



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

#### Minutes

**Date: March 21, 2019**

**Meeting time: 4:30 p.m.**

**Location: Decatur Public Library Board Room**

#### Board Members

**President:**

Mark Sorensen

**Members:**

John Phillips

Donna Williams

Amy Stockwell

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

**Present:** Mark Sorensen

Michael Sexton

Donna Williams

Dr. Ngozi Onuora

Amy Stockwell

Louise Greene

Samantha Carroll

Michael Sexton

**Staff:** City Librarian Rick Meyer

Robert Edwards, Asst. City Librarian

**Absent:** Gregg Zientara, John Phillips

**Guests:**

#### **Call to Order:**

Mr. Sorensen called the meeting to order at 4:32 p.m.

#### **Agenda**

The agenda was unanimously approved with a slight modification

#### **Minutes**

Regular Minutes- motion to approve minutes with modifications by Mrs. Greene, seconded by Mr. Sexton, unanimously approved

Annual Board Minutes- Motion to approve by annual board members by Mrs. Carroll, seconded by Dr. Onuora, unanimously approved

### **Communications from the Public**

Mr. Meyer talked about the movie program and the discussion about creating a program policy.

### **City Librarian's report**

Mr. Meyer reported that circulation was down approximately 3% but visitor statistics were up approximately 7%. He said there was a decline in general circulation across the board. There was discussion about circulation across the board and how the numbers were broken down. Mr. Meyer gave an overview of the circulation numbers he said the children's audio visual which included to music CDs and audio books were down significantly. Ms. Stockwell commented on the 43% increase in children's programming attendance. Mr. Meyer explained the probable reason for the high increase was a couple of special programs. Mr. Meyer talked about some of the marketing efforts for library programming. Mrs. Carroll asked if he could speak about one of the programs that Mrs. Frazier was doing. Mr. Meyer said that the program was offering community resources for the homeless. He discussed some of the online resources that are available to the community. Mr. Sorensen asked about total numbers for the tax program. Mr. Meyer said he would get the numbers. There was discussion.

### **Reports of committees**

#### **Personnel, Policy & Public Relations Committee- Dr. Ngozi Onuora**

##### Discussion of Management Personnel Policy

Dr. Onuora said they discussed the management policy. She said the management policy had been discussed and was available for review. She said that Mr. Meyer was going to add some of the suggestions and edits that were discussed and bring back management policy suggestions make the edits and bring back a revised draft.

##### Discussion of Program Policy

Dr. Onuora said they were looking to create a program policy that would address when and how to sunset programs that were not meeting the criteria suggested by the committee. There was discussion about the movie program. Dr. Onuora said once things are finalized in the committee they would bring it to the board.

#### **Friends of the Library- Samantha Carroll**

Mrs. Carroll reported on the Friends meeting. She reported that the Friends board had approved funding amounts of \$600.00 for Katie's Krafts and \$1500.00 for the Madcap Puppets. She said the Books Between Bites was library staff member John Schirle. She said the Saturday Book Sale had made \$981.00, Prairie Archives representative John Paul purchased \$1800 worth magazines and they had received \$100.00 from ThriftBooks.

### **Foundation**

The Foundation Board did not meet.

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

Mr. Meyer reported that not much happened at the meeting, except the approval of a new logo.

## **Finance and Properties Committee-Amy Stockwell**

Ms. Stockwell said that one of her first priorities as chair would be to understand the library's accounting system. She requested to have the date on placed the spreadsheet and the percentage in some of the columns. Mr. Meyer said he could do that.

### Check register

Ms. Stockwell asked about the payments out of the trust fund. Mr. Meyer explained that the payments out of the trust fund were from donations from the memorial donations. Ms. Stockwell asked about the Unique payments. Mr. Meyer answered that Unique was the collection agency the library used. Motion to approve the check register by Ms. Stockwell, seconded by Mrs. Carroll, unanimously approved

## **Old Business**

### **Parking Lot**

Mr. Sorensen said he, Mr. Meyer and Mr. Phillips had attended the recent City Council meeting. The main concern by some of the City Council members concerning the library parking lot project was, if there would be enough money left over to cover emergencies after the parking lot is paid for. He said Mr. Zientara is studying scenarios and potential costs for future building maintenance to create a forecast. He discussed some of the options presented by Mr. Zientara. He discussed the City Council conversations about the library parking lot. There was discussion by the board about the City involvement and the options offered. Ms. Stockwell said they should probably look at the City/Library agreement and discuss the maintenance needs and costs. She said she thought it was a very legitimate plan to determine what the library's needs will be. Mr. Sorensen said he wanted to emphasize that it was suggested that the construction work would happen in 2019. There was more discussion about the timeline. Dr. Onuora asked what the board should do to show their commitment to the process. Mr. Sorensen said Mr. Zientara had mentioned he would like to see more community involvement in the process. There is discussion about the steps for construction. There was discussion about possibly getting donations of labor and funding for the parking lot. Mr. Meyer said he felt some of the Council were in favor of doing the parking lot project. There was discussion about having outdoor programming in the library outdoor area. Ms. Stockwell asked if there was anything that could be done about signage to show the direction of travel. She asked if there was something that could be done about the potholes. There was discussion about the condition of the parking lot.

Mr. Sorensen said that he and Mr. Meyer would be meeting with the new city manager soon to discuss the plans for the library parking lot.

### **Website Update**

Mr. Meyer praised the staff for their efforts in assisting in bringing the website online. He said Mr. Edwards has worked exclusively with the Jones and Thomas to work out the issues that prevented the website from going live.

Mr. Sorensen ask if specific staff members could fix certain issues. Mr. Meyer said we have several staff being trained to fix issues. Mr. Meyer said that they were looking at further development in the website editing. He said the library could have kept paying for edits but chose to go live. There was discussion.

### **Space Plan**

Mr. Meyer said had met with the division heads to discuss some recommendations for the Product, Architecture + Design options. He talked about the discussions with staff and space planners. Ms. Stockwell said she felt it was a waste of time to be discussing space options without knowing if the people who know this community can agree that the money can be raised. Mr. Meyer said he respectfully disagreed. He said his idea of the concept, was to see what problem they want to solve, set goals and then think about funding. There was discussion about the fund ranges and community involvement. Mr. Meyer said he would reach out to Wegi Stewart. Ms. Stockwell suggested they look what they could take from the budget. Mr. Sorensen asked if they could review the options in April, 2019. Mr. Meyer said he could present a new rendering by April 2019 and they could discuss the results.

### **Serving Our Public: Standards for Illinois Public Libraries**

**Chapter 5: Technology** - Mr. Meyer said there is currently no wait time for computer usage. He discussed the library's Internet policy.

Dr. Onuora asked if there was a place to place changes or to inform the public about changes on the website. There was Mr. Meyer discussed the possibility of having such a place.

### **Public Comments**

None

### **Adjournment**

Motion to adjourn by Mr. Sexton at 5:50 p.m., seconded by Mrs. Carroll, unanimously approved

Scribe,  
Robert L. Edwards  
Assistant City Librarian

Approved 4/18/2019