

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: October 20, 2016

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)

Aaron Largent

Paula Heinkel

Donna Williams,

Jennifer Sykes

Gregg Zientara

Mark Sorensen

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Absent: Keyria Rodgers, Michael Sexton

Guests:

Communications from the Public

Agenda

Motion to approve the agenda by Mr. Sorensen, seconded by Mrs. Sykes, unanimously approved

Minutes

Motion to approve September 2016 minutes by Mr. Largent, seconded by Mrs. Heinkel, unanimously approved

City Librarian's report– Rick Meyer

Director Meyer reported that circulation had bounced back a bit, but was still lower than the previous year. He gave an overview of the library statistics taken from his monthly report. He discussed the replacement of the lab computers and the local history vacancy and hiring timeline. Mr. Sorensen asked about the nitrate negatives collection. Mr. Meyer stated that the library had removed that collection about 1 ½ years ago. There was discussion about the Local History archiving goals. Mr. Phillips commented, that he thought reaching those goals was an accomplishment to celebrate. Mr. Meyer announced that Librarian Mary Aylmer would be leaving at the end of October, accepting a Director's position in Chillicothe, IL. He reported on the success on the library e-resource platforms.

Friends of the Library

Mr. Meyer reported that the Friends had a good Labor Day book sale. He said that they grossed approximately \$21,000. He reported that two members of the Friends had volunteered to

serve on the Strategic Planning Committee. He said the Friends group was also working on a form to be used for funding requests.

Foundation

Mr. Meyer reported that Amy Stockwell and Vickie Wrigley had volunteered to serve on the Strategic Planning Committee. Mr. Meyer reported that the Foundation's annual meeting would be on October 24th, 2016.

Personnel, Policy & Public Relations Committee

Collection Development Policy

Mr. Sorenson reported that the Collection Development policy had been presented at the committee meeting. Mr. Meyer said the committee had discussed the changes and agreed to adding additional language. Motion to accept the modified Collection Development Policy by Mr. Sorensen, seconded by Mr. Largent, unanimously approved

Strategic Planning

Mr. Meyer discussed the recent meeting with the Library Strategies and the upcoming October 26th meeting. There was discussion about the number of planned meetings and who should attend the meetings. There was discussion about volunteers attending the meetings.

Finance and Properties Committee

Check Register

Mrs. Sykes said the check register had been reviewed by the committee at the Finance and Properties meeting. Mr. Meyer explained the UPS charge was a prepayment for UPS services. Motion to approve the check register by Mrs. Sykes, seconded by Mrs. Heinkel, unanimously approved

Budget Report/2017 Budget/ 2017 Trust Budget

Mr. Meyer reported that approximately 90% of the library revenue has been received compared to 71% in budget expenditures. He reported that the State Replacement Tax payments were lagging. He said the payment increments were irregular, which made the amount difficult to predict. Mr. Meyer reported that some of the library revenue was still going into a reserve fund. There was discussion about moving reserve funds to cover any potential shortfall. The consensus was to wait until December and move reserve funds, if needed. There was discussion about the utility costs. Mr. Meyer discussed the budget lines for the 2017 utility expenses.

Mr. Meyer presented the proposal for the 2017 Trust Budget. There was discussion about the Trust Budget. Motion to approve the Trust Budget proposal by Mrs. Sykes, seconded by Mr. Sorensen, unanimously approved

RFID Quote

Mr. Meyer discussed the RFID quote and his disapproval of the vendors quote documentation. He discussed the quote and the lack of information. He said that he was looking at other options to present to the board, one being the Bibliotheca company. Mr. Sorensen said he

thought that Mr. Meyer should move toward seeking other options. The consensus of the board was that Mr. Meyer should seek additional options for the RFID technology for the library.

Illinois Heartland Library System (IHLS)

Mr. Phillips reported that the Illinois Heartland Library System Board had met, but there was nothing to report.

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Chapter 7: Collection Management and Development

Mr. Meyer said the spending for the collection was approximately at 9%, up from the 6% when he started as director. He added that the spending was still below the 12% guidelines recommended by the State. Mr. Sorensen asked about the Spanish speaking needs. There was discussion about standards and collection diversity.

Public Comments

None

Adjournment

Motion to adjourn by Mrs. Heinkel at 5:20 p.m., seconded by Mrs. Sykes, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 11/17/2016