

## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

### Minutes

**Date:** June 18, 2015

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

**Location:** Decatur Public Library Board Room

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

**Staff:** Rick Meyer, City Librarian  
Robert Edwards, Interim City Librarian  
Rebecca Dampitz, Archivist

**Absent:** Dr. Susan Kruml

#### Call to order

Mr. Alpi called the meeting to order at 4:30 p.m.

#### Agenda

Mr. Meyer stated that he would like to add the presenting of the Board plaques to the agenda. Motion made by Mr. Sorensen to approve the agenda, seconded by Mr. Phillips, unanimously approved.

#### Minutes of Previous Meeting

Motion made by Mr. Sorensen to approve the May, 2015 minutes, seconded by Mr. Phillips, unanimously approved.

#### Communications from the Public

Mr. Alpi presented a plaque recognizing the years of service of former Board member Eugene King to his widow, Mary Lou King. Mrs. King was accompanied by her son, daughter-in-law and grandchildren.

#### City Librarian's report

Mr. Meyer stated that he'd attended several meetings during the month in preparation of the grand opening of the local history room. He also met with various board members to discuss

library strategic planning and the pending building agreement. He announced that the READiculous program had been nominated for an award. Mr. Meyer gave updates on the various departments. Mr. Phillips said that Ms. Dampz had done a phenomenal job with her speech during the tour of the local history room. Mr. Davis asked about the excessive amount of vehicles in the library's parking lot. Mr. Meyer answered that the increase in cars was from the Grow Decatur meetings. Mr. Alpi thanked the board members and others who were able to attend the donor opening and the grand opening. He said everyone did a great job at the presentations.

## **Personnel, Policy and Public Relations**

### Bylaws and City Librarian's Evaluation

Mr. Alpi announced that Dr. Kruml was not able to be at the meeting. He asked Mr. Meyer to give an update from the meeting. Mr. Meyer stated that they had discussed the bylaws and the city librarian's evaluation. Mr. Alpi stated that it was his understanding that as they progressed further into the process Dr. Kruml would be bringing an evaluation form to the Board of Trustees to look over.

### Management Salary Scale

Mr. Meyer stated that the management salary scale was still a work in progress. He said that he was working with Mrs. Sykes and Dr. Kruml to review the salary scale. He said they had reviewed and discussed comparisons from other libraries. Mr. Phillips stated that he was pleased that they had 3 capable people working on the changes. He hoped they would be bringing a proposal at a later meeting.

## **Finance and Properties**

### Check Register

Mr. Phillips stated that the check register was included in the packets for review. He added that the check register represented the library bills that have already been paid. Mr. Sorensen asked about the Mid-American expense. Mr. Alpi answered that the utilities were broken up into different groups. Mr. Sorensen asked about the Midwest line. Mr. Meyer answered that Midwest was a company that the library purchased audiobooks from.

Motion to approve the check register by Mr. Phillips, seconded by Mr. Sorensen, unanimously approved.

### Budget

Mr. Meyer stated that the library still appears to be in good shape financially. He added that there has not been a lot of activity. He discussed potential issues with the forecast; the increases on the professional service line and electricity line. Mr. Meyer stated that there was still the possibility of a surplus. Mr. Phillips reminded the board that in past meetings they had discussed the need to plan where to place the potential surplus. Mr. Meyer cautioned that he thought the forecast gave false sense of how well things are. He discussed some expenses that the library was no longer committed to (i.e. recent retirees) Mr. Phillips and Ms. Williams mentioned that perhaps at some point the library could move back to being better staffed.

Mr. Phillips stated that Mr. Meyer had informed him that he had started on the 2016 budget. He added that it was nice to know Mr. Meyer was on top of it.

### Decatur Public Library/Decatur Public Building Commission/County Resolution

Mr. Phillips stated that the City continues to do their due diligence to find out more information concerning the agreement. He said he thought that it may be on the next City Council agenda. He suggested that they mark that day on their calendars and plan to attend if they could. He added that Jay Dunn and some of the County board members also planned to be at the meeting. There was discussion about how the City Council might react to the agreements. Mr. Alpi passed around a sheet of discussion points for review. He stated that he remained confident the deal with the building commission would proceed. He said the deal minimizes expenses, maximizes the use of library space, and was also a good deal for the taxpayers. Mr. Alpi stated that the library's revenue had been flat for the last few years but the expenses were consistently growing. Mr. Alpi stated that there had been some discussion about the amount the City contributed when the library had moved into the building. He stated that the deed was in the Trustees name and under State statutes the Library Board of Trustees remain separate even though the board members are appointed by the Mayor. He discussed an article in the Herald and Review that specified that the Library had purchased the building and the City had provided funds for the renovation. There was more discussion about the ownership of the building and the City's concerns about the bonds. Mr. Davis asked if the entire amount of \$750,000 in bonds belonged to the library. Mr. Phillips stated that he really didn't know the answer to that. Mr. Sorensen asked if there was some evidence that the library has ever paid on the bonds. Mr. Phillips and Mr. Meyer answered that there was none. There was more discussion about the bonds. Mr. Phillips stated that the City Manager has decided that the agreement needs the approval of the City Council. There was more discussion about the City's involvement in the agreement. Mr. Phillips stated that the agreement seemed to be about as good of a deal that they could get. Mr. Sorensen asked about the list of concerns that were during the library's open meetings at the beginning of the process. Mr. Phillips stated that at the beginning of the process the Library requested that the City attorney represent the Library in the process, but they had declined. Mr. Alpi stated that he felt that the City was only doing their due diligence and they had right to examine the agreements if they wished

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

No meeting

### **Friends of the Library**

Mr. Sorensen stated that the Friends group had met in the old Local History room to get an idea of the space they may be getting. He added that the Friends of the Library had approximately \$122,000 in their account. Due to all of the changes he said the Friends group was sitting on the money for the moment. He said the Friends were looking to add new members to their board.

### **Foundation**

Mr. Phillips stated that the Foundation Board did not meet. He thanked everyone for their support in making the grand opening a success.

## **Old Business**

Mr. Sorensen stated that he thought the donor night and the grand opening the day after had gone well. He said he was pleased to see librarians from other libraries show up. Mr. Alpi thanked Mr. Sorensen for his efforts past and present. Mr. Sorensen stated that was glad the library had decided to add and continue to fund the Archivist position. He hoped they would continue to support this position, especially since they had the new room. He discussed some of the benefits of the local history room to the community. There was more discussion about the photos and other items in the local history room.

## **New Business**

Mr. Phillips stated that he recently spoken with the Mayor about the new appointments. He said the response from the Mayor's office was that he would like to see the Building Commission thing resolved first and for the time being the appointments for the Board members had been tabled. Mr. Phillips discussed his desire to see the board members whose time had expired stay as long as they were willing. Mr. Sorensen stated that he would be unhappy if the appointments were delayed and the former board members lingered. There was more discussion about board appointments.

## **Standards for Illinois Libraries**

Mr. Meyer discussed Chapter 9: Programming in the Standards for Public Libraries in Illinois. He explained the staffing levels did not allow the Library to do the programming that they would like. He discussed some of the programing that was currently offered.

## **Public Comment**

None

## **Meeting Adjourned**

Motion to adjourn by Mr. Alpi, seconded by Mr. Davis

Meeting adjourned at 6:20 p.m.

Scribe,

*Robert L. Edwards*

Assistant City Librarian

Approved 7/16/2015