



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Board Members

President:

Mark Sorensen

Members:

John Phillips

Donna Williams

Aaron Largent

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

Date: November 15, 2018

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Present: Mark Sorensen

Michael Sexton

Donna Williams

Gregg Zientara

Aaron Largent

Dr. Ngozi Onuora

Louise Greene

Staff: City Librarian Rick Meyer

Robert Edwards, Asst. City Librarian

Absent: John Phillips, Samantha Carroll

Guests:

Call to Order:

Mr. Sorensen called the meeting to order at 4:34 pm.

Agenda

The agenda was unanimously approved

Minutes

Motion to approve minutes by Mr. Largent, seconded by Dr. Onuora, unanimously approved

Communications from the Public

Representatives from Dennis School sent special thanks to Library Assistant, John Schirle for doing such a great job, going above and beyond to help out the students visiting.

City Librarian's report

Mr. Meyer spoke about combining the tasks and personnel of the upstairs children's department staff and downstairs adult services staff under one department manager, Alissa Henkel. He reported that circulation statistics were slightly down, including the children's statistics. He announced that he has planned a meeting in-house with a State records management representative to discuss records retention. He said he had met with some of the library staff to discuss job descriptions. He informed the board on the civil service process and estimated how long it would take to accomplish his plans for the structural changes. He reported that he and Mr. Wilkerson had submitted an exam for the System Administration position.

Reports of committees

Personnel, Policy & Public Relations Committee- Aaron Largent

Mr. Largent said the committee went forward with the current evaluation form for the City Librarian. He discussed some of the standardizing that had been done on the form and some suggestions for future forms. Mr. Meyer said his only concerns were that the tools used to evaluate the City Librarian has change frequently since his tenure and he would like to see more consistency going forth. Dr. Onuora said that the specific types of professional positions are often more difficult to create a process for. She mentioned some of the challenges in creating a professional evaluation form. There was discussion by the board about the evaluation process and the forms. Mr. Meyer informed the board that there were some library conferences coming up that would offer opportunities to learn about evaluating library staff.

Friends of the Library- Rick Meyer

Mr. Meyer reported that friends had approved the purchase of board books for the children's department and Christmas ornaments for the library Christmas tree.

Foundation

Mr. Sorensen reported that there had been no meeting. Mr. Sorensen asked Mr. Meyer how many seats needed to be filled on the Foundation board. Mr. Meyer replied that there may be five seats that need replacements.

Illinois Heartland Library System (IHLS)

No report

Finance and Properties Committee–Mark Sorensen

Check Register

Mr. Sorensen suggested a review of the check register. There was discussion about various line items. Motion to approve the check register by Mr. Largent, seconded by Mr. Sexton, unanimously approved

Budget

Mr. Meyer gave an overview of the budgets. He said the current budget looks to be \$191,000.00 to the good. He thought they could possibly move \$150,000.00 into the reserve funds. There was discussion about moving funds to the various lines in the budget.

Parking Lot/Annex

Mr. Sorensen gave an overview of progress of the project. He talked about the November stakeholders meeting and the different suggestions that came forth. He said it was also attended by the Interim City Manager, Billy Tyus. He said there was lots of discussion about the design concepts presented by Massie and Massie. Dr. Onuora said she liked the designs that were presented. Mr. Sorensen suggested that it was also a good idea to bring the Dreamscape design concept from the downtown area and continue it to the library area.

Space Plan

Mr. Meyer reported that he staff had met with the Product, Architecture + Design company. He said it was a good meeting. The representatives would begin an overview of library and present a deliverable to the library by years end. He said that there were possibly 3 to 10 plans that could be delivered to the library for them to choose from.

Website Update

Mr. Meyer said Jones and Thomas were dealing with some complications with the website design. He said the process has not gone as fast as he would have liked.

Strategic Plan

Mr. Sorensen asked about some of the contents of the library's strategic plan Mr. Meyer walked the board through the progress and timeline of the strategic/action plan. Mr. Sorensen added that was nice to have a completed strategic plan.

Decatur Area Arts Council/Mural Project

Mr. Meyer talked about the options that had been discussed with Jerry Johnson, the president of the Decatur Area Arts Council. He said that it was possible to look at doing something on the library building during 2019. Mr. Sorensen suggested that they give Mr. Johnson a copy of the plans from Massie and Massie. Mrs. Greene said she didn't think they should rush into the getting library building mural idea. There was discussion about the how the future and a possible relocation of the library should affect their decision.

Mr. Largent announced that he had submitted his letter of resignation. He said he would be moving to a different tax area and so he would have to resign his seat on the board. Mr. Sorensen asked that it be noted in the minutes that library appreciated Mr. Largent's past service as a board member, wished it could be longer and thanked him for his commitment. Mr. Largent said he was glad to have been a part of the great things that has happened to library during his tenure. He thanked the entire Decatur Public Library and library board for allowing him to serve. Mr. Sorensen asked if anyone had any objection to him presenting a name for a board member to Mayor Julie Moore-Wolfe. There were no objections.

Serving Our Public: Standards for Illinois Public Libraries

Chapter 2: Governance and Administration- Mr. Meyer reported that the library was doing well in this section

Other

Mr. Meyer reported that the redesigned donor board was up. He said one of the donors, Mrs. June Parker had contacted him to let him know that she was very pleased with the results.

Public Comments

None

Adjournment

Motion to adjourn by Mr. Largent, seconded by Dr. Onuora at 5:30pm, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 12/20/2018