

**DECATUR PUBLIC LIBRARY
BOARD OF TRUSTEES**

Minutes

Date: March 19, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

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

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

Absent: John Phillips

Visitors:

1. Call to order

Meeting called to order by Mr. Alpi at 4:30 p.m. Mr. Alpi stated that he had heard from Mr. Phillips and he would not be able to make it.

2. Agenda

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

Minutes of Previous Meeting

Motion to approve the minutes with correction in Finance and Properties section made by Mr. Sorensen, seconded by Dr. Palmer, unanimously approved.

3. Communications from the Public

Mr. Alpi announced that he was sad to report that long-time Board of Trustee member Eugene King had recently passed away. Mr. Alpi and the board members discussed the faithfulness of Mr. King, adding that Mr. King would be missed. There was more discussion about Mr. King's years of faithful service. Motion by Mr. Sorensen to acknowledge Mr. King's service in a special manner, seconded by Mr. Davis, unanimously approved.

4. City Librarian's report

Mr. Meyer discussed that he had recently completed the annual report. He stated that the division heads had done annual reports for their divisions. He added that he and Mr. Edwards had met with a representative from Tech Logic to discuss installing RFID in the library. He stated that they had recently had a meeting with the Decatur Public Building Commission to discuss the proposed agreement with the Library. He mentioned that the circulation of materials was fairly even compared to last year, however less without the inclusion of e-books. Mr. Meyer stated that the gate-count was down, but new the registration of new patrons was up. He added that there some overtime allotted in February due to snow removal, the vacation time taken by staff and staff illnesses. He spoke about increasing hours for the maintenance staff. Mr. Meyer stated that the Technical Services department had cataloged incoming materials, withdrew materials and continued to process materials. He added that Children's circulation was also down slightly. The Readiculous and Baby Talk programs had brought a lot of visitors into the library. He stated that the Matt Wilkerson had replaced the printers and desktops and setup a new computer from Local History. He added that the recorded number of assists were down probably due to the methods of documenting assists. He stated that better ways to document assists were being investigated. He stated that Alix Frazier was recently hired in Adult Services for the new Library Assistant position. He discussed the Interlibrary Loan circulation and Gale databases. Ms. Williams asked if Mrs. Frazier was a recent graduate. Mr. Meyer answered that Mrs. Frazier had recently worked at Regions bank, he added she also had significant book store experience.

5. Personnel, Policy and Public Relations Committee

Dr. Palmer stated that the Personnel, Policy and Public Relations committee met during the month of March. She added that the committee continued to review library policies. The committee reviewed the Continuing Education and Travel policy and the Meeting Room policy. There was discussion about the Meeting Room policy. Mr. Sorensen asked Mr. Meyer if he would like the policy to be approved. Mr. Meyer stated that he believed that is what the Personnel, Policy and Public Relations committee had recommended. Mr. Sorensen asked, how the policy would relate if the library goes forward with the Decatur Public Building Commission agreement. Mr. Meyer stated that he assumed the library would continue to book rooms and receive the revenue. There was more discussion about room bookings. Mr. Meyer stated that it was his understanding that the Library and the County would have priority bookings. Motion by Mr. Sorensen that the Board approves the Continuing Education and Travel policy, seconded by Dr. Palmer, unanimously approved

Motion by Mr. Sorensen that the Board adopts the Meeting Room Policy with changes, seconded by Dr. Palmer, unanimously approved

Mr. Meyer stated that that the Board may want to consider having the fee schedule separate from the rest of the policy. There was discussion about the separate fee schedule. Mr. Sorensen stated that he agreed with a separate Board approved fee schedule, he stated that changes should be reviewed by the Board.

Motion by Mr. Sorensen to approve the presented fee schedule, seconded by Dr. Palmer, unanimously approved.

6. Finance and Properties Committee

Check register

There was discussion about the check register. Mr. Meyer took time to address past multiple entries of the Illinois Compiled Statutes. He added that the payments that were listed are partial payments. Motion to approve check register by Dr. Palmer, seconded by Mr. Davis, unanimously approved.

Budget update

Mr. Meyer stated that budget appeared to be pretty much on track, but there still was not enough data to present a good forecast, possibly at the end of March. He stated that the library was a little over budget on the Services to Maintain Buildings line. He added that some of the additional costs were associated with the Local History project.

Library/Building Commission/County

Mr. Alpi stated that they had met with the County and the Building Commission and went through the list of concerns and discussed points concerning relating to a lease agreement. He added that hopefully they would have something by the next meeting. Mr. Meyer stated that Jerry Lord was ready to discuss staffing patterns and had scheduled interviews with the present library maintenance staff.

7. Illinois Heartland Library System (IHLS)

Mr. Meyer gave an overview of the IHLS Strategic Planning Focus group that he had attended. He stated that IHLS had hired a consultant to help strategic planning process. He discussed some of the things that he and staff had come up with that could help libraries. He stated that using a consultant to develop the Decatur Public Library's strategic plan is an option that he has also considered.

8. Friends of the Library

Mr. Sorensen stated that the Friends had met in February. He added that the Friends had upward of \$119,000 in their reserves. He stated the Friend's Board had agreed to fund the Summer Reading Program and the READiculous program. He stated that the Friends recent monthly book sale had been successful. He added that they were also doing sales on EBay.

9. Decatur Public Library Foundation

Mr. Phillips said that the Foundation had not met since the January meeting. 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 there had been some discussion to staff about the coming up with ideas for the Foundation. Mr. Phillips stated that while those were good ideas, he was looking for something a little different.

10. Old Business

Mr. Sorensen stated that he and Ms. Damptz and a few others had recently done a walkthrough of the new Local History space with the contractors. Mr. Meyer added that Ms. Damptz had found issues with the paint job that had been done. Ms. Damptz added that she had forwarded the list to Mr. Haley. Dr. Palmer asked if there had been any change orders. Mr. Meyer answered that there had been some change orders, but the change orders had saved the library money. There was discussion about the Local History workroom floor. Mr. Alpi stated that it was good news that the project was on time and under budget. There was more discussion about the Local History project.

Other

Mr. Alpi stated that there would be some vacancies on the Board in a few months. He added that a new Board member would be announced at the next City Council meeting. He stated that with the unfortunate passing of Mr. Eugene King there was another opening on the Board. There was more discussion about Board vacancies.

11. New Business

None

12. Standards for Illinois Libraries

Mr. Meyer discussed Access Standards in the Standards for libraries in Illinois. He stated that the Library does well, but the library is lagging in hours of operation. He stated that the recommended hours are 75 per week. He stated that in order to increase hours, there may also be a need to increase staff. Mr. Sorensen discussed that he had some issues with the navigation of the Library's website. There was discussion about the circulation procedures and policies.

13. Public Comment

Nancy Rostek

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Dr. Palmer
Meeting adjourned at 5:42 p.m.

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 4/16/2015