

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: July 18, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)
Michael Sexton
Mark Sorensen
Dr. Susan Kruml
Donna Williams
Dr. Priscilla Palmer
Jennifer Sykes
Gregg Zientara
Absent: Aaron Largent

Staff: Rick Meyer, City Librarian
Robert Edwards, Interim City Librarian

Guests: Sally Krigbaum, Allison Petty

Call to order

Mr. Phillips called the meeting to order at 4:30 p.m.

Agenda

Mr. Meyer informed the committee adding the closed session to the meeting.
Motion made by Mr. Sorensen to approve the agenda, seconded by Dr. Kruml, unanimously approved.

Minutes of Previous Meeting

Motion made by Mr. Sorensen to approve the June, 2015 minutes, seconded by Mrs. Sykes, unanimously approved.

Communications from the Public

Michael Sexton and Gregg Zientara were sworn in as Decatur Public Library Board of Trustee members by Robert Edwards

Mr. Phillips stated that Mrs. Sykes had consented to chair the Finance and Properties committee, Dr. Kruml would chair the Personnel, Policy and Public Relations committee and Mr. Sorensen would represent the Board of Trustees on the Foundation Board and Friends Board.

City Librarian's report

Mr. Meyer stated that there wasn't anything major to report. He stated that there had been some problems with the gate counters. He said he had spoken at the Friends Books between Bites. Mr. Sorensen asked Mr. Meyer if he was still considering consulting with a space consultant. Mr. Meyer answered that he had postponed meeting with the consultant for the time being. He gave a summary of the various departmental operations during the month. He stated that the circulation was down compared to 2014.

Personnel, Policy and Public Relations

Mr. Phillips stated that the Personnel, Policy and Public Relations didn't meet during the month of June.

Finance and Properties

Check Register

Mr. Phillips stated that the check register was in the packet for review. He said the library bills that have already been paid.

Motion to approve the check register by Dr. Palmer, seconded by Mr. Zientara, unanimously approved.

Budget

Mr. Phillips stated that there had been some overage in the small capital items with grant expenditures. He said the bottom line is the library is still in pretty good shape. He talked about some other budget and a few areas that he had some questions with. He stated that the library is doing good but still not quite self-sufficient enough. Mr. Zientara stated that the library was closer now. Mr. Meyer stated that the library is slowly getting to the point where it has enough operational cash between tax payments. Mr. Phillips stated that he would like to see some of the surplus put into a reserve. There was discussion about preparing the 2016 budget and surplus. Mr. Phillips stated that in the past the library had reduced hours and staff, it would good to see some restoration of the service hours that were lost. He said he would like to have a conversation about increasing library hours, with a goal of 8:00 p.m. maybe. Mr. Meyer stated that if the library could add up to at least 4 hours it would be closer to State guidelines. Mr. Zientara stated that he wouldn't think it should be too costly to get to that goal. Mr. Meyer stated that providing services that are needed is challenging with current staffing. He added that the library currently has 42 staff members, but the State benchmark for a service area the size of Decatur is for the Decatur Public Library is to have a staff of approximately 64. There was more discussion about adding hours.

Mr. Sorensen asked about the costs on the Management fees line in the budget report. Mr. Meyer stated that particular line represented the Illinois Heartland Library (IHLS) membership fees paid by the Decatur Public Library.

He explained the billing cycle and the library payments.

Decatur Public Library/Decatur Public Building Commission/County Agreement

Mr. Phillips gave an overview of the recent City Council meeting. He discussed the conversations by the City officials concerning the Decatur Public Library/Decatur Public Building Commission/County agreement. He stated that the next move would be by the City, including the possibility of the City buying the Library building. He discussed comments made by the Mayor, City Manager and others during the City Council meeting. Mr. Meyer said Mr. Gleason has said there would be discussions about the deal to discuss the best options. Dr. Palmer stated that she thought that between the public meetings, the press releases/newspaper and meetings with the City over the last year or so the Library had given plenty of notice of their intentions. Mr. Zientara stated that there was a different perception in the earlier stages of the agreements. He said he thought the relationship is similar to a parent/child relationship in which the library needed to provide the library with information. There was more discussion about the relationship between the library and City. Mr. Phillips talked about the options currently in front of them. Dr. Palmer said she concurred with the statements made by other board members saying they were concerned about the maintenance of the library. She said she didn't like the reference to parent/child analogy mentioned earlier in regards to library's relationship and their obligation to keep the City informed. She said she thought the library had done a lot to make sure everyone was informed. Dr. Kruml stated that she had been on the board for about a year and the discussions had been going on since her appointment. Mr. Sexton asked if the decision to go forward with the agreement with the County and Building Commission would be left up to the City Council regardless of how the Board of Trustees voted. Mr. Sorensen said that seemed to be the case since the Board had decided that they wouldn't fight the Council's decision. Mr. Meyer stated that he saw it that way also, he wasn't quite sure the City had the right to approve or disapprove the sale, but the Library would abide by the City Council's decision.

Mr. Phillips asked if there was something that they should do to prepare for the next City Council meeting. There was discussion about if the library's attorney should attend the City Council meeting. Mr. Zientara said he didn't think it would be necessary. Mr. Sorensen said he would like to have the City Librarian there. Dr. Palmer suggested that they move discussions back to the agenda items.

Illinois Heartland Library System (IHLS)

Mr. Meyer stated that he had met with one of other library directors in IHLS. He said the Decatur Public Library would start to maintain a higher profile at system meetings.

Friends of the Library

Mr. Sorenson talked about the recent Friends of the Library meetings. He announced that the Friends have the big annual book sale coming up in September. Mr. Meyer stated that he had updated the Friends on the City/County/Building Commission discussions.

Foundation

Foundation Board did not meet. Mrs. Krigbaum said she was looking forward to working with Mr. Sorensen and Mr. Phillips. She said the next meeting was the first Tuesday in August.

Old/New Business

Motion by Mr. Phillips to move to closed session for the purpose of (5 ILCS 120/2)(c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, seconded by Mr. Sorensen, unanimously approved. Entered into closed session at 5:50 p.m. Motion to exit closed session by Mr. Phillips, seconded by Mr. Sorensen, exited closed session at 6:06 p.m.

Standards for Illinois Libraries

Postponed to next meeting

Meeting Adjourned

Motion to adjourn by Dr. Palmer, seconded by Mr. Sexton

Meeting adjourned at 6:08 p.m.

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 8/20/2015