. Carroll yes, Ms. Avery yes. The motion was adopted.
- b. 2021 Budget Actuals & Projection (Discussion) A discussion was held about the rent paid for the Library space. The Personal Property Replacement Tax looks to be way more than what we budgeted for, which puts us in a good place.
- c. 2022 Budget Proposal (Discussion) Mr. Meyer is working with Mr. Greg Zientara with regard to allocations. Mr. Zientara expects to have them at the end of the month.

C. Foundation (No meeting)

D. Friends of the Library – Sofia Xethalis/Rick Meyer

- a. September 9 Meeting (Discussion) Friends now has an office and a sorting room. October 6 they are doing Where The Crawdads Sing. They have 90 pallets of books to sell. They are trying to figure out what their furniture needs will be. They gave \$100 to the Community Resource Coordinator for water and snacks. Ms. Avery is the committee representative for the next Friends meeting in October.

E. Illinois Heartland Library System – Rick Meyer

- a. Solus App (Discussion) The Solus App is trying to get off the ground. If you have the app, you can scan a barcode on the book and check it out with your phone. Considering utilizing a focus group including a super patron to help us figure out next steps and our strategy going forward.

Old Business

Board Opening (Discussion) Ms. Carroll reported that no one new has applied. Mr. Meyer meets with the Mayor and a Board Commission applicant tomorrow.

Electronic Sign (Discussion) Mr. Meyer has not heard back from Mr. Scott Wrighton, nor has Deputy City Manager followed up yet.

Friends of the Library Relocation (Discussion) Information covered in the City Librarian's report.

New Business

Committee Chair Appointments Ms. Carroll appointed Ms. Kathleen Wrigley as the Personnel, Policy, and Public Relations Chair and Ms. Sofia Xethalis was appointed to be the Finance and Property Chair.

Other

Ms. Avery noted she was not in attendance at the last meeting. This correction will be made to the minutes.

Adjournment

Ms. Carroll requested a motion to adjourn at 5:47p.m. Ms. Xethalis made the motion to adjourn, seconded by Ms. Banks. The motion was adopted.

Scribe,
Michelle Whitehead, Administrative Secretary