



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: August 8, 2019

Meeting time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Donna Williams

Members:

Sofia Xethalis

Amy Stockwell

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

Present: Donna Williams

Samantha Carroll

Louise Greene

Sofia Xethalis

Amy Stockwell

Samantha Carroll

Michael Sexton

Gregg Zientara

Absent: Dr. Ngozi Onuora

Guests:

Staff: City Librarian Rick Meyer

Robert Edwards, Asst. City Librarian

Call to Order:

Mrs. Williams called the meeting to order at 4:34 pm.

Agenda- Motion to approve the agenda with modifications by Mr. Sexton, seconded by Mrs. Xethalis, unanimously approved

Minutes- Motion to approve the minutes with changes by Mrs. Xethalis, seconded by Mrs. Carroll, unanimously approved

Communication from the Public

Israel Lattimore- Mr. Lattimore asked the board to reconsider his lifetime ban. There were questions by the board to Mr. Lattimore and additional discussion. Mr. Sexton suggested that Mr. Lattimore could be given one last opportunity. There was discussion. Mr. Sexton asked Mr. Lattimore if he understood that if his library privileges were reinstated, there would be no more chances for reinstatement if Mr. Lattimore's privileges were removed again. Mr. Lattimore said he understood. There was discussion about the patron reports. Mr. Meyer said he would get copies of Mr. Lattimore's patron reports to the board members for review. The board consensus was that the board would revisit the appeal request at the September 2019th board meeting.

Mark Girdler-Mr. Girdler asked that the board remove Mr. Zientara as a board member. He complained about Mr. Zientara's responding while he was making comments at a committee meeting. Mr. Girdler also complained about the staff behavior and library expenditures.

City Librarians Report

Mr. Meyer updated the board on the library statistical data. He reported on the circulation of materials, programming statistics, his visit to ALA and other library related visits. He said he had met with Mary Garrison, who was doing some volunteer work at the library as a mental health intervention person. He discussed the local history digitalization project, specifically for the Decatur Memorial Hospital collection. There was discussion about the library Wi-Fi and offering software for public use, with instruction.

FOIA Report

Mr. Meyer reported that all of the FOIA requests had been responded to. He said council currently reviews all FOIA requests

Reports of committees

Personnel, Policy & Public Relations Committee

Personnel Update

Mr. Meyer reported that the library was closed to being fully staffed. He reported that the library is currently short a part-time library assistant.

Equity, Diversity, Inclusion,

Mr. Myers said that he felt it best Dr. Onuora continue to review these topics at the meetings.

Job Description Revision

Mrs. Williams said that the committee had looked at some of the job descriptions that were presented would review them again at the next meeting. Mr. Meyer said the HR Source company would be looking at descriptions in September 2019.

Circulation Policy Revision

Mr. Meyer said that the circulation policy revision was to add a section on the consequences of when patrons damage library materials. There was discussion about circulation language in the current policy. Mrs. Carroll asked if there were a large amount of library materials returned damaged. Mr. Edwards replied that just a small percentage of materials were returned damaged

and required payment. Motion by Mr. Sexton to approve the revised policy, seconded by Mrs. Carroll, unanimously approved

Financial and Properties

Parking Lot Status

Ms. Stockwell reported that the library parking lot project had started, and that library administration was working with the City on the parking challenges. Mr. Meyer reported that he had asked for additional signage in the parking garage to identify spaces for library staff and patrons.

HVAC Status

Mr. Zientara gave an update of the analysis and reports that had been discussed regarding the library's HVAC. He announced that there is additional money from the State to help with the library HVAC system overhaul.

Foundation

Mr. Meyer and Ms. Stockwell reported they met with foundation members and discussed future plans for a capital campaign. Stockwell stated that there should probably be some research on what kind of campaign they could take to the community.

Budget 2020

Mr. Meyer said he is currently working on finalizing budget numbers to put into the City system for the library budget. He said he is waiting on some numbers from the City and guidance from Mr. Zientara on how to proceed. Ms. Stockwell said that she was pleased that Mr. Meyer was also working with the department heads to complete the budget for fiscal year 2020.

Check register

Motion to approve the check register by Ms. Stockwell, seconded by Mrs. Xethalis, unanimously approved

Budget 2019

Ms. Stockwell reported that the revenue and expenses look better than they had initially been forecast. She said the first distribution of taxes had been received.

Annexations

Ms. Stockwell said there have been conversations on how the annexation will affect the patrons and other libraries. She said there would be ongoing inquiries to see how the annexations would affect the library. There was discussion.

Friends of the library

Samantha Carroll reported on the Friends of the Library. She said the Celebration parking donations were down, the Friends made approximately \$4500. She reported that 53 people attended the Books Between Bites. She said the Friends are currently having a membership drive, there are currently 223 members. She said the Second Saturday Booksale made \$707. She reminded the board about the Labor Day book sale coming up and reported there was a new member on the board, Patti Barr.

Other

Mr. Zientara asked if there had been any comments about the parking lot. Mrs. Carroll said there had been comments stating that there would be too few spaces. She gave an example of the programs that the library currently has that attracts enough visitors that would quickly use up the spaces that were in the option agreed upon. There was discussion. Mr. Sexton asked where the book donations could be dropped off during the project. Mr. Meyer said book drop donors could contact him for the time being. There was discussion.

Illinois Heartland Library System (IHLS)

Mr. Meyer discussed the Solus app that was to be provided by IHLS

Serving Our Public: Standards for Illinois Public Libraries: Programming

There was discussion of how to make better use of electronic programming and to promote the electronic resources. There was discussion of ideas for creating access to new services and adding new service models.

Public Comments

Nancy Rostek spoke about the parking complaints that she had received and gave her thoughts on parking

Adjournment

Motion to adjourn at 5:42 p.m. by Mrs. Xethalis, seconded by Mrs. Greene, unanimously approved

Robert L. Edwards
Assistant City Librarian

Approved
October 17, 2019