

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: October 19, 2017

Where: Decatur Public Library Board Room

In Attendance: Mark Sorensen (President)
Michael Sexton
Gregg Zientara
Aaron Largent
John Phillips
Dr. Ngozi Onuora
Louise Greene
Samantha Carroll

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian

Absent: Donna Williams

Guests:

Call to Order:

Mr. Sorensen called the meeting to order at 4:33 pm

Agenda

Motion to approve the agenda with the changes by Mr. Largent, seconded by Mr. Sexton, unanimously approved

Communications from the Public

None

Minutes

Motion to approve the minutes by Mr. Largent with modifications, seconded by Mrs. Greene, unanimously approved

City Librarian's report– Director Rick Meyer

Rick Meyer reported on library operations for the month of September. Mr. Meyer reported that the circulation of materials was up. He said he had attended the ILA conference, which was also

attended by Mr. Sorensen and three other staff members, Alix Frazier, Alissa Henkel and Susan Bishop. Mr. Meyer said the presentations by Mrs. Henkel and Mrs. Bishop were very well done and the best at the conference in his opinion. He thought the sessions were appreciated by those that attended their presentations. He added that Mr. Sorensen had received an award recognizing his lifelong achievements. Mr. Sorensen asked about the progress of the Jones and Thomas marketing group. Mr. Meyer said that they had met with the library staff to talk about some ideas concerning rebranding the library, which would include a name change.

Reports of committees

Personnel, Policy & Public Relations Committee- Aaron Largent

Policies

Mr. Largent reported that the committee had met for the month of October and reviewed the Arts, Artifacts, Acquisition and Display policy. He said there was no movement needed on this particular policy. He said they had also discussed the Adult Computer Use and Internet Access policy. He said the group had discussed having a policy available for the Children's area also. Motion by Mr. Phillips to accept the Adult Computer Use and Internet Access policy as presented, seconded by Mr. Largent, unanimously approved

Bylaws

Mr. Largent reported that they created a subcommittee who would be meeting soon to review the bylaws. Mr. Sorensen said he wanted everyone to have a copy of the bylaws that were to be revised.

City Librarian's Annual Evaluation and Goals

Mr. Largent reported that they had reviewed the City Librarian's goals list and reduced the amount of goals. He said they had gotten good feedback during their meeting and were able to present a final goals list that would be presented in November.

Friends of the Library- Aaron Largent

Mr. Largent reported that the group had met for the month of October. He said Mr. Edwards had updated the Friend's group about library operations while the City Librarian, Mr. Meyer was at the ILA conference. He said they had discussed the process of how they would be receiving and processing the memorials. He said that one of the Friends board members had made a quilt that they would be raffling off.

Foundation-Michael Sexton

Mr. Sorensen reported that there had not been a meeting; however there would be a meeting on Monday. There was discussion about asking for donations for the Foundation. Mr. Phillips asked if more of the board members needed to attend the upcoming meeting. Mr. Sorensen said that he didn't think they could have more board members attend the meeting without being considered an open meeting.

Finance and Properties Committee–John Phillips

Approval of August 2017 Check Register

Mr. Largent asked if the Chamber of Commerce expenditure was for the Leadership Institute. Mr. Meyer answered yes

Motion to approve the check register by Mrs. Carroll, seconded by Mr. Largent, unanimously approved

2017 Budget Review/2018 Budget Proposal

Mr. Phillips spoke on the discussions that they had previously had about the budget. He said there would be some surplus at the end of the year and they had discussed moving some of the funds from the Capital line. Mr. Sorensen asked about the term “carryover” and how it pertained to disbursements at the end of the fiscal year and the beginning of the next fiscal year. Mr. Zientara explained the carryover. He said the library is in a much better financial position at this time than in the past. He said it would be up to the library board to determine future allotments. Mr. Sorensen said that he would like for the Finance and Properties committee to go forward with discussions on how they should move the funds from the Capital line.

Mr. Phillips said Mr. Meyer had done the work on the 2018 budget proposal and he was also working with the City to get the final numbers. Mr. Meyer stated that he did have two other proposals as options. There was discussion. Mr. Sorensen asked if there were any questions about the sources of revenue. He asked about the fines and fees line. Mr. Phillips said Mr. Meyer has informed them that the Grants line will probably not be getting all the money that it has in the past. Mr. Largent stated that he supported the idea of eliminating the fines, he said he thought Mr. Meyer had some good ideas about the process. Mr. Phillips said he agreed that they should transfer money from the Meyer funds. Mr. Largent asked which bank the capital funds were at. Mr. Meyer answered that they were currently at Regions Bank chosen by the City. Mr. Sexton asked if there was a reason that they had chosen Regions. Mr. Zientara said the City elected to go with Regions after investigating other banks. Mr. Phillips said he didn't feel that there was a real issue with the choice made. He thought the City had treated the library well with the carryover in other instances. There was discussion about keeping the funds at Regions. Mr. Zientara said that coupled with the investments by the City, the Library investments would benefit from the interest the City received. He pointed out that some of the interest income had already appeared in the revenue section.

Mr. Meyer said the Property Replacement Tax distributions were difficult to estimate. Mr. Zientara said the Property Replacement distributions would probably be less in 2018. Mr. Phillips asked how the library rent payments were working for the City to date. Mr. Zientara answered that at this point the established amounts are going well. He discussed the revenue and expenses. Mr. Zientara asked what the target for the books and materials was. Mr. Meyer said typically 12% is the State benchmark that has been followed.

There was discussion about spending for materials.

Motion to approve the 2018 budget proposal as presented, by Mr. Phillips, seconded by Mr. Sexton, unanimously approved

Library Trust Funds

There was discussion about how the trust funds should be spent. There was discussion about the Meyer fund and its use to fund the Local History Assistant position. Mr. Meyer confirmed that the Myer fund is used to fund the Local History Assistant position. There was further discussion about trust funds. Motion to approve the trust fund budget by Mr. Phillips, seconded by Mr. Zientara, unanimously approved

Capital Reserve Fund

Motion to approve the capital reserve fund by Mr. Phillips, seconded by Dr. Onuora, unanimously approved

Workforce Investment Solutions Space Rental

Mr. Meyer said the City will be taking the Workforce Investment Solutions sublease under consideration at the City Council meeting on November 6, 2017.

Illinois Heartland Library System—John Phillips

Mr. Phillips said that there was nothing to report at this time

Old Business

There was discussion about the donation by Mr. John McClarey and the local history's staff responses and proposals. Mr. Sorensen said the statue would have a plaque. Mr. Meyer said the Heritage Network had set aside \$500 to go towards the cost of a plaque. Mr. Meyer said that the library also has a form included that would help in the recording of donations. There was discussion about recording donations and recognizing the donors.

Motion to approve Mr. John McClarey's donation by Mr. Phillips, seconded by Mr. Sexton, unanimously approved

Mr. Largent asked if the Local History department was on board with the donation and the display. Mr. Meyer answered yes, there were plans to supplement the donation. Mr. Largent added that it seemed like the library's investment would be a small one.

New Business

None

SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter4: Chapter Facilities

Motion by Mr. Largent to table the Standards for Illinois Public Libraries Chapter 4, seconded by Mrs. Carroll, unanimously approved

Other

Mr. Sorensen said he had met with Mayor Julie Moore-Wolfe and she had mentioned to him that the library building is a City owned property. There was discussion about library space. Mr. Zientara spoke briefly about investigations of the Annex building.

Adjournment

Motion to adjourn by Mr. Largent at 5:40 p.m., seconded by Mr. Phillips, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 11/16/2017