

**DECATUR PUBLIC LIBRARY
BOARD OF TRUSTEES**

Minutes

Date: February 19, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (President)
Susan Kruml
Donna Williams
Mark Sorensen
Garry Davis

Staff: Rick Meyer (City Librarian)
Robert Edwards (Asst. City Librarian)
Rebecca Dampz (Archivist)

Absent: Eugene King, Dr. Priscilla Palmer, John Phillips

Visitors: Allison Petty

1. Call to order

Meeting called to order by Mr. Alpi at 4:33 p.m.

2. Agenda

Motion to approve the agenda made by Mr. Sorensen, seconded by Ms. Kruml, unanimously approved

Minutes of Previous Meeting

Motion to approve the minutes with correction in attendees made by Mr. Sorensen, seconded by Ms. Kruml, unanimously approved

3. Communications from the Public

None

4. City Librarian's report

Mr. Meyer stated he had a few speaking engagements. He added that circulation was down slightly and the gate count was down slightly. He added that there was a lot of activity in facilities and Technical Services. He stated that Matt, Noah Tipton and some other members of

the maintenance crew had worked in the new Local History room. He said the departments had been running smoothly. He added that the library was gearing up for the free tax preparation.

5. Personnel, Policy and Public Relations Committee

Mr. Alpi announced that Mr. King would not be available. He stated that the committee had discussed the Workplace Discrimination, Harassment, Violence and Retaliation and Relationships between Employees policies. He asked if there were any comments or questions. There was brief discussion about the policy. Motion to adopt the City of Decatur's Workplace Discrimination, Harassment, Violence and Retaliation and Relationships between Employees policies by Mr. Sorensen, seconded by Ms. Kruml, unanimously approved

6. Finance and Properties Committee

Check register

Mr. Alpi stated that the check register had been approved at the Finance and Properties committee meeting. Mr. Alpi stated that the check register was a little shorter than normal due to new fiscal year just beginning. Mr. Sorensen stated that he noticed that there was another cost for the compiled statutes listed on the check register. Mr. Meyer stated that they had reviewed the compiled statutes subscriptions and decided to cancel one of the subscriptions. Motion to approve check register by Mr. Davis, seconded by Ms. Williams, unanimously approved

Budget update

Mr. Meyer reviewed the budget documents, he stated that financially the Library is about where they expected to be, however not much could be determined with only 1 month's data. Ms. Kruml asked if the spending for materials is spread out equally over 12 months. Mr. Meyer answered yes; he added that some of the books and periodical invoices had not been processed by the City yet. There was discussion about the budget and the projected carryover for the end of the year. Mr. Alpi stated that the additional electricity costs from Ameren were most likely due to the lights in the parking lots.

Library/Building Commission/County

Mr. Alpi stated that that Mr. Phillips, Mr. Alpi, Mr. Meyer and Mr. Edwards had recently met with members of the Building Commission and the County. He added that during the meeting some of the details of the agreement had been discussed. He stated that Mr. Meyer would be working further with Jerry Lord on maintenance details. He also stated that they hoped to create a document that could be agreed upon, concluding in May or June. Ms. Williams asked if they have ever heard from Sikich. Mr. Meyer answered that they had sent an electronic copy to Sikich. Mr. Alpi stated that Sikich would review the documents and get back with the Library.

7. Illinois Heartland Library System (IHLS)

Mr. Meyer gave an overview of the IHLS meetings held in January. He discussed the procedures and discussions from the meetings.

8. Friends of the Library

Mr. Sorensen stated that the Friends had met and Mr. Meyer had discussed the space the Friends may get if the plan with the Building Commission is completed. He stated that the Friends had agreed to pay \$1000.00 for the upcoming poetry program. He added that it was just another example of how the Friends helped support the Library. Mr. Meyer stated that eventually the Friends may approach the Board with a request to do a build-in. Mr. Sorensen stated that the second Saturday book sale had been crowded. Mr. Davis asked about the space the Friends were looking at for a build in. Mr. Meyer stated that he thought it was the space west of the old Local History Room.

9. Decatur Public Library Foundation

Mr. Alpi stated that the Foundation Board had taken a tour of new Local History Room. He thinks that they were happy with the progress. He added that there had been some discussion about planning a soft opening and a grand opening. He added that the Foundation has agreed to pay for the donor and recognition plaques.

10. Old Business

None

11. New Business

IPLAR and Annual Reports

Mr. Meyer discussed the IPLAR, annual reports and timelines with the City and Library. He informed the Board of some changes in the reports. Mr. Meyer discussed the timeline and format of the report usually sent to the City. He stated that he had made some changes and would like to hear some feedback from the Board. There was discussion about the reports and timeline. Mr. Sorensen stated that maybe they needed a cover letter attached with the letter they sent to the City, stating the present needs of the library. Mr. Meyer stated that he could add an executive summary if that would work. Mr. Sorensen stated that he thought an executive summary would work. There was discussion about Section K in the annual report, the statement concerning the money required for library operations in 2016. There was discussion about the timeline for submitting the budgets and reports to the City. Mr. Alpi stated that they should probably have something ready by August, 2015. There was discussion about past strategic planning. Mr. Sorensen stated that he thought things might change with Building Commission agreement. Mr. Alpi asked Mr. Meyer if there some things that he wanted to point out about library operations. Mr. Meyer answered that he thought the library challenged to provide programming and the circulation was still declining. He added that some of the trends were still unexplained and not necessarily connected with the e-book circulation. Motion to receive and file annual reports made by Mr. Sorensen, seconded by Mr. Davis, unanimously approved

12. Standards for Illinois Libraries

Mr. Meyer discussed Facilities: Core Standards for libraries in Illinois. He stated that Matt Wilkerson had answered the majority of the questions regarding the technology requirements. There was discussion about the free Wi-Fi and free Internet.

13. Public Comment

None

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Ms. Kruml
Meeting adjourned at 5:49 p.m.

Scribe,

Robert L. Edwards
Assistant City Librarian

Approved 3/19/2015