

# DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

## Minutes

**Date:** March 21, 2013

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

**Location:** Decatur Public Library Board Room

**In Attendance:** Teena Zindel-McWilliams, President  
Jim Alpi (Acting Chair)  
Ed Costa  
Mike Deatherage  
Mary Gendry  
Gail Crookshank  
Garry Davis  
Eugene King

**Staff:** Lee Ann Fisher, City Librarian  
Robert Edwards, Asst. City Librarian

**Absent:** Dr. Priscilla Palmer

**Guests:**

**Public comments:**

### 1. Call to order

Mrs. Zindel-McWilliams called the meeting to order at 4:32 p.m.

### 2. Agenda

Motion made by Mrs. Crookshank to approve the agenda, seconded by Mr Deatherage

### 3. Minutes of Previous Meeting

Motion made by Mrs. Gendry to approve the minutes from the **February 28, 2013** meeting with corrections, the motion was seconded by Mrs. Crookshank

### 4. Communications from the Public

None

### 5. City Librarian's report

Ms. Fisher discussed the movements towards the IHLS Polaris migration. She discussed the meetings and staff trainings for the Polaris migration.

## 6. Reports of Committees

Ms. Fisher mentioned that the Policy, Personnel and Public Relations committee did not meet. Mr. Deatherage discussed the financial reports. He mentioned that there was a question about the two payments to Advance disposal. Ms. Fisher explained that because of the City's payment cycle, the payment for the previous month showed up on the present check register. Mr. Deatherage discussed the budget report and reported the percentage of the budget that had been used.

Motion made by Mr. Davis to approve the financial reports, motion was seconded by Mr. Alpi.

Ms. Fisher mentioned that the staff had come back with information and presentations that they felt the City Council and public should know about their departments. She explained that they had done this with short notice, since the Finance meeting. Ms. Fisher passed around the presentation submitted to her by staff. The Board discussed the budget evaluation spreadsheet compiled by Mr. Edwards and the option of putting together a document for the City Manager and the City Council. Mr. Davis mentioned that maybe the Finance could put together something. Mrs. Crookshank suggested that the financial document show the trends over the years. Ms. Fisher suggested that it could be done; it would take time to get together. There was discussion about library users and the services used by the population. Mrs. Gendry mentioned that a lot of use the library's services. Mrs. Zindel-McWilliams mentioned that she thought the pivotal year when evaluating would be the year that the bookmobiles were removed. There was more discussion by the Board about the finances and evaluating the services. Mr. Deatherage asked about the fine rate codes in the Board packet. Ms. Fisher discussed the need for the changes that were being purposed. Ms. Fisher discussed the maximum and minimum amounts per card and the costs and fees. There was discussion by the Board and Ms. Fisher about fine and fee process and how it affected the credit limits and patrons. Ms. Fisher reported on the Amnesty Plan and its progress. Mr. Costa mentioned the budget report and the line with the fines collected.

Motion to approve fine rate codes made by Mr. Deatherage, seconded by Mr. Davis, all approved.

Ms. Fisher reported that she had recently met with Gregg Zientara the City Finance Officer. She mentioned that the discussion had been primarily about the library budget. She explained the budget lines they discussed adding and removing from the budget. Ms. Fisher stated that they had also discussed moving the trusts to the Foundation and adding a capital line in the budget. Mr. Deatherage asked about the criteria for a capital line. Ms. Fisher stated that the criteria are being worked out. Ms. Fisher mentioned that they had also discussed the Annex and taxes. Mr. Alpi suggested that the Board should contact the City Council. There was discussion about the timeline to prepare documents or a presentation for the next City Council meeting. The Board discussed how they should contact the City Council and start dialogue. Mr. Davis suggested writing a letter to the City Council. Mrs. Zindel McWilliams discussed if it could be done before the next City Council meeting. The Board agreed to work on a letter and dialogue to approach the City Council and City Manager with.

## **7. Illinois Heartland Library System**

Ms. Fisher discussed the Polaris implementation and the days the library would be closing.

## **8. Friends of the Library**

Mrs. Gendry reported that Friends were very interested in the Vietnam Wall. She mentioned that the Friends are looking forward to meeting Mr Alpi.

## **9. Foundation**

Next meeting scheduled for April 15<sup>th</sup>

## **10. New Business**

Mrs. Zindel-McWilliams reviewed the revisions in the By-Laws. There was discussion and suggestions by the Board for revisions for pg. 8, no. 2, no. 6, article 4, article 8 and the budget references. Mrs. Zindel McWilliams mentioned that one the changes will be that the Board of Trustees President will be allowed to vote at the other board meetings.

## **11. Old Business**

### **Meeting Adjourned**

Motion to adjourn by Mr Davis, seconded by Mr Costa  
Meeting adjourned at 5.57 p.m.

### **Dates of 2013 Meetings**

April 18, 2013

May 23, 2013

June 20, 2013

July 18, 2013

Scribe,

*Robert L. Edwards*

Assistant City Librarian

Approved

4/18/2013