

**DECATUR PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Long Range Planning Meeting Minutes**  
**February 14, 2012**

**I. CALL TO ORDER:**

Teena Zindel-McWilliams, president called the meeting to order at 5:35 p.m. Members present: Michael Deatherage, Jim Alpi, Mary Gendry, and Carol Craig. Edward Costa, Eugene King, Ann Chambliss, and Gail Crookshank were absent. Staff present: Lee Ann Fisher, City Librarian, Karen Bjorkman, Asst. City Librarian, Amanda Standerfer, Head of Adult Division, and Robert Edwards, Supervisor Technical Services. Others present: Mark Sorensen.

**II: AGENDA:**

Motion to approve agenda by Ms. Craig and seconded by Mrs. Gendry. Motion carried unanimously.

**III: MINUTES:**

Motion by Mrs. Gendry and seconded by Mr. Alpi to approve the October 26, 2011 minutes as presented. Motion carried unanimously.

**IV. OLD BUSINESS:**

Ms. Fisher presented the board members present with a folder containing all the various documents that have been discussed at the previous Long Range Planning Meetings.

Ms. Fisher, Amanda Standerfer, and Robert Edwards met with Professor Bribb's class and there will be 4 groups of 6 to 8 students doing the surveys. Students will tour the library and Ms. Fisher is meeting on Friday with Steve's team. The tour will be the same one that is given to new trustees. The demographics of the area and the technological presence of the library will be explained at the time of the tour. Mr. Edwards reported that the students had asked very informative questions. Ms. Fisher stated that the survey will be completed sometime in May of 2012.

Ms. Zindel-McWilliams asked that a prospective for the use of the bookmobiles along with the cost figures be presented at the next Finance Committee meeting on March 13, 2012.

**V. LOCAL HISTORY:**

Collection into a room that is only accessible by staff or trained volunteers. They would bring the materials out to a reading room and this would increase the security. Yearbooks for example should be located behind the volunteer and not where they are. 3. Items in the storeroom should be moved into the controlled space as room becomes available. 4. Digitalization of some items should commence as soon as possible. Brittle city directories should only be available online. 5. Archives don't use Dewey they use a more descriptive form of inventory for the collection. 6. Microfilm should not be accessible and should only be used with supervision.

Mr. Deatherage asked if there were any special collections that needed to be examined. Mr. Sorensen mentioned the Trueblood Collection which is still in the upstairs storage. These collections need to be in a secured location.

Ms. Craig asked Ms. Fisher about a discussion of the materials that the Decatur Public Library loaned to the Illinois State Historical Library? Ms. Fisher was going to attempt to locate a list of the items and would pursue information on where they were currently located. Mr. Deatherage asked that the list be brought to the next Finance Committee meeting.

Mrs. Zindel-McWilliams asked if the current Local History space was adequate if we have very broad categories of what we want in the collection. Could the microfilm area be made into a public access space with controlled entrance? Mr. Deatherage mentioned that in 10 years everything should be scanned and available on the internet with online hits taking the place of usage counts. Mr. Alpi asked if connecting Local History materials to the internet would meet archival standards. Mr. Sorensen stated that the Local History Room needs to have a controlled and monitored temperature. Mr. Alpi asked what improvements the current space needed and if it was large enough to house the current collection. Mr. Sorensen stated that shelves with archival boxes could take the place of the current configuration in the Local History room since only staff would have access. Mrs. Gendry wanted to know if this would give the library adequate space in that room to add materials to the collection. Mr. Sorensen stated that the 2<sup>nd</sup> copy of the items could be placed in a different area of storage.

Ms. Craig asked about patrons who prefer the hard copy. Mr. Sorensen replied that he saw no reason for the original item to be needed if it had been digitalized. Ms. Fisher stated that the library has already developed a job description for our "Archivist". Committee would look at the plans for Local History and incorporate the archivist position and duties into our Long Range Plan. Mrs. Zindel-McWilliams stated that Local History is our first priority. Do we leave it where it is at, move it, hire the archivist before or after the transition and that these plans need to be made sooner rather than later. Mr. Deatherage stated that if this archival work is going to be done by the new person they should be involved in planning the Local History section of the library.

Ms. Fisher stated that she would review the job description with Mr. Sorensen and present the

Ms. Fisher stated that the main purpose of the scanning and retrieval of the original documents would be for preservation and to be able to assist the patrons. Mrs. Standerfer asked if the board was talking a research person or a retrieval person for the materials.

Mr. Sorensen noted that nothing in the Local History Room has currently been tagged for security purposes. Board asked what hours the archivist would be expected to work. Ms. Fisher stated that the work week would be Tuesday through Saturday and start work at 10:00 a.m. and leave at 7:00 Tuesday through Thursday and 9:00 a.m. to 5:00 Friday and Saturday. Would be easier to determine what the patrons wanted if we had a descriptive inventory and they could call or email in advance of their visit to have the archivist pull the material and have ready. Mr. Deatherage stated that before decisions are made the archivist needed to be hired and included in those decisions as to what was needed and how to implement procedures.

At 7:15 p.m. Mrs. Zindel-McWilliams asked the members present what ideas they had for the next steps in proceeding with the Long Range Plan. And if there were any other space concerns that needed to be included in the Plan. Mrs. Gendry questioned proceeding if the new person hired would have ideas to contribute. Mr. Alpi asked that the board review the job description and analyze it in view of the current space available. Mr. Deatherage asked about the need for storage space, a workroom, and a reading room. Ms. Fisher stated that the information related to these needs had been addressed in the preservation report that had been done previously by the grant from the National Endowment for the Humanities and that it was included in the design that had been submitted by the architect.

Next meeting will be Tuesday, March 13, 2012, at 5:30 p.m.

#### **VI. PUBLIC COMMENTS:**

None.

#### **VII. AJOURNMENT:**

Motion by Ms. Craig and seconded by Mrs. Gendry to adjourn. Motion carried unanimously.

Meeting adjourned at 7.22 p.m.

Respectfully submitted,  
*Karen Bjorkman*  
Assistant City Librarian

Approved