

**DECATUR PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**Minutes**

**Date:** January 15, 2014

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

**Location:** Decatur Public Library Board Room

**In Attendance:** Jim Alpi (President)  
John Phillips  
Dr. Priscilla Palmer  
Mark Sorensen  
Garry Davis  
Donna Williams

**Staff:** Rick Meyer (City Librarian)  
Robert Edwards (Asst. City Librarian)  
Rebecca Damptz

**Absent:** Eugene King, Susan Kruml

**Visitors:** Allison Petty

**1. Call to order**

Meeting called to order by Mr. Alpi at 4:30 p.m.

**2. Agenda**

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

**Minutes of Previous Meeting**

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

**3. Communications from the Public**

None

**4. City Librarian's report**

Mr. Meyer discussed library operations for the month of December. He stated that electronic circulation was added to regular circulation numbers and the numbers were down 9% instead of

15%. He mentioned that the Pages in the Circulation department had been shadowing the Clerks in an effort to learn more about overall operations. He announced that the Readiculous group had recently performed their 100<sup>th</sup> show. He added that the group consisted of two staff members, Alissa Henkel and Sue Bishop. He stated that the program was great for the library and many individuals who visited the show became library patrons. He added that Mrs. Bishop and Mrs. Henkel gave a fantastic program, and the performance was often featured in Thrive magazine. Mr. Alpi stated that if any of the Board members had not seen the program, when they get a chance they should. He added that it was a really fun show. There was more discussion about the Readiculous program.

#### **5. Personnel, Policy and Public Relations Committee**

Mr. Meyer stated that the Personnel, Policy and Public Relations committee did not meet during the month of December.

#### **6. Finance and Properties Committee**

##### Check register

Mr. Phillips asked if there were any questions about the check register. He added that there had been a strong push to spend more of the book budget. Motion to approve check register by Mr. Sorensen, seconded by Dr. Palmer, unanimously approved

##### Budget update

Mr. Phillips stated that the committee had reviewed the budget and that they are pleased with the job Mr. Meyer and the staff done. Mr. Meyer stated that it had been a good year for the Library. He stated that the Library had finished with a \$121,000 surplus and money in a capital fund. He mentioned that there were some oddities, the Library had underspent some and received more tax revenue than anticipated. He stated that achieving a surplus had been a team effort by the entire library staff. Mr. Phillips stated that it is worth noting that Mr. Meyer and the staff were forced to cut back. He added that the library staff had done a lot of hard work and Mr. Meyer had managed the library well. Mr. Alpi said the agreed Mr. Meyer and the entire library staff deserved praise.

##### Library/Building Commission/County

Mr. Phillips stated that the next item on the agenda was the Building Commission's Memorandum of Understanding (MOU). There was discussion about the Memorandum of Understanding (MOU). Motion by Mr. Phillips to approve a Memorandum of Understanding (MOU) between the Library, Decatur Public Building Commission and the County for transfer of Library property to the Decatur Public Building Commission and entering into an agreement for 20 years, seconded by Dr. Palmer, unanimously approved

Mr. Alpi added that the Memorandum of Understanding (MOU) does not spell out details. The MOU shows a pledge of good faith to arrive at the lease agreement. It is not binding but will allow some comfort in moving forward. Mr. Phillips added they also creating a document of needs and some wants to fit into the lease, after which they would submit it to the library attorneys for review.

#### **7. Illinois Heartland Library System (IHLS)**

Mr. Meyer gave an overview of the IHLS. He stated that the Decatur Public Library pays approximately \$33,000 in fees. He stated that the fees had been presented at inconsistent times in the past, so he had spoken with the IHLS director Leslie Bednar about more consistent billing. He informed the Board that Mrs. Bednar had also informed him that the Library could make quarterly payments if they desired.

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

Mr. Sorensen stated that the Friends had met on January 8, 2015. He stated there had been three requests for funding from the Library he stated that all three requests had been approved. He added that the Friends presently have over a \$100,000 in their account. Mr. Sorensen stated that the Friends purchased board books for Baby Talk children on their birthdays. Mr. Sorensen discussed past practices of funding compared to present Friends contributions. There was more discussion about book donations. Mr. Sorensen stated that the Friends will also fund the free tax services offered by the Library. He added that the Library partners with Millikin University volunteers to offer free tax service to the public. He added that the Friends had also contributed to the Think outside of the Barn. He added that in 2014 the Friends had brought in approximately \$15,000 more than they spent. He added that there was also a lively discussion about future space needs. He said that the next Friends board meeting is scheduled for February 12, 2015.

## **9. Decatur Public Library Foundation**

Mr. Phillips said that the Foundation had not met yet. Mr. Meyer announced that the next Foundation meeting was scheduled for January 27, 2015, but he thought that the board president was thinking about rescheduling the meeting. Mr. Meyer announced that so far the Local History project was under budget and on schedule. Mr. Meyer stated that there was enough money to cover the project. Ms. Dampz stated that the furniture was coming. She added that there were also some decisions being made about building furniture items. Mr. Meyer stated that they should decide the next month or so if they were going to replace the carpet. There was discussion about change orders, present construction and the Building Commission proposal. Mr. Phillips stated that there were some points that still needed to be ironed out. Mr. Phillips said that he would like to keep good faith with the Foundation by being responsible with the spending of Foundation funds. He added that the sooner the Library can get to a list of other projects that the Foundation can look at the better. Mr. Meyer stated that he had some ideas that had been presented to him. Mr. Phillips stated that while those were good ideas, he was looking for something a little different.

## **10. Old Business**

None

## **11. New Business**

### Meeting Dates

Mr. Meyer stated that the 2015 meeting dates were in the packets. Motion to approve the 2015 meeting dates with heading change from 2014/2015 to 2015 by Mr. Sorensen, seconded by Dr. Palmer, unanimously approved

### Other

Mr. Phillips stated that at some point the members of the present board of trustees would need to start considering the next board members. He added that three members would be coming off the board. He added that he would like to see some diversity (i.e. age) in the group.

## **12. Standards for Illinois Libraries**

Mr. Meyer discussed Facilities: Core Standards for libraries in Illinois. He stated that the Library does well in many of the areas listed. He added that there are a couple of areas that the library needs to address. Mr. Sorensen asked if the library had fireproof book returns. Mr. Meyer answered yes they do.

## **13. Public Comment**

None

## **Meeting Adjourned**

Motion to adjourn by Mr. Sorensen, seconded by Dr. Palmer  
Meeting adjourned at 5:19 p.m.

Scribe,

*Robert L. Edwards*

Assistant City Librarian

Approved 02/19/2015