



## 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: May 17, 2018**

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

**Location: Decatur Public Library Board Room**

**Present:** Mark Sorensen (President)

John Phillips

Donna Williams

Samantha Carroll

Gregg Zientara

Dr. Ngozi Onuora

Michael Sexton

Louise Greene

**Staff:** Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

**Absent:** Aaron Largent

#### **Guests:**

#### **Call to Order:**

Mr. Sorensen called the meeting to order at 4:36 pm

#### **Agenda**

Motion to approve the agenda with the change of moving some items to New Business by Samantha Carroll, seconded by Mr. Phillips, unanimously approved

#### **Minutes-March 15, 2018**

Motion to approve minutes with changes by Mrs. Carroll, seconded by Mrs. Williams, unanimously approved

## **Communications from the Public**

None

### **Banned Patron Request for Reconsideration-Roger Lowell**

Mr. Meyer gave an overview of the incident with Mr. Lowell and events that led up to his receiving a ban letter from the library. Mr. Meyer said that Mr. Lowell was seeking to have his library privileges reinstated. Mr. Lowell had been banned for concealing and attempting to steal library materials.

Mr. Lowell introduced himself. He admitted his previous actions were wrong. He stated that this life was in disarray at the time and his card had been suspended due to fines on materials, which he had returned. He said he had changed his life around gotten a new job. He apologized for his past actions and asked the board if they would please consider reinstating his library privileges. Motion to reinstate Mr. Lowell's library privileges by Mr. Phillips, seconded by Mrs. Carroll, unanimously approved

### **City Librarian's report– Director Rick Meyer**

Mr. Meyer reported that the circulation numbers were up, he reported on the percentage of stats that were done by the self-check machine and that Wi-Fi and databases statistics were up. Mr. Zientara asked about the self-check stats in correlation to the personnel on the counters. Mr. Meyer talked about the correlation. Mr. Sorensen asked about the retirement of Mrs. Gross and what sorts of plans were being made. He said the board could acknowledge her retirement. There was discussion on how to best acknowledge Mrs. Gross's retirement. Mr. Zientara said that City workers usually get us small memento when they retire. There was more discussion about acknowledging Mrs. Gross's retirement and what could be done. There was discussion about replacement for Mrs. Gross when she retires. Mr. Meyer stated that he was contemplating the idea of some organizational structural changes and had plans to visit other public libraries in the area to observe their staff structures.

## **Reports of committees**

### **Personnel, Policy & Public Relations Committee- Aaron Largent**

#### Interlibrary Loan Policy

Mr. Meyer's stated that the Interlibrary Library Loan Policy (ILL) had been tabled at the committee meeting.

#### Library Records Confidentiality Policy

Discussion. No changes recommended for current policy. Motion to retain as is by Dr. Onuora, seconded by Mrs. Carroll, unanimously approved

#### Library Use Guidelines

Discussion. Motion to retain current policy as it is by Mr. Phillips seconded by Dr. Onuora, unanimously approved

### **Friends of the Library- Samantha Carroll**

Mrs. Carroll reported that the Books Between Bites program was well attended. She said the Friends of the Library are going to go with the Thrift Books vendor instead of the Midwest vendor. She reported that funds had been approved for the Master Gardeners.

### **Foundation**

Mr. Meyer reported that there had been no meeting.

### **Illinois Heartland Library System (IHLS)**

No report

### **Finance and Properties Committee—John Phillips**

#### Approval of February 2018 Check Register

Mr. Meyer gave an overview of the expenses for the conferences attended by staff that were listed on the check register. Motion to approve the check register by Mr. Phillips, seconded by Mrs. Carroll, unanimously approved

#### 2018 Budget Review

Mr. Meyer reported that the library has currently collected approximately 10% of the revenue budgeted for 2018. He discussed some of the expenditures and the expected revenue. There was discussion by the board about cash flow.

### **Old Business**

#### Project Next Generation-Robert Edwards

Mr. Meyer discussed to visit of Secretary of State Jesse White and the calls from the state in regards to the Decatur public libraries Project Next Generation program. Mr. Edwards to gave an update on the program. Mr. Edwards explained history of the program and provided an update on the progress of the project the library was currently working on.

There was discussion about the project and the Secretary of State's visit. Mr. Sorensen's said that he has worked with Secretary of State Jesse White's office for several years and he felt that Mr. White had thoroughly enjoyed his trip to the Decatur Public Library. Mr. Sorensen stated that there should be a formal thanks to Mr. Edwards for his work on the project and bringing such notoriety to the library. Motion to extend special thanks in the minutes to Mr. Edwards by Mr. Zientara, second by Mr. Sexton, unanimously approved.

### **New Business**

#### Arts Council Public Arts Project—Jerry Johnson

Mr. Sorensen said Mr. Johnson has talked with members of the board about putting artwork on the library building. Mr. Sorensen gave a brief bit of background about Mr. Johnson's reason for visiting the board meeting. Mr. Johnson talked about the process and options of getting art on the library building. There was discussion. Mr. Sexton said the project had been talked about extensively in the Personnel, Policy and Public Relations committee meeting. He said there were thoughts about putting the painting on the building surface, putting artwork on alternate surfaces and placing those on the building, the

ownership of the building and the process of the project being approved. There was discussion by the board about Mr. Sexton's statements and about the potential cost. Mr. Sorensen asked Mr. Zientara how he thought they should proceed with the project with City being the owners of the building. Mr. Zientara said he thought the library board should formulate their ideas and then take their suggestions to the City. There was discussion. Mr. Sorensen told Mr. Johnson that he feels that the board is in favor of the idea and they needed to create a plan in order to move on to the next step. Motion to approve the concept of having artwork on the outside of the library building and going forward by Mr. Phillips, seconded by Mr. Sexton, unanimously approved  
Mr. Sorensen asked Mr. Meyer to be the liaison throughout the process.

## **SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**

### **Chapter 10: Marketing, Promotion, and Collaboration**

Mr. Meyer discussed the marketing efforts of the library. He spoke about how the library has worked to meet the standards. Mr. Meyer acknowledged that marketing and promotion is an area of weakness that the library has to work on.

### **Public Comments**

None

### **Adjournment**

Motion to adjourn by Mr. Phillips, seconded by Mrs. Carroll, unanimously approved at 5:55 pm

Scribe,  
Robert L. Edwards  
Assistant City Librarian

Approved 6/21/2018