

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: August 18, 2016

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)

Aaron Largent

Paula Heinkel

Keyria Rodgers

Donna Williams,

Jennifer Sykes

Michael Sexton

Gregg Zientara

Mark Sorensen

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Absent:

Guests:

Communications from the Public

None

Agenda

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

Minutes

Motion to approve July 2016 minutes by Mr. Largent, seconded by Mr. Sexton, unanimously approved

City Librarian's report– Rick Meyer

Director Meyer reported that circulation usage over the past few months has been lower than the same period in previous years. He discussed the decrease in circulation, specifically the children's circulation which was down dramatically for the summer reading program. There was discussion about the causes and the disappointing numbers from the summer reading program. He reported that programming was up and higher database usage a little lower, except the ancestry database. Mr. Zientara asked if there was correlation between revenue and circulation. Mr. Meyer answered that circulation was not necessarily tied to revenue. There was discussion about the value of circulation numbers to the overall library mission. Mr. Phillips said he thought it was just as important that there is an increase in the amount of people coming into the library. Mr. Meyer discussed his recent experience, standing outside speaking with patrons who were leaving the library. He said the patrons gave him some enlightening

responses. He said the idea was presented to him by Sue Bishop at a customer service meeting. Mr. Meyer said it was a good experience, one he hoped to follow up on in the near future. Mr. Meyer stated that articles that he had recently read stated that there was trend of a national decline in circulation. There was more discussion about circulation. There was discussion about electronic books versus physical books. Mr. Meyer said, electronic books tend to be more expensive than the physical books.

Friends of the Library

Mr. Largent reported that the Friends of the Library had met on August 11, 2016. He announced that he had been appointed the new board representative at the Friends of the Library meetings. He summarized some of the highlights of the meeting.

Foundation

Did not meet in August

Personnel, Policy & Public Relations Committee

Strategic Planning Consultant Proposals

Mr. Meyer discussed the library proposals received from the two companies, Library Strategies and Pattern Research. Mr. Phillips said, he thought that one objective they should focus on was to get as much information about the two companies as soon as possible. He discussed having future discussions and the board coming to a conclusion on the choice. Mr. Sorenson asked Mr. Meyer about the timeframe for the members of the group getting together to discuss the planning. Mr. Meyer discussed plans for selected board members and other members of the strategic planning group to meet for a significant allotment of time. Mr. Meyer said giving a time frame would be difficult for him to do at this point. There was discussion about the proposals and a possible group retreat. Mr. Phillips talked about some of the positives of Library Strategies proposal, specifically the participation that was desired by their proposal. Mr. Zientara stated that he liked the Library Strategies proposal. He said he thought most difficult decision would be deciding would be on the committee. There was discussion about choosing committee members. Mr. Meyer said he thought that they could probably go to the Foundation Board for funding. There was discussion about the budget and use of budget funds. Mr. Phillips said, he thought that any concerns about the use of library money for strategic planning might come from the public. Mrs. Heinkel said she thought that money spent for library strategic planning would be money well spent. There was discussion about differences in ideas about strategic planning and funding. Ms. Rogers asked Mr. Meyer, which proposal he thought was the most expensive. Mr. Meyer answered that he thought it was difficult to compare the two, because of the price structuring. There was discussion about what motion should be made to proceed. Mr. Largent said he would like to have more discussion on the cost. Mrs. Heinkel said she would feel better if the Foundation had a chance to view the proposals first. Mr. Zientara stated that he didn't see a reason to rush forward in making a decision. Mr. Meyer summarized that essentially the board would be tabling decision to choose a proposal until a later day.

City Librarian Evaluation

Mr. Phillips reported that Director Meyer had presented several goals at the Personnel, Policy and Public Relations meetings. He said Director Meyer would be revising the list to present at the meeting next month.

Finance and Properties Committee

Check Register

Mr. Sorensen stated that the check register was in the packets for review. Mr. Phillips noted the Materials to Building line costs for \$6767.00 that was on the library check register. Mr. Zientara said that the city would be reversing the amount. Motion to approve the check register by Mr. Largent seconded by Mr. Zientara, unanimously approved

Budget Report/Budget Update

Director Meyer reported that the Finance and Properties committee had discussed the 2017 budget projection. He discussed some small expenditures that were planned. Mr. Meyers said that if there was opportunity for additional funding he thought the money could be well spent by adding staffing to the IT department, additional staffing could also assist in teaching computer classes. Mr. Zientara asked if the City MIS department could help the library with some of the library's IT needs. He suggested Mr. Meyer speak with Mr. Jim Edwards at the City. There was discussion about the option of interns to help. There is more discussion about IT options and funding.

Mr. Largent said that there will need to be discussion about the reserve fund in the future. Mr. Meyer said that he had a draft for the 2017 budget, but the allocations for certain lines would have to wait until he meets with the City Finance department. Mr. Zientara said that he was sure they set up a meeting soon. He said that the city was in process of figuring the revenue for the various departments and agencies. There was more discussion about the budget proposal and the city processes.

Illinois Heartland Library System (IHLS)

Mr. Phillips reported that the Illinois Heartland Library System had met by means of telecommunication. He announced that his appointment to the IHLS board was now official.

Serving our public: Standards for Illinois Public Libraries

Chapter 5: Technology

Mr. Meyer said he thought Chapter 5 would be good tool to use for the strategic planning process. There was discussion about the library use of technology.

Adjournment

Motion to adjourn by Mr. Sorensen at 6:00 p.m., seconded by Mr. Largent, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 9/15/2016