Tuesday, September 8, 2015
5:30 PM

CITY COUNCIL AGENDA

I. Call to Order

1. Roll Call
2. Pledge of Allegiance

II. Approval of Minutes

Minutes of August 17, 2015 City Council Meeting and August 10, 2015 and August 31, 2015 Special City Council Meetings

III. Unfinished Business

IV. New Business

1. Proclamations and Recognitions
   - A. Proclamations
   - B. Recognition
2. Ordinance Adding Territory to Enterprise Zone Horve Hospitality Management, Inc.
3. Resolution Approving a Consent Order to Settle All Claims in a Citizens' Complaint Filed with the Illinois Pollution Control Board by the City and Other Units of Local Government Against Clinton Landfill, Inc.
4. Resolution Accepting The Bid And Authorizing The Execution Of A Contract With Tyrolt Inc. D/B/A Dunn Company For Mound Center Parking Lot Rehabilitation, City Project 2015-06
5. Resolution Authorizing Binder Coverage with Arthur J. Gallagher Risk Managerment Services, Inc. and Accepting Proposals of AIX Hanover, Liberty Mutual and Travelers Indemnity Company
6. Consent Calendar: Items listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. If separate action is desired on any item, it will be removed from the Consent Calendar and considered separately.
   - A. Receiving and Filing of Minutes of Boards
   - B. Ordinance Amending City Code Chapter 52 - Alcoholic Liquor
   - C. Ordinance Amending City Code Chapter 47 - Control of Animals, Fowl and Dogs
   - D. Ordinance Authorizing Consumption of Alcoholic Liquor on Public

Rights-of-Way - Decatur Area Arts Council Brew Ha Ha

E. Ordinance Designating Local Landmark for Monarch Butterfly Monument at Dennis School

F. Resolution Authorizing Approval of Quote of CDW Government (CDW-G) for Microsoft Exchange Server 2013 Licenses

7. Appearance of Citizens

Policy relative to Appearance of Citizens:

A 15 minute time period is provided for citizens to appear and express their views before the City Council. Each citizen who appears will be limited to 3 minutes. No immediate response will be given by City Council or City staff members. Citizens are to give their documents to the Police Officer for distribution to the Council.

8. Other Business

A. Introduction of Penny Frank, Human Resources Manager

B. Introduction of John Williams, Mass Transit Administrator

V. Recess to Study Session

Administrative Compliance Order Between the City of Decatur and United States Environmental Protection Agency

VI. Recess to Closed Executive Session for the Purpose of a Discussion to Consider a Person to Fill a Vacancy in Public Office

VII. Adjournment

Council Information - City Sale of General Obligation Bonds Series 2015

Council Information - Decatur Public Library Board of Trustees Committee Minutes

City Clerk

DATE: **9/3/2015**

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Tim Gleason, City Manager
Debbie Bright, City Clerk

SUBJECT: Minutes of August 17, 2015 City Council Meeting and August 10, 2015 and August 31, 2015 Special City Council Meetings

BACKGROUND: Attached are the Minutes of the August 17, 2015 City Council Meeting and August 10, 2015 and August 31, 2015 Special City Council Meetings.

ATTACHMENTS:

Description	Type
August 17, 2015 City Council Minutes	Backup Material
August 10, 2015 Special City Council Meeting Minutes	Backup Material
August 31, 2015 Special City Council Meeting Minutes	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Bright, Debbie	Approved	9/3/2015 - 12:49 PM

CITY COUNCIL MINUTES
Monday, August 17, 2015

On Monday, August 17, 2015, the City Council of the City of Decatur, Illinois, met in Regular Meeting at 5:30 p.m., in the Council Chambers, One Gary K. Anderson Plaza, Decatur, Illinois.

Mayor Pro Tempore Julie Moore Wolfe presided; together with her being Councilmen Bill Faber, Lisa Gregory, Pat McDaniel, Dana Ray, and Jerry Dawson. Six members were present. Mayor Pro Tempore Moore Wolfe declared a quorum present.

City Manager Tim Gleason, attended the meeting as well.

Mayor Pro Tempore Moore Wolfe led the Pledge of Allegiance to the Flag.

The minutes of the City Council meeting of August 3, 2015 were presented. Councilman Pat McDaniel moved the minutes be approved as written; seconded by Councilman Jerry Dawson, and on call of the roll, Councilmen Bill Faber, Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, and Mayor Pro Tempore Moore Wolfe voted aye. Mayor Pro Tempore Moore Wolfe declared the motion carried.

This being the time set aside for unfinished business and there being none, Mayor Pro Tempore Moore Wolfe proceeded to New Business.

R2015-97 Resolution Appointing Mayor Julie Moore Wolfe.

Councilman Jerry Dawson moved the Resolution do pass; seconded by Councilman Lisa Gregory. Councilman Bill Faber read a statement he prepared expressing his support for Julie Moore Wolfe and explaining his vote. On call of the roll, Councilmen Bill Faber, Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, and Mayor Pro Tempore Moore Wolfe voted aye. Mayor Pro Tempore Moore Wolfe declared the motion carried.

Julie Moore Wolfe was sworn in to the office of City Mayor.

2015-35 Ordinance Designating Mayor Pro Tempore.

Councilman Dana Ray moved the Ordinance do pass; seconded by Councilman Lisa Gregory. City Manager Tim Gleason announced Council's selection for Mayor Pro Tempore was Jerry Dawson. Councilman Jerry Dawson said the appointment is temporary. On call of the roll, Councilmen Bill Faber, Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

This being the time for Proclamations and Recognitions and there being none, Mayor Moore Wolfe introduced Sue Lawson with Coalition of Neighborhood Organization. Sue Lawson shared pictures of this summer's art classes. Ms. Lawson thanked Councilman Dana Ray and the Police Officers for participating in activities at National Night Out. CONO Street Festival is Saturday, Sept. 26, from 10:00 AM – 2:00 PM. Ms. Lawson announced that CONO would like to have someone from the Council attend the Regional Neighborhood Network Conference beginning October 1 through October 3 in Bowling Green. The next CONO meeting is August 25, 2015 at 5:30 p.m., at the Library and the guest speakers are City Manager Tim Gleason and Police Chief Brad Sweeney.

2015-36 Ordinance Providing for the Issuance of Not to Exceed $30,000,000 General Obligation Bonds to Finance the Expansion of the City's Water Supply by the Dredging of Lake Decatur.

Councilman Jerry Dawson moved the Ordinance do pass; seconded by Councilman Pat McDaniel. Gregg Zientara introduced Erik Brechnitz, Brechnitz Group of Raymond James and Thomas Chapman with Raymond James Morgan Keegan out of Chicago. Mr. Chapman addressed Council questions about the bond interest rates. On call of the roll, Councilmen Bill Faber, Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

2015-37 Ordinance Prohibiting Truck Traffic on East Kenwood Avenue between North Main Street and North Martin Luther King Jr. Drive.

Councilman Dana Ray moved the Ordinance do pass; seconded by Councilman Jerry Dawson. On call of the roll, Councilmen Bill Faber, Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

R2015-98 Resolution Approving Expenditure – Water Main Encasing Project at Norfolk Southern Rail Yard.

Councilman Pat McDaniel moved the Resolution do pass; seconded by Councilman Jerry Dawson. On call of the roll, Councilmen Bill Faber, Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

2015-38 Ordinance Amending R-3 Residence Development Plan New Day Community Church 4100 Block of Nottingham Drive / Camelot.

Councilman Jerry Dawson moved the Ordinance do pass; seconded by Councilman Dana Ray. Councilman Pat McDaniel asked if the church decides to build would the new units be on the tax rolls. City Manager Tim Gleason said no if the new units fall under the church umbrella. Councilman Bill Faber encouraged the Planning Commission to consider moving their meeting time to a different time so more citizens could attend. On call of the roll, Councilmen Bill Faber, Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

2015-39 Ordinance Rezoning Property R-3 Single Family Residence District to R-6 Multiple Dwelling District 4100 Block of Nottingham Drive.

Councilman Jerry Dawson moved the Ordinance do pass; seconded by Councilman Dana Ray. On call of the roll, Councilmen Bill Faber, Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

2015-40 Ordinance Amending Zoning Ordinance Section II Definitions Section XII Commercial District Section XVI M-1 Intense Commercial / Light Industrial District.

Councilman Dana Ray moved the Ordinance do pass; seconded by Councilman Jerry Dawson. On call of the roll, Councilmen Bill Faber, Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

2015-41 Ordinance Amending Zoning Ordinance Section XVII Heavy Industrial District.

Councilman Jerry Dawson moved the Ordinance do pass; seconded by Councilman Lisa Gregory. On call of the roll, Councilmen Bill Faber, Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

2015-42 Ordinance Amending Zoning Ordinance Section XXIV Off-Street Parking and Loading Requirements.

Councilman Jerry Dawson moved the Ordinance do pass; seconded by Councilman Pat McDaniel. On call of the roll, Councilmen Bill Faber, Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

2015-43 Ordinance Amending City Code Chapter 52 Alcoholic Liquor.

Councilman Jerry Dawson moved the Ordinance do pass; seconded by Councilman Lisa Gregory. Councilman Jerry Dawson explained that the new Class P liquor license was enacted during the liquor license renewal period and Councilman Dawson received quite a bit of feedback and he asked that the City rebate a portion of the application fee. Councilman Bill Faber suggested streamlining all the different liquor license classifications so they are easier to understand. On call of the roll, Councilmen Bill Faber, Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

Mayor Moore Wolfe called for Consent Calendar Items A through E and asked if any Council member wished to have an item removed from Consent Calendar. The Clerk read Items A and E:

A. Receiving and Filing of Minutes of Boards
B. R2015-99 Resolution Accepting Bid of McCrometer for Mag Flow Meter
C. R2015-100 Resolution Authorizing Execution and Amendment of FY 2016 Transit Operating Assistance Grant Agreement
D. R2015-101 Resolution Authorizing Renewal Tyler Technologies, Inc. Maintenance Support – Incode Court Case Management Suite
E. R2015-102 Resolution Authorizing Signatory Authority Illinois Municipal Retirement Fund – Appointment of Authorized Agent

Councilman Jerry Dawson moved that Consent Calendar Items A and E be approved by Omnibus Vote; seconded by Councilman Dana Ray, and on call of the roll, Councilmen Bill Faber, Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

This being the time for Appearance of Citizens, the following appeared:

Russell Shulke read a statement regarding noise violations.

Donna Cararra would like to see a beach, swimming area, and water slide added at Lake Decatur for our community.

This being the time for other business, Assistant City Manager Jerry Bauer introduced Mr. Jim Edwards the City's new IT Manager.

Councilman Pat McDaniel moved to recess to study session for the Treasurer's Financial Report; seconded by Councilman Jerry Dawson. On call of the roll, Councilmen Bill Faber, Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, and

Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried. Finance Director Gregg Zientara shared that July was a good month and the City is effectively on budget. The City's is 2% down in revenues and 2% down on expenses in the General Fund. The City remains diligent in expense control. Mr. Zientara responded to questions from the Council regarding the video gaming tax and land line tax. Mr. Zientara and City Manager Tim Gleason addressed Council questions regarding TIF Districts.

Richelle Irons reminded everyone of the upcoming Neighborhood Walk at Hess Park Neighborhood.

Councilman Jerry Dawson moved to recess to closed executive session for the purpose of discussing probable or imminent litigation, collective bargaining matters, and selecting a person to fill a vacancy in public office; seconded by Councilman Dana Ray, and on call of the roll, Councilmen Bill Faber, Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried. Council went into closed executive session at 6:33 p.m.

There being no further business, Councilman Pat McDaniel moved the regular Council meeting be adjourned; seconded by Councilman Lisa Gregory, and on call of the roll Councilmen Bill Faber, Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the Council meeting adjourned at 7:54 p.m.

Approved _____
Debra G. Bright
City Clerk

SPECIAL CITY COUNCIL MEETING MINUTES
Monday, August 10, 2015

On Monday, August 10, 2015, the City Council of the City of Decatur, Illinois, met in Special Meeting at 5:30 p.m., in the Council Chambers, One Gary K. Anderson Plaza, Decatur, Illinois.

Mayor Pro Tempore Julie Moore Wolfe presided; together with her being Councilmen Bill Faber, Lisa Gregory, Pat McDaniel, Dana Ray, and Jerry Dawson. Six members were present. Mayor Pro Tempore Julie Moore Wolfe declared a quorum present.

City Manager Tim Gleason, attended the meeting as well.

Mayor Pro Tempore Julie Moore Wolfe led the Pledge of Allegiance to the Flag.

Councilman Pat McDaniel moved to recess to closed executive session for the purpose of a discussion to consider selecting a person to fill a vacancy in public office; seconded by Councilman Jerry Dawson and on call of the roll, Councilmen Bill Faber, Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson and Mayor Pro Tempore Moore Wolfe voted aye. Mayor Pro Tempore Moore Wolfe declared the motion carried. Council went into closed executive session at 5:32 p.m.

Closed Executive Session adjourned at 6:19 p.m.

There being no further business, Councilman Jerry Dawson moved the regular Council meeting be adjourned; seconded by Councilman Dana Ray, and on call of the roll Councilmen Bill Faber, Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson and Mayor Pro Tempore Julie Moore Wolfe voted aye. The Mayor declared the Council meeting adjourned at 6:22 p.m.

Approved _____
Debra G. Bright
City Clerk

SPECIAL CITY COUNCIL MEETING MINUTES
Monday, August 31, 2015

On Monday, August 31, 2015, the City Council of the City of Decatur, Illinois, met in Special Meeting at 5:30 p.m., in the Council Chambers, One Gary K. Anderson Plaza, Decatur, Illinois.

Mayor Julie Moore Wolfe presided; together with her being Councilmen Pat McDaniel, Dana Ray, Jerry Dawson and Bill Faber; Lisa Gregory was absent from the meeting. Five members were present and one member was absent. Mayor Julie Moore Wolfe declared a quorum present.

City Manager Tim Gleason, attended the meeting as well.

Mayor Julie Moore Wolfe led the Pledge of Allegiance to the Flag.

Councilman Pat McDaniel moved to recess to closed executive session for the purpose of discussing probable or imminent litigation, setting a price for sale or lease of property owned by the City, and to consider selecting a person to fill a vacancy in public office; seconded by Councilman Dana Ray and on call of the roll, Councilmen Pat McDaniel, Dana Ray, Jerry Dawson, Bill Faber and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried. Council went into closed executive session at 5:32 p.m.

Closed Executive Session adjourned at 6:54 p.m.

There being no further business, Councilman Jerry Dawson moved the regular Council meeting be adjourned; seconded by Councilman Pat McDaniel, and on call of the roll Councilmen Pat McDaniel, Dana Ray, Jerry Dawson, Bill Faber and Mayor Julie Moore Wolfe voted aye. The Mayor declared the Council meeting adjourned at 6:57 p.m.

Approved _____
Debra G. Bright
City Clerk

Development Services
No. 15-34

DATE: **9/8/2015**

TO: Honorable Mayor Julie Moore Wolfe and City Council

FROM: Tim Gleason, City Manager
Billy Tyus, Assistant City Manager
Patrick Hoban, Economic Development Officer

SUBJECT: Ordinance adding territory to the Decatur Macon County Enterprise Zone for an economic development project at 2225 S. Mount Zion Road in Decatur by Horve Hospitality Management, Inc.

SUMMARY RECOMMENDATION: City staff recommends approval of this item amending the boundaries of the local enterprise zone to encompass a proposed four story, 80-room Hampton Inn Hotel in Decatur.

BACKGROUND:
The Decatur Macon County Enterprise Zone is an economic development tool that can provide incentives to spur local economic development. The current zone and its predecessor have been in existence since 1983 and have served as a critical tool in supporting local economic development activity. More than 160 projects representing nearly $407 million in direct investment benefitted from the availability of enterprise zone benefits from 2005 through 2014. The investment supported the creation of 1,621 new positions and the retention of more than 11,500 other employees.

The proposed project will involve the construction of a four story, 80-room Hampton Inn representing an investment of more than $7 million. It is expected that the construction of this facility will begin in the fall of 2015 and will provide local construction jobs for approximately 110 trades people over the life of the project. The construction period is expected to take 6-9 months and the hotel is expected to support thirty full-time equivalent employees once it opens. We believe that an additional hotel in this location will create a "hotel cluster" which will attract additional visitors to the area providing benefits to retailers and restaurants in the area. The project is not utilizing property tax abatement but the amendment is critical due to the state credits and exemptions available in the zone and due to the sales tax exemption on construction materials.

Horve Hospitality Management, Inc. was established in 2005 by Steve R. Horve. The company commenced operations with the development, construction, and management of the Hilton Garden Inn and Homewood Suites in Champaign, IL. Soon after, the Decatur

Conference Center and Hotel in Decatur, IL was acquired, and the Homewood Suites in Forsyth, IL was constructed. In 2010, the President Abraham Lincoln Hotel and Conference Center in Springfield, IL was purchased. Horve Hospitality Management, Inc. navigated and supervised the complete remodel and conversion of the hotel to its current DoubleTree by Hilton franchise.

Mr. Horve has built more than 60 hotels during his career which began in 1989 with the construction of a Hampton Inn in Dearborn, Michigan. Brands currently or previously owned by Mr. Horve include: Hilton Garden Inn, Homewood Suites, Doubletree by Hilton, Hampton Inn, Country Inn & Suites, Springhill Suites, Hawthorn Suites, Holiday Inn Express, Ramada Inn and an independent hotel.

BUDGET/TIME IMPLICATIONS: None

STAFF REFERENCE: Additional questions can be forwarded to Tim Gleason at 217-424-2801 or tgleason@decaturil.gov, Billy Tyus at 217-424-2727 (btyus@decaturil.gov) or Patrick Hoban at 217-424-2778 (phoban@decaturil.gov)

ATTACHMENTS:

Description	Type
Ordinance	Ordinance

REVIEWERS:

Department	Reviewer	Action	Date
Development Services	Bright, Debbie	Approved	9/3/2015 - 12:50 PM

Ordinance No 2015 - __

ORDINANCE ADDING TERRITORY TO ENTERPRISE ZONE
Horve Hospitality Management, Inc.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1: That Ordinance 82-122, as amended, passed on the 29th day of December, 1982 be, and the same is hereby, further amended at Exhibit A and Exhibit B thereof by adding to the end of said Exhibit the following:

ALSO (Amendment 39)

Exhibit "A"

Parcel 1 – Horve Hospitality Management Inc.

Parcel Number: 09-13-29-276-019 (2.61 acres)
Address: 2225 S. Mount Zion Road, Decatur, IL
Legal Description:
2225 S. Mount Zion Road: Lot 1 (1) of Grand Oaks Estates addition to the City of Decatur, as per Plat recorded in Book 5000, Page 112 of the records in the Recorder's office of Macon County, Illinois.

PRESENTED, PASSED, APPROVED AND RECORDED this 8th day of September, 2015.

_____
JULIE MOORE WOLFE – MAYOR

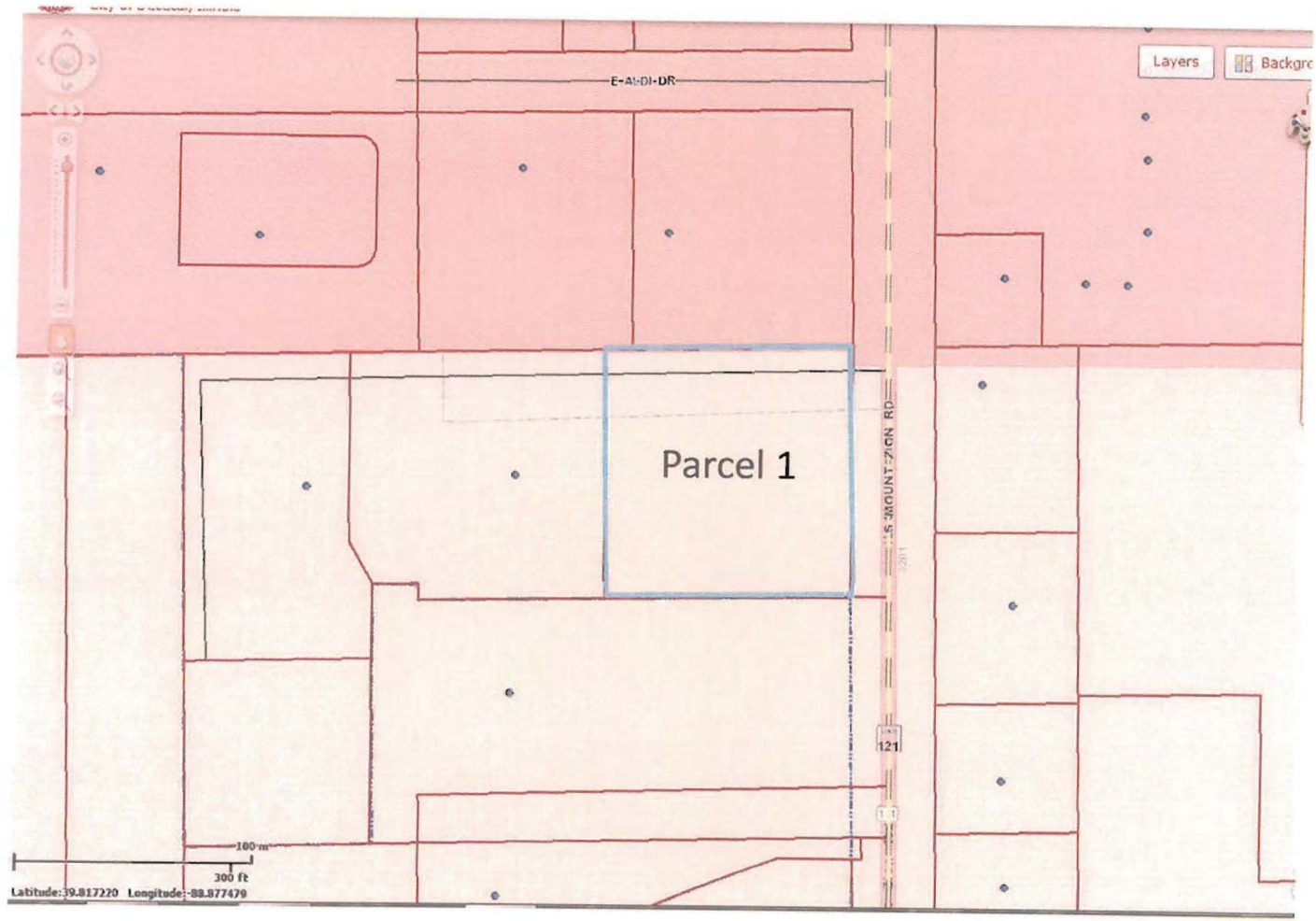
ATTEST:

_____

DEBBIE BRIGHT – CITY CLERK

Exhibit B

2225 S Mount Zion Road, Decatur, IL
PIN: 09-13-29-276-019
Peach color indicates existing Enterprise Zone



City Clerk
2015-10

DATE: **9/3/2015**

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Tim Gleason, City Manager
Wendy Morthland, Corporate Counsel
Keith Alexander, Water Management Director

SUBJECT: Mahomet Aquifer Consent Decree

SUMMARY RECOMMENDATION: See attached explanatory memo.

ATTACHMENTS:

Description	Type
Legal Department Memorandum	Cover Memo
Resolution Approving a Consent Order	Resolution Letter

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Bright, Debbie	Approved	9/3/2015 - 12:53 PM

LEGAL DEPARTMENT MEMORANDUM

NO. 2015-10

September 2, 2015

TO: Honorable Mayor Moore-Wolfe and City Council

FROM: Tim Gleason, City Manager
Wendy Morthland, Corporation Counsel
Keith Alexander, Water Management Director

Re: Mahomet Aquifer Consent Decree

In 2002, Clinton Landfill, Inc. ("CLI") obtained local siting authority from the DeWitt County Board to develop an approximately 135 acre municipal solid waste disposal unit landfill ("landfill"). This landfill is located above the Mahomet Aquifer ("Aquifer"). The Aquifer is the primary source of drinking water for nearly 750,000 people in 14 Illinois counties. The City of Decatur utilizes water from the aquifer when using our Dewitt wells during periods of drought. In 2007, the Illinois Environmental Protection Agency ("IEPA") gave CLI a permit to operate this landfill but specifically prohibited the disposal of manufactured gas plant waste ("MGP") of a certain level as well as waste with high concentration levels of PCBs.

In 2008, CLI requested permission from the IEPA to allow the deposit of certain MGPs and high level PCBs in a chemical waste unit portion of the landfill. In 2010 the IEPA granted this permit modification without requiring siting approval from the DeWitt County Board.

Several local governments, including the Mahomet Valley Water Authority, Decatur, Urbana, Normal, Bloomington, Champaign, Savoy, and Champaign County, formed a coalition which comprised the Mahomet Aquifer Coalition ("Coalition") and filed a Citizen's Complaint with the Illinois Pollution Control Board ("Board") asserting that the modification was granted improperly. The Illinois Attorney General, on behalf of the People of the State of Illinois, filed a Petition to Intervene in the action in support of our coalition.

The Board dismissed our Petition and we appealed to the Illinois Appellate Court sitting in the Fourth District in December 2013. The case and issues have been briefed by all parties and awaiting for oral argument before the Court.

In July 2014, the IEPA withdrew their previous approval to dispose of the chemical wastes in the landfill. No disposal of high levels of PCBs had been made as of that date as the United States Environmental Protection Agency ("USEPA") had not yet formally approved and only limited disposal of MGPs had been made in a small area of the landfill. In response, CLI

has filed for review with the Board. The Illinois Attorney General is defending IEPA in these appeals that are currently pending before the Board.

In March of 2015, following the decision of the USEPA to designate the Aquifer as a sole source Aquifer which requires stricter regulation and oversight, CLI began talks with the Coalition as well as the Illinois Attorney General's office in an effort to settle all disputes. As a result, a proposed Consent Order has been drafted between Illinois Attorney General Lisa Madigan, Clinton Landfill, Inc., and the current fourteen (14) local government agencies, which now comprise the expanded Coalition. You are being asked to approve the City entering into this Order. Several of the other local governments have already approved the Order with the remaining scheduled to act this month. If approved by all parties, the Order would resolve the pending litigation regarding the disposal of certain hazardous materials in the Clinton landfill.

As a procedural matter, a new case will be filed in DeWitt County by the Coalition alleging that CLI has created a public nuisance related to the disposal of the MGP waste at the landfill. The Order will be then filed in that case. This is the preferred venue as opposed to entering the Order in the Illinois Pollution Control Board case because of the increased enforcement methods a Circuit Court has over the Board. If no settlement is reached by the parties, the pending legal cases will resume until final decisions are rendered by the Appellate Court and the Board.

The Order would allow manufactured gas plant (MGP) waste already deposited at the landfill to remain. In exchange, Clinton Landfill, Inc. is barred from accepting any more MGP source material or submitting any more applications to dispose of MGP source materials or federally regulated PCB waste at any landfill facility anywhere in DeWitt County over the Mahomet Aquifer. Additionally, the landfill is required to receive at minimum, semi-annual groundwater monitoring, and must provide at least 12 additional inches of cover over the MGPs stored there.

Specifically, the proposed Consent Order provides that,

* CLI agrees to withdraw its application before the USEPA for approval to accept PCB waste regulated by the Federal Toxic Substance Control Act in the chemical waste unit at the Clinton Landfill (which was done in May 2015) and agree not to seek future approval to dispose of said PCB waste in any landfill facility located anywhere in DeWitt County over the Mahomet Aquifer.

* CLI agrees to not accept additional MGP waste with chemical constituents in concentrations exceeding state regulatory limits for toxicity in the landfill and agree to not seek future permission from any regulatory body to accept such MGP waste at any landfill facility located anywhere in DeWitt County over the Mahomet Aquifer. In August 2015, Gov. Rauner signed legislation prohibiting MGP waste in municipal landfills except in permitted chemical hazardous waste disposal sites.

* CLI agrees to cover the MGP waste already disposed of in the chemical waste unit (pursuant to an earlier Illinois EPA approval) with a 12 inch layer of impermeable clay

soils. This is to prevent water and other liquids from other waste subsequently disposed of on top of the MGP waste from leaking into the MGP waste.

* CLI agrees to have properly licensed environmental testing professionals test the groundwater at the Clinton Landfill for the presence of toxic chemicals commonly found in MGP wastes on a semiannual basis. Tests are to be conducted for the remaining operational life of the chemical waste unit and for the post-closure period of time (under current law a minimum of 30 years) and to provide those test results to the IEPA.

* The State of Illinois, through the Illinois Attorney General's Office and the IEPA, reserve the right to pursue any future criminal or civil violations related to any future contamination of the environment from the MGP wastes already accepted at the Clinton Landfill, and any remedies available under the law, including but not limited to the removal of the waste material causing the contamination.

The Order will be recorded with the DeWitt County Clerk and Recorder of Deeds and will constitute a covenant running with the land which will make it applicable and binding to all owners, successor owners or anyone else interested now or in the future in the land.

An organized citizens group, WATCH, has raised questions and concerns about this Order. The following are some of the most frequently asked.

QUESTION: The decree would require the Landfill to test for certain organic compounds (benzene, toluene, naphthalene, pyrene, ...) which are in MGP waste, and that's good. However it doesn't include testing for other inorganic compounds - including cyanide, lead, mercury, chromium, arsenic, and a dozen-odd others.

ANSWER: The permit requires sampling for each of these contaminants. See http://www.epa.state.il.us/community-relations/fact-sheets/clinton-3/permit-modification-2014-07-31.pdf which is the current permit for the site, including the chemical waste area. Groundwater monitoring starts on pages 47 - 62; section VIII. That is 15 pages of groundwater monitoring requirements. On page 55, a list of parameters to be sampled includes the items listed. Cyanide, lead, mercury, chromium and arsenic are each listed in the permit for GW monitoring. The entire permit groundwater sampling was NOT put into the Order; the MGP main constituents were listed. We did not want to have a possibility that the MGP sampling criteria would fall out of a future permit, after the CLI quit accepting MGP wastes.

QUESTION: Testing would be (at least) semi-annual, which may sound good, but variations of some chemicals between their quarterly samples can be enormous - tenfold or more - so sparse sampling could easily miss important spikes.

ANSWER: The 15 pages of groundwater monitoring in the permit are not sparse. It is exacting. It is demanding. It will likely be ongoing for over 60 years. Here today, gone

tomorrow is not the reality of groundwater contamination. Starting on page 48, is a list of 66 different groundwater wells. Per paragraph 18, on page 60, there is quarterly sampling required. For some additional chemicals, sampling is semiannual.

QUESTION: What if CLI begins to accept coal ash?

ANSWER: Coal ash is the residue from the combustion of coal, primarily by electric utilities. Coal ash is regulated in Illinois as a non-hazardous special waste. As such, it is legal to accept such waste material in a conventional municipal solid waste landfill. CLI's Landfill #3 was granted local siting approval by the DeWitt County Board in 2002 and subsequently issued a permit by the IEPA to operate as such facility without any of the procedural irregularities associated with operation of the portion of the landfill now devoted to the chemical waste unit. Accordingly, CLI can lawfully accept coal ash even in portions of the landfill that are outside of the chemical waste unit. Even if the Coalition is successful with its Citizen's Complaint, CLI will be able to accept this substance for disposal at its landfill.

The harmful effects of coal ash on the environment have received heightened public attention in the past several years. Coal ash is known to contain a number of substances that are hazardous to human health, including arsenic, selenium, and mercury.

A number of environmental organizations have actively lobbied the USEPA to reclassify coal ash as a hazardous waste, which would require it to be disposed of in a properly designed and permitted hazardous waste landfill. The USEPA declined to do so, leaving it to the various states to determine if they wished to impose more stringent restrictions on disposal of coal ash. The fact remains, however, that current law in Illinois allows CLI to accept this material at its facility in DeWitt County. Coal ash has been accepted at numerous municipal solid waste landfills throughout the state for a number of years now. It would be illogical to reject this proposed consent decree based upon CLI's plan to lawfully dispose of this material at their facility. In addition, as previously mentioned, the chemical waste unit is actually designed and constructed to hazardous landfill standards.

QUESTION: Was any additional testing, other than the "general" semi-annual testing required, added by the decree?

ANSWER: The Consent Order does not add any new sampling requirements. It includes some of the chemical waste unit sampling requirements from page 58 of the IEPA permit for the site. Groundwater monitoring starts on pages 47 - 62; section VIII. That is 15 pages of groundwater monitoring requirements. See http://www.epa.state.il.us/community-relations/fact-sheets/clinton-3/permit-modification-2014-07-31.pdf

QUESTION: If the 12" of "clayey" material is to virtually eliminate any "new" water from entering the toxic MGP waste, is there any frequent testing required of the leachate collected out of the bottom of the landfill?

ANSWER: Yes, a detailed leachate monitoring program is required by the permit: pages 33- 47. Leachate monitoring is required to continue through at least the thirty year post closure time period. http://www.epa.state.il.us/community-relations/fact-sheets/clinton-3/permit-modification-2014-07-31.pdf

QUESTION: The chemical waste unit was formerly going to be tested monthly for PCBs, why not MGPs? They are more mobile and destructive? Are there any engineering studies that predict the effect of a clay cap over half the chemical waste unit that will theoretically deflect all the rain/leachate from 22 acres to just 50% of the leachate collection system? Will it cause accelerated clogging of leachate collection system? Will it overwhelm the one half without the additional cap? Won't millions of tons of waste dumped on top of what would normally be a final cover cause cracking of this clayey cap? Can you provide us with the engineering studies? Is there anything other than the IEPA unproven statements available that says this will work?

ANSWER: The above concerns basically question whether the MGP wastes previously disposed in the chemical waste unit can safely remain in place and why they aren't being removed as part of this Order.

The detailed, 84 page permit governs the current and future operation of the site. http://www.epa.state.il.us/community-relations/fact-sheets/clinton-3/permit-modification-2014-07-31.pdf Per paragraph c, on page 2 of the permit, the chemical waste unit has a gross air space of 2.529 million cubic yards. A yard of waste equates to approximately one ton of material. The permit provides that the chemical waste unit is anticipated to accept 75,000 tons of waste per year for 34 years. To date, the chemical waste unit has accepted a bit less than 30,000 tons of MGP waste which represents 1.18 % of the permitted amount of 2, 529,000 tons.

Through the diligent efforts of many, acceptance of MGP wastes at the chemical waste unit have ceased, never to resume. The chemical waste unit was designed, constructed and permitted to be operated without any environmental consequence, day in and day out, for 34 years, with a total volume of over 2.529 million tons. As we have previously expressed, the technical staff at IEPA and the USEPA have reviewed the chemical waste unit . In fact, on March 1, 2011, the USEPA issued a draft approval for the chemical waste unit to accept PCB wastes. http://www.epa.gov/region5/waste/clintonlandfill/PDFClintonLFChemicalWaste_USEPAApplication/cl_037.pdf The IEPA issued the 84 page permit linked above.

On January 26, 2011, the USEPA also prepared a detailed review and analysis addressing the concern that the chemical waste unit might impact the Mahomet Aquifer. Its conclusion:

> 1. The hydrogeologic characteristic, engineering design and the Groundwater Impact Assessment indicates that the Clinton Landfill No. 3 is appropriate for the development of a Chemical Waste Unit if approved design and construction plans, monitoring and operating plans are adhered to.

2. The proposed landfill will be protective of underground sources of drinking water.

Additionally, the USEPA reviewed the concern that the landfill liner (note, there are actually three liners) might fail or deteriorate thus allowing leachate into the substrate. It determined that given the highly redundant and conservative nature of the liner system, leakage of leachate into the substrate is not expected. The system consists of three HDPE liners and two leachate collection systems over a three-foot thick layer of compacted clay which overlays at least 150 ft of native clay above the Mahomet Aquifer. http://www.epa.gov/region5/waste/clintonlandfill/PDFClintonLFChemicalWaste_USEPAApplication/cl_222.pdf

The IEPA is concerned that the exhumation of wastes already accepted in the facility could damage the integrity of the engineered barriers in the unit that prevent contaminants from migrating off the facility. Also, the fact that the IEPA actually did grant approval to CLI by way of a permit modification to accept the waste already disposed of in the unit would pose an obstacle to persuade a Court to order CLI to remove those materials even if the Coalition were successful with its Citizen's Complaint, and CLI was then unsuccessful in obtaining local siting approval from the DeWitt County Board to resume operation of the CWU.

Another factor supporting accepting this concession is that CLI designed and constructed the chemical waste unit to hazardous waste landfill standards, providing additional engineered barriers beyond those required for a municipal solid waste landfill to more effectively contain contaminants on site and protect groundwater. This fact would also diminish the chances that a Court would order CLI to remove that waste.

The proposed consent decree reserves to the State, essentially the IEPA and the Illinois Attorney General, the right to take enforcement action against CLI for any future violations related to the chemical waste unit, including, if appropriate, the right to seek an order forcing the exhumation of the MGP source materials already in place if that is deemed an appropriate response to actual pollution caused by said waste. This is addressed in two sections of the decree; in paragraph B-1 of the decree where the State is agreeing to forgo requiring exhumation of that material *based on the violations alleged in the Complaint,* i.e., the failure to obtain local siting approval, and in Section G where the State reserves all rights against CLI for any criminal liability, liability for future violations, liability for natural resources and damages arising out of said alleged violations.

CLI was unwilling to agree to reserve with each of the coalition members any right to independently force exhumation of those materials, and this was deemed a reasonable concession given the low probability that a court would order such an action without a request from the State as the primary enforcer of the Act.

QUESTION: Testing would cease once the landfill "completed closure and post-closure care".

ANSWER: The 30 year post closure time period is set by regulation. There is no basis under the law to require this site to go beyond what the law requires. This is not a time period written up by the parties; it is merely the inclusion of the current legal requirements into the CO.

QUESTION: The decree would allow the landfill to continue dumping "non-hazardous special wastes" - "non-hazardous" not meaning that they aren't dangerous to humans or the environment, just that they aren't listed in the specific list of USEPA "hazardous" wastes. No public hearing about them-this is a get home free card. This seems the worst aspect of the consent decree.

ANSWER: Not true. The initial local sting application specifically identified nonhazardous- special wastes of disposal. [Special Wastes: Section III, page 22]

The special waste concern is also misplaced. Acceptance of non hazardous- special waste was a part of the initial local siting hearing.

SECTION 812.108 – NARRATIVE DESCRIPTION OF FACILITY

This section provides a narrative description of the facility and describes how the facility will be operated in order to ensure compliance with the facility's permits and applicable regulations.

812.108.1 Type of Waste Disposal Unit and Types of Waste Accepted

Clinton Landfill No. 3 is a new Municipal Solid Waste Landfill, as defined by 35 IAC Part 810.103, and will accept putrescible and non-hazardous chemical waste. The landfill will be developed using the area-fill method.

Municipal solid waste (household and commercial refuse), construction and demolition waste, certified non-Special Waste, and non-hazardous Special Waste will be accepted at the facility. The facility may

Staff recommends approval of this Resolution. Questions can be directed to Keith Alexander at 424.2863 or Wendy Morthland at 424.2807.

RESOLUTION NO. R_____

RESOLUTION APPROVING A CONSENT ORDER TO SETTLE ALL CLAIMS IN A CITIZENS' COMPLAINT FILED WITH THE ILLINOIS POLLUTION CONTROL BOARD BY THE CITY AND OTHER UNITS OF LOCAL GOVERNMENT AGAINST CLINTON LANDFILL, INC.

WHEREAS, beginning in December of 2011, a number of units of local government in Illinois, pursuant to the terms and conditions of an Intergovernmental Agreement (the "Intergovernmental Agreement"), have been sharing the costs of legal challenges to the operation of a chemical waste unit (the "CWU") located directly over the Mahomet Valley Aquifer (the "Aquifer") within a landfill facility in DeWitt County, Illinois, ("Clinton Landfill") operated by Clinton Landfill, Inc. ("CLI"); and

WHEREAS, the Intergovernmental Agreement provides for additional units of local government to join as parties to the Agreement to share the costs of the legal challenges to the CWU, and currently fourteen units of local government in Illinois are parties to said Agreement, including the Mahomet Valley Water Authority ("MVWA"), the Cities of Champaign, Urbana, Decatur, Bloomington, Monticello and Tuscola, the Town of Normal, Champaign, Piatt, Macon and McLean Counties, and the Villages of Savoy and Forsyth; and

WHEREAS, pursuant to said Intergovernmental Agreement, the City of Champaign is acting as the lead agency with authority to hire attorneys and other professional consultants to prosecute any legal challenges to the CWU; and

WHEREAS, the City of Champaign hired David L. Wentworth of the Peoria, Illinois law firm of Hasselberg, Grebe, Snodgrass, Urban & Wentworth, and Albert Ettinger of Chicago

Illinois (the "Coalition Attorneys") in November of 2011 to prosecute legal challenges to the CWU; and

WHEREAS, on November 9, 2012, the Coalition Attorneys filed a Complaint (the "Citizens Complaint") in a case numbered and hereinafter referred to as "Case No. PCB 13-22", with the Illinois Pollution Control Board ("IPCB") on behalf of the nine units of government then parties to the Intergovernmental Agreement, including the MVWA, the Cities of Champaign, Urbana, Decatur and Bloomington, the Town of Normal, Champaign and Piatt Counties, and the Village of Savoy, and Champaign Mayor Donald R. Gerard, and City of Urbana Mayor Laurel Lunt Prussing, (the "Plaintiffs"), against CLI to prevent the disposal of certain manufactured gas plant and PCB waste in the CWU; and

WHEREAS, the Citizens' Complaint alleges that CLI was unlawfully operating the CWU within Clinton Landfill because CLI failed to obtain local siting approval for the CWU from the DeWitt County Board as required by the Illinois Environmental Protection Act (the "Act"); and

WHEREAS, on February 7, 2013, the People of the State of Illinois by Attorney General Lisa Madigan intervened in Case No. PCB 13-22 in support of the Plaintiffs Citizens' Complaint against CLI; and

WHEREAS, on September 19, 2013, the IPCB granted CLI's Motion to Dismiss the Citizens' Complaint; and

WHEREAS, the Plaintiffs and the People of the State of Illinois as Intervener filed appeals from IPCB's dismissal of the Citizen's Complaint ("Citizen's Complaint Appeal") with the Fourth District Court of Appeals; and

WHEREAS, all of the parties in the Citizen's Complaint Appeal have completed their legal briefs in that Appeal and the Appellate Court has postponed the scheduling of oral

arguments on the motion of all of the parties to accommodate settlement negotiations in that case; and

WHEREAS, subsequent to the filing of the Citizen's Complaint, the Illinois Environmental Protection Agency (the "Agency") modified a permit it previously granted to CLI for operation of the Clinton Landfill to prohibit CLI from disposing of certain manufactured gas plant and PCB waste in the CWU because of CLI's failure to secure local siting approval from DeWitt County for said CWU; and

WHEREAS, CLI has now filed a series of appeals ("Permit Appeals") with the IPCB in the case numbered and hereinafter referred to as "Case No. PCB 15-60", alleging that the Agency's permit modification prohibiting operation of the CWU was in violation of the Act, and the Office of the Illinois Attorney General is now defending the Agency in the Permit Appeals; and

WHEREAS, the IPCB has continued Case No. PCB 15-60 upon the motion of the parties to that appeal to accommodate settlement discussions by the parties; and

WHEREAS, the Coalition Attorneys, attorneys in the Illinois Attorney General's Office and attorneys for CLI have now negotiated terms and conditions of a proposed settlement of all claims arising out of Case No. PCB 13-22 and Case No. PCB 15-60, and are proposing to enter said settlement in the form of a Consent Order (the "Consent Order") that would be filed in a new case alleging that CLI has created a public nuisance related to the disposal of MGP Source Material at the CWU, the new case to be filed in the Circuit Court in DeWitt County, Illinois for purposes of facilitating effective enforcement of its terms and conditions by all of the parties thereto; and

WHEREAS, the proposed terms and conditions of the Consent Order substantially achieve the objectives of the Citizen's Complaint and entry of said Order to settle all claims arising out of the Citizen's Complaint will avoid the additional costs and risks associated with continuing to pursue said litigation.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS, as follows:

Section 1. That the City shall be a party to and file a nuisance complaint in the Circuit Court of DeWitt County, Illinois for the purpose of entry of the Consent Order and to facilitate effective enforcement of the terms and conditions of the Consent Order.

Section 2. That the proposed Consent Order to settle all claims arising out of the Citizen's Complaint is hereby approved.

Section 3. That the City Manager is hereby authorized to execute a Consent Order in substantially the form as attached hereto.

PRESENTED AND ADOPTED this 8th day of September, 2015.

_____
JULIE MOORE-WOLFE, MAYOR

ATTEST:

_____
CITY CLERK

IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
DEWITT COUNTY, ILLINOIS
CHANCERY DIVISION

PEOPLE OF THE STATE OF ILLINOIS, *ex rel.* LISA MADIGAN, Attorney General of the State of Illinois, Plaintiff, v. CLINTON LANDFILL, INC., an Illinois corporation, Defendant.	)	No.
	)	Consolidated with
MAHOMET VALLEY WATER AUTHORITY, CITY OF CHAMPAIGN, ILLINOIS, a municipal corporation, DONALD R. GERARD, CITY OF URBANA, ILLINOIS, a municipal corporation, LAUREL LUNT PRUSSING, CITY OF BLOOMINGTON, ILLINOIS, a municipal corporation, COUNTY OF CHAMPAIGN, ILLINOIS, COUNTY OF PIATT, ILLINOIS, TOWN OF NORMAL, ILLINOIS, a municipal corporation, VILLAGE OF SAVOY, ILLINOIS, a municipal corporation, and CITY OF DECATUR, ILLINOIS, a municipal corporation, CITY OF MONTICELLO, ILLINOIS, a municipal corporation, CITY OF TUSCOLA, ILLINOIS, a municipal corporation, VILLAGE OF FORSYTH, ILLINOIS, a municipal corporation, COUNTY OF McLEAN, ILLINOIS, COUNTY OF MACON, ILLINOIS, and DEBORAH FRANK-FEINEN, Plaintiffs, v. CLINTON LANDFILL, INC., an Illinois corporation, Defendant.	)	No.

CONSENT ORDER

Plaintiff, PEOPLE OF THE STATE OF ILLINOIS, *ex rel.* LISA MADIGAN, Attorney General of the State of Illinois and the Illinois Environmental Protection Agency ("Illinois EPA") (together, the "State"), and Defendant, CLINTON LANDFILL, INC., an Illinois corporation ("CLI"); and Plaintiffs, MAHOMET VALLEY WATER AUTHORITY, CITY OF CHAMPAIGN, ILLINOIS, a municipal corporation, DONALD R. GERARD, CITY OF URBANA, ILLINOIS, a municipal corporation, LAUREL LUNT PRUSSING, CITY OF BLOOMINGTON, ILLINOIS, a municipal corporation, COUNTY OF CHAMPAIGN, ILLINOIS, COUNTY OF PIATT, ILLINOIS, TOWN OF NORMAL, ILLINOIS, a municipal corporation, VILLAGE OF SAVOY, ILLINOIS, a municipal corporation, CITY OF DECATUR, a municipal corporation, CITY OF MONTICELLO, ILLINOIS, a municipal corporation, CITY OF TUSCOLA, ILLINOIS, a municipal corporation, VILLAGE OF FORSYTH, ILLINOIS, a municipal corporation, COUNTY OF McLEAN, ILLINOIS, COUNTY OF MACON, ILLINOIS, and DEBORAH FRANK-FEINEN, (individually and collectively, the "Local Governmental Plaintiffs") and Defendant CLI; (collectively, "Parties to the Consent Order") have agreed to the making of this Consent Order and submit it to this Court for approval.

I. INTRODUCTION

This stipulation of facts is made and agreed upon for purposes of settlement only and as a factual basis for the Court's entry of the Consent Order and issuance of any injunctive relief. None of the facts stipulated herein shall be introduced into evidence in any other proceeding regarding the violations of the Illinois Environmental Protection Act ("Act"), 415 ILCS 5/1 *et seq.* (2014), and Illinois Pollution Control Board ("Board") regulations alleged in the State's

Complaint except as otherwise provided herein. None of the facts stipulated herein shall be introduced into evidence in any other proceeding regarding nuisance alleged in the Local Governmental Plaintiffs' Complaint except as otherwise provided herein. It is the intent of the parties to this Consent Order that it be a final judgment on the merits of this matter.

A. Parties and Background

1. On the same date as entry of this Consent Order, a Complaint was filed on behalf of the People of the State of Illinois *ex rel.* Lisa Madigan, Attorney General of the State of Illinois, on her own motion pursuant to Section 42(d) and (e) of the Act, 415 ILCS 5/42(d) and (e) (2014), against CLI.

2. The Illinois EPA is an administrative agency of the State of Illinois, created pursuant to Section 4 of the Act, 415 ILCS 5/4 (2014).

3. On the same date as entry of this Consent Order, a Complaint was filed by the Local Governmental Plaintiffs against CLI alleging the existence of a nuisance.

4. At all times relevant to the Complaints, CLI was and is an Illinois corporation in good standing with the Illinois Secretary of State's Office.

5. CLI owns and operates a municipal solid waste and special waste landfill located at 9550 Heritage Road, Clinton, unincorporated DeWitt County, Illinois ("Clinton Landfill 3" or "Facility").

6. Clinton Landfill 3 consists of two parts: a 135-acre municipal solid waste unit ("MSWU") and a 22.5-acre portion of Clinton Landfill 3 referred to as of the date of entry of this Consent Order as the Chemical Waste Unit ("CWU"), located within the boundaries of the Facility (and for purposes of this Consent Order, Clinton Landfill 3 consists of the land legally

described in Exhibit A, a copy of which is attached hereto and incorporated by reference into this Consent Order).

7. On November 9, 2012, a complaint was filed with the Illinois Pollution Control Board ("Board") titled Mahomet Valley Water Authority, City of Champaign, Donald R. Gerard, City of Urbana, Laurel Lunt Prussing, City of Bloomington, County Of Champaign, County Of Piatt, Town of Normal, Village Of Savoy, and City of Decatur, v. Clinton Landfill, Inc., PCB 13-22 (the "Mahomet Valley et al. case" and the "Mahomet Valley et al. case Parties").

8. On February 7, 2013, the People of the State of Illinois by Attorney General Lisa Madigan intervened in the Mahomet Valley et al. case.

9. On September 19, 2013, the Board granted CLI's Motion to Dismiss in the Mahomet Valley et al. case.

10. The Mahomet Valley et al. case Parties (Case No. 4-14-0002), and Intervenor the People of the State of Illinois (Case No. 4-14-0020), timely filed appeals with the Fourth District Court of Appeals. At this time, briefing on the appeals is complete and oral argument has been scheduled.

11. On August 28, 2014, CLI filed with the Board a Petition for Review of Permit based on an Illinois EPA-initiated modification ("Modification 47") of Landfill Permit No. 2005-070-LF. Clinton Landfill, Inc. v. Illinois Environmental Protection Agency, Case No. PCB 15-60.

12. Subsequent modifications of Landfill Permit No. 2005-070-LF have necessitated additional petition filings with the Board because the language from Modification 47 was incorporated into each subsequent modification. Clinton Landfill, Inc. v. Illinois Environmental

Protection Agency, Case Nos. PCB 15-76, PCB 15-111, PCB 15-113, PCB 15-166, PCB 15-194, PCB 15-195, PCB 15-207, and PCB 16-34.

B. Definitions

For the purposes of this Consent Order, the following definitions shall apply:

1. "Manufactured Gas Plant Source Material ("MGP Source Material")" shall mean any waste generated from the remediation of an MGP site or facility, the analysis of which, if it were tested using Method 1311 (Toxicity Characteristic Leaching Procedure in "Test Methods for Evaluating Solid Waste, Physical/Chemical Methods," USEPA Publication Number EPA 530/SW-846), would demonstrate that the waste exceeds the regulatory levels for any contaminant given in the table contained in 40 C.F.R. 261.24(b) and 35 Ill. Adm. Code 721.124(b).

2. "Toxic Substances Control Act-polychlorinated biphenyls ("TSCA-PCBs")" shall mean wastes containing PCBs that are required by the Toxic Substances Control Act to be disposed of in a Chemical Waste Landfill as defined in 40 C.F.R. 761.3.

3. The "Sole Source Aquifer" shall mean the Mahomet Sole Source Aquifer Area as designated by the USEPA effective on March 11, 2015 (as published in 80 Fed. Reg. 14370 (March 19, 2015)).

C. Allegations of Non-Compliance

The State contends that CLI has violated the following provisions of the Act and Board Waste Disposal regulations related to the Facility:

Count I: Waste Disposal in Violation of the Act, in violation of Section 21(d)(2) and (e) of the Act, 415 ILCS 5/21(d)(2) and (e) (2014), and Section 812.105 of the Board Waste Disposal Regulations, 35 Ill. Adm. Code 812.105.

Local Governmental Plaintiffs contend that CLI has created a public nuisance related to the disposal of MGP Source Material at the Facility.

D. Consolidation

On the same date as entry of this Consent Order, the case involving the Local Governmental Plaintiffs' Complaint was consolidated into the case involving the State's Complaint by the Court, on the Agreed Motion to Consolidate filed by the Parties to the Consent Order.

E. Non-Admission of Violations

CLI represents that it has entered into this Consent Order for the purpose of settling and compromising disputed claims without having to incur the expense of contested litigation. By entering into this Consent Order and complying with its terms, CLI does not affirmatively admit the allegations of violation within the Complaints and referenced above, and this Consent Order shall not be interpreted as including such admission.

II. APPLICABILITY

A. This Consent Order shall apply to and be binding upon the Parties to the Consent Order and shall constitute a covenant running with the real property that is the site of Clinton Landfill 3 (*see* Exhibit A) and thereby apply to and be binding upon all successors in ownership or interest to said real property. The Parties to this Consent Order agree that it shall be filed for record in the office of the DeWitt County Clerk and Recorder. CLI waives as a defense to any enforcement action taken pursuant to this Consent Order the failure of any of its officers, directors, agents, employees or successors or assigns to take such action as shall be required to comply with the provisions of this Consent Order.

B. No change in ownership, corporate status or operator of the Facility shall in any way alter the responsibilities of CLI or the State under this Consent Order. CLI shall provide a copy of this Consent Order to any purchaser of the Facility or successor in interest to CLI as owner of the Facility. This provision does not relieve CLI from compliance with any regulatory requirement regarding notice and transfer of applicable Facility permits.

III. JUDGMENT ORDER

This Court has jurisdiction of the subject matter herein and of the Parties to the Consent Order and, having considered the stipulated facts and being advised in the premises, finds the following relief appropriate:

IT IS HEREBY ORDERED, ADJUDGED AND DECREED:

A. CLI's Commitments

1. Within seven (7) days of entry of this Consent Order, CLI shall move to dismiss the permit appeals currently pending before the Board, Clinton Landfill, Inc. v. Illinois Environmental Protection Agency, Case Nos. PCB 15-60, PCB 15-76, PCB 15-111, PCB 15-113, PCB 15-166, PCB 15-194, PCB 15-195, PCB 15-207, and PCB 16-34.

2. On May 29, 2015, CLI filed a withdrawal of its request with the United States Environmental Protection Agency ("USEPA") for approval to dispose of TSCA-PCBs at the CWU at Clinton Landfill 3. CLI shall not submit an application to USEPA at any time in the future for approval to dispose of TSCA-PCBs at or within the boundaries of the real estate presently known as Clinton Landfill 3.

3. As of the date of entry of this Consent Order and until such time as CLI meets all the requirements set forth in the Permit 2005-070-LF, including closure and post-closure care, CLI shall not seek to obtain approval to accept TSCA-PCBs at the Facility.

4. As of the date of entry of this Consent Order and until such time as CLI meets all the requirements set forth in the Permit 2005-070-LF, including closure and post-closure care, CLI shall not accept for disposal at or within the boundaries of the real estate presently known as Clinton Landfill 3, any MGP Source Material.

5. a. Notwithstanding any subsequent modifications to Permit 2005-070-LF, CLI shall at a minimum, semi-annually monitor groundwater monitoring wells located downgradient of Cell CWU-1A, namely: G40M, G40D, G40R, G47M, G47D, G47R, G48M, G48D, G48R, G49S, G49M, G49D, G49R, G50S, G58M, G58D, G59D, and G59R at the Facility for the following parameters:

a) Acenapthene
b) Acenapthylene
c) Anthracene;
d) Benzene;
e) Benzo(a)anthracene
f) Benzo(a)pyrene
g) Benzo(b)fluoranthene
h) Benzo(ghi)perylene
i) Benzo(k)fluoranthene
j) Chrysene
k) Pentachlorophenol
l) Dibenzo(a,h)anthracene
m) Ethylbenzene
n) Fluoranthene
o) Indeno(1,2,3-cd)pyrene
p) Naphthalene
q) Phenanthrene
r) Pyrene
s) Toluene
t) Xylenes-Total

b. The requirements in Paragraph III.A.5 shall remain in effect until such time as CLI completes closure and post-closure care, as required in conformity with all applicable permits, statutes, and Board regulations.

c. Laboratory analysis of the groundwater monitoring conducted pursuant to this Paragraph III.A.5 shall be performed and reported by a laboratory that holds NELAP/TNI (National Environmental Laboratory Accreditation Program/The NELAC Institute) or equivalent certification. The Parties acknowledge that the Illinois EPA has the existing legal authority to split samples with CLI and to conduct testing at Clinton Landfill 3.

6. As of the date of entry of this Consent Order, CLI shall comply with all terms and conditions of Illinois EPA Landfill Permit No. 2005-070-LF, currently and as modified.

7. This Consent Order in no way affects the responsibilities of CLI to comply with any other federal, state or local laws or regulations, including but not limited to the Act.

8. The existing MGP Source Material within the CWU is currently covered with a minimum of 12 inches of clean soil as an "intermediate cover," as is required by the Illinois EPA regulations. In addition to and directly above that intermediate cover layer, CLI shall place an additional 12 inches of clean, select clayey soil of the same type that has proven to meet the Illinois EPA low permeability requirements for landfill cell compacted clay liner construction (low permeability compacted cohesive earth liner with hydraulic conductivity no greater than 1×10^{-7} cm/sec). CLI or its contractor shall compact the additional 12 inches of said select clayey soil using the same equipment and methods utilized when constructing compacted clay liners for landfill cells. This relatively impermeable cap will minimize if not prevent altogether "new" water from coming into contact with the MGP Source Material. The existing leachate collection system beneath the MGP Source Material will ensure that any liquid that might be released from the MGP Source Material over time will be effectively collected and removed for proper management.

9. CLI shall not accept for disposal, apply for permits or authority to dispose, or file or seek to obtain local siting approval pursuant to Section 39.2 of the Act from the DeWitt County Board (or from the governing body of a municipality if in an incorporated area in the future) for the disposal of TSCA-PCBs or MGP Source Material on any real estate that is located over the Sole Source Aquifer in DeWitt County, Illinois, at any time.

10. CLI shall seek to have Landfill Permit No. 2005-070-LF modified by the Illinois EPA consistent with the terms of this Consent Order.

B. State's Stipulations

1. The State stipulates that it is resolving the allegations of its Complaint filed herein without requiring CLI to exhume the MGP Source Material currently disposed of in the CWU at the Facility, based on the violations alleged in the Complaint filed herein.

2. The State stipulates that CLI is not required to obtain any additional local siting approval from the DeWitt County Board for the CWU, provided that the CWU is not used for the disposal of MGP Source Material or TSCA-PCBs after the date of entry of this Order, and hereafter the CWU only accepts municipal solid waste, non-hazardous special waste, certified non-special wastes, and such other wastes that CLI is permitted to accept at the MSWU at the Facility.

3. Within seven (7) days of entry of this Consent Order, the State shall move to dismiss its appeal in Case No. 4-14-0020 filed with the Fourth District Court of Appeals.

C. Local Governmental Plaintiffs' Stipulations

1. The Local Governmental Plaintiffs stipulate that each of them is resolving the allegations of their Complaint filed herein without requiring CLI to exhume the MGP Source Material currently disposed of in the CWU at the Facility, and the Local Governmental Plaintiffs

stipulate that each of them will never require CLI to exhume the MGP Source Material currently disposed of in the CWU at the Facility.

2. Within seven (7) days of entry of this Consent Order, the Mahomet Valley et al. case Parties shall move to dismiss their appeal in Case No. 4-14-0002 filed with the Fourth District Court of Appeals.

3. a. On July 14, 2015, the MAHOMET VALLEY WATER AUTHORITY repealed its Ordinance No. 68.

b. The MAHOMET VALLEY WATER AUTHORITY shall adopt no ordinance prior to January 1, 2016, that concerns the subject matter at issue in repealed Ordinance No. 68; provided, however, that nothing herein shall prohibit the MAHOMET VALLEY WATER AUTHORITY from taking legislative action that concerns the subject matter of repealed Ordinance No. 68 prior to January 1, 2016, in the event: (i) CLI files a significant permit modification request seeking a substantial change in the operations, design or regulated status of the Facility that would allow the Facility to dispose of wastes which are not currently allowed under RCRA Subtitle D regulations; or (ii) CLI seeks approval to dispose of new waste stream(s) at the Facility for which it does not have permit authority as of the date of this Consent Order. If this Paragraph III.C.3.b is determined by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions in this Consent Order shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

c. CLI shall have the right to enforce the requirements in this Paragraph III.C.3 against the MAHOMET VALLEY WATER AUTHORITY alone; the other Parties shall not be joined in any such enforcement action.

4. The COUNTY OF CHAMPAIGN, ILLINOIS and the COUNTY OF McLEAN, ILLINOIS each agree that if it is presented with an application for the siting and development of a transfer station and recycling center by CLI or any of its affiliates, such COUNTY will consider in good faith whether same is consistent with the solid waste management plan adopted by the COUNTY in accordance with the Local Solid Waste Disposal Act and/or the Solid Waste Planning and Recycling Act.

D. Enforcement and Modification of Consent Order

1. This Consent Order is a binding and enforceable order of this Court. This Court shall retain jurisdiction of this matter and shall consider any motion by any party for the purposes of interpreting and enforcing the terms and conditions of this Consent Order. The Parties to the Consent Order agree that notice of any subsequent proceeding to enforce this Consent Order may be made by mail and waives any requirement of service of process.

2. The Parties to the Consent Order may, by mutual written consent, extend any compliance dates or modify the terms of this Consent Order without leave of this Court. A request for any modification shall be made in writing and submitted to the designated representatives. Any such request shall be made by separate document, and shall not be submitted within any other report or submittal required by this Consent Order. Any such agreed modification shall be in writing and signed by authorized representatives of each party, for filing and incorporation by reference into this Consent Order.

E. Dispute Resolution

The Parties to the Consent Order may seek to informally resolve disputes arising under this Consent Order. The Parties to the Consent Order reserve the right to seek enforcement by

the Court where any other party has failed to satisfy any compliance deadline or has violated any provision within this Consent Order.

F. Notice and Submittals

The submittal of any notice or other documents required under this Consent Order shall be delivered to the following designated representatives:

As to the State Plaintiffs

Stephen J. Sylvester
Jennifer A. Van Wie
Assistant Attorneys General
Environmental Bureau
Illinois Attorney General's Office
69 W. Washington Street, Suite 1800
Chicago, Illinois 60602

James Jennings
Assistant Counsel, Division of Legal Counsel
Illinois Environmental Protection Agency
1021 North Grand Avenue East
P.O. Box 19276
Springfield, Illinois 62794-9276

Steve Nightingale
Manager, Bureau of Land, Permits Section
Illinois Environmental Protection Agency
1021 North Grand Avenue East
P.O. Box 19276
Springfield, Illinois 62794-9276

As to CLI

Brian Meginnes
Janaki Nair
Elias, Meginnes & Seghetti, P.C.
416 Main Street, Suite 1400
Peoria, Illinois 61602-1611

Royal J. Coulter, President
Clinton Landfill, Inc.
4700 N. Sterling Avenue
Peoria, Illinois 61615

As to Local Governmental Plaintiffs

City of Champaign
City Attorney
Office of City Attorney
102 N. Neil Street
Champaign, Illinois 61820

City of Champaign
City Manager
Office of City Manager
102 N. Neil Street
Champaign, Illinois 61820

Town of Normal
Corporation Counsel
Office of Corporation Counsel
11 Uptown Circle
Normal, Illinois 61761

Town of Normal
City Manager
Office of City Manager
11 Uptown Circle
Normal, Illinois 61761

City of Decatur
Corporation Counsel
Office of Corporation Counsel
Decatur Civic Center
1 Gary K. Anderson Plaza – 3rd Floor
Decatur, Illinois 62523

City of Decatur
City Manager
Office of City Manager
Decatur Civic Center
1 Gary K. Anderson Plaza – 3rd Floor
Decatur, Illinois 62523

G. Release from Liability

In consideration of CLI's commitments as set forth in Section III.A., the State and the Local Governmental Plaintiffs release, waive and discharge CLI from any liability, penalties,

and/or fines for the violations of the Act or in nuisance, respectively, that were the subject matter of the Complaints or are otherwise addressed herein. The release set forth above does not extend to any matters other than those expressly specified in the Complaints filed on the same date as entry of this Consent Order, or in this Consent Order. The State and the Local Governmental Plaintiffs reserve, and this Consent Order is without prejudice to, all rights of the State of Illinois and the Local Governmental Plaintiffs against CLI with respect to all matters not expressly addressed herein, including but not limited to the following:

a. criminal liability;

b. liability for future violations;

c. liability for natural resources damage arising out of the alleged violations; and

d. CLI's failure to satisfy the requirements of this Consent Order.

Nothing in this Consent Order is intended as a waiver, discharge, release, or covenant not to sue for any claim or cause of action, administrative or judicial, civil or criminal, past or future, in law or in equity, which the State of Illinois or the Local Governmental Plaintiffs may have against any person, as defined by Section 3.315 of the Act, 415 ILCS 5/3.315, other than CLI.

H. Execution and Entry of Consent Order

This Order shall become effective only when executed by all Parties to the Consent Order and the Court. This Order may be executed by the parties in one or more counterparts, all of which taken together shall constitute one and the same instrument. The undersigned representatives for each party certify that they are fully authorized by the party whom they represent to enter into the terms and conditions of this Consent Order and to legally bind them to it.

WHEREFORE, the parties, by their representatives, enter into this Consent Order and submit it to this Court that it may be approved and entered.

AGREED:

FOR THE STATE PLAINTIFF:

PEOPLE OF THE STATE OF ILLINOIS
ex rel. LISA MADIGAN
Attorney General of the State of Illinois

MATTHEW J. DUNN, Chief
Environmental Enforcement/
Asbestos Litigation Division

BY: _____
ELIZABETH WALLACE, Chief
Assistant Attorney General
Environmental Bureau

DATE: _____

ILLINOIS ENVIRONMENTAL
PROTECTION AGENCY

LISA BONNETT, Director
Illinois Environmental Protection Agency

BY: _____
JOHN J. KIM
Chief Legal Counsel

DATE: _____

FOR THE LOCAL GOVERNMENTAL PLAINTIFFS:

MAHOMET VALLEY WATER
AUTHORITY

By: _____

Its: _____

DATE: _____

CITY OF CHAMPAIGN, ILLINOIS, a
municipal corporation

By: _____

Its: _____

DATE: _____

DONALD R. GERARD

_____

DATE: _____

LAUREL LUNT PRUSSING

_____

DATE: _____

CITY OF URBANA, ILLINOIS, a municipal corporation

By:_____

Its:_____

DATE: _____

CITY OF BLOOMINGTON, ILLINOIS, a municipal corporation

By:_____

Its:_____

DATE: _____

COUNTY OF CHAMPAIGN, ILLINOIS

By:_____

Its:_____

DATE: _____

COUNTY OF PIATT, ILLINIOS

By:_____

Its:_____

DATE: _____

TOWN OF NORMAL, ILLINOIS, a municipal corporation

By:_____

Its:_____

DATE: _____

VILLAGE OF SAVOY, ILLINOIS, a municipal corporation

By:_____

Its:_____

DATE: _____

CITY OF DECATUR, ILLINOIS, a municipal corporation

By:_____

Its:_____

DATE: _____

CITY OF MONTECELLO, ILLINOIS, a municipal corporation

By:_____

Its:_____

DATE: _____

CITY OF TUSCOLA, ILLINOIS, a municipal corporation

By:_____

Its:_____

DATE: _____

VILLAGE OF FORSYTH, ILLINOIS, a municipal corporation

By:_____

Its:_____

DATE: _____

COUNTY OF McLEAN, ILLINOIS

By:_____

Its:_____

DATE: _____

DEBORAH FRANK-FEINEN

By:_____

Its:_____

DATE: _____

COUNTY OF MACON, ILLINOIS

By:_____

Its:_____

DATE: _____

FOR CLI:

CLINTON LANDFILL, INC.

BY: _____

Its: _____
Title of Signatory

DATE: _____

IT IS SO ORDERED.

ENTERED:

_____
JUDGE

DATE: _____

EXHIBIT A

LEGAL DESCRIPTION OF SITE
(Clinton Landfill No. 3)

The approximately 269 acre site is located approximately 2 miles south of Clinton, Illinois east of U.S. Highway 51, in Texas Township, DeWitt County, Illinois. The site is legally described as follows:

Part of the Northeast Quarter and the Southeast Quarter of Section 10, Township Nineteen (19) North, Range Two (2) East; the Northwest Quarter and the Southwest Quarter of Section 11, Township Nineteen (19) North, Range Two (2) East; and the Northwest Quarter of the Northeast Quarter and the North Half of the Northwest Quarter of Section 14, Township Nineteen (19) North, Range Two (2) East, all situated in Dewitt County, Illinois and more particularly described as follows;

Commencing at the Southwest corner of the Northeast Quarter of said Section 10; thence N.88°36'34"E., 345.56 feet along the South line of the Northeast Quarter of said Section 10 to the Point of Beginning; thence N.0°00'05"W., 63.49 feet to the Northerly Right of Way line of a township road; thence S.89°59'55"W., 60.00 feet along the said Northerly Right of Way line; thence S.17°16'48" W., 47.13 feet along the said Northerly Right of Way line; thence N.87°43'00"W., 124.87 feet along said Northerly Right of way to the Easterly Right of Way line of F.A. Route 412 (US Route 51); thence N.0°19'42"E., 82.61 feet along said Easterly Right of Way line; thence N.5°22'57"W., 100.50 feet along said Easterly Right of Way line; thence N.0°19'42"E., 88.93 feet along said Easterly Right of Way line; thence N.88°36'34"E., 2530.01 feet to the East line of the Northeast Quarter of said Section 10; thence N.88°25'40"E., 204.15 feet to the East Right of Way line of the now abandoned Illinois Central Gulf Railroad; thence S.0°20'22"E., 300.05 feet along the said East Right of Way to the North line of the Southwest Quarter of said Section 11; thence N.88°25'40"E., 2444.08 feet along the North line of the Southwest Quarter of said Section 11 to the iron pin at the Northeast corner of the Southwest Quarter of said Section 11; thence S.0°11'27"W., 1319.68 feet along the East line of the Northeast Quarter of the Southwest Quarter of said Section 11 to the iron pin at the Southeast corner of the Northeast Quarter of the Southwest Quarter of said Section 11; thence S.0°20'57"W., 1336.42 feet along the East line of the Southeast Quarter of the Southwest Quarter of said Section 11 to the iron pin at the Southeast Corner of the Southwest Quarter of said Section 11; thence S.0°29'23"W., 196.82 feet along the West line of the Northwest Quarter of the Northeast Quarter of said Section 14; thence S.37°48'15"E., 884.21 feet; thence South, 427.15 feet to the South line of the Northwest

Quarter of the Northeast Quarter of said Section 14; thence S.88°41'09"W., 549.84 feet along the South line of the Northwest Quarter of the Northeast Quarter of said Section 14 to the iron pin at the Southwest Corner of the Northwest Quarter of the Northeast Quarter of said Section 14; thence S.88°34'49"W., 1167.00 feet along the South line of the North Half of the Northwest Quarter of said Section 14; thence N.65°24'32"W., 1454.56 feet; thence West, 143.42 feet; thence N.0°20'22"W., 298.81 feet; thence N.0°20'22"W., 2805.20 feet; thence N.45°45'22"W., 222.93 feet; thence S.88°23'08"W., 950.46 feet; thence S.12°26'12"W., 316.59 feet; thence N.76°33'13"W., 1149.56 feet; thence N.0°00'05"W., 96.51 feet to the Point of Beginning and containing 268.804 acres more or less.

Part of 12-10-400-003

Development Services
No. 15-35

DATE: **8/31/2015**

TO: Honorable Mayor Moore Wolfe and City Council

FROM: Tim Gleason, City Manager
Billy Tyus, Assistant City Manager

SUBJECT: Mound Center Parking Lot Rehabilitation Project, City Project 2015-06

SUMMARY RECOMMENDATION: It is recommended by staff that the City Council approve the attached resolution awarding the contract for the Mound Center Parking Lot Rehabilitation Project, City Project 2015-06, to Tyrolt, Inc. d/b/a Dunn Company, as the lowest, responsible bidder in the amount of $53,002.26 and that the Mayor be authorized to execute the contract and the City Clerk to attest.

BACKGROUND:
The City and Olive Garden held joint responsibility for maintenance of the parking lot located just north of the site that will house the new Ashley Furniture Store at Mound Center as per terms of the 2006 Operating and Easement Agreement governing the development of Mound Center. As part of the agreement to sell the land for the new Ashley retail development approved on October 7, 2013, it was agreed that the parking lot would be returned to a "first class condition" within 45 days before the store opens for business. We have sent notice to GRMI/Olive Garden for the company to pay it's portion of the cost for the repairs and other fees due as per terms of the agreement totaling $39,843.50 which would offset portions of the cost of the project.

Aging has resulted in the pavement beginning to dry out and cracks becoming wider. To restore the pavement it is proposed to seal the cracks and spray a layer of asphalt emulsion across the surface to rejuvenate the pavement. A section of the parking lot will also need new asphalt due to damage done by garbage trucks driving across the parking lot. The attached site plan shows the area of the parking lot to receive new asphalt.

Letting Results
The project scope and specifications were prepared by the Engineering Division. The project was advertised on August 19 and 26, 2015, and bids were opened on August 31, 2015. The results of the letting are as follows (bid tabulation attached):

Bidder	Bid Price	Compared to Engineer's Est. Over (-Under)
Dunn Company	**$53,002.26**	**12.87%**
Engineer's Estimate	**$46,959.42**	**------**

Only one contractor took out bid packages for the Mound Center Parking Lot Rehabilitation Project, Dunn Company. Dunn Company provided the lowest responsible bid at 12.87% above the engineer's estimate. Prices for asphalt were bid higher than expected because this project will use less quantity of asphalt than what the City usually deals with and less quantity typically equates to higher prices. Dunn Company has successfully completed many jobs for the City. Following approval of the Mayor and City Council, Dunn Company will be notified to proceed following a preconstruction meeting.

POTENTIAL OBJECTIONS: There are no known objections to this resolution and bid award.

INPUT FROM OTHER SOURCES: Harrison Management Group, LLC

SCHEDULE: Following approval of the contract by the City Council, work on this project shall begin after a "Notice to Proceed" has been issued from the City. This project is scheduled to be complete before October 9, 2015.

BUDGET/TIME IMPLICATIONS:
Funds for the project would be paid from the Economic Development Line item to be reimbursed from funds received from GMRI/OLIVE GARDEN.

Staff time has been allocated for this project in the Capital Improvement Plan.

STAFF REFERENCE: Billy Tyus, Assistant City Manager. Billy Tyus will be in attendance at the City Council meeting to answer any questions of the Council on this item.

ATTACHMENTS:

Description	Type
Memorandum Mound Center Parking Lot Rehabilitation City Project 2015-06	Cover Memo
Ordinance	Ordinance
Site Plan	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date

Development Services	Bright, Debbie	Approved	9/3/2015 - 12:53 PM

Development Services
No. 15-35

DATE: **8/31/2015**

TO: Honorable Mayor Moore Wolfe and City Council

FROM: Tim Gleason, City Manager
Billy Tyus, Assistant City Manager

SUBJECT: **Mound Center Parking Lot Rehabilitation Project, City Project 2015-06**

SUMMARY RECOMMENDATION: It is recommended by staff that the City Council approve the attached resolution awarding the contract for the Mound Center Parking Lot Rehabilitation Project, City Project 2015-06, to Tyrolt, Inc. d/b/a Dunn Company, as the lowest, responsible bidder in the amount of $53,002.26 and that the Mayor be authorized to execute the contract and the City Clerk to attest.

BACKGROUND:
The City and Olive Garden held joint responsibility for maintenance of the parking lot located just north of the site that will house the new Ashley Furniture Store at Mound Center as per terms of the 2006 Operating and Easement Agreement governing the development of Mound Center. As part of the agreement to sell the land for the new Ashley retail development approved on October 7, 2013, it was agreed that the parking lot would be returned to a "first class condition" within 45 days before the store opens for business. We have sent notice to GRMI/Olive Garden for the company to pay it's portion of the cost for the repairs and other fees due as per terms of the agreement totaling $39,843.50 which would offset portions of the cost of the project.

Aging has resulted in the pavement beginning to dry out and cracks becoming wider. To restore the pavement it is proposed to seal the cracks and spray a layer of asphalt emulsion across the surface to rejuvenate the pavement. A section of the parking lot will also need new asphalt due to damage done by garbage trucks driving across the parking lot. The attached site plan shows the area of the parking lot to receive new asphalt.

Letting Results
The project scope and specifications were prepared by the Engineering Division. The project was advertised on August 19 and 26, 2015, and bids were opened on August 31, 2015. The results of the letting are as follows (bid tabulation attached):

Bidder	Bid Price	Compared to Engineer's Est. Over (-Under)
Dunn Company	**$53,002.26**	**12.87%**
Engineer's Estimate	**$46,959.42**	**------**

Only one contractor took out bid packages for the Mound Center Parking Lot Rehabilitation Project, Dunn Company. Dunn Company provided the lowest responsible bid at 12.87% above the engineer's estimate. Prices for asphalt were bid higher than expected because this project will use less quantity of asphalt than what the City usually deals with and less quantity typically equates to higher prices. Dunn Company has successfully completed many jobs for the City. Following approval of the Mayor and City Council, Dunn Company will be notified to proceed following a preconstruction meeting.

POTENTIAL OBJECTIONS: There are no known objections to this resolution and bid award.

INPUT FROM OTHER SOURCES: Harrison Management Group, LLC

SCHEDULE: Following approval of the contract by the City Council, work on this project shall begin after a "Notice to Proceed" has been issued from the City. This project is scheduled to be complete before October 9, 2015.

BUDGET/TIME IMPLICATIONS:
Funds for the project would be paid from the Economic Development Line item to be reimbursed from funds received from GMRI/OLIVE GARDEN.

Staff time has been allocated for this project in the Capital Improvement Plan.

STAFF REFERENCE: Billy Tyus, Assistant City Manager. Billy Tyus will be in attendance at the City Council meeting to answer any questions of the Council on this item.

ATTACHMENTS:

Description	Type
Ordinance	Ordinance
Site Plan	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Development Services	Bright, Debbie	Approved	9/3/2015 - 12:53 PM

RESOLUTION NO. _____

RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH TYROLT INC. D/B/A DUNN COMPANY FOR MOUND CENTER PARKING LOT REHABILITATION, CITY PROJECT 2015-06

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the tabulation of bids received for City Project 2015-06, Mound Center Parking Lot Rehabilitation project be, and they are hereby, received and placed on file.

Section 2. That the bid of Tyrolt, Inc., d/b/a Dunn Company be accepted and a contract awarded accordingly and that said contract between Dunn Company and the City of Decatur is for a total amount of $53,002.26 in Economic Development funds.

Section 3. That the Mayor and City Clerk be, and they are hereby authorized and directed to execute a contract between the City of Decatur, Illinois, and Tyrolt, Inc., d/b/a Dunn Company, for said plan, in the amount of $53,002.26 in Economic Development funds.

PRESENTED and ADOPTED this 8th day of September, 2015.

_____
Julie Moore Wolfe, Mayor

ATTEST:

_____
Debra G. Bright, City Clerk

Project Name: Mound Center Parking Lot Rehabilitation

Project Number: 2015-06

Bid Date: Monday, 08/31/2015

Time: 10:00 A.M.

Fund:

Organization Code:
Object Code:

Engineer's Estimate

City Engineering Division

Tyrolt, Inc., d/b/a
Dunn Company
724 N Mercer St
Decatur, IL 62522

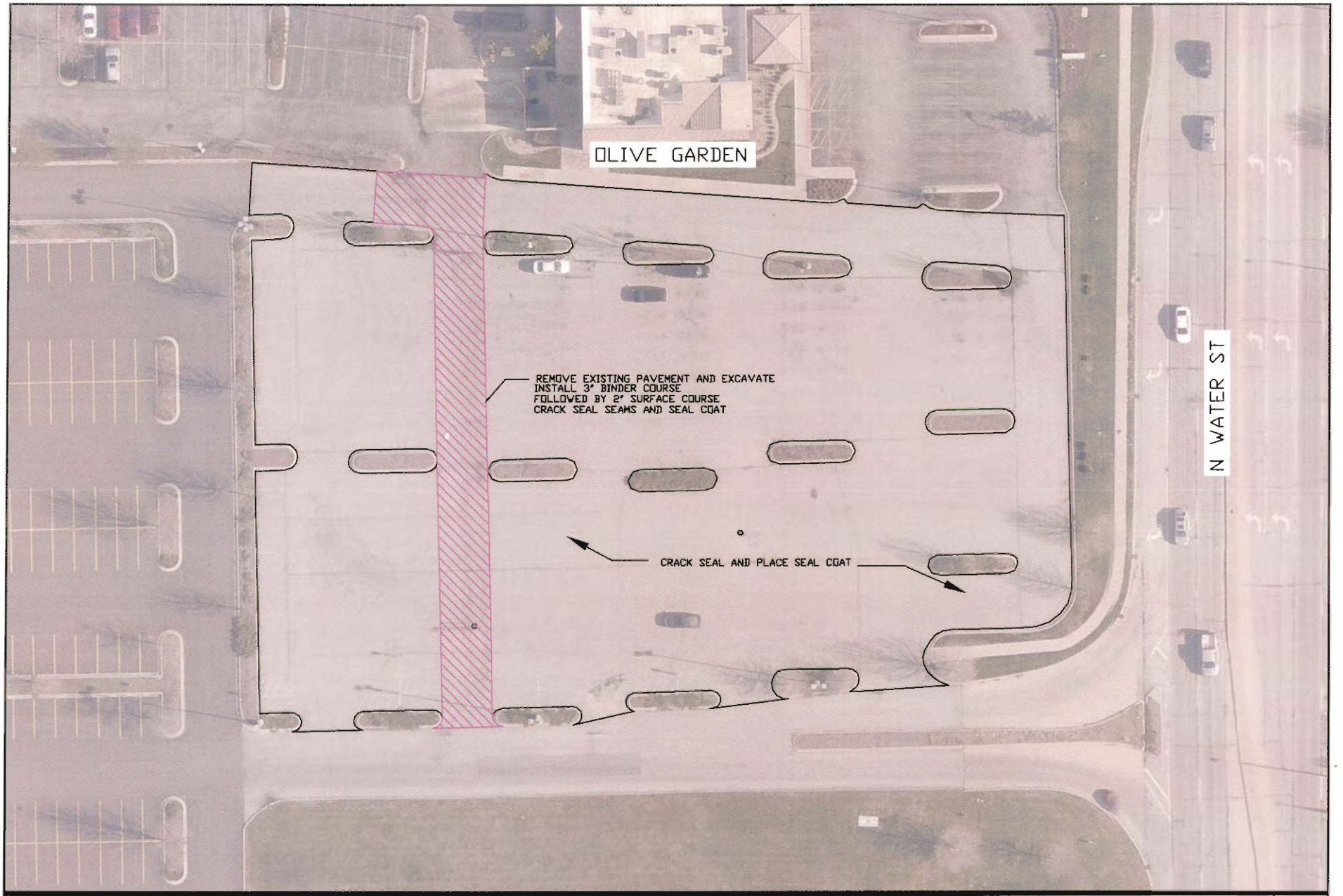
Ph (217) 429-4444
Fax (217) 429-7917

David W. Tyrolt, Pres
Robert E Dunn, Sec.
dunnb@dunnco.com

Item Number	Pay Item	QTY	Unit	Unit Price	Total	Unit Price	Total
40603080	HOT-MIX ASPHALT BINDER COURSE IL-19, N50	106.0	TON	$110.00	$11,660.00	$124.00	$13,144.00
40603310	HOT-MIX ASPHALT SURFACE COURSE MIX "C", N50	70.7	TON	$110.00	$7,777.00	$136.00	$9,615.20
44000169	HOT-MIX ASPHALT SURFACE REMOVAL, 5 INCH	631.0	SQ YD	$7.00	$4,417.00	$15.50	$9,780.50
40300300	CRACK FILLING	230.0	POUND	$5.00	$1,150.00	$6.00	$1,380.00
78001100	PAINT PAVEMENT MARKING-LETTERS AND SYMBOLS	4.6	SQ FT	$6.70	$30.82	$8.80	$40.48
78001110	PAINT PAVEMENT MARKING-LINE 4 INCH	4,239.0	FOOT	$1.40	$5,934.60	$0.72	$3,052.08
X0325800	PARKING LOT SEAL COAT	7,850.0	SQ YD	$1.40	$10,990.00	$1.40	$10,990.00
00000074	ALTERATIONS, CANCELLATIONS, EXTENSIONS, DEDUCTIONS, AND EXTRA WORK	1.0	LSUM	$5,000.00	$5,000.00	$5,000.00	$5,000.00
	TOTAL BIDS (AS CORRECTED)				$46,959.42		$53,002.26
	Percent Over Under ENGINEER'S ESTIMATE						12.87%

Griffin Enyart, P.E. Civil Engineer I

9/2/15
Date



SITE PLAN C.P. 2015-06

CITY OF DECATUR
ENGINEERING DIVISION

H SCALE: NTS | V SCALE: NTS

PAGE 1

Risk Management
2015-014

DATE: **8/26/2015**

TO: Honorable Mayor Moore Wolfe and City Council

FROM: Tim Gleason, City Manager
Gregg Zientara, Director of Financial Management
Scott Clark, Risk Manager

SUBJECT: CITY PROPERTY, LIABILITY AND WORKERS COMPENSATION INSURANCE

SUMMARY RECOMMENDATION: Staff recommends that City Council approve the purchase of excess insurance from AIX Hanover, Liberty Mutual and Travelers Indemnity for the period October 1, 2015 through September 30, 2016.

BACKGROUND:
On March 17, 2014, Council awarded a contract to A. J. Gallagher for the marketing of excess insurance, selection of professional claims administrations, loss prevention services and loss reporting for the period October 1, 2014 through September 30, 2019. The A. J. Gallagher team includes individuals from their Itasca, Illinois office as well as the A. J. Gallagher Decatur office.

A. J. Gallagher secured quotations for the policy year October 2015 thru September 2016 from insurance companies that are willing to provide excess insurance coverage for the City and this year's quotes are competitive and represent the insurance market place for public entities.

The City's current program of self insured retention (similar to deductible) and insurance includes liability to limits of $10,000,000 with a $150,000 self insured retention (SIR), property insurance for full replacement value for real property, high valued vehicles and equipment to limits of $213,191,000 with a $150,000 SIR on real property and a $75,000 SIR on replacement value on high valued vehicles and equipment, and statutory workers compensation limits with a $500,000 SIR

RECOMMENDED AWARD: The quotations received for liability and property insurance include the same limits of insurance and SIR as the City's current program. The current worker's compensation insurer offered the same limits of SIR's of $500,000 and an optional SIR of $750,000. The premium savings that would be from selecting higher self-insured retentions does not offset the higher risk the City would be taking on

the workers compensation claims. The recommendation is for the current SIR of $500,000 offered by Liberty Mutual, the current carrier. The recommended companies offer the best combination of insurance with the self-insured retentions remaining the same and is a 4.6% reduction in cost over the 2014-2015 policy year.

POTENTIAL OBJECTIONS: None known

INPUT FROM OTHER SOURCES: None

BUDGET/TIME IMPLICATIONS:
Excess insurance and professional services are budgeted in the Self-insurance fund for this purchase.

STAFF REFERENCE: For questions or comments regarding this item, contact Risk Manager Scott Clark at 424-2803 or Finance Director Gregg Zientara at 424-2702. Both will be present at the City Council Meeting of September 8, 2015 to address any Council concerns.

ATTACHMENTS:

Description	Type
Memorandum City Property, Liability and Workers Compensdation Insurance	Cover Memo
Resoultion	Resolution Letter
Authorization to Bind	Backup Material
Summary Insurance	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Risk Management	Bright, Debbie	Approved	9/3/2015 - 12:54 PM

Risk Management
2015-014

DATE: **8/26/2015**

TO: Honorable Mayor Moore Wolfe and City Council

FROM: Tim Gleason, City Manager
Gregg Zientara, Director of Financial Management
Scott Clark, Risk Manager

SUBJECT: **CITY PROPERTY, LIABILITY AND WORKERS COMPENSATION INSURANCE**

SUMMARY RECOMMENDATION: Staff recommends that City Council approve the purchase of excess insurance from AIX Hanover, Liberty Mutual and Travelers Indemnity for the period October 1, 2015 through September 30, 2016.

BACKGROUND:
On March 17, 2014, Council awarded a contract to A. J. Gallagher for the marketing of excess insurance, selection of professional claims administrations, loss prevention services and loss reporting for the period October 1, 2014 through September 30, 2019. The A. J. Gallagher team includes individuals from their Itasca, Illinois office as well as the A. J. Gallagher Decatur office.

A. J. Gallagher secured quotations for the policy year October 2015 thru September 2016 from insurance companies that are willing to provide excess insurance coverage for the City and this year's quotes are competitive and represent the insurance market place for public entities.

The City's current program of self insured retention (similar to deductible) and insurance includes liability to limits of $10,000,000 with a $150,000 self insured retention (SIR), property insurance for full replacement value for real property, high valued vehicles and equipment to limits of $213,191,000 with a $150,000 SIR on real property and a $75,000 SIR on replacement value on high valued vehicles and equipment, and statutory workers compensation limits with a $500,000 SIR

RECOMMENDED AWARD: The quotations received for liability and property insurance include the same limits of insurance and SIR as the City's current program. The current worker's compensation insurer offered the same limits of SIR's of $500,000 and an optional SIR of $750,000. The premium savings that would be from selecting higher self-insured retentions does not offset the higher risk the City would be taking on the workers compensation claims. The recommendation is for the current SIR of $500,000 offered by Liberty Mutual, the current carrier. The recommended companies offer the best combination of insurance with the self-insured retentions remaining the same and is a 4.6% reduction in cost over the 2014-2015 policy year.

POTENTIAL OBJECTIONS: None known

INPUT FROM OTHER SOURCES: None

BUDGET/TIME IMPLICATIONS:
Excess insurance and professional services are budgeted in the Self-insurance fund for this purchase.

STAFF REFERENCE: For questions or comments regarding this item, contact Risk Manager Scott Clark at 424-2803 or Finance Director Gregg Zientara at 424-2702. Both will be present at the City Council Meeting of September 8, 2015 to address any Council concerns.

ATTACHMENTS:

Description	Type
Resoultion	Resolution Letter
Authorization to Bind	Backup Material
Summary Insurance	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date

Risk Management	Bright, Debbie	Approved	9/3/2015 - 12:54 PM

RESOLUTION NO. R_____

RESOLUTION AUTHORIZING BINDER COVERAGE WITH ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC. AND ACCEPTING PROPOSALS OF AIX HANOVER, LIBERTY MUTUAL AND TRAVELERS INDEMNITY COMPANY

WHEREAS, the City of Decatur has a current contract expiring September 30, 2015, and is in need of insurance covering property, casualty and, workers compensation for the period October 1, 2015 through September 30, 2016; and

WHEREAS, Arthur J. Gallagher Risk Management Services, Inc. has secured quotes on the City's behalf for insurance covering property, casualty, and workers compensation for the period October 1, 2015 through September 30, 2016; and,

WHEREAS, AIX Hanover has submitted a quote to supply general liability, automobile liability, law enforcement liability, employee benefits liability, errors and omissions, property and automobile physical damage insurance in the amount of $260,762.00; and,

WHEREAS, Liberty Mutual has submitted a quote to supply excess workers compensation insurance in the amount of $639,636.00; and,

WHEREAS, Travelers Indemnity Company has submitted a quote to supply excess property insurance in the amount of $75,368.00; and,

BE IT THEREFORE RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the quote of AIX Hanover to supply general liability, automobile liability, law enforcement liability, employee benefits liability, errors and omissions, property and automobile physical damage insurance in the amount of $260,762.00 to the City of Decatur be, and the same is hereby, accepted and approved.

Section 2. That the quote of Liberty Mutual to supply excess workers compensation insurance in the amount of $639,636.00 to the City of Decatur be, and the same is hereby, accepted and approved.

Section 3. That the quote of Travelers Indemnity Company to supply excess property insurance in the amount of $75,368.00 to the City of Decatur be, and the same is hereby, accepted and approved.

Section 5. That the City Manager and City Clerk be, and they are hereby authorized and directed to execute the Client Authorization to Bind Coverage with Arthur J. Gallagher Risk Management Services for the above mentioned services in accordance with the quotes as submitted by said companies.

PRESENTED AND ADOPTED this 8th day of September, 2015.

_____
Julie Moore-Wolfe, Mayor

ATTEST:

_____
CITY CLERK

Client Authorization to Bind Coverage

After careful consideration of Gallagher's proposal dated August 2015, City of Decatur accepts the following coverage(s).

Please check the desired coverage(s).

		Line of Coverage	Carrier
☐ Accept	☐ Reject	Public Entity Package – Option I	Munich Re
☐ Accept	☐ Reject	Public Entity Package – Option II	AIX
☐ Accept	☐ Reject	Public Entity Package – Option III	AIX
☐ Accept	☐ Reject	Public Entity Package – Option IV	AIX
☐ Accept	☐ Reject	Excess Liability	Munich Re
☐ Accept	☐ Reject	Excess Property	Travelers
☐ Accept	☐ Reject	Crime – Option I	AIG
☐ Accept	☐ Reject	Crime – Option II	Zurich
☐ Accept	☐ Reject	Boiler & Machinery	Chubb
☐ Accept	☐ Reject	Excess Workers Compensation – Option I $500,000 SIR	Liberty Mutual
☐ Accept	☐ Reject	Excess Workers Compensation – Option II $750,000 SIR	Liberty Mutual
☐ Accept	☐ Reject	Cyber Liability	ACE

TRIA/Terrorism Coverage		Line of Coverage	Carrier
☐ Accept	☐ Reject	Bind TRIA Terrorism Coverage Act as quoted	

Provide Quotations or Additional Information on the Following Coverage Considerations		
☐ Yes	☐ No	**Line of Coverage** Description

The above coverage may not necessarily represent the entirety of available insurance products. If you are interested in pursuing additional coverages other than those addressed in the coverage considerations included in this proposal, please list below:

_____

_____

It is understood this proposal provides only a summary of the details; the policies will contain the actual coverages.

City of Decatur confirms the values, schedules, and other data contained in the proposal are from our records and acknowledge it is our responsibility to see that they are maintained accurately.

We agree that your liability to us arising from your negligent acts or omissions, whether related to the insurance or surety placed pursuant to these binding instructions or not, shall not exceed $20 million, in the aggregate. Further, without limiting the foregoing, we agree that in the event you breach your obligations, you shall only be liable for actual damages we incur and that you shall not be liable for any indirect, consequential or punitive damages.

_____
Client Signature

_____
Dated

City of Decatur
Business Insurance Renewal Proposal
Insurance Renewal Date: October 1, 2015

Contract Period	10/1/2013 to 9/30/2014 Current Year 2 of 3	10/1/2014 to 9/30/2015 Proposed Year 3 of 3	% Change	10/1/2015 to 9/30/2018 Year 1	% Change	10/1/2015 to 9/30/2018 Year 2	% Change	10/1/2015 to 9/30/2018 Year 3	% Change
Third Party Administration									
Gallagher Bassett									
term period	3 year			3 year					
per claims fees									
Workers Compensation									
Medical	$ 135	$ 136	1.0%	$ 139	2.0%	$ 140	1.0%	$ 143	2.0%
Indemnity	$ 810	$ 818	1.0%	$ 834	2.0%	$ 843	1.0%	$ 860	2.0%
Liability / Property									
Auto General Bodily Injury	$ 758	$ 766	1.0%	$ 781	2.0%	$ 789	1.0%	$ 804	2.0%
Auto General Property Damage	$ 346	$ 349	1.0%	$ 356	2.0%	$ 360	1.0%	$ 367	2.0%
Professional Liability	$ 1,476	$ 1,491	1.0%	$ 1,521	2.0%	$ 1,536	1.0%	$ 1,566	2.0%
Auto Physical Damage	$ 243	$ 245	1.0%	$ 250	2.0%	$ 253	1.0%	$ 258	2.0%
Property	$ 681	$ 689	1.0%	$ 703	2.0%	$ 710	1.0%	$ 724	2.0%
Ancillary Services									
Admin Data Management	$ 6,500	$ 6,696	3.0%	$ 6,830	0.0%	$ 6,830	0.0%	$6,696	0.0%
Claim Telephone	$ 21	$ -	-100.0%	$ -	0.0%	$ -	0.0%		0.0%
Electronic Incident	$ 36	$ 37	2.8%	$ 37	0.0%	$ 37	0.0%	$37	0.0%
TPA Fee $ Based on Expected Claim Frequency									
Workers Compensation									
34 Medical	$ 4,725	$ 4,636		$ 4,726		$ 4,776		$ 4,871	
23 Indemnity	$ 28,350	$ 18,816		$ 19,182		$ 19,385		$ 19,772	
Sub Total	$ 33,075	$ 23,452		$ 23,908		$ 24,160		$ 24,644	
Liability / Property									
10 Auto General Bodily Injury	$ 11,370	$ 7,656		$ 7,810		$ 7,887		$ 8,045	
20 Auto General Property Damage	$ 12,110	$ 6,989		$ 7,120		$ 7,200		$ 7,344	
1 Professional Liability	$ 1,506	$ 1,491		$ 1,521		$ 1,536		$ 1,566	
2 Auto Physical Damage	$ 243	$ 491		$ 500		$ 506		$ 516	
1 Property	$ 681	$ 689		$ 703		$ 710		$ 724	
Sub Total	$ 25,910	$ 17,316		$ 17,654		$ 17,839		$ 18,195	
Ancillary Services									
Admin Data Management	$ 6,500	$ 6,696		$ 6,830		$ 6,830		$ 6,830	
xxxx									
xxxx									
Sub Total	$ 6,500	$ 6,696		$ 6,830		$ 6,830		$ 6,830	
Total TPA Fee Expected	$ 65,485	$ 47,464	$ (0)	$ 48,392	$ 0	$ 48,829	$ 0	$ 49,669	

Insurance Policies	10/1/2012 to 9/30/2013 Actual	10/1/2013 to 9/30/2014 Actual	10/1/2014 to 9/30/2015 Current	10/1/2015 to 9/30/2016 Proposed	% Change	Carrier Current	Carrier Proposed	Comments
1 Commercial Package	$ 199,145	$ 201,087	$ 208,130	$ 250,492	-19.4%	Munich RE	AIX Hanover	best deal
1 Excess Liability	$ 100,312	$ 103,816	$ 102,843	INC		Munich RE	AIX Hanover	best deal
1 Excess Property	$ 59,675	$ 65,402	$ 76,937	$ 75,368	-2.0%	Travelers	Travelers	best deal
1 Cyber Liability			$ 12,196	$ 12,735		ACE IL Union	ACE IL Union	
1 Boiler	$ 5,861	$ 6,179	$ 6,918	$ 6,918	0.0%	Chubb	Chubb	best deal
1 Crime	$ 3,308	$ 3,308	$ 3,596	$ 3,202	-11.0%	Travelers	Nat'l Union	best deal
1 Surplus Lines Tax/Fees	$ 10,922	$ 11,248	$ 11,807	$ 10,741	-9.0%			
1 Total Liability / Property	$ 379,223	$ 391,040	$ 422,427	$ 359,456	-14.9%			
1 Workers Compensation	$ 557,676	$ 620,291	$ 625,248	$ 639,636	2.3%	LibertyMutual	LibertyMutual	stop loss is $500k
2 Workers Comp option	$ 331,684	$ 485,957	$ 468,710	$ 479,626	2.3%	LibertyMutual	LibertyMutual	stop loss from $5000k to $750k

						Comments
Scenario 1	$ 936,899	$ 1,011,331	$ 1,047,675	$ 999,092	-4.6%	same coverage
Scenario 2	$ 710,907	$ 876,997	$ 891,137	$ 839,082	-5.8%	same coverage with Wcomp stop loss from $500k to $750k

City Clerk

DATE: **9/3/2015**

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Tim Gleason, City Manager
Debbie Bright, City Clerk

SUBJECT: Receiving and Filing of Minutes of Boards

BACKGROUND: Attached are minutes of City Boards.

ATTACHMENTS:

Description	Type
Minutes of Boards	Backup Material
Decatur Public Library Board of Trustees Minutes	Backup Material
Decatur Public Library Board of Trustees Minutes	Backup Material
Decatur Public Library Board of Trustess Minutes	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Bright, Debbie	Approved	9/3/2015 - 12:52 PM

CIVIL SERVICE COMMISSION
OPEN SESSION
MINUTES
May 15, 2015

Pursuant to notice the Civil Service Commission of the City of Decatur met in regular session at 12:02 P.M.

PRESENT: CHAIRMAN Robyn McCoy
COMMISSIONERS Lori Donley and Tony Wilkins
PERSONNEL SPECIALIST/ACTING SECRETARY Penny Frank

ABSENT: VICE-CHAIRMAN Jerry Taylor
SECRETARY French Wilson
ADMINISTRATIVE SECRETARY Sherry Beasley

The Minutes of the April 7, 2015 regular meeting were presented. Commissioner Donley moved that the April 7, 2015 minutes be approved, with the necessary correction, seconded by Commissioner Wilkins, and upon call of the roll, Commissioners Donley, McCoy, and Wilkins voted aye. Acting Secretary Frank declared the motion carried.

Commissioner Wilkins moved to recess to Closed Session for the purpose of discussing personnel actions, seconded by Commissioner Donley, and upon call of the roll, Commissioners McCoy, Donley, and Wilkins voted aye. Acting Secretary Frank declared the motion carried.

Commissioner Donley moved to recess to Open Session, seconded by Commissioner Wilkins, and upon call of the roll, Commissioners Donley, Wilkins, and McCoy voted aye. Acting Secretary Frank declared the motion carried.

Commissioner McCoy called for New Business:

Personnel Actions

Commissioner Wilkins moved that the appointments, oral and written reprimands, suspensions, paid administrative leave, civil service status requests, leave of absence requests, and retirements be received, placed on file, and approved, seconded by Commissioner Donley, and upon call of the roll, Commissioners, McCoy, Donley, and Wilkins voted aye. Acting Secretary Frank declared the motion carried.

Authorization Request to Approve Job Announcement and Establish Promotional Register for Equipment Operator, Commissioner Donley moved that the Authorization Request be received, placed on file, and approved, seconded by Commissioner Wilkins, and upon call of the roll, Commissioners Donley, McCoy, and Wilkins, voted aye. Acting Secretary Frank declared the motion carried.

There being no further business, Commissioner Wilkins moved to adjourn the meeting, seconded by Commissioner Donley, and upon call of the roll, Commissioners Wilkins, Donley, and McCoy voted aye. Acting Secretary Frank declared the meeting adjourned at 12:20 P.M.

Respectfully Submitted,

Penny Frank

Penny Frank
Acting Secretary

MINUTES OF THE MEETING

OF THE

DECATUR ZONING BOARD OF APPEALS

Thursday, June 11, 2015, 4:00 P.M.
City Council Chamber, Decatur Civic Center

The June 11, 2015 meeting of the Decatur Zoning Board of Appeals was called to order at 4:00 P.M. in the City Council Chamber, Third Floor of the Decatur Civic Center, by Chairman Kim Aukamp, who determined a quorum was present.

Members Present:	Erv Arends, Tom Brinkoetter, Julie Gahwiler, Barry Goodman, Eileen Milligan, Kim Aukamp
Members Absent:	Chris Harrison
Staff Present:	Suzy Stickle, Joselyn Stewart, Randy Johner, Amy Waks, Janet Poland

It was moved and seconded (Brinkoetter/Goodman) to approve the minutes of the November 13, 2014 meeting of the Zoning Board of Appeals. Motion carried with Eileen Milligan abstaining from the vote.

New Business

Cal. No. 15-03	Petition of ANDREW NIEBRUGGE for a variance to reduce the minimum side yard setback from ten (10) feet to four (4) feet to allow for the construction of an addition to the main structure at 256 SOUTH PRICE STREET.

Ms. Suzy Stickle was sworn in by Mrs. Janet Poland.

Ms. Stickle read the recommendation of staff:

The subject site is approximately 17,100 square feet and located at 256 South Price Street. The lot is improved with a single family residential structure, garage and an accessory structure.

The single family structure is currently situated on the property so that it is approximately 46 feet from the rear property line, 12 feet from the south property line, 14 feet from the north property line and 100 feet from the front property line.

The petitioner is requesting variation from the provisions of the Zoning Ordinance to allow for the construction of a 1,232 (44' X 28') square foot addition on the west side of the single family residential structure with a setback of four (4) feet from the south property line. The addition will include an increase in living area as well as an attached garage.

The required side yard setback for this property is ten (10) feet. The petitioner is requesting to reduce the required side yard setback along the south property line from ten (10) feet to four (4) feet to allow for the construction of the addition to the single family structure. The front yard setback in relation to the proposed addition will be approximately 76 feet.

The petitioner is requesting the variance so as to accommodate his accessibility needs. The addition will allow the petitioner to easily access his garage from the living space.

A driveway paved with asphalt or concrete that connects the current driveway to the proposed garage or a separate driveway connecting South Price Street to the proposed garage is required.

The Zoning Board of Appeals can grant variances for the reduction of setbacks when it will not create a safety hazard will not be detrimental to the overall health, safety or welfare of the neighborhood or to the City as a whole and the variance is found to be in harmony with the intent of the Zoning Ordinance and the Comprehensive Plan.

The 1,232 square foot addition located four (4) feet from the south property line should not adversely affect the neighboring properties or the general area.

Granting a variance for the addition will not alter the essential character of the locality. The addition will not impair the adequate supply of light and air to adjacent properties; it will not increase congestion of the area or endanger public safety; and the request is in harmony with the intent of the Zoning Ordinance and the Comprehensive Plan.

Staff recommends approval of the petition with the following condition:

a. A driveway paved with asphalt or concrete that connects the current driveway to the proposed garage or a separate driveway connecting South Price Street to the proposed garage is required

The Zoning Board can approve the variance request as presented, deny the variance request or modify the request as appropriate.

Mr. Andrew Niebrugge, petitioner, was sworn in by Mrs. Poland.

Mr. Niebrugge said presently he has a detached garage for his house. He would like to build an attached garage which will make it easier to get into his living space.

Chairman Aukamp asked if he was in agreement with the condition for a paved driveway that staff is requiring. Mr. Niebrugge said yes.

There were no objectors present.

It was moved and seconded (Gahwiler/Arends) to approve Cal. No. 15-03 as requested by the petitioner. Motion carried unanimously

There being no further business, it was moved and seconded (Gahwiler/Arends) to adjourn the meeting. Motion carried unanimously. Chairman Aukamp declared the meeting adjourned at 4:06 P.M.

MINUTES OF THE MEETING

OF THE

HISTORICAL AND ARCHITECTURAL SITES COMMISSION

Wednesday, July 15, 2015, 4:00 P.M.
City Council Chamber, Decatur Civic Center

The July 15, 2015 meeting of the Historical and Architectural Sites Commission was called to order by Chairman Hank Norris, in the City Council Chamber, Third Floor of the Decatur Civic Center, at 4:00 P.M., at which time a quorum was present.

Members Present:	Mike Couch, Louise Haun, John Larcher, Susan Marien, Bruce Nagel, Hank Norris,
Members Absent:	Eric Bramer, Jeff Hunt, Bob Luther, Pat Penhallegon,
Staff Present:	Richelle Irons, Mike Frazier, Randy Johner, Janet Poland

It was moved and seconded (Larcher/Couch) to approve the minutes of the June 17, 2015 meeting of the Historical and Architectural Sites Commission as presented. Motion carried unanimously.

Treasurer's Report

Mrs. Richelle Irons stated there is a total of $4,056.00 remaining in the HASC budget. There were no expenditures since the last meeting.

Old Business

Chairman Norris said last month the Certificate of Appropriateness for 401 North College Street was tabled. A new Certificate of Appropriateness has been submitted. Chairman Norris stated he met with Mrs. Louise Haun, Mr. Randy Johner and the homeowner, Mr. Eric Allen, to discuss other options for the fence. The conversation was productive which resulted in the submittal of a new Certificate.

Mr. Mike Frazier, Assistant Corporate Counsel, stated in order to vote on the new Certificate of Appropriateness the Committee must deny the original Certificate. The Committee may also approve the original Certificate as submitted or approve with amendments.

It was moved and seconded (Couch/Haun) to deny the original Certificate of appropriateness as presented. Motion carried unanimously.

New Business

Mr. Frazier said a motion to review the new Certificate of Appropriateness must be made since the new Certificate was filed less than seven (7) days before the meeting.

It was moved and seconded (Couch/Haun) to review the Certificate of Appropriateness that was received before this meeting. Motion carried unanimously.

Mr. Eric Allen, homeowner, was sworn in by Mrs. Poland.

Mr. Frazier asked Mr. Allen if he waives his right to have notice of this meeting mailed to him five (5) days before the meeting. Mr. Allen said yes.

Mr. Allen said he will try to answer any questions the Commission has for him.

Mr. Bruce Nagel asked if the fence that is presently on the side of the property will be moved. Mr. Allen said that half of it will be gone.

Chairman Norris stated that roughly half of the area that is presently taken up by the fence will be scaled down considerably. The profile of the fence will follow the contour of the ground by removing and reaffixing the boards. This should give it a more organic look. The stain will give it more of a subdued look.

Mr. Mike Couch asked if there are still stockade points. Mr. Allen said yes.

It was moved and seconded (Couch/ Haun) to approve the Certificate of Appropriateness located at 401 North College Street. Motion carried unanimously.

Mrs. Irons stated the Local Landmark Designation of the Monarch Butterfly at Dennis School might need to return to the Commission in August as the legal description was incomplete when it was previously approved.

Other Business

Chairman Norris stated the next meeting of the Historical and Architectural Sites Commission will be Wednesday, August 19, 2015.

There being no further business, it was moved and seconded (Nagel/Couch) to adjourn the meeting. Motion carried unanimously. Chairman Hank Norris declared the meeting adjourned at 4:14 P.M.

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: April 17, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Teena Zindel-McWilliams
Jim Alpi
John Phillips
Eugene King
Mark Sorensen
Garry Davis
Mary Gendry
Dr. Priscilla Palmer

Staff: Robert Edwards, Interim City Librarian

Absent: Ed Costa

Call to order

Meeting called to order by Mrs. Zindel-McWilliams at 4:36 p.m.

Agenda

There was discussion about the agenda. Motion to amend agenda by Mr. Phillips, seconded by Mr. Alpi. Motion to approve the agenda made by Mr. Phillips seconded by Dr. Palmer

Minutes of Previous Meeting

There were two recommended changes in the minutes. Motion to approved amended minutes by Mr. Sorensen, seconded by Dr. Palmer.

Communications from the Public

None

City Librarian's report

Mr. Edwards gave an overview of the Library events for March. Mr. Edwards mentioned that the Library had finished the Lincoln: The Constitution and the Civil War traveling exhibition. He

mentioned that the most popular event was probably the "Abraham Lincoln in Song" featuring Chris Vallillo and Rocky Maffit. He mentioned that the Illinois Heartland group SHARE (Share Heartland's Available Resources) had announced that the Polaris company had been acquired by Innovative. He mentioned that there had been another meeting with SEDAC meeting which included TSSI. Mr. Edwards also reported that several staff members had attended the PLA conference last month, courtesy of funding from the Friends of the Decatur Public Library. He reported that March had been a very productive month with materials coming into the Library, the number of IHLS bins delivered to the library almost tripled from February. He added that new materials are coming in at a steady flow again. He added that there was also an upgrade of the computers in the computer lab.

Reports of committees

Mr. King discussed the evaluation form for City Librarian. He mentioned the goals for the previous City Librarian and that the Board thought that it would be good for the new City Librarian to have a sense of their goals. Mr. King passed around some of the goals and recommendations that had been discussed by the Board. He mentioned the form to be given to Mr. Rick Meyer and the 6 month timeline. There was discussion about the items to add to the list of goals. Mr. Sorensen mentioned that perhaps the new director could do an evaluation and present his assessment. Dr. Palmer mentioned that perhaps there should be goals presented. Mr. Davis mentioned that he didn't think that form presented should be as an evaluation. There was more discussion about the evaluation form. Mr. Alpi mentioned that perhaps the new librarian could review policies and procedures and explain where the gaps are. Mr. Phillips mentioned that he liked the idea of new director creating a set of goals. Dr. Palmer asked if there were a set of goals and expectations to present. Mr. Davis mentioned those should come from the Personnel Committee. Mr. King discussed the evaluation process. Mrs. Zindel-McWilliams mentioned that she thought they could blend the ideas and come up with an evaluation that covers policy, procedures and a long range plan of action in the written report. Mr. Phillips mentioned that he was looking at the timeline and thought that there should be some mention of the budget in the goals. There was discussion about the budget timeline.

Mr. Sorensen mentioned that he and Dr. Palmer would take the responsibility of introducing Mr. Meyer to the librarians at Millikin, District #61 and Richland. He discussed the reception planned for May 13th. Mr. Phillips mentioned that the new Librarian should probably meet the new City Council. Mr. Sorensen discussed the upcoming meeting with the Chamber on April 29th.

Mr. Alpi discussed the check register. Motion to approve the check register by Mr. Phillips, seconded by Mr. Sorensen, all approved. Mr. Alpi discussed the budget reports sent by the City and the blanket purchase orders. There was discussion about the cash flow statement sent by the City. Mr. Alpi stated that in reviewing the info it appeared that the library was pretty much target with spending. Mr. Alpi discussed the budget meeting at the City and the budget process. He stated that the Board should have a proposed budget to City by September. There was discussion about the EAV and taxes. He mentioned that the Board should probably start planning next month. Mr. Phillips suggested that there be a goal session next month. Mrs. Zindel-McWilliams stated that a goal session would give Mr. Meyer a sense of what's going on with the budget and expectations.

Mr. Alpi mentioned the discussion with the City Haley and the possibility of bids for construction on the Local History project could be ready by October.
Mr. Alpi discussed the visit by SEDAC and TSS and the immediate savings.
Mr. Edwards reported that there was that there was nothing new to report from Illinois Heartland Library System.
Mrs. Gendry reported on the Friends of the Library. She mentioned the upcoming Zombie Run.
Mrs. Zindel-McWilliams discussed the nominating committee for President, Vice President and Secretary. There was discussion about the names of potential Board members submitted to the Mayor.
Motion to enter into closed session by Mr. King for Section 5 ILCS 120/2(c) (1) at 5:50 p.m., seconded by Mrs. Gendry. Closed session concluded at 5:58 p.m.
Mr. Sorensen announced that the Board would like to recognize Mr. Edwards for his time and hard work as Interim City Librarian under his current salary. He mentioned that the Board had decided to present Mr. Edwards with a 2% raise and an $8,000 bonus effective immediately. Motion by Mr. Sorensen to give Mr. Edwards a 2% raise and $8,000 bonus, seconded by Mr. Phillips. Mr. Phillips thanked Mr. Edwards for all of his hard work.
Mr. Edwards thanked the Board.
Mrs. Zindel-McWilliams discussed Mr. Meyer's start date. There was discussion about the Mr. Meyer starting.

New Business

None.

Standards for Illinois Libraries

Mr. Edwards discussed the Chapter 7 in the Core Standards for libraries in Illinois.

Meeting Adjourned

Motion to adjourn by Dr. Palmer, seconded by Mrs. Gendry
Meeting adjourned at 6:05 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 5/22/2014

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: May 22, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (Chair)
John Phillips
Eugene King
Mark Sorensen
Garry Davis
Mary Gendry
Ed Costa

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

Absent: Teena Zindel-McWilliams, Dr. Priscilla Palmer

Call to order

Meeting called to order by Mr. Alpi at 4:36 p.m.

Agenda

Motion to approve the agenda by Mr. Sorensen, seconded by Mr. Costa

Minutes of Previous Meeting

Motion to approved amended minutes by Mr. Phillips, seconded by Mrs. Gendry.

Communications from the Public

None

City Librarian's report

Mr. Meyer mentioned that he had officially started on April 28, so his report would be short for the month of April. He mentioned that the Library appreciated that scanner donation delivered by Mike Deatherage. He mentioned that there had been some issues with the chiller. Mr. Meyer also mentioned that he had been made aware of the decline in Circulation, especially Children's. He discussed some of the highlights that had happened over the Library. Mr. Meyer asked the Board what changes they would like to see in the City Librarian's report. Mr. Sorensen mentioned that

he would like to see the report with the Board packets. Mr. Sorensen asked about the bathrooms. Mrs. Gendry mentioned that she was excited about the collaboration between the Staley and the Library.

Reports of committees

There was discussion about the evaluation for the City Librarian. Mr. Meyer mentioned that he was given an evaluation with goals. Mr. Meyer mentioned that he would like to explore shifting library hours of operation. There was a consensus from the group that it was a good idea. There was discussion about the back-pay of employees that resigned and laid off in 2013. Mr. Phillips mentioned a discussion with Mr. Zientara concerning the payouts. Mr. Meyer mentioned that the letters had already gone out to the former employees. There was more conversation about the back-pay. Mrs. Gendry mentioned that she was in favor of going with what had been previously discussed.
Mr. Alpi presented the check register. Motion to approve the check register by Mrs. Gendry, seconded by Mr. Davis all approved.
Mr. Alpi discussed the budget reports; he mentioned that Mr. Meyer is working on a simpler version that might be easier to understand. Mrs. Gendry asked if the City Council is able to see the Library reports. Mr. Davis answered that he believes they can. There was discussion about the past trust accounts. Mr. Sorensen asked about the pension contribution. There was discussion about the IMRF. Mr. Meyer mentioned that he would get with Mr. Zientara for clarification. There was discussion about the Board goals for the 2015 budget. Mr. Alpi mentioned that Mrs. Zindel-McWilliams was assembling the budget goals. Mrs. Gendry asked about displaying the budget goals some place in the Library, maybe on the website. Mr. Meyer mentioned that he would also like to put the Board packets on the website.

SHARE

Mr. Edwards mentioned that the SHARE meeting had been postponed. He informed the group that Innovative Inc. has purchased Polaris.

Friends of the Library

Mrs. Gendry informed the Board that the reception for the City Librarian was a great success.
Mrs. McEvoy mentioned that the Friends book sale had done very well in May. She announced that the memberships had gone out in the Connection.
Mr. Edwards mentioned that the Foundation meeting was scheduled for June 10th.
Mr. Alpi mentioned that he had a conversation with Mr. Haley. He added that the plans should be ready by July. Mr. Meyer mentioned that he had spoken with a space consultant about evaluating the ripple effects that the Local History project would have on the rest of the space in the Library

New Business

Mrs. Gendry mentioned that she is preparing to start earning money to pave the parking lot. She mentioned that there were already offers to help with the funding. There was discussion about the involvement of the Foundation in fund raising.
Mr. Meyer discussed the Core Standards mentioned in Chapter 8 of Standards for Illinois Libraries. He mentioned that the Library is in pretty good shape.

Standards for Illinois Libraries

Mr. Edwards discussed the Chapter 8 in the Core Standards for libraries in Illinois.

Meeting Adjourned

Motion to adjourn by Mr. Davis, seconded by Mr. Costa
Adjourned at 5:56 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 6/19/2014

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Annual Meeting
Minutes

Date: May 22, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (Acting Chair)
John Phillips
Ed Costa
Mark Sorensen
Mary Gendry
Garry Davis

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

Absent: Teena Zindel-McWilliams, Dr. Priscilla Palmer, Eugene King

1. Call to order

Meeting called to order by Mr. Alpi at 4:35 p.m.

2. Agenda

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

3. Minutes of Previous Meeting

Motion to approve the minutes made by Mr. Phillips, seconded by Mrs. Gendry, unanimously approved

4. Non-Resident Fee

Mr. Meyer gave an overview of the non-resident patrons and the fees for them to get a card. He explained the formula. Motion to approve the non-resident fee of $88.40 for non-resident cards, seconded by Mr. Sorensen, unanimously approved

5. Prevailing Wage

Mr. Alpi stated that approval of the prevailing wage was next on the agenda. Mr. Meyer discussed the current prevailing wage figures. There was discussion about the current prevailing wage. Mr. Alpi stated that they needed to adopt prevailing wage. Motion to approve prevailing wage for the library by Mr. Phillips, seconded by Mr. Costa, unanimously approved

6. Annual Report

There was discussion about the annual report and the numbers. Mr. Phillips asked that Mr. Meyer check into the need for some of the figures and come back with to the Board with proposed changes if needed. There was more discussion about the annual report and presenting it to the City. There was discussion about Statement K on the annual report. Mr. Davis questioned the need for Statement K in the annual report.

There was discussion about modifying the annual report and how it fit in with the timing of the Library's budget meetings with the City. Motion to approve annual report to the City by Mr. Phillips with a revision of Statement K and a correction to amount in the water line, seconded by Mr. Davis, unanimously approved

7. Nomination of Officers

There was discussion about the nomination of officers and terms.

Meeting Adjourned

Motion to adjourn by Mr. Davis, seconded by Mr. Costa, unanimously approved
Meeting adjourned at 5:04 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 5/21/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: June 19, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Teena Zindel-McWilliams
Jim Alpi
Eugene King
Mark Sorensen
Mary Gendry

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

Absent: Ed Costa, Dr. Priscilla Palmer, Garry Davis, John Phillips

Call to order

Meeting called to order by Mrs. Zindel-McWilliams at 4:34 p.m.

Agenda

Motion to approve agenda by Mr. King, seconded by Mrs. Gendry

Minutes of Previous Meeting

Mr. Meyer suggested adding items about personnel to the agenda. Motion to approve minutes as amended by Mr. Sorensen, seconded by Mr. King

Communications from the Public

None

City Librarian's report

Mr. Meyer gave an overview of the Library events for the month of June. Mr. Meyer reported that he had just finished his first full month in his position. He informed the Board that he had attended a Kiwanis meeting. He has begun weekly Division Heads meetings, formed a workgroup to deal with patron behavioral issues and met with some of the City employees. Mr. Meyer also informed the Board that he recently negotiated with the Union new hours of operation with Union. He informed the board that the new hours would be 10 PM to 8 PM. He

mentioned that computer classes had recently restarted, and on a different note the library would be at acquiring the Fusion component for Local History digital collection. Mr. Meyer mentioned the progress of the Summer Reading program after a month. He mentioned that Ms. Rebecca Damptz is working with Veolia to dispose of negatives. He mentioned that the library had continued to have some sewer issues and some leak issues specifically over the nonfiction section and the YA section.

Reports of committees

Personnel, Policy and Public Relations

Mr. King discussed stated that the Personnel, Policy, and Public Relations group had met, but they did not have a quorum. He mentioned they had looked at some of the bylaws changes recommended by Mr. Meyer. There was discussion about the bylaws. Mr. Meyer added that he was also looking into adding the exempt status for a few people. Mr. Sorensen asked about the next meeting date for Personnel, Policy, and Public relations, since it fell on July 3rd. There was discussion about the meeting dates.

Finance and Properties

Mr. Alpi discussed the check register. Motion to approve the check register by Mr. Sorensen, seconded by Mr. King, all approved.
Mr. Alpi introduced the budget sheet prepared by Mr. Meyer; he informed the board that there seemed to be a consensus that the preference was for Mr. Myer's sheet rather than the other budget sheets they had used in the past. Mr. Meyer informed the board about the results of his IMRF investigation, concerning the tax line on the property tax bill. There was discussion about the real estate taxes. There was further discussion about the budget sheet

Mrs. Zindel-McWilliams mentioned she had emailed the Board her request for budget goals. Mr. Meyer informed the board that he hadn't heard from the space consultant yet. He mentioned he would be contacting him again. There was discussion about acquiring the consultant for specific tasks. Mr. Alpi discussed that in their meeting there had been strong support for a reduced plan rather than doing the master plan at this time. Mr. Sorensen mentioned that he did not think that the space consultant would be much-needed do to previous work done by another consultant. He discussed some the options, possibly working with staff to rearrange things in anticipation of the local history project. Mr. Meyer discussed that he had consulted with staff but he felt that the input of the space consultant would be valuable. There was more discussion about space consultant and moving materials. Motion by Mr. Alpi to authorize up to $2000 to hire space consultant, seconded by Mr. Sorensen, all approved. Mr. Meyer asked about the timeline. There was a consensus around the room that it was Mr. Myers call.

Old Business

Annex
Mr. Meyer informed the board of the issues with the roof on the Annex. He mentioned that he was having the Head of Maintenance look at the roof, when the weather permitted. Mr. Alpi

suggested a few businesses that could be called for bids. There was discussion about previous repairs to the Library and vendors used. Mrs. Gendry informed the Board about Dunn & Co. interest in paving the parking lot. She mentioned that Dunn had recently patched some of holes for free. There was discussion about sending out a letter of thanks to Dunn.

Local history

Mr. Alpi discussed the progress of the local history project. Mrs. Zindel-Williams asked about the timeline Mr. Alpi discussed specifications, including City interactions. Mr. Sorensen mentioned the past HVAC concerns. Mr. Sorensen added his thoughts on the timeline and what he anticipated for the project in the Local History area. There was more discussion about the timeline and the cash flow for the Local History project.

New Business

Mrs. Zindel-McWilliams mentioned she had been notified by Ed Booth that he would no longer be able to represent the library in legal matters. Mr. Meyer mentioned that he had gotten some names from Mr. Davis, and would follow up on those.
Mr. Sorensen announced that there would be some Board members leaving the Board and this would be the last meeting for those present. Mrs. Gendry discussed her appreciation for the Board and how much she appreciated the Board members. Mr. Alpi presented Mrs. Gendry and Mrs. Zindel-McWilliams with certificates of appreciation. Mr. Alpi then then presented Mrs. Zindel-Williams with a plaque of appreciation for her service as President of the Library Board of Trustees. Mrs. Zindel-Williams stated that it has been an honor to serve on the board. She mentioned her future plans and thanked the Board for their support.
There was discussion about patron donations and policies.

Illinois Heartland Library Systems (IHLS)

Mr. Meyer informed the Board that he and Mr. Edwards had attended an IHLS meeting in the Duquoin. He mentioned that he met some Illinois Heartland and SHARE staff.

Friends of the library

Mrs. Gendry announced that Friends of the Library had recently completed a Zombie Run, which had been very successful. She asked Ms. McEvoy to give a summary of the recent events of the Friends. Ms. McEvoy discussed the details and the success of the Zombie Run. There was discussion about signage for the library. Mr. Sorensen mentioned that there should be signage around the city to direct people to the library. Mr. Alpi mentioned that it could be suggested to the City people involved with the downtown development. Mrs. Zindel-McWilliams announced that the new Board members should be coming on the Board in July.

Foundation

Mr. Meyer mentioned that not a lot of business went on at the Foundation meeting. Foundation members wanted to wait before scheduling the next meeting date.

Standards for Illinois Libraries

Mr. Meyer discussed Chapter 9: Programming in the Core Standards for Public Libraries in Illinois. There was discussion about the marketing and programs that the library has in place. Mr. Meyer discussed the increase in customer service awareness.

Comments from the Public

Nancy Rostek commented from the public

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Mr. King
Meeting adjourned at 6:01 PM

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 7/17/2014

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: July 17, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (President)
Susan Kruml
John Phillips
Eugene King
Mark Sorensen
Garry Davis
Denita Hentz
Dr. Priscilla Palmer

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

Absent: Donna Williams

1. Call to order

Meeting called to order by Mr. Alpi at 4:31 p.m.

2. Agenda

Mr. Meyer mentioned that he might have some more information to add about policies and the meeting with Fred Schlipf. Motion to approve the agenda with amendments made by Mr. Sorensen, seconded by Dr. Palmer, all approved

Minutes of Previous Meeting

There was discussion about the minutes and the level of detail and uniformity that that they should have in the future. Mr. Sorensen mentioned that he thought that since the minutes were public record they should be detailed and include and explanation of amendments and motions. There was discussion about future minutes being a summary, but certain aspects having details. Mr. Meyer mentioned that he would be sure the summary about his IMRF investigation was added to the adjusted minutes. Motion to approve the minutes with format changes and corrections suggested by Mr. Sorensen and moving Mr. Phillips from the present section to absent section of the minutes by Sorensen, seconded by Dr. Palmer, all approved

3. Communications from the Public

Mr. Alpi informed that two of the three new Board members would be sworn in and Mr. Edwards would lead them through that process. Mr. Edwards swore in the new Board members Denita Hentz and Susan Kruml.

4. City Librarian's report

Mr. Meyer presented an overview of Library operations for the month of June. Mr. Meyer discussed some of the sessions held at Small Public Library Management Institute boot camp he had attended on the first week of June. He mentioned that one installment of real estate taxes had come in. He further discussed that circulation of materials was up per hour despite fewer staff and fewer hours, there had been approximately 349 new registrations for library cards and there had been issues with the building. Mr. Meyer informed the Board that there had been issues with the sewer, the AC unit and a drain pan was causing a leak in the Adult Services area. Mr. Meyer mentioned that Technical Services had a record month in processing materials and the Local History department had completed one of their projects with negatives. Mr. Sorensen asked about the PNG funding. Mr. Edwards mentioned some of the events that PNG had recently completed.

5. Old Business

Personnel, Policy and Public Relations Committee
Mr. King stated that the Personnel, Policy and Public Relations Committee had met during the month of June. He mentioned that there had been discussion about Mr. Meyer's suggestions for amending the by-laws. Mr. King mentioned that Mr. Meyer had informed him that there were approximately 30 policies that would be presented for review in the future.

Finance and Properties Committee
Mr. Alpi stated that the Finance and Properties Committee had met in June. He mentioned that there was copy of the check register in the Board packets that had been discussed by the committee. Mr. Meyer explained that there was a mistake on the electric line that was a City error. He mentioned that it would be corrected during the next billing. Motion to approve the check register by Mr. Phillips, seconded by Mr. Davis, all approved.

Mr. Alpi asked Mr. Meyer if he would explain the new budget sheet in the Board packets. Mr. Meyer discussed his changes in the budget spreadsheet. There was more discussion about the new budget spreadsheet. Mr. Phillips commented that he thought Mr. Meyer had put a lot of work into new spreadsheet. He mentioned that he would also like to keep getting the cash flow sheets also. Mr. Meyer gave an overview of the present finances and budgeting. Mr. Sorensen asked about the Capital line. Mr. Meyer mentioned that the "Transfer to Capital" line was for funds to be transferred from the Revenue line to the Capital line. Mr. Alpi stated that initially the Board had intended to transfer funds into the capital fund, but the error with the FICA line at the beginning of the year had changed that. There was more discussion about the budget report. Motion to approve budget report by Dr. Palmer, seconded by Mr. Davis, all approved

Mr. Meyer discussed the 2015 budget goals that he had received from the Board. He discussed his desire to prioritize the goals and move in the direction the Board desired. There was more

discussion about prioritizing and implementing goals. Mr. Meyer mentioned that without an accurate EAV it is difficult to determine the revenue side at the present. Mr. Phillips mentioned that Mr. Meyer should go forward with the thought that the tax revenue would remain flat and go from there. Mr. Davis mentioned that Mr. Meyer should give about 4 or 5 things that are top priority to move funds to cover, such as training or marketing. Mr. Phillips mentioned he would like to input on specific costs and possibly a specific proposal to modestly expand hours. Dr. Palmer mentioned that she liked the idea of increasing the buying of materials for the collection. Mr. Davis stated that he agreed. Ms. Kruml asked if there had been any cost benefit analysis studies done. Mr. Meyer answered that in his limited time in his position he hadn't done an analysis, but he thought that it might be helpful. There was more discussion about goals and priorities. There was discussion about repairing the parking lot. Mr. Meyer mentioned that future plans for the library building would probably have a bearing on what direction they would go with the parking lot. Mr. Phillips asked about the salary ranges and raises. Mr. Meyer discussed his thoughts on in-house salary adjustments. Mr. Sorensen stated that Mr. Meyer should inform the Finance and Properties committee on the amounts and expenditures, he thought they would need to see a number. Mr. King stated that he generally leaned toward increasing hours if possible. There was discussion about increasing hours of operation and shifting hours of operation. Mr. Meyer mentioned his thoughts on the effects of the shift in library hours. Mrs. Hentz stated that she would like to see an increase in operating hours and buying materials if possible. Mr. Alpi mentioned that he would like to see some money set aside to build up a cash reserve. He mentioned that he also had concerns about a lower EAV in the future. Mr. Meyer mentioned that he and library administration would continue to work with City personnel to lower costs in purchasing. Mr. Meyer mentioned that that there was a budget setup meeting scheduled with Gregg Zientara and his staff. He discussed budget lines that he intended to address at the meeting. Mr. Phillips asked Mr. Meyer if he had an idea of how of he was going to approach the meeting. Did he have a strategy? Mr. Phillips added that if Mr. Meyer needed one of the Board members to attend the meeting, they would. Mr. Meyer gave a brief overview of how he intended to approach the upcoming meeting with the City's Finance staff.

6. New Business

Illinois Heartland Library System
Mr. Meyer informed the Board about the IHLS Executive Council meeting that he and Mr. Edwards had attended the in Du Quoin, IL.

Friends of the Library
Mr. Alpi discussed that one of the Board members would be taking Mary Gendry's place to be the new Board representative with the Friends of the Library. Mr. Sorensen volunteered to be the new representative from the Board for the Friends of the Library Board meetings.

Other
There was discussion about the Foundation meeting dates and representatives from the Board. Mr. Phillips mentioned there may be some conflicts with him attending the Foundation meeting at the scheduled times. He mentioned that he could stay on as a member of the Foundation for the time being.
Mr. Alpi mentioned that he would be receiving bids August 11th.

Mr. Sorensen discussed that they had met with Library staff, the architect and an engineer to discuss the HVAC options for the Local History project.
Mr. Meyer informed the Board about his conversations with Warren Graham, the author of the Black Belt Librarian. He mentioned that he also planned to have Mr. Graham speak at the staff development day in October. There was more discussion about the staff development day and Mr. Graham.
Mr. Meyer informed the Board of the visit from the Fred Schlipf, the space consultant. He mentioned that Mr. Schlipf mentioned that there should be a floor plan for movement of materials affected by the Local History project. Mr. Alpi mentioned that Jeff Haley might be able to help with a floor plan. Mr. Meyer covered the remainder of his report compiled by Mr. Schlipf. There was more discussion about floor plans for the first floor of the Library. There was discussion on the use of the Penny Severns room during the construction of the Local History project. Mr. Sorensen asked Mr. Meyer if the present administration had any definite plans for the Penny Severns room. Mr. Meyer mentioned that he had a few ideas, but that he had not had a chance to properly address the uses for the Penny Severns room yet. There was more discussion about the use of space on the first floor.
Mr. Meyer mentioned that the meeting dates would have to be voted on at the next Board meeting. He mentioned that the Board needed to decide on the August meeting date. Motion to have the next Board meeting on August 21nd by Mr. Sorensen, seconded by Dr. Palmer, all approved

7. Standards for Illinois Libraries

Mr. Meyer discussed the Chapter 10 in the Core Standards for libraries in Illinois. He discussed the marketing needs for the Library.

8. Public Comment

Public comments by Amy McEvoy and Mike Deatherage

Meeting Adjourned

Motion to adjourn by Mr. King, seconded by Mr. Sorensen
Meeting adjourned at 6:18 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved by Board of Trustees
8/21/2014

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: August 21, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

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

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

Absent: Garry Davis, Eugene King

Guests: Allison Petty (Herald and Review), Amy McEvoy (Friends of the Decatur Public Library), Mike Deatherage

Call to order
Meeting called to order by Mr. Alpi at 4:32 p.m.

Agenda
Motion to approve the agenda made by Mr. Sorensen, seconded by Ms. Kruml, unanimously approved

Minutes of Previous Meeting
Motion to approve the minutes by Mr. Sorensen, seconded by Mr. Phillips, unanimously approved

Communications from the Public
Mr. Edwards led Ms. Donna Williams through the swearing in process for new Library Board members.

City Librarian's report
Mr. Meyer presented an overview of Library operations for the month of July. Mr. Meyer informed the Board that he and Mr. Edwards had attended an Illinois Heartland Library system meeting. He mentioned that he had recently had lunch with a group of former employees and attended a meeting held by the Shriners. He discussed the budget meeting that he and Mr. Edwards had attended with some of the City Finance officials. He mentioned that staff member Marcia Stanckiewitz had recently retired. He also informed those present of the passing of former employee and library supporter Jay Merrick. He mentioned that the drop in the circulation of materials was minor compared to last year

considering the reduction of hours. He mentioned that new patrons registrations were up and library visits were up. Mr. Meyer also informed the Board that there had been a couple of more leaks which had been repaired by Maintenance. Mr. Meyer announced that the summer reading program had been very successful and Local History was attempting to dispose of potentially hazardous negatives (however but there had been some issues with the EPA losing the paperwork). He added that there had been plenty of nice comments about the WWI display around the stairway and Adult Services was using present staff to fill in the gaps with the resignation of Ms. Marcia Stanckiewitz.

Personnel, Policy and Public Relations Committee

Mr. Alpi asked Mr. Sorensen if he wanted to give a summary of the Personnel, Policy and Public Relations committee meetings for the month of July. Mr. Sorensen mentioned that the committee had discussed the policies presented by Mr. Meyer. He added the policies had been approved by the committee and with a few minor adjustments they had been recommended to be viewed by the full Board.

Local History Collection Policy

There was a motion by Mr. Sorensen to approve the Local History Collection policy, seconded by Mr. Phillips, unanimously approved

Local History Use of Room Policy

Mr. Sorensen mentioned that policy for the use of the Local History room had been discussed by the committee and some of the language had been left general. Motion by Mr. Sorensen to approve the Local History Use of Room policy, seconded by Dr. Palmer, unanimously approved

Library Records Confidentiality Policy

Mr. Sorensen mentioned that the next policy was the Library Records Confidentiality Policy. He mentioned that he didn't see any problems with the policy and since a portion of it had come direct from the State statutes he moved that it be approved, seconded by Dr. Palmer, unanimously approved

Finance and Properties Committee

Mr. Alpi stated that the Finance and Properties Committee had met in July. He mentioned that there was copy of the check register in the Board packets that had been discussed by the committee. He added that everything seemed to be in order.

There was a motion made to approve the check register made by Dr. Palmer, seconded by Ms. Kruml, unanimously approved

Mr. Phillips mentioned that perhaps the budget report and Mr. Meyer's report on the 2015 budget could be combined. Mr. Meyer proceeded to give an overview of the Library budget. Mr. Meyer explained that the budget spreadsheets could be an effective tool in tracking the budget, however the viewer had to be conscious of certain abnormalities. He informed the group that some of the numbers in spreadsheet were going to be different from what was initially forecast. Mr. Meyer discussed the slow spending on the Books and Periodicals line. He mentioned that he had met with staff and discussed that the library needed to increase spending on books and periodicals. He mentioned that he had derived from his meeting with Illinois State Library staff in June that the grant funding for the per capita grant would be less for FY2015. Mr. Meyer mentioned that the City Finance Officer, Gregg Zientara had indicated that tax revenues would probably not increase for 2015. Mr. Meyer informed the Board that during the 2015 year there would be 27 pay period, he stated that this extra pay period happens infrequently, but it would cause an increase in the budget expenditures. It mentioned that it would also hinder the idea of working toward having enough in the cash reserve to cover expenses between tax payments. There was more discussion about the budget and 27 pay periods. Mr. Alpi discussed past cash flow issues and City involvement. Mr. Meyer mentioned that he had done some research and it

appeared that in some of the previous years there had been a cash surplus. There was more discussion about the library cash flow and previous deficits. Mr. Phillips mentioned that he thought Mr. Meyer had done an excellent job in presenting a budget document that everyone could understand. Mr. Phillips added that he thought the Board needed to let Mr. Meyer know if the budget presented is the direction to go or maybe a different direction. There was more discussion about the budget. Mr. Meyer mentioned that he had received a call from Mr. Zientara explaining that the Library budget could be made to work with the use of the capital funds. Mr. Sorensen asked Mr. Meyer what kind of salary adjustments had been made for staff. Mr. Meyer discussed the union raises per the AFSCME contract and the management increases. There was more discussion about the expenses line items. Mr. Meyer discussed the option of applying for E-rate later and another option of having books pre-processed to save money. Dr. Palmer agreed that the E-rate would probably give the Library savings. Mr. Meyer explained that portions of the E-rate require filters on the computers and Libraries don't typically filter. There was more discussion about the operational expenses.

Local History bids
Mr. Alpi discussed that Library had received bids on August 11th. He mentioned that some of the individuals that they had initially thought would bid on the project had decided not to submit bids. He explained the change in the market and other timeline factors may have been deciding factors in some of the contractors deciding not to bid. He informed the Board that the low bid was from Jones and Sullivan, at approximately $400, 000 and the other bid was from Leander who bid approximately $433,000. Mr. Alpi discussed the alternative options that had been presented with each bid sheet. Mr. Alpi stated that the bid from Jones and Sullivan for $400,000 with options G1, G2 and G5 was recommended.
Mr. Phillips mentioned that they had presented the proposal to the Foundation Board at their recent meeting. They explained to the Foundation Board that the total cost including the $38,000 for the architect came to around $490,000. Mr. Phillips mentioned that they were recommending to the Board the project for vote.
There was motion by Mr. Phillips that the Board would agree to undertake the project before them.

Mr. Alpi stated that he wanted to add that the Foundation members understood that furniture was not included in the proposed cost and the Board would have to come back later to ask for funds for furniture. Mr. Meyer mentioned that Ms. Damptz had sent a list of the furniture desired. Mr. Sorensen mentioned that drawing were different from what he had expected. There was discussion about adding more glass windows to the room. Mr. Alpi stated that they could go back out and get another estimate for adding more glass if the Board desired. There was more discussion about the drawings of the Local History, glass and the contingency allowance. Dr. Palmer stated that they probably didn't want to spend the contingency allowance on windows. There was more discussion about concepts and options for the Local History room. Mr. Sorensen added that concepts haven't been voted on before; he thought they should go ahead with the project before them and not delay, motion seconded by Mr. Sorensen, roll by Mr. Alpi, unanimously approved.
Mr. Sorensen asked that it be clarified that the Foundation had agreed to pay back the architect fees. Mr. Phillips and Mr. Meyer confirmed that the Foundation would reimburse the architectural fees up to $38,000.00. Mr. Sorensen mentioned that he had noticed that some of the architectural fees had already showed up on the check register.

Illinois Heartland Library System

Mr. Meyer mentioned that he had attended a meeting in July. He mentioned that there was not a great deal to report except some decisions coming up in cataloging.

Friends of the Library

Mr. Sorensen mentioned that he had Friends of the Library meeting as the new representative from the Board of Trustees. He acknowledged the President of the Friends of the Library, Amy McEvoy in the audience.

Foundation Board

Mr. Phillips mentioned that he and Mr. Alpi had attended the last Foundation meeting. He noted that the biggest thing on their agenda was the approval of funding for the project. Mr. Alpi mentioned that the Foundation members seemed pleased and enthusiastic about the project. Mr. Phillips added that the Foundation Board had lost some members and were looking to replace them.
There was discussion about the possibility of attracting new donors and the options available for recognizing donor contributions.

Old Business

Mr. Alpi informed the Board that he and Mr. Phillips, Mr. Meyer and Mr. Edwards had attended a meeting with representatives from the Building Commission and the County. Mr. Alpi mentioned that the County had engaged an architect and had put together a drawing of how the space might work. He mentioned that they have also put together some preliminary numbers of the various costs. Mr. Alpi added that there was not much more to report. Mr. Phillips mentioned that a lot more would have to happen before they could say anything definite.
Mr. Meyer informed the Board that they needed to vote on the meeting dates for the remainder of the year. There was a motion to accept the meeting dates as presented by Dr. Palmer, seconded by Mr. Sorensen

New Business

Mr. Meyer discussed the Director's report that he had recently presented to the Board. He mentioned that he'd worked with staff to complete his report and he commended them on their hard work. He discussed his speaking engagements in the community and his discussions about the Library. Mr. Alpi mentioned that Mr. Meyer should be commended on presenting an excellent report. He mentioned that the report confirmed a lot of what the Board had previously thought. He added that he thought Mr. Meyer's suggestions were well thought out. Mr. Phillips suggested that a copy of the report be sent to the Mayor, Mr. Sorensen suggested that perhaps a copy should go to the City Council. Mr. Meyer explained that perhaps a strategic plan is something that should be considered sooner rather than later, it would be especially useful in the staff audit. Dr. Palmer agreed that Mr. Meyer had presented an excellent report.

Standards for Illinois Libraries

Mr. Meyer discussed the Chapter 11 in the Core Standards for libraries in Illinois. He discussed the service areas of the library. Mr. Meyer mentioned that in almost all the areas the Library was doing well. There was discussion about the various service areas. Mr. Sorensen mentioned that he had received some insight about library services during his experience working at the reference desk. He added that he thought it might be a good idea for Board members to do a "ride along" in various areas of the library to learn about library services. Mr. Meyer mentioned that he thought it would be a good idea. He mentioned that he had worked most of the services areas mentioned, but not at the Decatur

Public Library. Mr. Alpi mentioned that he thought the idea shadowing staff was fine, but reminded the Board members that the role of managing the Library was that of the City Librarian; they were not there to micromanage operations.

Public Comment

Public comments by Amy McEvoy and Mike Deatherage

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Dr. Palmer
Meeting adjourned at 6:38 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 9/18/2014

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: September 18, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

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

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

Absent:

1. Call to order

Meeting called to order by Mr. Alpi at 4:31 p.m.

2. Agenda

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

Minutes of Previous Meeting

Motion to approve the minutes with typo corrections and the removal of the resigned board member's name from the minutes, made by Mr. Sorensen, seconded by Mr. King, unanimously approved

3. Communications from the Public

None

4. City Librarian's report

Mr. Meyer gave an overview of Library operations for the month of September. Mr. Meyer stated that the Library had submitted grant proposals to the Hardy and Whinnery Trusts. He said that Mr. Edwards and some of the Circulation staff had attended the Frontlines staff development

conference in Springfield. He also stated that visits to the library and circulation checkouts were down in August, the maintenance staff had assisted the Friends in their annual book sale and there were approximately 1450 sign-ups for the summer reading program who finished (which was a good ratio). Mr. Phillips asked about the water problem in the Madden. Mr. Edwards explained the sewer backup during the heavy rain. There was discussion about the sewer and possible solutions. Mr. Alpi suggested looking into installing a check valve. Mr. Meyer said that there had been several compliments about the WWI display. He informed the committee that Adult Services had stepped up weeding efforts and that other departments were helping out in a short staffed Adult Services. Dr. Palmer asked about the Whinnery and Hardy trusts. Mr. Meyer and Mr. Edwards explained that the Whinnery is used for advancing the large print collection and the Hardy was typically used for Local History and digital projects.

5. Personnel, Policy and Public Relations Committee

Mr. King stated that the Personnel, Policy and Public Relations Committee had met during the month of September. Mr. King said that there had been discussion about library policies at the meeting, the committee agreed to bring three policies to the full Board for review.

Arts and Artifact Policy

Mr. King stated that the committee had concluded that the Arts and Artifacts policy should remain as is. Mr. Meyer said that he was looking to review policies every 3 years, except the collection development policy which could be reviewed every 2 years. Motion to approve review of Arts and Artifacts policy by Mr. Phillips, seconded by Mr. Sorensen, approved unanimously

Computer Policy

Mr. King stated that there were two computer-related polices in their packets to review. Mr. Meyer explained that the Library essentially had two computer policies. He said that one of the computer policies was revised in 2013. He said that the committee had reviewed the policies and he advised that one of the policies be eliminated. There was discussion about the two policies. Motion by Mr. Sorensen to delete the policy dated May, 2010 and retain the Computer Use Policy dated February 2013, seconded by Dr. Palmer, approved unanimously

Building Use Policy

Mr. King said that the Building Use policy includes the use of the display cases and the gallery, the policy was last modified February, 2000. Mr. Meyer said that he believed the consensus of the committee was to leave the policy as is. Motion by Dr. Palmer to approve the Building Use policy, seconded by Mr. Sorensen, approved unanimously

Exempt Status

Mr. Meyer informed the Board that four staff that had been made exempt, Rick Meyer, Robert Edwards, Catherine Gross, and Alissa Henkel. He mentioned that others were under consideration. He said that he had sent the job descriptions to the City, but he had not heard back. Mr. Sorensen said that he thought the exemptions should be listed by title instead of name. Motion made by Mr. Sorensen to approve that the positions listed, the City Librarian, the Assistant City Librarian, the Children's Division Head and the Adult Services Division Head be made exempt, seconded by Dr. Palmer, approved unanimously

Mr. King said that there were other dates and codes that needed to be discussed in relation to the by-laws. Mr. Meyer said that he would contact City Manager, Ryan McCrady for updates.

6. Finance and Properties Committee

Mr. Alpi stated that the Finance and Properties committee had met in September. He said that there was a copy of the check register in the Board packets that had been discussed by the committee. Mr. Phillips asked about the Herald and Review line. Mr. Meyer answered that it was for advertising. Motion by Mr. King to approve the check register, seconded by Dr. Palmer, approved unanimously

Mr. Meyer discussed the budget sheet and line items. He said that some monies were moved to other lines. Mr. Phillips asked about tax payments to the Library. Mr. Meyer answered that the second payment had not been posted yet. Mr. Meyer discussed proposed budget submission to the City and his interaction with the City Finance. There was discussion about the Library budget. Mr. Phillips asked if the board wanted to go forward with the budget in front of them. Mr. Meyer said that the City had seen his numbers and the budget was due the next day September 19, 2014. The several board members said that Mr. Meyer had done a good job with the budget. There was more discussion about the budget. Motion to approve the 2015 budget presented by City Librarian, Rick Meyer made by Dr. Palmer, seconded by Ms. Kruml, approved unanimously

7. Illinois Heartland Library System (IHLS)

Mr. Edwards gave a brief overview of recent events at IHLS. He said that the review of policies was the biggest item being reviewed.

8. Friends of the Library

Mr. Alpi said that he would like to congratulate Amy McEvoy and the Friends on a successful annual sale, which was close to $14,000. Mr. Sorensen said that Friends had done tremendous amount of work with the book sale. He said that the Friends had over $100,000 saved, they were holding out to see what their needs would be if they had to move. He said that they had said that they had concerns about the building commission. He said that their next meeting was October 9, 2014.

9. Decatur Public Library Foundation

Mr. Phillips said that some of the members had resigned and the Foundation Board was looking for new members. He said that there was a list for approval. Mr. Phillips said some of the names that were being considered. He moved that the Board approve the list of names presented Carol Craig, Josh Rohrscheib, Dick Doris and Teena Zindel-McWilliams, approved unanimously

10. Other

Local History

Mr. Alpi discussed the recent updates with the Local History project. He said that they had met with the construction company and discussed options to save money. He said that Jeff Haley is meeting with Director Meyer and staff to arrange floor plans. He discussed the timeline and said that he thought the project was on track.

Library Building
Mr. Alpi informed the Board that they have had several meetings with the finance committee to discuss the 2 options presented by the building commission. He said that so far neither side has been able to make the numbers work. He said that presently they are looking at another option; they will need to check with an attorney. He added that they believed that they have under-utilized assets at the library and they believed that things might be able to work out for the Library. Mr. Phillips expressed his dissatisfaction with the false and negative rumors about the Library, County and Building Commission. He said that some of the statements such as the Children's department would be moved were lies. Mr. Alpi said that the Library Board was attempting to find a sustainable solution with long-term benefits.

11. Standards for Illinois Libraries

Mr. Meyer discussed the Chapter 12: Safety in the Core Standards for libraries in Illinois. He said that a workgroup had been formed and had met to discuss present issues. He discussed the staff meeting October 3rd with the Black Belt Librarian. He said that this was one core standard that the Library still needed to work on.

12. Public Comment

None

Meeting Adjourned

Motion to adjourn by Mr. King, seconded by Dr. Palmer
Meeting adjourned at 5:29 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 10/16/2014

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: October 16, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (President)
John Phillips
Eugene King
Mark Sorensen
Garry Davis
Donna Williams

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

Absent: Dr. Priscilla Palmer, Susan Kruml

1. Call to order

Meeting called to order by Mr. Alpi at 4:30 p.m.

2. Agenda

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

Minutes of Previous Meeting

Motion to approve the minutes with date correction made by Mr. Sorensen, seconded by Mr. King, unanimously approved

3. Communications from the Public

Mr. Meyer discussed recent comments sent in by patrons praising the customer service by employees. He mentioned that patrons had singled out the extra efforts of staff members Patti Freitag and Lori Cerny. He stated that the Library has also received positive comments about the helpfulness of John Schirle, who works in Children's.

4. City Librarian's report

Mr. Meyer gave an overview of Library operations for the month of October. Mr. Meyer stated that the Library had recently signed the contract with Jones and Sullivan. Mr. Alpi asked about the gate count. Mr. Meyer stated that the gate count was for September and August. He added

that he would start having the year to year gate count. He stated that Maintenance had been very busy moving and setting up shelves.
He said that Technical Services and the other departments had kept up with their similar tasks. He added that the Children's department circulation was only down 9% despite reduced hours. Katie Gross met with Rocki Wilkerson and their ESL group from Richland Community College. He mentioned that book weeding of the collection was continuing. He said the Matt Wilkerson had resolved the issues with illegal downloads and was now working on a patron report database. He announced the Local History department had recently lost the services of Rene Corcoran, who is moving to Florida. He added that Becky Damptz and the members of the Local History department had finally been able to get the cellulose nitrates removed. Mr. Meyer added that the Adults Services department was still dealing with challenges surrounding scheduling since the retirement of Marcia Stanckiewitz. He mentioned that some of the collection was being re-evaluated; specifically the electronic resource Zinio. Ms. Williams asked how books were chosen. Mr. Meyer discussed some of the criteria involved in choosing materials. There was discussion about the compiling statistics and collection development methods.

5. Personnel, Policy and Public Relations Committee

Mr. King announced that the Personnel, Policy and Public Relations Committee had met during the month of October. Mr. King said that they continued evaluating library policies presented by Mr. Meyer.

Collection Development Policy

Mr. Phillips asked Mr. Meyer if he reviewed policies by himself. Mr. Meyer stated that the collection development policy had also been reviewed by staff. Mr. Meyer mentioned that he often brings the policies to the division heads meetings to receive had also given their thoughts on the policy. Mr. Meyer stated that the Collection Development policy should be reviewed by the Board of Trustees every few years. Motion to adopt new revised policy to supersede the 2005 policy made by Mr. Sorensen, seconded by Mr. Phillips, unanimously approved

Mr. King stated that the committee had discussed the exemption status of some of the library employees. Mr. King said that there was discussion about considering other staff for the exempt status. Mr. King stated that those considerations had been tabled for the time being.

6. Finance and Properties Committee

Mr. Phillips stated that the Finance and Properties committee had met in October. He said that there was a copy of the check register in the Board packets that had been discussed by the committee. Mr. Phillips stated that it was comforting to be at the point this and have met the goals that they said they were going to meet. He applauded Mr. Meyer and staff. Motion by Mr. Phillips to approve the check register, seconded by Mr. Sorensen, approved unanimously

Mr. Meyer discussed the budget sheet and line items. He mentioned that the library was on pace to have a surplus. Mr. Sorensen asked about the difference in last YTD column. Mr. Meyer answered that there was and inaccuracy. There was more discussion about the budget spreadsheet. Mr. Phillips asked about the capital line. Mr. Meyer stated that the next sheet should have the $20,000 in the capital line.

7. Illinois Heartland Library System (IHLS)

Mr. Meyer gave a brief overview of recent events at IHLS. He stated that there was presently a bit of a cataloging controversy that was being worked out.

8. Friends of the Library

Mr. Sorensen stated that he had attended the Friends of the Library monthly meeting. He announced that the Friends had given Baby Talk $4100.00.

9. Decatur Public Library Foundation

Mr. Alpi stated that the Foundation will have their annual meeting on October 27th. He announced the Foundation Board now has a full Board again. Mr. Meyer stated that contract had been signed with contractors to begin the Local History project construction. He added that construction would begin on October 27th. Mr. Alpi added that the Board of Trustees will want to make their request for the refund of architectural services on that day.

10. Old Business

Mr. Meyer stated that in preparation of the construction project some areas would be closed off and some items would be moved to the Penny Severns room. Mr. Alpi stated that the next issue that they would have to deal with would be furnishings. Mr. Meyer stated that Ms. Damptz has a list. He added that she had removed the floor mounted art hanging system from the list of items to purchase. Mr. Meyer mentioned that there had also been some hidden costs in preparing for the project, such as shelving, wiring and other items. Mr. Sorensen asked what the recommendation to the Board was. Mr. Phillips asked if they wanted to ask the Foundation to fund 100 percent or only a portion of furnishing costs. Mr. Sorensen asked if the Myers Trust fund had over $45,000.00. Mr. Meyer answered that there was more than $45,000 in the fund. Mr. Alpi stated that it was his understanding that the Myers trust fund was designated for Local History use only. There was discussion about the Myers Trust fund. Mr. Davis suggested that they approve the request for $45,000.00 when doing their presentation to the Foundation Board. There was more discussion about the presentation to the Foundation. Motion by Mr. Sorensen to ask the Foundation to approve up to $45,000.00 to buy items for the Local History room, seconded by Mr. Davis, unanimously approved
Mr. Sorensen stated that maybe now the Foundation could get back to fundraising. Mr. Phillips stated that the board should probably first identify some uses for the monies that would be raised. Mr. Alpi stated that perhaps they could encourage the Foundation to think about fund raising after the Local History project is complete. He added that the project should be completed in about 3 months and they should do something to recognize the contributors. There was more discussion about the Local History timeline.

<u>Library Building</u>
Mr. Alpi informed the Board that they had met with County and the Building Commission. He announced that they are putting together a proposal. He added that he thought the other parties

had a strong desire to make the deal work. He said that more structured meetings were planned for the future.

11. New Business

Mr. Meyer stated that he thought that the staff development day had gone well. He added that the speaker Warren Graham was terrific speaker. He discussed some of the issues covered during the meeting. Mr. Meyer mentioned that the speaker had stressed security and customer service. Mr. Meyer announced that the Per Capita grant had been submitted to the State.

12. Standards for Illinois Libraries

Mr. Meyer discussed the Core Standards for libraries in Illinois. He mentioned that numbers 5, 6, 7, 23, and 24 are standards that the Library needs to work on.

13. Public Comment

None

Meeting Adjourned

Motion to adjourn by Mr. Phillips, seconded by Mr. Davis
Meeting adjourned at 5:35 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 11/20/2014

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: November 20, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (President)
John Phillips
Eugene King,
Mark Sorensen
Susan Kruml
Garry Davis
Dr. Priscilla Palmer

Staff: Rick Meyer (City Librarian)
Robert Edwards (Asst. City Librarian)
Alissa Henkel (Adult Services), Katie Gross (Children's)
Rebecca Damptz (Archivist)

Absent: Donna Williams

Visitors: Pat McDaniel, Jay Dunn, Amy Stockwell, Jerry Lord, Allison Petty, Amy McEvoy, Rick Bright

1. Call to order

Meeting called to order by Mr. Alpi at 4:31 p.m.

2. Agenda

Motion to approve the agenda made by Mr. Phillips with the suggestion to move the Building Commission, County and Library agreement discussions up on the agenda since visitors are attending the meeting, seconded by Mr. Sorensen, unanimously approved

Minutes of Previous Meeting

Motion to approve the minutes with a spelling correction made by Mr. Phillips, seconded by Mr. Sorensen, unanimously approved

3. Communications from the Public

None

4. Finance and Properties Committee

Mr. Phillips stated that the Finance and Properties committee met in the month of November and discussed the budget and the library's present financial position. Mr. Meyer said the library is currently on track to have a surplus at the end of the 2014 fiscal year. He added that there would be money in operating cash fund. Mr. Phillips stated that the committee had also reviewed the check register, he asked if there were any questions or comments about the check register.. Motion to approve the check register by Mr. Phillips, seconded by Ms. Kruml, unanimously approved by the Board

Mr. Alpi introduced the visitors from the Building Commission and County. He informed the Board that he had a slide show presentation showing the planning and progress of the meetings the three groups have been having. Mr. Alpi presented a presentation which discussed the present and future challenges of the library, the financial planning involved in the present proposal, considerations of library and the county, and relationships all parties assumed they would have for the 20 year lease. After the presentation, Mr. Alpi provided additional summation of the relationships and space to be shared and some challenges that the agreement yet faced. Mr. Sorensen asked for clarification on how tax payers are affected with the county involved. Ms. Stockwell discussed the county levying procedures. Mr. Phillips said that there was anticipated savings by the county that will help with the build out. Mr. Sorensen stated that presently the library provides maintenance; he asked who would be making the maintenance decisions in the future if the deal goes through. Mr. Alpi stated that Jerry Lord from the Building Commission would be able to speak on the maintenance that would be provided. Mr. Lord introduced himself and gave an overview of the upkeep provided in the buildings that the Building Commission presently maintains. He stated that the Building Commission also would take care of mechanical and electrical issues that pertained to the building. Mr. Lord added that the Building Commission would not be involved in the day to day operations of the library. Mr. Sorensen asked how they would decide disputes between tenants, for example when they had the police and sheriff's department in the same building. Mr. Lord answered that it was not the building commission's position to intervene in operational issues. Ms. Stockwell added that there should be an ongoing communication effort. Mr. Lord discussed some of the duties and calls that he responds to. He stated that it would be up to the Library to manage their own operations; the Building Commission's would be there to make sure the make sure the infrastructure was sound and the building was maintained. Ms. Stockwell added that government buildings and their relationship with the Building Commission are different than the regular landlord and tenant relationship because the Building Commission is a nonprofit. Mr. Alpi stated that the Board could vote yes, no, table the agreement or have more discussion. Mr. Phillips added that the talks had been going on for several months now, he stated that he recommend the proposed agreement. Dr. Palmer asked about the document storage that had been mentioned in the presentation. Mr. Alpi answered that the county had plans for the document storage in the Annex building. Mr. Alpi added that he thought the proposal presented a unique opportunity for the Library and the County. He said the Library's footprint will be same, Mr. Alpi discussed the options for the Library at the end of the 20 years, he stated that the Library could renew the lease, purchase the building, or do something else. He added that in meantime the Board is looking at 20 years of relative stability. He added that he thought the proposal was a good idea. Mr. Phillips mentioned that they had also met with City representatives City Manager Ryan McCrady and City Finance

Officer Gregg Zientara who are prepared to recommend the proposal. Motion by Mr. Phillips to move that the proposal developed to combine the physical operation of the Library and County has merits and potential benefits for everyone. Therefore the Board will begin a public discussion on the proposal that when complete may lead to a letter of intent to proceed with the project. This motion will authorize the project committee to schedule meetings with the public and all interested and effected parties to further develop the concept and create a potential letter of intent between the parties for approval by the Board at the next meeting, seconded by Mr. Sorensen. Voice vote – John Phillips (yes), Jim Alpi (yes), Mark Sorensen (yes), Susan Kruml (yes), Gary Davis (yes), Dr. Priscilla Palmer (yes), Mr. Eugene King (yes), unanimously approved

5. City Librarian's report

Mr. Meyer gave an overview of Library operations for the month of November. Mr. Meyer stated that Library circulation was down 11% from the 2013, which could probably be explained by the reduced hours, however Children's was down only 1%. Mr. Meyer informed the Board that the staff had been preparing for the Local History project. He mentioned that the Maintenance, Systems and the Pages in particular had worked very hard in moving and re-shelving materials. He said that the reference desk had been joined together. He stated that there had also been some issues with the sewer, and some HVAC problems that had affected the temperature controls.

6. Personnel, Policy and Public Relations Committee

Mr. King announced that the Personnel, Policy and Public Relations Committee had met during the month of November.

Policies
Mr. King said that they continued evaluating library policies and guidelines presented by Mr. Meyer. Mr. Meyer stated that the committee recommended the new Library Use Guidelines and eliminate the old Security Policy. Motion by Mr. King to adopt the new Library Use Guidelines policy, seconded by Dr. Palmer, unanimously approved
Motion by Mr. King to eliminate Security Policy, seconded by Dr. Palmer, unanimously approved

Staff Development Day
Mr. Meyer discussed Staff Day and the input from staff. He informed the Board that almost all of the comments had been positive with one or two exceptions. He mentioned that Mr. Edwards had begun some of the ideas suggested on staff day in the circulation department.

Hiring of legal counsel for the Library
Mr. King discussed the RFP responses from the attorneys. Mr. Alpi announced that the Personnel committee had recommended the Board meet with Robin Swartz and Erickson Davis, he thought they should check the qualifications and meet with the two firms. There was discussion about when to schedule the meetings. Mr. Alpi stated that they could meet with the

firms on December 4 at the next Personnel, Policy and Public Relations meeting. Mr. Meyer stated that he would contact the firms.

7. Illinois Heartland Library System (IHLS)

Mr. Edwards gave a brief overview of annual meeting at IHLS. He said it was the second annual meeting since the merger of the systems. He added that the meeting featured many sessions for libraries, such as an informational session on the Open Meetings Act. Mr. Meyer added that he had spoken with the IHLS Director about E-Rate.

8. Friends of the Library

Mr. Sorensen stated that he had attended the Friends of the Library monthly meeting but didn't have a lot to report. He mentioned that the Friends had voted to pay for Holiday Open House and the food for the staff holiday party. He stated that Friends were also concerned about the present building proposition and how much space they would have in the future.

9. Decatur Public Library Foundation

Mr. Phillips announced that the annual meeting had taken place on October 27th the same day that the construction of the Local History project began. He stated that two of the new members were at the meeting. Mr. Phillips stated that Foundation agreed to pay the bill for the architectural expenses. He stated that there had been some discussion about future fundraising and the Board of Trustees providing direction and identifying needs for fundraising in the future. He said that maybe some group will take on the task of making a list.
Mr. Meyer discussed the furnishing for the New Local History project. Ms. Damptz stated that furniture had been ordered, listing some of the items that had been ordered. Mr. Alpi added that the Foundation had agreed to give $45,000 from the Myer Trust to purchase furniture for the Local History Room

10. Old Business

Library Building
Mr. Alpi informed the Board that they had met with County and the Building Commission. He announced that they are putting together a proposal. He added that he thought the other parties had a strong desire to make the deal work. He said that more structured meetings were planned for the future.

11. New Business

Other
Mr. Alpi stated that there had also been discussion about retaining Sikich to provide services in regards to the agreement with the Building Commission and County. Mr. Alpi said that he had contacted Sikich about meeting with them to discuss their accounting services.

12. Standards for Illinois Libraries

Mr. Meyer discussed the Core Standards for libraries in Illinois, Governance and Administration. Mr. Meyer stated the State would like to see the Board attend sessions, workshops and webinars concerning library governance and administration. There was discussion about meeting times. Mr. Meyer stated that he would make the Board aware of meetings.

13. Public Comment

Jerry Hunt

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Dr. Palmer
Meeting adjourned at 6:11 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 12/18/2014

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: December 19, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (President)
John Phillips
Eugene King
Mark Sorensen
Susan Kruml
Garry Davis
Donna Williams

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

Absent: Eugene King, Dr. Priscilla Palmer

Visitors:

1. Call to order

Meeting called to order by Mr. Alpi at 4:30 p.m.

2. Agenda

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

Minutes of Previous Meeting

Motion to approve the minutes with a spelling correction made by Mr. Sorensen, seconded by Ms. Kruml, unanimously approved

3. Communications from the Public

Mr. Meyer stated that he had been contacted by a concerned citizen who had expressed a desire to speak before the Board concerning the pending agreement with the County. He added that it appears that she was not able to attend.

4. City Librarian's report

Mr. Meyer informed the Board about library operations for the month of December. He stated that circulation was down 13% in comparison to last year. Mr. Phillips asked Mr. Meyer what counts as circulation. Mr. Meyer stated that materials checked out of the library are the items primarily counted as circulation. There was discussion about which items are considered in the circulation statistics. Mr. Meyer added that he thought the library would consider adding the e-book statistics to future reports. Mr. Meyer discussed facility concerns and the installation of a backflow system since the last meeting. He added that Noah Tipton did a good job keeping up on facility maintenance. He added that the orders in Technical Services had recently increased. He informed the Board that Readiculous had recently performed for a large group, prompting more individuals to visit the library. He also mentioned that the Local History department added another volunteer, Matt Wilkerson added a new security database and a new volunteer was working with the AV. Mr. Meyer informed the Board that 52 applicants had applied for the Library Assistant position, 22 applicants had passed. He added that the door count was down for the month of November.

5. Finance and Properties Committee

Check register

Mr. Phillips asked if there were any questions about the check register in the packets. Motion to approve check register by Mr. Sorensen, seconded by Mr. Phillips, all approved

Budget update

Mr. Phillips stated that the committee had reviewed the budget, he added that they are pleased with the fact that budget wise the Library is where they are. He stated that it is a very positive turnaround from the previous year. Mr. Meyer stated that there was another slight adjustment; the revenue from the real estate was more than previously projected.

Mr. Phillips stated that the next item on the agenda had been discussed at length at the committee meeting. He discussed his proposed motion and mentioned that it might be considered a two part motion. Mr. Phillips discussed his motion and the signing of the Memorandum of Understanding (MOU). There was discussion about the motion. Mr. Alpi mentioned that a draft of the Memorandum of Understanding (MOU) and the patron comments had been sent out by email to the board members and there were also copies in the board packets. Mr. Davis stated that he supported the Board entering into the MOU, but added that he was hesitate to sign at that moment without Mr. Alpi and Mr. Phillips sitting down with the new lawyers and reviewing the agreement. Ms. Kruml added that she was also in favor of tabling the signing until counsel has a chance to review the agreement. Mr. Davis added that he was not in favor of tabling the whole motion; he thought the Board should still move forward with toward agreeing to the MOU. Ms. Williams stated that she thought it was best if they were prudent and waited on the attorney review.

Motion by Mr. Phillips that the Board move toward developing a memorandum of understanding and to develop details that leads to the drafting of a legally binding agreement including leases and continue to address information, issues and work on the details and findings expressed by the public and staff as part of creating a final agreement seconded by Ms. Kruml, Susan Kruml

(Yes), Donna Williams (Yes), Mark Sorensen (Yes), John Phillips (Yes), Dr. Priscilla Palmer (Yes), Jim Alpi (Yes), Garry Davis (Yes)

Sikich

Mr. Alpi announced that he and Mr. Meyer had met with Tom Leech at Sikich to discuss a limited arrangement to review the Library/County/Building Commission proposal. He mentioned that they were given estimates of $500.00-$2000.00. Mr. Alpi discussed some of the details of the meeting. Motion by Mr. Davis to retain Sikich to review the Library/County/Building Commission proposal, seconded by Mr. Sorensen, unanimously approved

Mr. Phillips stated that there would no doubt be a certain amount of legal expenses with the upcoming agreements. He proposed that the Board authorize Mr. Meyer to spend a specific amount of money towards legal and accounting expenses. He said he thought it would be better if the amount for potential legal fees was spent in this fiscal year. Mr. Davis explained the types of trust they were speaking of would hold the funds in an account until needed. Ms. Kruml added that in that sense it probably couldn't be viewed as a retainer. Mr. Davis agreed, it was not a retainer and any funds not used would be returned. Ms. Williams asked if there would be cause for concern with the City. Mr. Meyer explained that it was his understanding that the Board of Trustees has the final say in expending library funds. There was discussion on the presenting the expenditure to the City. Motion to allow Mr. Meyer to expend up to $50,000 in library funds for legal expenses by Mr. Phillips, seconded by Ms. Kruml, unanimously approved

6. Personnel, Policy and Public Relations Committee

Mr. Sorensen stated that the committee had reviewed the RFPs sent out for the attorneys and interviewed the finalists. He added that the committee was prepared the make a final recommendation to the Board. Mr. Meyer stated that he had received an email of adjustment from Robbins Swartz and Nicholas. He stated the proposed adjustment. There was discussion about the adjustment. Motion by Mr. Sorensen to approve the hiring of Erickson, Davis according the proposal set forth by the Personnel, Policy and Public Relations committee, second by Mr. Phillips, all approve except Mr. Davis (abstained)

7. Illinois Heartland Library System (IHLS)

Mr. Meyer gave and overview of the IHLS Executive Board meeting that he'd attended. He stated that IHLS was dealing with a few small issues. Mr. Meyer announced that Polaris would be updating the library automation system on December 26th. He added that the library would not be able to do any transactions (i.e. checkout, check in). He added the online catalog would also be down while the system was down; therefore the library would be closed on December 26th. He stated that if all went well, he expected the system to be back up on December 27th.

8. Friends of the Library

Mr. Meyer stated that he had met with some representatives from the Friends of the Library and Board of Trustee members to discuss space considerations as a result of the Library/County/Building Commission agreement.

9. Decatur Public Library Foundation

Mr. Meyer announced that the next Foundation meeting was scheduled for January 2015. He stated that there were some change orders for the Local History project. Mr. Alpi gave an overview of the change orders that were in the board packets. There was discussion about the change orders.

10. Old Business

None

11. New Business

None

12. Standards for Illinois Libraries

Mr. Meyer discussed the Core Standards for libraries in Illinois. He stated that presently according to the guidelines the Library is short-staffed. He discussed present challenges with the present staffing levels and the suggested requirements. Ms. Kruml asked about the recommended number of hours. There was discussion about the recommended amount of library hours of operation.

13. Public Comment

Sherry Perocarione

Meeting Adjourned

Motion to adjourn by Mr. Phillips, seconded by Ms. Williams
Meeting adjourned at 6:25 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 01/15/15

DECATUR PUBLIC LIBRARY
BOARD OF TRUSTEES

Minutes

Date: January 15, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

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

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

Absent: Eugene King, Susan Kruml

Visitors: Allison Petty

1. Call to order

Meeting called to order by Mr. Alpi at 4:30 p.m.

2. Agenda

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

Minutes of Previous Meeting

Motion to approve the minutes with correction in attendees made by Mr. Sorensen, seconded by Mr. Phillips, unanimously approved

3. Communications from the Public

None

4. City Librarian's report

Mr. Meyer discussed library operations for the month of December. He stated that electronic circulation was added to regular circulation numbers and the numbers were down 9% instead of

15%. He mentioned that the Pages in the Circulation department had been shadowing the Clerks to in an effort to learn more about overall operations. He announced that the Readiculous group had recently performed their 100th show. He added that the group consisted of two staff members, Alissa Henkel and Sue Bishop. He stated that the program was great for the library and many individuals who visited the show became library patrons. He added that Mrs. Bishop and Mrs. Henkel gave a fantastic program, and the performance was often featured in Thrive magazine. Mr. Alpi stated that if any of the Board members had not seen the program, when they get a chance they should. He added that it was a really fun show. There was more discussion about the Readiculous program.

5. Personnel, Policy and Public Relations Committee

Mr. Meyer stated that the Personnel, Policy and Public Relations committee did not meet during the month of December.

6. Finance and Properties Committee

Check register

Mr. Phillips asked if there were any questions about the check register. He added that there had been a strong push to spend more of the book budget. Motion to approve check register by Mr. Sorensen, seconded by Dr. Palmer, unanimously approved

Budget update

Mr. Phillips stated that the committee had reviewed the budget and that they are pleased with the job Mr. Meyer and the staff done. Mr. Meyer stated that it had been a good year for the Library. He stated that the Library had finished with a $121,000 surplus and money in a capital fund. He mentioned that there were some oddities, the Library had underspent some and received more tax revenue than anticipated. He stated that achieving a surplus had been a team effort by the entire library staff. Mr. Phillips stated that it is worth noting that Mr. Meyer and the staff were forced to cut back. He added that the library staff had done a lot of hard work and Mr. Meyer had managed the library well. Mr. Alpi said the agreed Mr. Meyer and the entire library staff deserved praise.

Library/Building Commission/County

Mr. Phillips stated that the next item on the agenda was the Building Commission's Memorandum of Understanding (MOU). There was discussion about the Memorandum of Understanding (MOU). Motion by Mr. Phillips to approve a Memorandum of Understanding (MOU) between the Library, Decatur Public Building Commission and the County for transfer of Library property to the Decatur Public Building Commission and entering into an agreement for 20 years, seconded by Dr. Palmer, unanimously approved

Mr. Alpi added that the Memorandum of Understanding (MOU) does not spell out details. The MOU shows a pledge of good faith to arrive at the lease agreement. It is not binding but will allow some comfort in moving forward. Mr. Phillips added they also creating a document of needs and some wants to fit into the lease, after which they would submit it to the library attorneys for review.

7. Illinois Heartland Library System (IHLS)

Mr. Meyer gave and overview of the IHLS. He stated that the Decatur Public Library pays approximately $33,000 in fees. He stated that the fees had been presented at inconsistent times in the past, so he had spoken with the IHLS director Leslie Bednar about more consistent billing. He informed the Board that Mrs. Bednar had also informed him that the Library could make quarterly payments if they desired.

8. Friends of the Library

Mr. Sorensen stated that the Friends had met on January 8, 2015. He stated there had been three requests for funding from the Library he stated that all three requests had been approved. He added that the Friends presently have over a $100,000 in their account. Mr. Sorensen stated that the Friends purchased board books for Baby Talk children on their birthdays. Mr. Sorensen discussed past practices of funding compared to present Friends contributions. There was more discussion about book donations. Mr. Sorensen stated that the Friends will also fund the free tax services offered by the Library. He added that the Library partners with Millikin University volunteers to offer free tax service to the public. He added that the Friends had also contributed to the Think outside of the Barn. He added that in 2014 the Friends had brought in approximately $15,000 more than they spent. He added that there was also a lively discussion about future space needs. He said that the next Friends board meeting is scheduled for February 12, 2015.

9. Decatur Public Library Foundation

Mr. Phillips said that the Foundation had not met yet. Mr. Meyer announced that the next Foundation meeting was scheduled for January 27, 2015, but he thought that the board president was thinking about rescheduling the meeting. Mr. Meyer announced that so far the Local History project was under budget and on schedule. Mr. Meyer stated that there was enough money to cover the project. Ms. Damptz stated that the furniture was coming. She added that there were also some decisions being about building furniture items. Mr. Meyer stated that they should decide the next month or so if they were going to replace the carpet. There was discussion about change orders, present construction and the Building Commission proposal. Mr. Phillips stated that there were some points that still needed to be ironed out. Mr. Phillips said that he would like be keep good faith with the Foundation by being responsible with the spending of Foundation funds. 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 he had some ideas that had been presented to him. Mr. Phillips stated that while those were good ideas, he was looking for something a little different.

10. Old Business

None

11. New Business

Meeting Dates
Mr. Meyer stated that the 2015 meeting dates were in the packets. Motion to approve the 2015 meeting dates with heading change from 2014/2015 to 2015 by Mr. Sorensen, seconded by Dr. Palmer, unanimously approved

Other
Mr. Phillips stated that at some point the members of the present board of trustees would need to start considering the next board members. The added that three members would be coming off the board. He added that he would like to see some diversity (i.e. age) in the group.

12. Standards for Illinois Libraries

Mr. Meyer discussed Facilities: Core Standards for libraries in Illinois. He stated that the Library does well in many of the areas listed. He added that there are a couple of areas that the library needs to address. Mr. Sorensen asked if the library had fireproof book returns. Mr. Meyer answered yes they do.

13. Public Comment

None

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Dr. Palmer
Meeting adjourned at 5:19 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 02/19/15

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

DECATUR PUBLIC LIBRARY
BOARD OF TRUSTEES

Minutes

Date: April 16, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (President)
Dr. Susan Kruml
John Phillips
Mark Sorensen
Garry Davis
Donna Williams
Jenny Sykes

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

Absent: Dr. Priscilla Palmer

Visitors:

1. Call to order

Meeting called to order by Mr. Alpi at 4:37 p.m.

2. Agenda

Motion to approve the agenda made by Mr. Sorensen, seconded by Dr. Kruml, unanimously approved.

Minutes of Previous Meeting

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

3. Communications from the Public

Mr. Alpi announced that the new board member, Jenny Sykes was in attendance. He introduced Sykes to the board members. Mr. Edwards led Mrs. Sykes through the oath to become a member of the Decatur Public Library Board of Trustees.

4. City Librarian's report

Mr. Meyer announced that the walls were finally down and the new Local History room was viewable to the public. He added that the project was ahead of schedule and under budget. Mr.

Meyer stated that he had attended an Illinois Heartland Library System (IHLS) strategic planning session. He explained that IHLS was gathering input from libraries during their strategic planning stage. He added that he had spoken with the library's e-book consultant and was working on ways to reduce costs. He stated that circulation was still down. Mr. Phillips asked if there had been any security issues. Mr. Meyer stated that for a while there had been a more patron bans, but recently the patron reports had been less. Mr. Sorensen asked if there was a decline in the accessing the online e-materials. Mr. Meyer gave an overview of the library's online downloads.

5. Personnel, Policy and Public Relations Committee

Mr. Alpi stated that he had asked Dr. Kruml to be the Chair of the Personnel, Policy and Public Relations committee. Mr. Phillips stated that he would like for there to be some discussions in the near future about recognizing recently deceased board member Mr. Eugene King. Mr. Sorensen stated that he had some ideas that could be discussed at a later time.
Mr. Alpi stated that he had asked Dr. Kruml to take the lead in the City Librarian's evaluation process.

6. Finance and Properties Committee

Mr. Alpi stated that he had asked the new board member Mrs. Sykes to be on the Finance and Properties committee.

Check register
Mr. Phillips stated that the check register was in the board packets for review, he added that the checks on the register had already been paid. Mr. Sorensen asked what budget line the local history furniture would be on. Mr. Meyer answered that the furniture is paid for from the Myer fund. There was more discussion about the check register. Motion to approve check register by Dr. Kruml, seconded by Ms. Williams, unanimously approved.

Budget update
Mr. Meyer stated that budget appeared to be on track. Mr. Meyer stated that there were a few abnormal issues. He added there had been more overtime at this point than initially forecasted. He added that it was also a big months for spending for books and periodicals. There was discussion about future revenue.

Library/Building Commission/County
Mr. Alpi stated that the planning with the County and the Building Commission was moving forward to the point where the attorneys from both sides were drafting the details of an agreement. He added that the Library should have something back from the other attorneys the following week. Mr. Alpi stated that the agreement seemed to be on course. Mr. Phillips stated that there was the possibility of additional challenges with new appointments to the City.

7. Illinois Heartland Library System (IHLS)

Mr. Meyer stated that there was nothing additional to report about IHLS.

8. Friends of the Library

Mr. Sorensen summarized the duties and mission of the Friends for the new board member. He said the Friends have monthly book sales and a monthly book review called Books Between Bites. Mr. Meyer stated that people had been sending in donations for recently deceased board member Eugene King. Mr. Meyer stated that he had recently been approached by someone associated with the County office who is interested in sponsoring an annual event in honor of Mr. King. Mr. Phillips asked if the ideas could be consolidated. Mr. Meyer answered that he thought that the ideas could be consolidated.

9. Decatur Public Library Foundation

Mr. Phillips said that the Foundation had met earlier in the week. He stated that they had discussed future meeting dates and replacing the members whose terms were expiring. Mr. Sorensen suggested that lists be digitized for future accessibility. He stated that they had discussed providing funds for upcoming donor and open house events for the new local history room. He added that the grand opening events had been rescheduled to June 12th and 13th. Mr. Meyer stated that the floor had been redone but they were still waiting to get some carpet issues corrected. Mr. Alpi stated that he was glad the flooring issues were resolved. He added that the donor plaques were being designed. Mr. Alpi thanked Mr. Sorensen for heading up the efforts to appreciate the donors. Mr. Phillips

10. Old Business

None

11. New Business

Mr. Phillips stated that perhaps there could be something they could do to recognize past board members who have been a part of the local history project. Mr. Phillips stated that the Board would need to start thinking about new member replacement. Mr. Alpi stated that a nominating committee would be assembled. Mr. Alpi stated he had received information about another person interested in becoming a board member that he had not been in contact with yet. Mr. Phillips stated that while they are considering members, he wanted to be sure that consideration was given to searching for individuals in the African-American committee, especially since library services are heavily used by the African-American community.

12. Standards for Illinois Libraries

Mr. Meyer discussed Standards for Libraries in Illinois. He stated that the Library is doing better with spending for materials this year. He added that they are not at 12% yet. He discussed guidelines and criteria for materials selection. He discussed materials cycle, specifically weeding and ordering. Mr. Sorensen asked about interlibrary loans (ILL). Mr. Meyer and Mr. Edwards

discussed ILL procedures and comments. Dr. Kruml added comments about ILL procedures at Millikin University. Mr. Meyer added that patron requests for purchase are considered.

13. Public Comment

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Dr. Kruml
Meeting adjourned at 5:56 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 5/21/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: May 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
Dr. Susan Kruml
Mark Sorensen

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

Absent: Jenny Sykes

Public comments:

Call to order

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

Agenda

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

Minutes of Previous Meeting

Motion made by Dr. Kruml to approve the April, 2015 minutes, seconded by Mr. Phillips, unanimously approved.

Communications from the Public

None

City Librarian's report

Mr. Meyer stated that he'd attended several meetings during the month. He met with two Board of Trustees members, Mr. Edwards and City officials to discuss the Decatur Public Building Commission/County/Library agreement. He spoke with the Altrusa group as guest of Dr. Palmer.

He also met with Julie Martin, Carol Robinett and Kurt Leppert to implement a new process that may save about 20 hours a week with acquisitions. He stated that library circulation and visitor count were down, however he they have been having a few problems with the gate counter. He added that the children's circulation stats also were down slightly. Noah Tipton gave his notice of resignation last month, but he is now working part-time until the Local History project is complete. He added that there was also another retirement from the Maintenance department.. He stated that the Library's website had recently been hacked; however Matt Wilkerson had been able to get it fixed. Becky Damptz completed a project with Assistant City Manager Billy Tyus. Patron assists were up. The Adult Services highlight for the month was the poetry program. He stated that several notable individuals volunteered to read poetry for the program including board member Mark Sorensen. Mr. Sorensen asked how the circulation drop compared to other libraries. Mr. Meyer stated that he believed that libraries were having the similar economic issues which consequently affected circulation.
Mr. Meyer stated that the library had water issues last month due to some heavy rains and a failed check valve. The failed check valve allowed a great deal of water to come into the building. He commended the staff on their great response, stating that there could been a great disaster if the staff hadn't responded so well. He added that the Servpro had been called in to remove the remainder of the water and dry out the area to prevent future mildew and mold. There was addition discussion about the leak, insurance responsibilities and the City's Risk Management.

Personnel, Policy and Public Relations

Computer Lab Policy
Dr. Kruml stated that the personnel public policy and public relations committee had met and reviewed the Computer Lab Policy. She said the Computer Lab policy with the recommended changes was included in the board packets. She added that there were not many changes suggested. Dr. Palmer asked if the lab rental was for 4 hours only. Mr. Meyer answered that the hourly limits were somewhat past practice.
Motion to approve the Computer Lab Policy by Mr. Sorensen, seconded by Dr. Kruml, unanimously approved.

City Librarian's Evaluation
Dr. Kruml stated that the committee had decided that they would review the forms to be used for evaluation process. She said that she had met with Mr. Meyer and discussed the evaluation. Dr. Kruml stated that the goal was to distribute forms to the board members and then meet and discuss what the written report should be.

Finance and Properties

Check Register
Mr. Phillips stated that the check register represented the library bills that have already been paid.
Motion to approve the check register by Mr. Sorensen, seconded by Dr. Kruml, unanimously approved.

Budget

Mr. Meyer stated that at this point the library appeared to be in good shape financially. He added that the next item on the agenda, which was the agreement, might change the forecast. He stated that they were looking to add a SmartBoard through the PNG grant money. It was something that the PNG group would use, but it would be good for other library use as well. Mr. Phillips asked if he could discuss the salary portion of the management staff handbook and discuss that. Mr. Meyer stated that the library hadn't updated the management staff handbook in several years and the attached management scale since approximately 2006. He discussed the pay classifications and some of the management scales. Mr. Phillips asked Mr. Meyer to look into the salary scale categories and come back to the board with suggestions.

Decatur Public Library/Decatur Public Building Commission/County Resolution

Mr. Phillips stated that he did not feel the need for a closed session for the next item on the agenda, but asked if anyone else wanted to go to close session. The consensus of the board was that they stay in open session. Mr. Phillips discussed some of the history behind creating the agreement between the Building Commission, the Library and the County to date. Mr. Alpi read the resolution that was presented to the Board for vote. Ms. Williams asked if there was a record of the contingencies. Mr. Alpi discussed the contingencies. He stated that one contingency was that the building that the county presently occupied must be sold before they could complete the deal.

Motion by Mr. Phillips to approve the resolution presently before the Board, that the Finance and Properties committee recommend to Board of Trustees, that the Lease Agreement and Management Agreement between the Decatur Public Library Board of Trustees and the Decatur Public Building Commission previously circulated to the Board of Trustees, and the transfer of the Library Building to the Decatur Public Building Commission, be approved, and recommend that the Board of Trustees authorize the President of the Library Board of Trustees to execute a Lease Agreement and Management Agreement, in substantially the same form as said Lease Agreement and said Management Agreement, and to execute documentation, including a deed, transferring the Library Building to the Commission, at such time as 1) the Commission satisfies all contingencies that it has communicated to Decatur Public Library Board of Trustees, 2) the County satisfies all contingencies that it has communicated to the Trustees, and 3) the City of Decatur's approval of the transfer of the Library Building located at 130 N. Franklin St., Decatur, IL 62523 to the Commission and the associate lease transaction, seconded by Dr. Palmer.

Vote yes-John Phillips, Dr. Palmer, Donna Williams, Mark Sorensen Dr. Susan from, Gary Davis, Jim Alpi
Absent-Jenny Sykes

Friends of the Library

Mr. Sorensen stated that the Friends group had met and discussed previous book sales and continuing the online newsletter. He mentioned there were concerns about who would take on some of the responsibilities of the online newsletter. Dr. Kruml mentioned that perhaps an intern from Millikin could help out. Mr. Meyer said he could pass that information on to the Friends.

He stated that there was also plenty of discussion about the new location for the Friends in the old local history room. There was more discussion about the Friends and their distribution list.

Foundation

Foundation Board did not meet

Old Business

Mr. Sorensen stated that small committee had met to begin planning the open house ceremonies for the donor night and also for the grand opening day after. He stated that the ribbon-cutting should happen at some point between 1:00 p.m. and 3:00 p.m. on that Saturday, June 13th. Ms. Damptz stated that they are now operating out of the new local history room, the old local room area is closed to the public. Mr. Phillips asked if they had a plan or diagram to show what it would look like when they finished moving everything in. Ms. Damptz stated that the focus at the moment is getting everything in there. Mr. Sorensen discussed the giving and the donations from various individuals. Mr. Alpi announced that special thanks should be given Mr. Sorensen all the work he has done in the planning of ceremonies. He added that Mr. Sorensen had donated money for the plaques. Mr. Sorensen stated that he believed that the addition of the archivist was very important to the completing the project. Mr. Alpi stated that there have been lots of people on the current board and other boards that were instrumental in bringing the project to completion.

Standards for Illinois Libraries

Mr. Meyer discussed Chapter 8 in the Standards for Public Libraries in Illinois. He explained the reference services at the library, stating he would be looking to put a reference service policy before the Personnel Policy and Public Relations committee next month. He said there were a few areas in this section of the guidelines that the library could work on. Mr. Sorensen stated that he hoped they would be able to continue to sustain an archivist in that area, which could become another resource.

Meeting Adjourned

Motion to adjourn by Dr. Palmer, seconded by Mr. Davis

Meeting adjourned at 5:31 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 6/18/2015

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)	**Staff:**	Rick Meyer, City Librarian
	John Phillips		Robert Edwards, Interim City Librarian
	Garry Davis		Rebecca Damptz, Archivist
	Donna Williams		
	Dr. Priscilla Palmer		
	Jennifer Sykes		
	Mark Sorensen		
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. Damptz 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

City Clerk
2015-8

DATE: **8/31/2015**

TO: Honorable Mayor Moore Wolfe and City Council

FROM: Tim Gleason, City Manager
Wendy Morthland, Corporation Counsel
Amy Waks, Assistant Corporation Counsel

SUBJECT: Amendment to Chapter 52 – Alcoholic Liquor

SUMMARY RECOMMENDATION: Staff requests that Council pass the proposed ordinance amendment regarding Chapter 52, Section 17, amending language regarding hours. With the recent adoption of new O and P liquor license classifications, Class O and P need to be added to the hours a license holder may sell, deliver or consume liquor. The proposed amendment would accomplish this objective.

POTENTIAL OBJECTIONS: There are no known or expected objections.

INPUT FROM OTHER SOURCES:
None

BUDGET/TIME IMPLICATIONS:
None

STAFF REFERENCE: Amy Waks, Assistant Corporation Counsel, at 424-2807.

ATTACHMENTS:

Description	Type
Ordinance Amending City Code Chapter 52 - Alcoholic Liquor	Ordinance
Additions and Deletions Chapter 52 - Alcoholic Liquor	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Bright, Debbie	Approved	9/3/2015 - 12:50 PM

ORDINANCE NO. _____

ORDINANCE AMENDING CITY CODE
- CHAPTER 52 –
- ALCOHOLIC LIQUOR –

BE IT ORDAINED, BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That Chapter 52 of the City Code of the City of Decatur, Illinois, be, and the same is hereby modified and amended by amending Section 17, so that Section 17 as so modified and amended, shall provide as follows:

17. **HOURS.** No person shall sell, deliver or consume alcoholic liquor, and no licensee shall permit the same, on or in the premises licensed hereunder with a liquor license except for Class H between 2:00 A.M. and 6:00 A.M. on Mondays through Saturdays or between 2:00 A.M. and l0:00 A.M. on Sundays except that alcoholic liquor may be sold or consumed until 3:00 A.M. on January 1, each year. No person shall sell, deliver or consume alcoholic liquor, and no licensee shall permit the same, on or in any premises licensed hereunder with a Class H license before 10:00 a.m. or after 11:00 p.m. on any day.

Section 2. That the City Clerk be, and she is hereby, authorized and directed to cause the provisions hereof to be appropriately set out in the City Code and to cause the same to be published in pamphlet form according to law.

PRESENTED, PASSED, APPROVED AND RECORDED this 8th day of September, 2015.

_____
JULIE MOORE-WOLFE, MAYOR

ATTEST:

_____
CITY CLERK

PUBLISHED this _____ day of _____, 2015.

_____
CITY CLERK

ADDITIONS AND ~~DELETIONS~~

CHAPTER 52
- ALCOHOLIC LIQUOR –

17. **HOURS.** No person shall sell, deliver or consume alcoholic liquor, and no licensee shall permit the same, on or in the premises licensed hereunder with a ~~Class A, B, C, D, E, F, G, I, J, K, L or N~~ liquor license except for Class H between 2:00 A.M. and 6:00 A.M. on Mondays through Saturdays or between 2:00 A.M. and l0:00 A.M. on Sundays except that alcoholic liquor may be sold or consumed until 3:00 A.M. on January 1, each year. No person shall sell, deliver or consume alcoholic liquor, and no licensee shall permit the same, on or in any premises licensed hereunder with a Class H license before 10:00 a.m. or after 11:00 p.m. on any day.

City Clerk
2015-9

DATE: **8/31/2015**

TO: Honorable Mayor Moore Wolfe and City Council

FROM: Tim Gleason, City Manager
Wendy Morthland, Corporation Counsel
Mike Frazier, Assistant Corporation Counsel

SUBJECT: Amendments to City Code Chapter 47, Control of Animals, Fowl and Dogs

SUMMARY RECOMMENDATION: The Legal Department recommends amending Chapter 47, Section 17, of the City Code to broaden the City's authority to regulate nuisance noises made by animals. The Legal Department also recommends adding a new Section 33 to Chapter 47 of the City Code to outline the procedure for appealing a citation.

POTENTIAL OBJECTIONS: There are no known or expected objections.

BUDGET/TIME IMPLICATIONS:
None

STAFF REFERENCE: Mike Frazier, Assistant Corporation Counsel, at 424-2807.

COPY:
John Robinson
Amy Waks

ATTACHMENTS:

Description	Type
Ordinance Amending City Code Chapter 47 - Control of Animals, Fowl and Dogs	Ordinance

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Bright, Debbie	Approved	9/3/2015 - 12:50 PM

ORDINANCE NO._____

ORDINANCE AMENDING CITY CODE
CHAPTER 47 – CONTROL OF ANIMALS, FOWL AND DOGS

BE IT ORDAINED, BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That Chapter 47 of the City Code of the City of Decatur be, and the same is hereby, amended and modified at Section 17 thereof, so that said Section 17 as amended, shall provide as follows:

> **17. NUISANCE ANIMALS.** No person shall own within the City any animal which excessively or continuously make noises, including, but not limited to, barking, howling, whining, caterwauling, crowing or neighing; molests passers-by; chases vehicles; habitually attacks other domestic animals; trespasses on school grounds or private property in such a manner as to damage property or disturbs the peace and quiet of any person or neighborhood by the aforesaid actions. Such an animal is hereby declared to be a nuisance and may be taken up and impounded as hereinafter provided.

Section 2. That Chapter 47 of the City Code of the City of Decatur be, and the same is hereby, further amended to add a new Section 33, so that said Section 33 shall provide as follows:

> **33. APPEAL PROCEDURE.** A person cited for a violation of any section of this Chapter may appeal the issuance of the citation in writing within 30 (thirty) days of the date of issuance of the citation. Such written appeal must be received by the City of Decatur Administrative Court Clerk by said 30th day. Appeals will not be accepted on citations for which more than 30 days have elapsed from the date of issuance of the citation. An administrative hearing shall be held, pursuant to Chapter 29 of City Code. The City shall serve notice of the hearing in a manner reasonably calculated to give actual notice, as outlined in Chapter 29, Section 5, of City Code. All parties shall be given a reasonable opportunity to be heard at the hearing. The formal rules of evidence shall not apply, and hearsay evidence shall be admissible. The hearing shall be open to the public and recorded. The decision of the Hearing Officer shall be a final and appealable administrative decision.

Section 3. That the City Clerk be, and she is hereby, authorized and directed to cause the provisions hereof to be appropriately set out in the City Code and to cause the same to be published in pamphlet form according to law.

PRESENTED, PASSED, APPROVED AND RECORDED this 8th day of September, 2015.

_____
JULIE MOORE WOLFE, MAYOR

ATTEST:

_____
CITY CLERK

ADDITIONS AND ~~DELETIONS~~

CHAPTER 47 – CONTROL OF ANIMALS, FOWL AND DOGS

17. NUISANCE ANIMALS. No person shall own within the City any animal which excessively or continuously make noises, including, but not limited to, ~~barks, howls or whines;~~ barking, howling, whining, caterwauling, crowing or neighing; molests passers-by; chases vehicles; habitually attacks other domestic animals; trespasses on school grounds or private property in such a manner as to damage property or disturbs the peace and quiet of any person or neighborhood by the aforesaid actions. Such an animal is hereby declared to be a nuisance and may be taken up and impounded as hereinafter provided.

* * *

33. APPEAL PROCEDURE. A person cited for a violation of any section of this Chapter may appeal the issuance of the citation in writing within 30 days of the date of issuance of the citation. Such written appeal must be received by the City of Decatur Administrative Court Clerk by said 30th day. Appeals will not be accepted on citations for which more than 30 days have elapsed from the date of issuance of the citation. An administrative hearing shall be held, pursuant to Chapter 29 of City Code. The City shall serve notice of the hearing in a manner reasonably calculated to give actual notice, as outlined in Chapter 29, Section 5, of City Code. All parties shall be given a reasonable opportunity to be heard at the hearing. The formal rules of evidence shall not apply, and hearsay evidence shall be admissible. The hearing shall be open to the public and recorded. The decision of the Hearing Officer shall be a final and appealable administrative decision.

City Clerk
2015-08

DATE: **8/21/2015**

TO: Honorable Mayor Julie Moore-Wolfe and City Council Members

FROM: Tim Gleason, City Manager
Debbie Bright, City Clerk

SUBJECT: Ordinance Authorizing Consumption of Alcoholic Liquor on Public Rights-of-Way - Decatur Area Arts Council Brew Ha Ha

SUMMARY RECOMMENDATION: The City Council is asked to approve the attached ordinance allowing the consumption of alcohol on public rights-of-way on September 26, 2015, during the Decatur Area Arts Council Brew Ha Ha event.

ATTACHMENTS:

Description	Type
Ordinance	Ordinance
Supporting Documentation	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Bright, Debbie	Approved	9/3/2015 - 12:51 PM

ORDINANCE NO. 2015-_____

ORDINANCE AUTHORIZING CONSUMPTION OF ALCOHOLIC LIQUOR ON PUBLIC RIGHTS-OF-WAY - -DECATUR AREA ARTS COUNCIL BREW HA HA-

WHEREAS, the Decatur Area Arts Council Brew Ha Ha event, will be held on the public sidewalk and street in front of 125 North Water Street, on Saturday, September 26, 2015; and,

WHEREAS, it is the intention of the Decatur Area Arts Council to offer alcohol for the sale to its patrons in a tent in front of the Madden Arts Center at 125 North Water Street, Decatur, Illinois, for consumption at the Brew Ha Ha; and,

WHEREAS, such consumption of alcoholic liquor on public rights-of-way requires the express approval of the City Council; and,

WHEREAS, the Council finds that it would be in the best interest of the Decatur Area Arts Council and of the City of Decatur that such consumption of alcoholic liquor as described be permitted for said limited time period.

NOW, THEREFORE, BE IT ORDAINED, BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That on the day listed herein, and only on such day, between the hours listed opposite said day, alcoholic beverages only may be consumed at, in or on those portions of public rights-of-way described in Paragraph 2 hereof, said day and hours being particularly described as follows:

Saturday, September 26, 2015 5:00 p.m. – 11:00 p.m.

Section 2. That no alcoholic liquor may be consumed as provided herein unless such alcoholic liquor is in a plastic or paper cup.

Section 3. That this ordinance is expressly conditioned and approved upon the Decatur Area Arts Council providing to the City of Decatur an agreement which will hold the City of Decatur harmless for any and all damages incurred by persons attending this event and indemnifying the City for any and all damages and lawsuits.

Section 4. That except as otherwise provided herein, the provisions of Section 34 (a) of Chapter 52 of the City Code remain in full force and effect.

PRESENTED, PASSED, APPROVED AND RECORDED this 8th day of September, 2015.

_____
Julie Moore-Wolfe, Mayor

ATTEST:

_____
City Clerk

DECATUR AREA ARTS COUNCIL
ARTS FOR ALL

125 NORTH WATER STREET DECATUR, ILLINOIS 62523 217.423.3189 WWW.DECATURARTS.ORG

July 16, 2015

Jerry J. Dawson
Local Liquor Commissioner
City of Decatur
1 Gary K. Anderson Plaza
Decatur, IL 62523

Re: Temporary Liquor License

Dear Mr. Dawson:

I am hereby requesting a temporary liquor license to sell alcohol at our upcoming Brew Ha Ha on Saturday, September 26, 2015. The event will be held from 5 pm to 11 pm in a tent in front of the Madden Arts Center at 125 N. Water Street, Decatur, IL 62523. The event is being catered by The Beach House and they are the ones that will be providing.

Thank you for your consideration of this matter. I look forward to hearing from you.

Regards,

Cathy Briggs
Events and Services Coordinator

CITY OF DECATUR, IL
FILED
JUL 21 2015
Debra L. Bright
CITY CLERK

HOLD HARMLESS and INDEMNIFICATION AGREEMENT

The Decatur Area Arts Council, hereafter referred to as the "sponsoring agency", for itself, and its successors and assigns, agrees to indemnify and save the City of Decatur, Illinois, its officers, agents, and employees harmless against any and all loss, damage, or expense that it or they may sustain as a result of any suits, actions, or claims of any character brought on account of property damage, injury to, or death of any person or persons, which may arise in connection with the use of City of Decatur property, during Brew Ha Ha event on Saturday, September 26, 2015, from 5:00 p.m. to 11:00 p.m., by the sponsoring agency, its officers, agents, employees, and registrants.

Furthermore, the sponsoring agency agrees to provide the City of Decatur evidence of third party liability insurance coverage for the event in an amount not less than $1,000,000 per occurrence, and $2,000,000 aggregate, for property damage, and personal and bodily injury, including death.

If permission is granted for this event, evidence of liquor liability insurance coverage in an amount not less than $1,000,000 per occurrence and aggregate must also be provided. The City of Decatur, Illinois, must be named as additional insured on both policies for the duration of the Event. Sponsoring agency's insurance will be primary.

For City of Decatur, Illinois:

Authorized Representative

08/19/2015
Date

For Sponsoring Agency:
Decatur Area Arts Council

Authorized Representative

8/12/15
Date

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 8/12/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Arthur J. Gallagher Risk Management Services, Inc.
101 S. Main Street, Suite 200
Decatur IL 62523

CONTACT NAME: Rachael Knepper
PHONE (A/C, No, Ext): 630-595-5300 FAX (A/C, No): 630-694-4531
E-MAIL ADDRESS: rachael_knepper@ajg.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Frankenmuth Mutual Insurance Compan	13986
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Decatur Area Arts Council
125 N. Water
Decatur IL 62523

COVERAGES CERTIFICATE NUMBER: 1469073919 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			CPP6217831	4/1/2015	4/1/2016	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$5,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			BA6217831	4/1/2015	4/1/2016	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS / X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR			CPP6217831	4/1/2015	4/1/2016	EACH OCCURRENCE	$1,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$1,000,000
	DED X RETENTION $0							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC6217831	4/1/2015	4/1/2016	X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	$500,000
							E.L. DISEASE - EA EMPLOYEE	$500,000
							E.L. DISEASE - POLICY LIMIT	$500,000
A	Liquor Liability			CPP6217831	4/1/2015	4/1/2016	Occ & Agg	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Decatur, is named as additional insured for the liability evidenced above rising from the operations of the named insured for Brew Ha Ha at 125 N. Water St., Decatur, IL 62523 on Saturday, September 26th, 2015 from 5pm-12am.

CERTIFICATE HOLDER

City of Decatur
#1 Gary K. Anderson Plaza
Decatur IL 62523

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Neighborhood Services
No. 15-31

DATE: **9/8/2015**

TO: Honorable Mayor Julie Moore Wolfe and City Council

FROM: Tim Gleason, City Manager
Billy Tyus, Assistant City Manager
Richelle D. Irons, Director of Neighborhood Services

SUBJECT: Local Landmark Designation of the Monarch Butterfly Monument located at Dennis School

SUMMARY RECOMMENDATION: Staff recommends approval of the Local Landmark designation for the Monarch Butterfly Monument located at 1499 W. Main St. which is currently known as Dennis School. The Historical and Architectural Sites Commission (HASC) voted 6-0 to recommend approval of this application at the August 19, 2015 meeting. Minutes are attached.

BACKGROUND:

Almost 40 years ago the 3rd grade class of 1974-75 of Dennis School made history on the site by proposing a bill to Congress to make the Monarch Butterfly a state insect. The Children in Mrs. Hinman's Class worked with State Representative Webber Borchers to sponsor the bill. It is believed that this was the first time in Illinois history that the children had proposed a bill to the Illinois Congress and the proposal had become a law.

In 1985, the entire Dennis School was asked to create clay tiles under the direction of artist Larry Weatherholt. The tiles were colored orange, black, white and yellow. The tiles were then arranged into the shape of the Monarch Butterfly and in 1986 placed on the southeast corner wall of the exterior of the school for all to enjoy.

In February 2015, Mrs. Burnham's class submitted an application for local landmark designation of the Monarch Butterfly monument located at Dennis School (see attached). In August 2015, Asst. City Manager, Billy Tyus issued a written opinion recommending approval for local landmark designation (see attached), based on the findings that the "area or property in question meets one or more of several criteria as listed in Chapter 31 Section 4 of the Decatur Municipal Code."

This item was previously approved by City Council on May 18, 2015. However, later it was found to have an incomplete legal description. It was recommended that we repeal the original ordinance and revisit the item to add the full legal description. HASC recommended approval of the historic designation.

POTENTIAL OBJECTIONS: There are no known objectors.

INPUT FROM OTHER SOURCES:
The application was reviewed by the Department of Neighborhood Services. A written opinion was given by the Assistant City Manager of Development Services and HASC has issued a resolution for approval.

BUDGET/TIME IMPLICATIONS: None

STAFF REFERENCE: Any additional questions may be forwarded to Richelle D. Irons at 424-2864 or at rirons@decaturil.gov

ATTACHMENTS:

Description	Type
Ordinance	Ordinance
Supporting Documentation	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Neighborhood Services	Bright, Debbie	Approved	9/3/2015 - 12:51 PM

ORDINANCE NO. _____

ORDINANCE DESIGNATING LOCAL LANDMARK FOR

MONARCH BUTTERFLY MONUMENT AT DENNIS SCHOOL

WHEREAS, the Monarch Butterfly Monument at Dennis School, located at 1499 W. Main St. in the City of Decatur, Illinois, is legally described as follows:

> The South 190 feet of Lot Nine (9) of "A" Lots of Assessor's Subdivision of the South Part of the SW ¼ of NE ¼ in Section 16 Township 16 North, Range 2E of the Third Principal Meridian as per Plat recorded in Book 33 Page 26 of the records in the Recorder's Office of Macon County, Illinois, also identified as a portion of PIN 04-12-16-255-008; and

WHEREAS, the Monarch Butterfly Monument at Dennis School is historically significant in that it meets the following criteria set forth in Chapter 31, Section 4, of the Decatur Municipal Code:

> (a) It has character, interest or value as part of the development, heritage or cultural characteristics of the City of Decatur, County of Macon, State of Illinois, or United States of America;
>
> (b) It was the location of a significant local, county, state or national event;
>
> (c) It is identified with a person or persons who significantly contributed to the development of the City, County, State or Nation;
>
> (i) It has a unique location or singular physical characteristics that make it an established or familiar visual feature; and

WHEREAS, on August 19, 2015, the Historical and Architectural Sites Commission held a Public Hearing pursuant to Decatur City Code Chapter 31, Section 7, on the proposed designation as a Landmark and voted unanimously, by a vote of six to zero (6-0), to recommend that the City Council designate the Monarch Butterfly Monument at Dennis School as a Landmark.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS, as follows:

Section 1. That the foregoing recitals shall be and are hereby incorporated in this Section 1 as if said recitals were fully set forth.

Section 2. That the recommendation of the Decatur Historical and Architectural Sites Commission be, and the same is hereby, received, placed on file, and approved.

Section 3. That the Monarch Butterfly Monument at Dennis School is hereby designated as a Landmark pursuant to Decatur City Code Chapter 31.

Section 4. That the Mayor and City Clerk on behalf of the City of Decatur execute such documents and all other documents necessary for the carrying out of said Landmark designation.

Section 5. That this Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

Section 6. That Ordinance 2015-21, passed by the City Council of the City of Decatur, Illinois, on May 18, 2015, be, and the same is hereby, repealed.

PRESENTED, PASSED, APPROVED AND RECORDED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS this _____ day of _____2015.

This ___ day of _____ 2015.

_____

JULIE MOORE WOLFE, MAYOR

Attest:

_____

Debbie Bright, City Clerk

CITY OF DECATUR ILLINOIS

#1 GARY K. ANDERSON PLAZA DECATUR, ILLINOIS 62523-1196

RESOLUTION NO. H2015-02

RESOLUTION RECOMMENDING LOCAL LANDMARK DESIGNATION

For DENNIS SCHOOL MONARCH BUTTERFLY MONUMENT

BE IT RESOLVED BY THE HISTORICAL AND ARCHITECTUAL SITES COMMISSION OF THE CITY OF DECATUR, ILLINOIS:

WHEREAS, on August 19, 2015, the Historic and Architectural Sites Commission held a Public Hearing pursuant to Decatur City Code Chapter 31 Section 7, on the proposed designation of the Dennis School Monarch Butterfly Monument, located at 1499 W. Main St. in the City of Decatur, Illinois, as a Landmark; and

WHEREAS, the proposed landmark is legally described as:

> The South 190 feet of Lot Nine (9) of "A" Lots of Assessor's Subdivision of the South Part of the SW ¼ of NE ¼ in Section 16 Township 16 North, Range 2E of the Third Principal Meridian as per Plat recorded in Book 33 Page 26 of the records in the Recorder's Office of Macon County, Illinois, also identified as a portion of PIN 04-12-16-255-008.

WHEREAS, after due deliberation, the Historic and Architectural Sites Commission voted unanimously that the proposed Landmark meets the criteria required for designation as a Landmark as outlined in Decatur City Code Chapter 31, Section 4;

NOW, THEREFORE, BE IT RESOLVED that the Historical and Architectural Sites Commission does hereby unanimously recommend the Decatur City Council designate the Dennis School Monarch Butterfly Monument as a Landmark, which is worthy of preservation and recognition because of its historic and architectural significance to the City of Decatur.

This 19th day of August 2015.

Hank Norris, Chairperson

Attest:

Janet L Poland

Janet Poland, Clerk to the Commission

CITY OF DECATUR, IL
FILED
AUG 28 2015
Debra L. Bright
CITY CLERK

JANET L. POLAND
OFFICIAL SEAL
Notary Public - State of Illinois
My Commission Expires
April 10, 2017

DEVELOPMENT SERVICES MEMORANDUM
No. 15-29

August 12, 2015

TO: Members of the Historic and Architectural Sites Commission

FROM: Billy Tyus, Assistant City Manager for Development Services

SUBJECT: Request for designation of Butterfly Monument at Dennis School as a Local Landmark by students from Dennis School and Ms. Linda Burnham

RECOMMENDATION: Staff recommends approval of the requested designation as per the criteria set forth in Chapter 31, Section 4 of Decatur City Code. This memo shall serve as written opinion as to the effects of the proposed designation on the surrounding neighborhood, the relationship of said proposal to the Official Comprehensive Plan of the City and other planning considerations relevant to said proposal as is required by said City Code.

OPINION: In 1974-1975 a third grade class from Dennis school in Decatur took on what may have seen by some as the herculean task of having the Monarch Butterfly designated as the state insect for the State of Illinois. Understanding the intricacies and requirements of state, national and local government can be difficult for individuals who are regularly involved in government operations so to have a group of local children actually accomplish the task of proposing a bill and having it passed into law is incredibly rare. It is believed that Governor Dan Walker's signing the bill into law in 1975 represented the first time in Illinois history that children proposed a bill to the Illinois General Assembly that became law.

Today the Monarch Butterfly stands as the official state insect for the roughly 12.8 million residents of the State of Illinois as a result of the actions of this group of civic-minded Decatur third graders. Those actions should be seen as being historically significant on both the local and state level because of the rarity of the accomplishment, the scope of impact on Illinois residents and because of the lessons that the group's choosing to get involved in the government process can provide to other residents, regardless of age.

In 1985 Dennis school students created the clay tile butterfly that is housed at the southeast corner of the building to celebrate the school's diamond jubilee and in tribute to the aforementioned accomplishments of teacher Mary Hinman and her third grade class. A group of Dennis School students is once again leading a civic effort requesting that government take action, this time to have the monument recognized as a Local Landmark in honor of the Mrs. Hinman and group's student predecessors.

The students have collected the signatures of 187 individuals of support of the request and received approval to pursue this action from the Decatur Public School District 61 Board.

Wildlife experts suggest that the Monarch Butterfly could be headed for extinction due in part to loss of habitat due to agricultural practices, development and

cropland conversion according to reports. In February the U.S. Fish and Wildlife Service (Service) kicked off a major campaign to save the butterfly in partnership with the National Wildlife Federation.

According to the Service, the newly established NFWF Monarch Conservation Fund has been started with a contribution of $1.2 million from the Service that will be matched by other private and public donors. The fund will provide the first dedicated source of funding for projects working to conserve monarchs.

CRITERIA FOR DESIGNATION OF LANDMARKS AND HISTORIC DISTRICT: According to Chapter 31, Section 4 of the Decatur Municipal Code, HASC and the Decatur City Council shall make express findings that the area or property in question meets one or more of several criteria listed to be designated as a local landmark. It is staff's opinion that the Dennis School Monarch Butterfly meets ***four*** of the criteria listed including:

(a) It has character, interest or value as part of the development, heritage or cultural characteristics of the City of Decatur, County of Macon, State of Illinois, or United States of America;

(b) It was the location of a significant local, county, state or national event;

(c) It is identified with a person or persons who significantly contributed to the development of the City, County, State or Nation;

(i) It has a unique location or singular physical characteristics that make it an established or familiar visual feature;

Additional criteria to be considered as part of a request for local landmark designation includes the following:

- **Effect of the proposed designation on the surrounding neighborhood:** The fact that the proposed landmark is located at a school site with adequate parking works in support of the request. Additionally, the designation enhances the lab school's focus on providing enriched educational activities and community-based educational opportunities for both students and the public.
- **Relationship of said proposal to the Official Comprehensive Plan of the City:** The Comprehensive Plan for Macon County and Decatur lists the site as "Schools – Public & Private" which would be consistent with the hosting of a local landmark. Part of the reason for designating a site as such is to encourage the protection of the resource as a community learning tool.
- **Other planning considerations relevant to said proposal**: None

STAFF REFERENCE: Additional questions can be forwarded to Billy Tyus at 217-424-2727 or btyus@decaturil.gov.

BUDGET & TIME IMPLICATIONS: None.

Excerpts from Historical and Architectural Sites Commission Minutes of August 19, 2015:

Local Landmark Designation for Dennis School Monarch Butterfly Monument

Public Hearing

Mrs. Irons stated when the Local Landmark Designation for the Dennis School Monarch Butterfly Monument came before the commission on April 15, 2015. It was later discovered the legal description was incomplete. The item is again coming before the Historical and Architectural Sites Commission for this reason.

The recommendation for this project from Assistant Billy Tyus is attached to the minutes.

There were no questions or comments

It was moved and seconded (Nagel/Larcher) to declare the public meeting closed. Motion carried unanimously.

New Business

Local Landmark Designation for Monarch Butterfly Monument at Dennis School

Chairman Hank Norris asked if anyone had any questions or comments for this item.

It was moved and seconded (Nagel/Penhallegon) to approve the resolution recommending the Decatur City Council designate the Dennis School Monarch Butterfly Monument as a Local Landmark. Motion carried unanimously.

Public Comments

Ms. Linda Burnham, third grade teacher at Dennis school, stated her students came up with the idea to make the Monarch Butterfly a Local Monument in tribute to the 1974-1975 third graders who proposed to make the Monarch Butterfly the state insect. Ms. Burnham thanked the commission for reconvening and working so hard to make this happen.

CITY OF DECATUR
HISTORICAL AND ARCHITECTURAL SITES COMMISSION
DEVELOPMENT SERVICES DEPARTMENT
ONE GARY K. ANDERSON PLAZA
DECATUR, ILLINOIS 62523
P: 217.424.2864
F: 217.424.2728

APPLICATION
Designation of Local Landmarks & Local Historic Districts

INFORMATION

File Date 2/12/2015
Name of Applicant Linda Burnham/ Dennis School
Mailing Address 1499 W. Main Street Decatur, Illinois 62522
Telephone: Day (217)424-3236 Evening (217)454-4302 Fax (217) 424-3067
Email Address lburnham@dps61.org

LANDMARK

Name of Proposed Landmark (Historic Name and/or Common Name)
Butterfly Monument (site of the creation of the Illinois State Insect)

Location (Street and Number, City, State and Zip Code)
1499 West Main Street, Decatur, Illinois 62522

Date of Original Construction 1985 Original Use Monument
Construction Starting Date Fall of 1984 Current Use Monument
Name of Owner Dennis School – District 61

DISTRICT

Street Boundaries
West Wood (South), Taylor (West), West Main Street (North), McClelland (East)

ATTACHMENTS Please submit the following:

a) *Significance*: A written statement identifying the criteria for designation (Section 4 a-k of Chapter 31 of the City Code) explaining the significance of the landmark or structure.

b) *Map:* Call out the landmark location and property lines; or call out the district location and street boundaries. on form.

c) *Photographs:* Provide black and white photographs (3 1/2" X 5") and slides (or presentation material) showing front rear and side views of proposed landmark or district.

d) *Legal description:* Provide legal description of proposed landmark or district.

e) *Owner Information:* Name, telephone number and mailing address of all property owners of the proposed landmark or historic district.

* *

FOR OFFICIAL USE ONLY

Application reviewed by: _____

Application is recommended for:

- ☑ Approval
- ☐ Approval with Modifications_____
- ☐ Rejection

_____

(Historic Preservation Administrator) Date

Application reviewed by: _____

Application is recommended for:

- ☑ Approval
- ☐ Approval with Modifications_____
- ☐ Rejection

_____

(Director of Development Services Department) Date

(Attach Director's written opinion.)

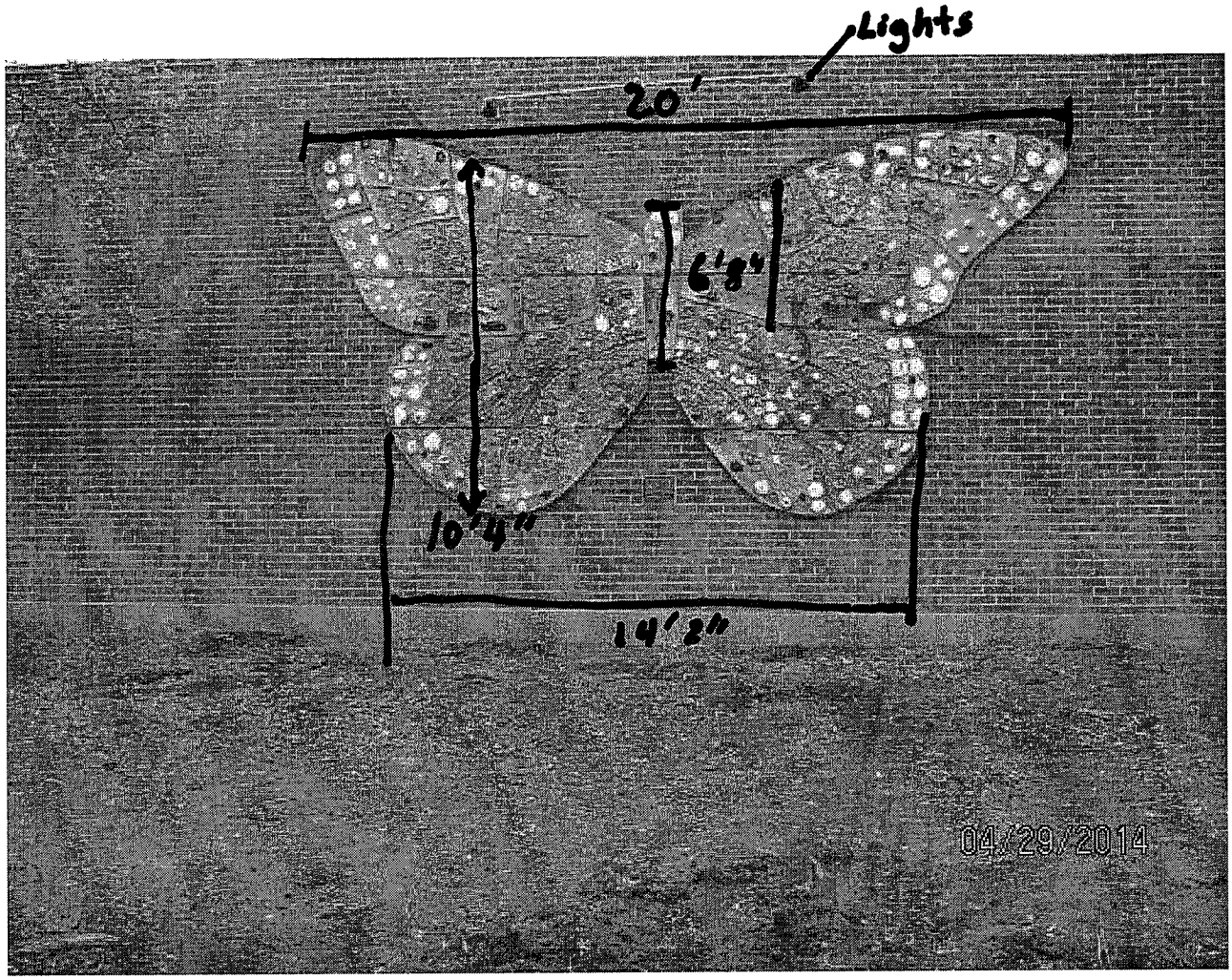
Persuasive Essay to the Commission

We want Dennis Lab School's Monarch Butterfly Monument to be considered a landmark for the city of Decatur. Almost 40 years ago the third grade class of 1974-75 made history on the site by proposing a bill to Congress to make the Monarch Butterfly a state insect. This was the first time in Illinois history that children proposed a bill to the Illinois Congress, and the proposal became a law.

We believe that the monument should become a landmark because we have great history. Mrs. Hinman's class worked very hard to get the Monarch to become the state insect. Miss Hinman asked State Representative Webber Borchers to sponsor the bill. The students made several trips to Springfield to convince the General Assembly that the Monarch
Butterfly should be the state insect. This accomplishment was completed by children of Decatur. The students were able to go to Springfield to watch Governor Dan Walker sign the bill into a law.

In 1985, the entire Dennis School was asked to create clay tiles under the direction of artist Larry Wetherholt. The tiles were colored orange, black, white, and yellow. The tiles were then arranged into the shape of the Monarch Butterfly. To celebrate the diamond jubilee of Dennis School and in tribute to Miss Mary Hinman and her third grade class who in 1974-75 first proposed making the official state insect of Illinois, this ceramic Monarch, funded by our PTA, designed by artist Larry Wetherholt, and created by Dennis children has been placed on the southeast corner wall, May 1986, for all to enjoy.

The Monarch Butterfly Monument is a great treasure to the community. We are proud of Dennis School's accomplishments, and we want them recognized. The Monarch Butterfly Monument should be a landmark.


Lights
20'
6'8"
10'4"
14'2"
04/29/2014

Management Services

DATE: **9/3/2015**

TO: Honorable Mayor Julie Moore Wolfe and City Council

FROM: Timothy Gleason, City Manager
Gerard J. Bauer, Management Services Director
James E Edwards MIS Manager
PKay Nuernberger, Systems Administrator

SUBJECT: Microsoft Exchange Server 2013 Upgrade

SUMMARY RECOMMENDATION: Staff recommends that City Council approve the attached resolution, authorizing the City Manager to execute an agreement with CDW-G, for Microsoft Exchange Server 2013 and client cals.

BACKGROUND:
The City has standardized on the Microsoft Exchange email server and has been utilizing Exchange 2007 for the past 6 years. Due to the recent expiration of support for the 2007 version, staff recommends the purchase of Exchange 2013.

The quote received for this purchase is attached. The proposed vendor, CDW-G, has the Illinois Microsoft LAR agreement with Microsoft and therefore provides the lowest purchase price for this product. Staff recommends acceptance of the purchase from CDW-G for $24,684.14.

POTENTIAL OBJECTIONS: None anticipated.

INPUT FROM OTHER SOURCES: None.

BUDGET/TIME IMPLICATIONS:
The $24,684.14 cost for this purchase will be paid from the approved FY 2015 MIS operating budget.

STAFF REFERENCE: James E Edwards, MIS Manager 450-2236, or PKay Nuernberger, Systems Administrator, MIS Division 450-2213.

ATTACHMENTS:

Description	Type

- resolution approving quote — Resolution Letter
- CDW-G quote — Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Management Services	Bright, Debbie	Approved	9/3/2015 - 12:53 PM

RESOLUTION NO. R_____

RESOLUTION AUTHORIZING APPROVAL OF QUOTE
- CDW GOVERNMENT (CDW-G) -
FOR MICROSOFT EXCHANGE SERVER 2013 LICENSES

BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the quotation presented to the City Council herewith from CDW Government (CDW-G) of Vernon Hills, Illinois, for the purchase of one (1) Microsoft Exchange Server Standard Edition license with software assurance and 419 Microsoft Exchange Server 2013 Standard CAL licenses listed thereon, for City of Decatur computers, be, and the same is hereby, received, placed on file and approved.

Section 2. That the Purchasing Supervisor be, and is hereby, authorized and directed to issue a purchase order on behalf of the City of Decatur in the amount not to exceed $24,684.14 to CDW-G of Vernon Hills, Illinois, for purchase of said software licenses.

PRESENTED AND ADOPTED this 8th day of September, 2015.

_____
JULIE MOORE WOLFE, MAYOR

ATTEST:

_____
DEBRA G. BRIGHT, CITY CLERK

CDWG.com | 800.594.4239

OE400SPS

SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
GGTX130	3172900	6/23/2015

BILL TO:
CITY OF DECATUR
1 GARY K ANDERSON PLZ

Accounts Payable
DECATUR , IL 62523-1196

Customer Phone #217.424.2762

SHIP TO:
CITY OF DECATUR
Attention To: ATTN: ACCOUNTING DIVISION
1 GARY K ANDERSON PLZ

DECATUR , IL 62523-1196
Contact: P. KAY NUERNBERGER 217.450.2213

Customer P.O. # EXCHANGE UPFRONT QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
MATT DUNK 877.325.2506	ELECTRONIC DISTRIBUTION	Net 30 Days-Govt State/Local	E9994-8699-05

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	1580551	MS SLD+ EXCH SRV LIC/SA Mfg#: 312-02176-3 Contract: Illinois Microsoft LAR Agreement CMS2595580 Electronic distribution - NO MEDIA	700.58	700.58
419	2894373	MS SLD+ EXCH STD 2013 UCAL Mfg#: 381-04355 Contract: Illinois Microsoft LAR Agreement CMS2595580 Electronic distribution - NO MEDIA	57.24	23,983.56
		SUBTOTAL		24,684.14
		FREIGHT		0.00
		TAX		0.00

US Currency

TOTAL 24,684.14

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL 60061

Fax: 312.705.4947

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at http://www.cdwg.com/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager.

City Clerk

DATE: **9/3/2015**

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Tim Gleason, City Manager
Gregg Zientara, City Treasurer & Director of Finance

SUBJECT: Communicating the City Sale of General Obligation Bonds Series 2015

BACKGROUND: Attached is a Council Memorandum communicating the City sale of General Obligation Bonds Series 2015.

ATTACHMENTS:

Description	Type
Council Information - City Sale of General Obligation Bonds Series 2015	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Bright, Debbie	Approved	9/3/2015 - 12:48 PM

CITY OF DECATUR ILLINOIS

1 GARY K. ANDERSON PLAZA DECATUR, ILLINOIS 62523

September 1, 2015

The Honorable Ms. Julie Moore Wolfe and
Members of the City of Decatur City Council

Informational Memorandum Communicating the City Sale of General Obligation Bonds Series 2015

Council ordinance 2015-36 approved and adopted by the City Council on August 17, 2015, provided the legal authority to City Staff to proceed with the pricing and sale of the general obligation bonds. The bond sale was concluded on August 20, 2015 with the following results, which demonstrate an actual result achieved to be well within the parameters approved by the council action.

Parameters	Parameters Ordinance	Actual
Par value	$30,000,000	$23,305,000
Maximum in year principal payment	$2,125,000	$1,700,000
Maximum coupon rate	6.0%	5.0%
Maximum maturity date	March 1, 2035	March 1, 2035
Maximum call date	March 1, 2025	September 1, 2024
Maximum annual tax levy amount	$2,500,000	$1,739,750
True Interest Cost (TIC)	range of 3.80% to 3.90%	3.855%

Some key highlights:

- The bonds were oversubscribed with $47 million in orders for the $23 million par value issue
- Buyers were mainly professional institutional investor groups
- The Brecknitz Group is reported to have secured purchase of approximately $1,565,000 of the bonds.

Find attached, letter of favorable recommendation from Speer Financial, Inc., City of Decatur financial advisor in debt issuance matters.

Regards,

G. Zientara
City Treasurer & Director of Finance

cc: Tim Gleason, City Manager
Debra Bright, City Clerk

SPEER FINANCIAL, INC.

PUBLIC FINANCE CONSULTANTS SINCE 1954

KEVIN W. McCANNA, PRESIDENT | DAVID F. PHILLIPS, SR. VICE PRESIDENT | LARRY P. BURGER, VICE PRESIDENT | DANIEL D. FORBES, VICE PRESIDENT | BARBARA L. CHEVALIER, VICE PRESIDENT | RAPHALIATA T. McKENZIE, VICE PRESIDENT

August 20, 2015

The Honorable Julie Moore-Wolfe and
Members of the City Council
City of Decatur
One Gary K. Anderson Plaza
Decatur, Illinois 62525

Dear Mayor Moore-Wolfe and City Council Members:

Raymond James & Associates, Inc., Chicago, Illinois, has submitted a bid for the purchase of the $23,305,000 General Obligation Bonds, Series 2015 (the "Bonds"), being sold by the City of Decatur, Macon County, Illinois (the "City").

Upon examination, it is our opinion that the bid is favorable to the City and should be accepted. We therefore recommend that the Bonds be awarded to the bidder at a price of $24,215,164.50, being at a true interest rate of 3.8552%.

Respectfully submitted,

SPEER FINANCIAL, INC.

Daniel D. Forbes/mg

Daniel D. Forbes
Vice President

DDF/ddf
Enclosures

SUITE 4100 • ONE NORTH LASALLE STREET • CHICAGO, ILLINOIS 60602 • (312) 346-3700 • FAX (312) 346-8833
SUITE 608 • 531 COMMERCIAL STREET • WATERLOO, IOWA 50701 • (319) 291-2077 • FAX (319) 291-8628

City of Decatur, Macon County, Illinois

General Obligation Bonds, Series 2015

FINAL

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
09/03/2015	-	-	-	-	-
03/01/2016	790,000.00	3.000%	473,022.64	1,263,022.64	1,263,022.64
09/01/2016	-	-	466,487.50	466,487.50	-
03/01/2017	815,000.00	3.000%	466,487.50	1,281,487.50	1,747,975.00
09/01/2017	-	-	454,262.50	454,262.50	-
03/01/2018	840,000.00	3.000%	454,262.50	1,294,262.50	1,748,525.00
09/01/2018	-	-	441,662.50	441,662.50	-
03/01/2019	865,000.00	3.000%	441,662.50	1,306,662.50	1,748,325.00
09/01/2019	-	-	428,687.50	428,687.50	-
03/01/2020	900,000.00	4.000%	428,687.50	1,328,687.50	1,757,375.00
09/01/2020	-	-	410,687.50	410,687.50	-
03/01/2021	935,000.00	4.000%	410,687.50	1,345,687.50	1,756,375.00
09/01/2021	-	-	391,987.50	391,987.50	-
03/01/2022	970,000.00	3.000%	391,987.50	1,361,987.50	1,753,975.00
09/01/2022	-	-	377,437.50	377,437.50	-
03/01/2023	995,000.00	3.000%	377,437.50	1,372,437.50	1,749,875.00
09/01/2023	-	-	362,512.50	362,512.50	-
03/01/2024	1,030,000.00	3.000%	362,512.50	1,392,512.50	1,755,025.00
09/01/2024	-	-	347,062.50	347,062.50	-
03/01/2025	1,070,000.00	5.000%	347,062.50	1,417,062.50	1,764,125.00
09/01/2025	-	-	320,312.50	320,312.50	-
03/01/2026	1,125,000.00	5.000%	320,312.50	1,445,312.50	1,765,625.00
09/01/2026	-	-	292,187.50	292,187.50	-
03/01/2027	1,185,000.00	5.000%	292,187.50	1,477,187.50	1,769,375.00
09/01/2027	-	-	262,562.50	262,562.50	-
03/01/2028	1,245,000.00	5.000%	262,562.50	1,507,562.50	1,770,125.00
09/01/2028	-	-	231,437.50	231,437.50	-
03/01/2029	1,305,000.00	5.000%	231,437.50	1,536,437.50	1,767,875.00
09/01/2029	-	-	198,812.50	198,812.50	-
03/01/2030	1,375,000.00	5.000%	198,812.50	1,573,812.50	1,772,625.00
09/01/2030	-	-	164,437.50	164,437.50	-
03/01/2031	1,445,000.00	4.855%	164,437.50	1,609,437.50	1,773,875.00
09/01/2031	-	-	129,362.50	129,362.50	-
03/01/2032	1,510,000.00	4.000%	129,362.50	1,639,362.50	1,768,725.00
09/01/2032	-	-	99,162.50	99,162.50	-
03/01/2033	1,570,000.00	4.000%	99,162.50	1,669,162.50	1,768,325.00
09/01/2033	-	-	67,762.50	67,762.50	-
03/01/2034	1,635,000.00	4.000%	67,762.50	1,702,762.50	1,770,525.00
09/01/2034	-	-	35,062.50	35,062.50	-
03/01/2035	1,700,000.00	4.125%	35,062.50	1,735,062.50	1,770,125.00
Total	**$23,305,000.00**	-	**$11,436,797.64**	**$34,741,797.64**	-

Yield Statistics

Bond Year Dollars	$265,238.03
Average Life	11.381 Years
Average Coupon	4.3118997%
Net Interest Cost (NIC)	3.9687496%
True Interest Cost (TIC)	3.8552367%
Bond Yield for Arbitrage Purposes	3.7133723%
All Inclusive Cost (AIC)	3.9572005%

IRS Form 8038

Net Interest Cost	3.7561594%
Weighted Average Maturity	11.318 Years

2015 GO FINAL | SINGLE PURPOSE | 8/20/2015 | 12:50 PM

MOODY'S
INVESTORS SERVICE

New Issue: Moody's assigns A1 to Decatur, IL's $22.0M GO Bonds, Ser. 2015

Global Credit Research - 29 Jul 2015

A1 applies to $111.9M of GO debt, post-sale

DECATUR (CITY OF) IL
Cities (including Towns, Villages and Townships)
IL

Moody's Rating

ISSUE	RATING
General Obligation Bonds, Series 2015	A1

Sale Amount $22,015,000
Expected Sale Date 08/10/15
Rating Description General Obligation

Moody's Outlook NOO

NEW YORK, July 29, 2015 --Moody's Investors Service has assigned an A1 rating to the City of Decatur, IL's $22.0 million General Obligation Bonds, Series 2015. Concurrently, Moody's maintains the A1 rating on the city's outstanding general obligation bonds. Post-sale, the city will have $111.9 million of general obligation debt outstanding.

SUMMARY RATING RATIONALE

The A1 rating reflects the city's recently challenged local economy that is expected to stabilize over the near term; satisfactory financial position with reliance on state shared sales and income tax revenues; home rule status that affords significant revenue raising and debt issuance flexibility; and above average debt burden.

OUTLOOK

Outlooks are generally not applicable for local government credits with this amount of debt outstanding.

WHAT COULD MAKE THE RATING GO UP

-Significant and sustained General Fund operating surpluses and growth in reserves

- Material tax base growth

- Substantial improvement in socio-economic indices

WHAT COULD MAKE THE RATING GO DOWN

-Significant declines in General Fund reserves or liquidity

-Protracted erosion of the tax base

-Increases in debt levels

STRENGTHS

-Home-rule government with ample revenue raising flexibility

-Relatively large tax base that is expected to stabilize

CHALLENGES

-Challenged local economy that suffers from elevated unemployment and below-average wealth levels

-Reliance on economically sensitive revenue streams to finance general operations

-Above average debt burden that is expected to increase as the city completes its lake dredging project

RECENT DEVELOPMENTS

Recent developments are incorporated in the Detailed Rating Rationale.

DETAILED RATING RATIONALE

ECONOMY AND TAX BASE: BASE CONCENTRATED IN MANUFACTURING, THOUGH UNEMPLOYMENT AND VALUATION DECLINES MODERATING

The tax base will likely remain challenged in the near term due to a combination of stagnant economic growth and poor demographic trends, though some stabilization is expected as unemployment falls and valuation declines continue to moderate. Fully valued at $2.5 billion, the tax base has experienced modest declines over the last three years at an average annual rate of 2.1%. City management notes that the relatively large 5.1% decline in levy 2013 is partially due to the one-time reclassification of land associated with Decatur Memorial Hospital to non-taxable status. For the upcoming levy year, management expects continued moderation of the annual decline.

The local economy is driven by manufacturing, and the industry's large employment share increases labor market volatility and represent a long-term risk to growth. Due to the industry's steep cuts during the recession and limited recovery, unemployment in Decatur has trended well above the national average for years and at 13.4% in November of 2013 towered above nation's 6.6% rate. Favorably, the city's unemployment rate has fallen in recent years, reaching 6.6% as of April 2015. The rate still exceeds the state (5.5%) and national (5.1%) rates for the same time period, but fell significantly from the 10.2% rate reported one year earlier in April 2014, though we note some of that decline was due to a fall in the overall labor force. The city's largest employers are Archer Daniels Midland Company (A2 stable), which employs 4,040 workers, and Caterpillar Inc. (A2 stable), which employees 3,300. Officials note that although Archer Daniels Midland cut its workforce in previous years, the company has rehired and is making substantial investment locally in projects such as the Midwest Inland Port, which will improve the city's position as a multi-model transportation hub. The city also suffers from weak demographic trends. Population declined in each of the last three decades, mostly recently with a 7% declined between 2000 and 2010, according to U.S. Census data. Additionally, income levels are below average, with median family income representing only 77.4% of the national average.

FINANCIAL OPERATIONS AND RESERVES: SATISFACTORY FINANCIAL POSITION; ONGOING EXPOSURE TO THE STATE OF ILLINOIS

The city's financial position is expected to remain satisfactory over the near term given current reserve levels and the city's proven track record of right sizing expenditures to available revenues in times of financial stress. After two consecutive years of operating surpluses, the General Fund realized a $3.8 million operating deficit in fiscal 2013 driven primarily by a drop in combined state shared and local sales taxes for the year. At the end of fiscal 2013, the General Fund held a balance of $7.3 million, or a narrow 6.6% of General Fund revenues. The city does not have a formal fund balance policy but aims to maintain a General Fund cash balance of at least $5 million. Management intends to raise the minimum requirement to $8 million in the medium term. In 2014, the city transitioned from an April 30 fiscal year end to a December 31 fiscal year end. Management notes that the change was made in order to align the fiscal year and budget year with the timing of the annual property tax levy, leading to more efficient planning. Based on unaudited financial, the General Fund posted an operating surplus of $621,000, including loan proceeds used to fund capital improvements. For fiscal 2015, the city budgeted for a $1.5 million operating deficit on a cash basis due to an additional payroll period, but expects audited figures to reflect essentially balanced operations in the General Fund.

General Fund operations rely on state shared income taxes, state shared sales taxes, and local sales taxes. Although receipts from the city's pension levies are recorded in the General Fund, the city does not currently levy for general operations. This leaves the General Fund especially susceptible to volatility associated with economically sensitive sales and income tax revenues. Additionally, the city's state shared income taxes and state shared sales taxes are received from the State of Illinois (A3 negative). The city is therefore exposed to the ongoing risk of delays in remittance of payments from the state, as well as potential future declines in state aid. Decatur's revenue pressures are further exacerbated by the city's lackluster economic trends and concentration

in the cyclical manufacturing industry.

Favorably, as a Home Rule community, the city benefits from significant revenue raising flexibility, including unlimited property taxing and debt issuing authority, as well as the ability to impose an array of local taxes, such as the city's local sales tax, food and beverage tax, and hotel and motel tax. Although officials are not planning to levy for General Fund operations, the city has the power to implement an operating levy, with no restriction on the amount of levy.

Liquidity

At fiscal year-end 2013, the city's net cash balance across Operating Funds was $3.0 million or 2.8% of revenues.

DEBT AND PENSIONS: ELEVATED DEBT BURDEN MITIGATED BY NON-LEVY REPAYMENT SOURCES

The city's debt burden is expected to increase given plans to issue additional debt, but the increase is expected to remain manageable given its reliance on non-property tax levy sources for debt service payments. The city's direct debt burden represents 4.5% of estimated full value, with the overlapping debt burden a more elevated 5.9% and reflecting significant borrowing by the local park and school districts. All of the city's Moody's rated debt is backed by an unlimited property tax pledge, but debt service is also paid from a variety of non-levy sources, including certain net revenues from the city's water utility system.

Debt Structure

All of the city's outstanding debt is fixed rate. Principal amortization is average with 63.8% of GO debt retired within ten years.

Debt-Related Derivatives

The city is not party to any swap agreements.

Pensions and OPEB

The city has an average employee pension burden, based on unfunded liabilities for its participation in three plans, a multi-employer agent plan administered by the state and two single-employer public safety plans. Reported unfunded pension liabilities consist of $37.5 million for the city's single-employer police pension fund and $41.2 million for the single-employer fire pension fund as of May 1, 2013 and $10.2 million for the city's portion of the Illinois Municipal Retirement Fund (IMRF) as of December 31, 2013. Together, these reported liabilities amount to $88.9 million. Moody's fiscal 2013 adjusted net pension liability (ANPL) for the city, under our methodology for adjusting reported pension data, is $225.6 million or an average 1.6 times operating revenues. Moody's ANPL reflects certain adjustments we make to improve comparability of reported pension liabilities. The adjustments are not intended to replace city's reported liability information, but to improve comparability with other rated entities.

MANAGEMENT AND GOVERNANCE: CITY BENEFITS FROM HOME RULE AUTHORITY

Illinois cities have an institutional framework score of 'A' or moderate. Cities are dependent on property and sales taxes, with largely predictable expenditures. However, cities may be exposed to declining state aid payments if shared income tax receipts fall following the expiration of the temporary statewide income tax rate increase in January 2015. Enterprise risk varies across the sector, with some cities exposed to contingent liabilities associated with arenas and convention centers, for example. Pension liabilities range from significant to manageable, with the majority of Illinois cities meeting annual ARC payments. The institutional framework score for Illinois cities does not factor in cities with home rule designation, which has been conferred on Decatur. The status greatly increases a city's ability to raise revenues and positively impacts a city's credit quality. Illinois home rule units of government have the broad legal authority to enact and increase various taxes and fees absent voter approval.

KEY STATISTICS

- Estimated full valuation: $2.5 billion

- Estimated full valuation per capita: $32,434

- Estimated median family income as a % of the US: 77.4%

- Available fund balance / operating revenue: 6.6%

- 5-year change in available fund balance / operating revenue: -2.6%

- Net cash balance / operating revenue: 2.8%

- 5-year change in net cash balance / operating revenue: -3.5%

- Institutional framework score: A

- 5-year average of operating revenue / operating expenditures: 0.95x

- Net direct debt / full valuation: 4.5%

- Net direct debt / operating revenue: 1.0x

- 3-year average Moody's ANPL: 7.3% of full value; 1.6 times operating revenue

OBLIGOR PROFILE

Located 120 miles northeast of St. Louis (Aa3 stable), the City of Decatur is Illinois' (A3 negative) 13th largest municipality and is the North American headquarters for ADM.

LEGAL SECURITY

Outstanding debt is secured by the city's GO unlimited tax pledge in which the full faith, credit, and resources of the city are pledged, and are secured by ad valorem taxes, which may be levied without limitation as to rate or amount. Debt service is expected to be paid from net revenues of the city's water supply system, which is projected to provide healthy coverage through the life of the bonds.

USE OF PROCEEDS

Proceeds from the Series 2015 bonds will provide new money for a project that will expand the city's water supply by the dredging of Lake Decatur.

PRINCIPAL METHODOLOGY

The principal methodology used in this rating was US Local Government General Obligation Debt published in January 2014. Please see the Credit Policy page on www.moodys.com for a copy of this methodology.

REGULATORY DISCLOSURES

For ratings issued on a program, series or category/class of debt, this announcement provides certain regulatory disclosures in relation to each rating of a subsequently issued bond or note of the same series or category/class of debt or pursuant to a program for which the ratings are derived exclusively from existing ratings in accordance with Moody's rating practices. For ratings issued on a support provider, this announcement provides certain regulatory disclosures in relation to the rating action on the support provider and in relation to each particular rating action for securities that derive their credit ratings from the support provider's credit rating. For provisional ratings, this announcement provides certain regulatory disclosures in relation to the provisional rating assigned, and in relation to a definitive rating that may be assigned subsequent to the final issuance of the debt, in each case where the transaction structure and terms have not changed prior to the assignment of the definitive rating in a manner that would have affected the rating. For further information please see the ratings tab on the issuer/entity page for the respective issuer on www.moodys.com.

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City Clerk
2015-09

DATE: **9/1/2015**

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Tim Gleason, City Manager
Debbie Bright, City Clerk

SUBJECT: Decatur Public Library Board of Trustees Meeting Minutes

BACKGROUND: Attached are committee meeting minutes provided by the Decatur Public Library Board of Trustees.

ATTACHMENTS:

Description	Type
Personnel, Policy, and Public Relations Committee Minutes of Meeting	Backup Material
Finance and Properties Committee Minutes	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Bright, Debbie	Approved	9/3/2015 - 12:48 PM

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee
Minutes of Meeting

Date: April 3, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Eugene King
Mark Sorensen
Ed Costa
John Phillips (Finance and Properties)
Mary Gendry (Finance and Properties)

Staff: Robert Edwards, Interim City Librarian

Absent: Teena Zindel-McWilliams (President)
Priscilla Palmer

Guests: Amy McEvoy (Friends of the Library, President)

1. Call to order

Mr. King called the meeting to order at 4:31 p.m.

2. Agenda

Motion to approve agenda by Mr. Costa, seconded by Mr. Sorensen

3. Minutes of Previous Meeting

Motion to approve the minutes Mr. Sorensen, seconded by Mr. Costa, all approve

4. OLD BUSINESS

Mr. King asked if the members have had the opportunity to look over the evaluation forms for the City Librarian. There were various responses to the evaluation form.

Mr. Sorensen mentioned that he had volunteered to take Mr. Meyer to the Chamber event. Mr. Phillips asked if Mr. Sorensen was the one heading up the Transition Team. Mr. Sorensen answered that he had been appointed to help the Transition Team but he had some ideas. Mr. Phillips discussed the May 5th City Council date. He said that Director Meyer could be introduces at the City Council. Mrs. Gendry mentioned that she thought it would be a good idea for Director Meyer to meet with other Librarians throughout the City, such as the school librarians and the librarians at the various colleges. Mr. Edwards mentioned that Director Meyer would meet some of the librarians in the various Illinois Heartland meetings. Mr. Phillips

mentioned that Director Meyer would also have to meet with the Friends Board and Foundation Board at some point. Mr. Costa mentioned that Director Meyer would be coming in at an odd time, because some of the Board members would be going off the Board. Mr. King agreed with Mr. Costa, he added that some of the members come off names are usually supplied. Mr. Phillips stated that Mrs. Zindel-McWilliams should be contacted and the suggestions should be given to her. Ms. McEvoy mentioned that the Friends of the Library Board had submitted names to Mrs. Zindel-McWilliams. Mr. King asked that they could return to the evaluation form now. Are there any suggestions? Mrs. Gendry mentioned that maybe they should also have a timeline. Mr. Sorensen mentioned that perhaps different goals. Mrs. Gendry asked if they had specific goals for the previous City Librarian. Mr. King answered that they had set up specific goals for the previous City Librarian. Mr. Costa mentioned that maybe they should ask the new person to bring back a set of goals and evaluation. Mr. Phillips added that maybe starting in May, the City Librarian could bring back a set of goals and standards and tell the Board what they should do rather than the Board saying what should be done. Mr. Phillips added that there will be some significant tasks to discuss. Mrs. Gendry added that she didn't see where there were evaluations of the staff. Mr. King added that evaluating staff had been a problem in the past. There was discussion about past staff evaluations and the evaluation system. There was discussion about implementing an evaluation process. Mr. Edwards mentioned that one of his goals was to catch up in management evaluations. Mr. King discussed the past process of evaluating the City Librarian.

5. New Business

Mr. King asked if there was any other business to be discussed. He mentioned that there being none he needed a motion to adjourn.

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Mr. Costa

Adjourned at 5:05 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 5/1/2014

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee
Minutes of Meeting

Date: May 1, 2014

Time: 3:00 p.m.

Location: Decatur Public Library Board Room

In Attendance: Eugene King
Mark Sorensen
Ed Costa
John Phillips (Finance and Properties)
Mary Gendry (Finance and Properties)

Staff: Rick Meyer, City Librarian, Robert Edwards, Assistant City Librarian

Absent: Teena Zindel-McWilliams (President)
Priscilla Palmer

Guests: Amy McEvoy (Friends of the Library, President)

1. Call to order

Mr. King called the meeting to order at 3:05 p.m.

2. Agenda

Mr. Meyer stated that he would like to add something to the agenda to address a recent incident with a patron brandishing a knife and the rollover of vacation time.
Motion to approve agenda with changes by Mr. Sorensen, seconded by Mr. Costa

3. Minutes of Previous Meeting

Motion to approve the minutes Mr. Sorensen, seconded by Mr. Costa, all approve

4. Old Business

Mr. King stated that he didn't think there was any old business to discuss. He suggested the Board move on to new business.

5. New Business

Evaluation of City Librarian
Mr. King stated that he thought there had been some good discussion about changes to the evaluation. There was discussion about the evaluation and what to include of the form. Mr. Meyer asked the Board about the goals and timeline. He mentioned that there were other tasks

that would need to be addressed during that time also. Mr. Phillips mentioned that they would have to also have to consider the timeline with the budget. He asked if would be good to have a benchmark in July. Mr. Meyer agreed that July might be a good idea. Mr. King mentioned that the Board had no desire to place any additional stress on the City Librarian. Mr. King handed Mr. Meyer a copy of the evaluation form. There was more discussion about the form.

City Librarian Transition Team
Mr. Sorensen reported that he was part of a transition team that included 2 members of the Board, he and Dr. Priscilla Palmer. He discussed the visit to the Chamber meeting and time spent meeting specific individuals in the community. Mr. Sorensen announced that newspaper had run the story in the paper. Ms. McEvoy mentioned her discussion with Allison Petty. Mr. Sorensen mentioned that he didn't believe that the Board had name tags to use for the ceremony planned by the Friends. Mr. Meyer stated that he would make sure the Board had name tags. There was discussion about the Mr. Meyer visiting other entities.

Dangerous weapon policy
Mr. Meyer discussed a recent incident with a patron brandishing a knife in the parking lot and a possible policy.
Mr. Phillips mentioned that the immediate action that they could agree upon was not to have staff in harm's way. There was discussion about present policies and adding additional policies. Mr. Meyer mentioned that at the moment he was at the starting point. Mr. Phillips asked Mr. Meyer what would be the course of action if it happened again. Mr. Meyer discussed his thoughts on how the process should go.

Rollover of vacation time
Mr. Meyer discussed the present issues the Library was having with the rollover of vacation time and the City. There was discussion about the vacation rollover and exempt employees versus non-exempt employees.
Mr. King stated that Mr. Meyer had done a good job for his first meeting.

6. Meeting Adjourned

Mr. King asked if there was any other business to be discussed. He mentioned that there being none he needed a motion to adjourn.
Motion to adjourn by Mr. Sorensen, seconded by Mr. Costa

Adjourned at 3:40 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approval pending
(June 5, 2014 meeting did not have a quorum)

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee
Minutes of Meeting

Date: June 5, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Eugene King
Dr. Priscilla Palmer
John Phillips (Finance and Properties)
Mary Gendry (Finance and Properties)

Staff: Robert Edwards, Assistant City Librarian

Absent: Teena Zindel-McWilliams (President), Mark Sorensen, Ed Costa, Rick Meyer

1. Call to order

The meeting was called to order at 4:42 p.m.

2. Agenda & Minutes of Previous Meeting

Mr. King stated that there was not a quorum. Mr. King suggested that the agenda and minutes be reviewed. Mr. King also informed the Committee that Mr. Meyer was at a boot camp session in Springfield. Mr. Edwards added that it was sponsored by the State of Illinois and was being held on the campus of the University of Illinois, Springfield.

3. Old Business

Mr. King stated that he didn't think there was any old business to discuss. He suggested the committee move on to new business.

4. New Business

Mr. King mentioned that Mr. Meyer had sent out few things to be reviewed by the Board. He mentioned that he thought there were some concerns expressed about the trustee by-laws. The Board reviewed and discussed the by-laws changes suggested. There was discussion about the new Board members selected and the timeline of them coming on the Board. There was discussion about the annual meetings and the election of members.
Mr. King mentioned that Mr. Meyer had mentioned a possible change in the annual meeting dates. There was discussion about the concealed carry signage. Mr. Edwards mentioned that there were signs on the door and thought that there were possibly additional signs being purchased for the outside. There was discussion about the exempt versus non-exempt. Mr.

Edwards relayed Mr. Meyer's message about the staff that he considered exempt and non-exempt.

5. Meeting Adjourned

Meeting adjourned at 5:05 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 7/10/2014

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee
Minutes of Meeting

Date: July 10, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Eugene King (Chair)
Mark Sorensen
Dr. Priscilla Palmer
Jim Alpi (President)

Staff: Rick Meyer, City Librarian, ,
Robert Edwards Assistant City Librarian

Absent:

Guests:

1. Call to order

Mr. King called the meeting to order at 4:31 PM

2. Agenda

Motion to approve agenda by Mr. Sorensen, seconded by Dr. Palmer

3. Minutes of Previous Meeting

Mr. Meyer suggested adjustment to agenda. He mentioned that he would like to discuss in-house policy progress. Motion to approve minutes with adjustments made by Dr. Palmer, seconded by Mr. Sorensen

4. Old Business

Mr. King stated that he didn't think there was any old business to discuss. He suggested the Board move on to new business

5. New Business

Collection Development Policy-Local History
Mr. King mentioned that the Collection Development policy was the next thing on the agenda. Mr. Sorensen mentioned that there had been policies in the past concerning the Local History collection. He discussed the differences concerning the physical collection and accepting materials. There was further discussion about the language of the policy. Mr. Sorensen

mentioned that he and Ms. Damptz could sit down and discuss the policy. Dr. Palmer agreed that that might work better to have them initially discuss the language and then have them bring their results to the committee meeting. Mr. Meyer mentioned that he was having the Division Heads look at Library other policies. Mr. King mentioned that he thought it was okay to get input from staff.

Mr. King discussed the meeting dates in the packet asked if there was any questions.
Mr. Meyer informed the committee that specific Illinois State statutes requires that they schedule meeting dates at the beginning of each fiscal or calendar year and make those dates available to the public.. Mr. Meyer suggested that they probably should just schedule future dates for the remainder of the 2014 year. to the end of the 2014 fiscal year or calendar year. There was discussion about the dates.

Other
Mr. Sorensen mentioned that he had viewed the website recently and he couldn't find some of the past Board information on the website. Mr. Meyer mentioned that he would look into it with the IT person and get it corrected. Mr. Meyer discussed the policies and bylaws that were being reviewed by him and staff. He covered his process of reviewing the bylaws and policies and his plans to make them more accessible. Mr. Meyer also discussed that he thought that according to guidelines for public libraries that policies should be reviewed every three years. Mr. Meyer mentioned that the Director's report as requested would be done by the end of the month.

6. Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Dr. Palmer
Meeting adjourned at 4:57 PM will

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 8/7/2014

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
PERSONNEL, POLICY AND PUBLIC RELATIONS COMMITTEE
Minutes

Date: September 4, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Members present: Eugene King (Chair)
Jim Alpi
Susan Kruml
Mark Sorensen
John Phillips

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

Absent: Dr. Priscilla Palmer
Guests:

Call to order

Mr. King called the meeting to order at 4:31 p.m.

Agenda

Motion to approve the agenda made by Mr. Alpi, seconded by Ms. Kruml, unanimously approved

Minutes of Previous Meeting

Motion to approve minutes by Mr. Alpi, seconded by Ms. Kruml, unanimously approved

Old Business

Mr. Meyer discussed his efforts to follow up with the City officials in retaining the services of the City attorney to assist with Library matters. Mr. Meyer reported that that the City has informed him that their attorneys are not interested in taking on additional work from the library. Mr. Alpi asked if there was any more information on the municipal code updates. Mr. Meyer answered that he hadn't heard back from the City yet on the code updates. He mentioned that he hadn't noticed any changes on the City website. Mr. Sorensen asked what changes were being considered. Mr. Meyer explained that some dates in the Board of Trustees by-laws were now inaccurate since the fiscal year had changed. He added that the timelines listed in the City codes for the Library to submit budgets and reports were no longer accurate. Mr. Phillips suggested that Mr. Meyer contact the City Manager, Ryan McCrady and ask him to look into it. Mr. Phillips stated that he thought that the date for the election of officers was something that needed further discussion. Mr. Alpi agreed, he mentioned that the Board should also think about confirming the date and timeline for the annual meeting and the election of officials. Mr.

Sorensen asked if it would do any harm to just drop the City code and change the by-laws. Mr. Meyer answered that he didn't think any harm would be done. Mr. Alpi suggested that Mr. Meyer send another email to Ryan McCrady and City Attorney, Wendy Morthland. Mr. Phillips stated that he liked the idea having a timeline set for appointing officers.

Exempt Employees

Mr. Meyer announced that he had contacted the City Human Resources Manager, French Wilson and discussed his thoughts about creating exempt employees. Mr. Meyer mentioned that presently he had Robert Edwards, Catherine Gross, Alissa Henkel and Rick Meyer as Library exempt employees. Mr. Sorensen asked Mr. Meyer ~~asked~~ if there was a list of what falls under exempt. Ms. Kruml mentioned that she thought that they probably also needed to look at job descriptions. Mr. Phillips added that he thought that there are also other matters that fall into the exempt category. Ms. Kruml mentioned that they might look at what the City and State does for exempt employees. There was more discussion about exempt versus non-exempt. Mr. Meyer recommended that the four Library employees mentioned earlier be made exempt. Mr. Sorensen stated that he didn't feel comfortable voting without knowing more about what library exempt status would mean for the four library employees. Mr. Meyer stated that he could send out more information to Mr. Sorensen who had been at the earlier meeting when the exempt status was discussed.

There was a motion made by Mr. King to recommend to the full Board that Rick Meyer, Robert Edwards, Alissa Henkel, and Catherine Gross be made exempt, seconded by Ms. Kruml. Votes- Mr. Alpi- yes, Ms. Kruml-yes, Mr. King-Yes, Mr. Sorensen- abstain

Mr. Alpi asked if the laptop that was previously used by a former employee had been returned. Mr. Edwards answered that the laptop had not been returned yet. Ms. Kruml asked if there was a policy pertaining to employees returning equipment. Mr. Meyer mentioned that he didn't think there was at the moment. There was discussion about creating a RFP for an attorney. Mr. Sorensen mentioned that Mr. Meyer might contact Illinois State Library Director, Ann Craig and ask her for a list of names for an attorney. There was more discussion about obtaining an attorney for the library.

Arts and Artifacts Policy

Mr. Meyer gave an overview of the Arts and Artifacts policy and how he thought it should be handled. Mr. Phillips asked if it would be easier for the Director if the Board had the final say in how certain donated items were handled. Mr. Meyer mentioned that he didn't think that he would have any problems if he had the final say. Mr. Meyer stated that he didn't think the present policy was being followed. Mr. King stated that he couldn't remember ever being consulted about artifacts. Mr. Alpi mentioned that he thought that it might be better if the librarian, someone with experience made the decisions on the artifacts added to the library. He added that the Board could always act as a court of appeals, of sort. Mr. Sorensen voiced that he thought that the policy made sense for the library and the position of arbitrator could be plugged in by whoever they decided. He added, the arbitrator would most likely decide the long-term placement of donations and when they should leave. There was more discussion about donations. Ms. Kruml mentioned that she really didn't see what the difference would be between who chooses for the Local History Use policy and who decides for the Arts and Artifacts. Mr. Alpi suggested that the ultimate recommendation for acceptance come from the City Librarian and resident experts and

then be approved by the Board of Trustees. There was more discussion about policies. Mr. King asked the board members what they should vote on concerning the policies. Mr. Meyer stated that there were 3 choices; to eliminate, to amend, or to just review. Mr. Sorensen moved that the Art and Artifacts policy be recommended to the full Board as having been reviewed, seconded by Mr. Alpi, unanimously approved

Computer Use Policy
Mr. Meyer mentioned that there were presently two policies for computer use. Mr. Meyer stated that the most current policy had been updated in 2013. There was discussion about the two polices. Motion to adopt the revised 2013 policy and eliminate the old policy by Mr. Alpi, seconded Mr. Kruml, unanimously approved.

Building Use Policy
Mr. Meyer discussed the present Library Building Use policy and some examples of the use of the policy. There was discussion about the display cases and their use. Mr. Kruml asked the difference between the community information rack and the display cases mentioned in the policy. Mr. Meyer discussed the use of the community information racks and the display case options. Mr. Alpi mentioned that it would make sense if they could combine some of the policies. There was discussion about the combining library policies. Mr. Sorensen mentioned that there could probably be some revisions made to the current Building Use policy. Mr. Meyer stated that if Mr. Sorensen could send the revisions to him, he would look them over. There was more discussion about the language used in the policy, the present use of the building and display cases. Mr. Sorensen thought the policy would be fine, but questioned what would happen if the Library entered into an agreement with the County. Mr. Meyer mentioned that he thought it was important that they were discussing some of the policies now.
There was a motion by Mr. Sorensen to retain the Building Use policy with some language changes, seconded by Ms. Kruml, unanimously approved

New Business
Mr. Sorensen asked if there was a problem with water in the Madden auditorium. Mr. Edwards answered that there had been a problem with drains being able to handle the heavy rains one night. Mr. Meyer added that it only happened that night in that area, and the maintenance crew extracted the water fairly quick. Mr. Sorensen mentioned that he would like to be notified when certain things happen in the Library building. He added that he didn't like the idea of hearing about issues from people outside of the library building first. Mr. King mentioned that he thought Mr. Meyer would be adding the library issues to his monthly report. Mr. Meyer agreed that he would. Mr. Phillips asked about the morale of staff. Mr. Sorensen mentioned that he recently heard from Mary Gendry. He added that she had mentioned that there were reports that the staff voicing their enjoyment of working with Mr. Meyer. Mr. Meyer mentioned that he thought the staff morale was good, but added that staffing shortages in some areas is still a problem. Mr. Meyer mentioned that he thought a strategic plan would be helpful to help evaluate some of the areas where the libraries should focus its energies.

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Mr. King

Adjourned at 5:59 PM
Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 10/2/2014

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
PERSONNEL, POLICY AND PUBLIC RELATIONS COMMITTEE
Minutes

Date: November 6, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Members present: Eugene King (Chair)
Jim Alpi
Mark Sorensen
John Phillips
Susan Kruml

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

Absent: Dr. Priscilla Palmer

Guests:

Call to order

Mr. King called the meeting to order at 4:37 p.m.

Agenda

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

Minutes of Previous Meeting

Motion to approve minutes with the correction of a name spelling by Mr. Sorensen, seconded by Mr. Alpi, unanimously approved

Old Business

None

New Business

Library Use Guidelines policies
Mr. King stated that Mr. Meyer had more policies to present before the Board. Mr. Meyer stated that he wanted to present the Board to review the Library Use Guidelines policies. He said the first policy in the packets was the current policy. He stated that the policy had been modified and that he had created a workgroup to review the policy. He said the Division heads had reviewed the policies also. He mentioned that the groups had discussed adding a few things, such as silencing phones, vapor cigarettes and having a secure lid on drinks. Mr. Meyer discussed

some of the conversations that the groups had. Mr. Meyer mentioned that the groups had found inconsistencies which created problems when attempting to enforce previous policies. He stated that they had agreed that patrons should not be sleeping in the library, preventing indecent exposure such as underwear showing and having only "service animals" in the building. There was discussion about the definition of "service animals". Mr. Meyer said that he thought that at the present ADA only recognizes dogs as "service animals". Mr. Meyer discussed his plan to initiate training to staff. There was discussion about the conceal carry law and signage. Ms. Kruml mentioned that Nancy Curtin, who helped with the Library realignment in the past, has done similar staff training with other groups. Mr. Meyer mentioned that he would look into contacting her. There was discussion about patrons who came in with their pants below their waist.

There was discussion about food and drink in the library. Mr. Alpi stated that they should give the presented changes a try and if they didn't work they could come back and make changes. Mr. King stated that there seemed to be some redundancy in the security policy. Mr. Meyer stated that he didn't see the need to have both. Motion by Mr. Sorensen to recommend Library Use Guidelines be accepted to the full board with the amendments and the January 2000, Library Security policy not be renewed, seconded by Mr. Alpi, unanimously approved by the committee

There was discussion about the process of removing and restoring a patron's library privileges. Mr. Meyer asked if the committee was comfortable with that authority being designated to library administration. The consensus from the committee was that they were fine with library administration having the authority to eliminate or restrict library privileges. Mr. Sorensen asked how the Board would know about the suspensions. Mr. Alpi asked if the library gave out a document. Mr. Meyer answered that there is a patron report that is mailed out and filed if the suspension is more than a day. Mr. Alpi asked if the suspended patrons can make an appeal. Ms. Kruml added that she thought the appeal process might be beneficial, because someone might change their life. Mr. Meyer mentioned that there had been discussion about an appeal process, but there are some circumstances that would be automatic regardless. Mr. Sorensen stated that he thought the board should be notified if the suspensions were for a significant amount of time. There was more discussion about bans and the appeals process.

Strategic Planning Committee

Mr. Meyer discussed the steps in progress for forming a planning committee. There was discussion about choosing the committee and how to include the community. There was more discussion about the strategic plan and mission planning. Ms. Kruml discussed some of the past strategic planning efforts by the library. Mr. Alpi discussed ideas about getting input from the public. There was discussion about getting participation from non-users.

Staff Development Day

Mr. Meyer discussed the staff development day results. He stated that the ratings ranged from good to very good. Mr. Meyer stated his thoughts on teamwork and moving forward with the staff training.

Closed sessions
Mr. Meyer stated that he had been gathering past closed sessions to begin presenting them to whomever the Board selected to review them. There was discussion about the closed sessions. Motion by Mr. Alpi to keep the past sessions closed for the time being, seconded by Ms. Kruml, unanimously approved by the committee

Hiring additional Library Counsel
There was discussion about the RFP sent out to the attorneys who responded. Mr. King asked about the respondents. Mr. Alpi stated that Mr. Davis had relayed to him that he would excuse himself from taking part in the selection process. Mr. Meyer summarized the responses that he had received. Mr. King discussed past experience using Robbins-Swartz in union negotiations. There was more discussion about the RFP responses. There was discussion about the rates and the amount spent on professional services. Mr. Alpi stated that he thought that both firms that they were interested in were reputable firms. Mr. King asked if they were at the point that they would be hearing proposals. There was more discussion about references, the criteria in the RFP and preparing interviews with the candidates.
Mr. Alpi proposed that 2 of the firms Erickson/Davis and Robbins, Schwartz, Nicholas, Lifton and Taylor be recommended for review to the full board.

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Ms. Kruml

Adjourned at 6:18 p.m.
Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 12/4/2014

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Personnel, Policy, and Public Relations Committee
Minutes of Meeting

Date: December 4, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Eugene King
Mark Sorensen
Jim Alpi
John Phillips
Susan Kruml
Dr. Priscilla Palmer

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

Absent:

Guests: Everett E. Nicholas, Jr. (Robbins Schwartz Nicholas), Susan E. Nicholas (Robbins Schwartz Nicholas), Christopher L. Siudyla, (Erickson, Davis, Murphy, Johnson, & Walsh Ltd.), John Michael Kiley (Erickson, Davis, Murphy, Johnson, & Walsh Ltd.)

1. Call to order

Mr. King called the meeting to order at 4:33 p.m.

2. Agenda

Motion to approve agenda with change to be made in the last paragraph by Mr. Sorensen, seconded by Ms. Kruml

3. Minutes of Previous Meeting

Motion to approve the minutes Mr. Sorensen, seconded by Dr. Palmer, all approve

4. Old Business

None

5. New Business

Mr. King suggested they move on to new business. Mr. Alpi asked the attorneys from Erickson, Davis, Murphy, Johnson, & Walsh Ltd to step out for a moment. Mr. Alpi said attorney Ed Flynn had contacted him to inform him that their firm was interested in representing the library. Mr. Alpi asked the committee if they wanted to consider amending the selection process. Dr. Palmer stated they should stay with the process. Mr. Alpi said they could go forward and if their short list didn't work out they could go back and look at other interested parties. Mr. Alpi discussed the interview questions and the interview process.

Mr. Alpi asked the representatives from Erickson, Davis, Murphy, Johnson, & Walsh Ltd., John Kiley and Chis Siudyla to discuss their proposal and give an overview of the services they have to offer. Mr. Siudyla and Mr. Kiley summarized their experience and qualifications that they were offering to the library, including their experience in tax levies and civil litigations. They stated that they were aware of some the issues that the library was facing from reviewing the minutes online and they believed their experience would overlap with the library's needs. Ms. Kruml asked for clarification about the firm's labor negotiations and mediations. The attorneys answered that they had prior labor negotiation and mediator experience. Mr. Phillips asked what their approach in dealing with adversarial cases was. The attorneys stated that they adopted whatever style that best suited the client.
Mr. Phillips asked if they had any current dealings with the City of Decatur. The attorneys answered that the cases that they are working with involved working on with the City pertained to Human Rights issues. Mr. Phillips asked if they had any current litigation with the County. The attorneys answered that they didn't have any current litigation with the Building Commission or the County. Mr. Sorensen asked how many libraries the firm currently represented. The attorneys answered currently none. Mr. Alpi mentioned the pending deal with the Building Commission and asked if the attorneys had any experience in real estate negotiations. The attorneys answered that they had done a wide range of leases for significant clients, they discussed their experiences. There was more discussion about provisions and specifics of leases. Mr. Phillips asked if the two attorneys came as a team. The attorneys answered that they would collaborate and one or both of them would be available. Ms. Kruml asked if they could envision a scenario where they wouldn't have the answers. The attorneys answered that they have yet to find a situation like that. Dr. Palmer asked if most people in their firm have specialized areas. The attorneys answered that there are specialized areas but they have a diverse practice. There was more discussion about the experience of the attorneys. Mr. Phillips stated that he had read the proposed fee is $150.00 per hour. The attorneys answered that the library could also choose to use a retainer, they could also start with the hourly rate and review the retainer option later. Mr. Phillips asked the attorneys if they would be willing represent the Library if conflicts with the City arose, he added that there presently there were no issues, however if it warranted would they would have no problem representing the Library's interests. Mr. Alpi's asked if they had any questions for the committee. The attorneys asked if the Library was looking for someone to be active or operate on a need to know basis. Mr. Meyer discussed his preferences. Mr. Alpi added that present situation might call for more hands on involvement. The attorneys asked if the Library was operating on a timeline with the Building Commission and the County. Mr. Alpi answered that they hoped to have a memorandum of understanding soon. The Board thanked the representatives from Erickson, Davis, Murphy, Johnson, & Walsh Ltd and asked the representatives from Robbins Schwartz Nicholas to come in. Susan Nicholas and Everett Nicholas represented the firm of Robbins Schwartz &Nicholas. Mrs. Nicholas gave an overview of her specialties. She discussed the firm's experience with employment law and their experience working with private clients. She mentioned that their primary focus was working with public entities, adding that they have a broad debt of knowledge and resources statewide in different specialties. She added that if needed, someone could attend monthly board meetings. There was discussion about having a retainer versus not having a retainer. Everett Nicholas introduced himself as the founder Robbins Schwartz Nicholas, giving a summary of the history of the firm. He discussed experience they've had working with the Decatur Public Library in the past. Mr. Phillips asked how antagonistic has the process of the union negotiations

been in the past. Mr. Nicholas stated that he viewed the last negotiations to be amiable and a lot tamer than the other negotiations that he has participated in. Mr. Phillips asked who would be the contact person. Mr. Nicholas stated that for the time being that both he and Mrs. Nicholas would be contact persons. He added that Mrs. Nicholas would be leaving for maternity leave soon, during that time he would be the primary contact person, however eventually Mrs. Nicholas would be the primary contact person. Mr. Alpi asked if they would explain the roles of the attorneys in their firm. The attorneys discussed the various roles of the attorneys in their firm and who would be available to answer questions. They added that in most instances they get would back with the Library within in a day of the request. Mr. Alpi gave an overview of the present Building Commission, County and Library discussions. The attorneys stated that they would not have any conflicts by representing the Library interests to other government entities. The attorneys added that they had done hundreds of leasing agreements. Mr. King asked about the fees and alternative fees. The attorneys answered that the Library could have the annual retainer option that included certain options. They mentioned that current retainer and alternates were not locked in stone, they would be willing to look at other options. There was discussion about the attorneys experience with the Open Meeting Act. Ms. Kruml asked what would be example of something that would not be covered in the retainer. The attorneys answered that possibly a problem dealing with an employee as opposed to dealing with a question about a contract. Mr. Sorensen asked how many city libraries their firm has represented. The attorneys answered that the majority of the libraries they represented were in the Chicago area. Mr. Sorensen stated that one potential issue in the future might be the tax levy. There was discussion about the City and Library relationship and negotiations in the past and future. Mr. Phillips asked how they could think of the acquisition of Robbins Schwartz Nicholas being long term. Mr. Nicholas answered that responsibilities would eventually transfer to Mrs. Nicholas who would be able to work with the Library long term. He added that he hoped for a smooth transition and they planned to keep their Decatur office. He said Mrs. Nicholas is a resident of Decatur. Mr. Phillips asked about the diversity of their firm. The attorneys answered that they presently have approximately 40% female and partner with other African-American partners and other minorities in other offices. The attorneys thanked the committee and departed from the meeting.
There was discussion about the two firms and the best choice for the Library. There was discussion about the differences of costs, retainers and the different styles.
Move to recommend to the Board retaining the services of Erickson, Davis, Murphy, Johnson, & Walsh Ltd., for Library counsel by Mr. Sorensen, seconded by Dr. Palmer, unanimously approved
There was discussion about the public meeting scheduled for December 6, 2014.

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Dr. Palmer

Adjourned at 6:16 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 02/05/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Personnel, Policy, and Public Relations Committee
Minutes of Meeting

Date: March 5, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Dr. Priscilla Palmer
Mark Sorensen
Jim Alpi
Susan Kruml

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

Absent: Eugene King

Other Board Members:

1. Call to order

Dr. Palmer called the meeting to order at 4:34 p.m.

2. Agenda

Motion to approve agenda, but discuss parking at the end by Mr. Sorensen, seconded by Ms. Kruml

3. Minutes of Previous Meeting

Motion to approve the minutes with corrections by Dr. Palmer, seconded by Mr. Sorensen, unanimously approved

4. Old and New Business

No old business

By-Laws
Mr. Meyer stated that he had sent out copies of the by-laws to the board. He mentioned that he had combined some by-laws from other libraries to create a new set of by-laws. He discussed the present by-laws, the Illinois Statues and the language from the City code. Mr. Meyer stated that he thought that the changes could be made without intervention from the City. Ms. Kruml asked if the City had to be made aware of the changes. Mr. Meyer stated that the library doesn't really contact the City and let them know about changes to the by-laws. Mr. Sorensen asked if they needed to contact the City attorney or the library's attorney. Mr. Meyer stated that he would feel more comfortable asking the library's attorneys about changes to the by-laws. Mr. Sorensen stated that maybe the first step is to contact the library attorneys. Mr. Meyer stated that he would

start with the library attorneys. Mr. Alpi stated that he thought the Library should probably keep the City informed. There was more discussion about the by-laws and home rule.

Meeting Room Policy

Dr. Palmer stated that the meeting room policy was the next thing on the agenda. Mr. Meyer stated that there had been some changes in library operations since the approval of the last Meeting Room policy. He added that the first item that he and the staff had discussed in division heads was the statement about usage being free and open to the public. Mr. Sorensen asked how much time they should spend on the topic if the Decatur Public Building Commission (DPBC) and County were coming into the building. There was discussion about the past procedures. Mr. Alpi stated that they should probably move forward with idea that the County would be sharing space in the building. He added that it may eventually become a topic to discuss during further negotiations. There was further discussion on room scheduling in the past and exceptions to paying the fees. Mr. Sorensen asked about the policy for selling materials during programs. Mr. Meyer stated that some of the authors have sold books. There was discussion about the speakers and charges. There was discussion about solicitation of funds during meeting room use. Mr. Alpi asked Mr. Meyer if he wanted to change the ending times. Mr. Meyer answered that he thought it would suffice to have the room rentals end 30 minutes before closing. Mr. Alpi stated that if groups wanted to stay later, the library might have to have discussions with Jerry Lord. Mr. Meyer stated that he thought it complicated issues to have groups stay later. Mr. Sorensen said that they may also want to consider that the library might want to extend the hours of operation in the future. Mr. Meyer stated that they have discussed that topic in some of the meetings. Mr. Meyer recommended that the actual room rentals be on a separate fee schedule. Dr. Palmer stated that she agreed with that. There was discussion about the cleaning schedule needed to clean the building. Motion by Mr. Sorensen to recommend the revised Meeting Room policy to the Board of Trustees, seconded by Mr. Kruml, unanimously approved

Mr. Meyer said that issues that had come up with individuals not using the library services using library parking. He added that in the past preparations had been made to tow violators but it had never been enforced. He added that the library sometimes partnered with groups such as the Sister Cities. There was discussion about the towing cars parked without permission, the library parking lot and waiting until the DPBC/County/Library agreement was completed.

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Ms. Kruml

Adjourned at 5:50 p.m.

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 5/7/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Personnel, Policy, and Public Relations Committee
Minutes of Meeting

Date: May 7, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Dr. Susan Kruml
Mark Sorensen
Jim Alpi

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian
Rebecca Damptz, Archivist

Absent: Dr. Priscilla Palmer

Other Board Members:

1. Call to order

Dr. Kruml called the meeting to order at 4:31

2. Agenda

Motion to approve agenda by Mr. Alpi, seconded by Mr. Sorenson, unanimously approved.

3. Minutes of Previous Meeting

Motion to approve minutes by Sorenson, seconded by Mr. Alpi, unanimously approved.

4. Old and New Business

Barnwell Photo
There was discussion about the use of the Barnwell photo. Ms. Damptz stated that the Harvard University Press was interested in using the Barnwell photo to produce digital prints. Mr. Sorensen stated that he was under the impression that there were digital copies already available. Ms. Damptz stated that she was aware of the other prints, but doubted that they were of the quality that was needed. There was more discussion about the use of the Barnwell photo its use in past and its value.
Motion to approve Ms. Damptz's request to photo the Barnwell to produce digital copies by Mr. Sorenson, seconded by Mr. Alpi unanimously approved.

Bylaws
Mr. Meyer discussed the present bylaws and statements concerning the City's authority are in the bylaws. He stated that the City has yet to update the City code concerning the library on their website. Mr. Meyer stated that he had spoken with the library's attorney about making changes to bylaws. He stated that the attorney agreed that the City might have some objection to changing the bylaws to exclude the City. Mr. Meyer stated that he had reviewed a lot some examples of library bylaws across state and he liked the example that he has set before the board. He stated

that he felt strongly about removing some of the language in the old bylaws if there was to be discussions about changes in the City/ Library relationship in the future. Dr. Kruml stated that she agreed that it would be hard to argue against the city's position later if some of the language about the City remained in the Board of Trustees bylaws. There was more discussion about the bylaws and adopting a new set of bylaws.
Mr. Meyer recommended some additional changes of dates, such as annual meeting dates. There was discussion about the bylaws and changing meeting dates. Mr. Alpi said that it sounded like a great idea to have the attorney view the proposed bylaw changes first.

New Business
Mr. Meyer stated he had a few recommended changes for the Computer Lab policy. There was discussion about the changes. Motion to the recommended changes for the Computer Lab policy to the board by Mr. Alpi, seconded by Mr. Sorenson, unanimously approved.

Management Staff Personnel
Mr. Meyer stated the Management Staff Personnel policy had not been updated in quite a while, he discussed some recommended changes. There was discussion various sections of the management policy specifically the salary scale. There was discussion about service recognition and its history. Mr. Phillips suggested that Mr. Meyer pursue a plan of action for the changes in the management policy and presented it later to the board.

City Librarian's evaluation
Dr. Kruml discussed the previous evaluation process and opened the meeting up to discussion on how to proceed with the present evaluation process. She discussed her past experiences of working through evaluation processes. There was more discussion about how to proceed with the City Librarian's evaluation. Dr. Kruml stated that she would like to take more time to look at the old process. There was more discussion about the evaluation process. Dr. Kruml stated that they can always come back and review the process can later if concerns arise later. Dr. Kruml asked how they would inform Mr. Meyer if there were concerns during the year. Mr. Alpi stated that he thought there was a certain expectation that Mr. Meyer should be able to interpret issues to the Board. There was discussion about pay and performance. Dr. Kruml stated that she expected to meet with Mr. Meyer and discuss his progress and goals, then meet with the Board to discuss the evaluation and finally have a meeting with Mr. Meyer and the full board. Mr. Phillips gave his thoughts on the process and of his approval of the direction that Dr. Kruml was going. Mr. Phillips stated they would like to get Mr. Alpi's input on Mr. Meyer's performance before he left the board.

Meeting Adjourned

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

Adjourned at 5:40 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 6/4/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
FINANCE AND PROPERTIES COMMITTEE
Minutes

Date: April 8, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (Acting Chair)
Garry Davis
Mary Gendry
John Phillips

Staff: Robert Edwards, Interim City Librarian

Absent: Teena Zindel-McWilliams

Guests: Mike Deatherage, Allison Petty

Public comments:

1. Call to order

Mr. Alpi called the meeting to order at 4:35 p.m.

2. Agenda

Motion to approve the agenda with amended changes made by Mrs. Gendry, seconded by Mr. Phillips

3. Minutes of Previous Meeting

Motion made by Mr. Phillips to approve the minutes, seconded by Mr. Davis

4. Financial Reports

There was discussion about the check register. Mr. Alpi mentioned that he had met with Mr. Zientara, Mr. Phillips, City and Library staff to discuss the various finance interrelations of the Library and City. Mr. Alpi mentioned that they had discussed the utilities, late fees and the invoicing. He explained that the City's utility bills were sent out at least a month early. He discussed the invoicing and the Library's internal procedures. Mrs. Gendry asked about the check dates. Mr. Phillips answered that the check date on the check register is normally the date that the check is cut by the City. There was more discussion about the check register.
Motion to approve check register by Mr. Phillips, seconded by Mr. Davis

5. Old Business

Mr. Davis asked about the two spreadsheets in the Board packets. Mr. Phillips mentioned the discussions with the City and their thoughts about attempting to simplify the reports. He mentioned that the City was going through various changes and that they were being very helpful in working with the Library. He mentioned that he thought that through the conversations in the meeting, the Library seemed to be working well with the City. He mentioned that Mr. Edwards seemed to have a good rapport with the individuals that working at the City. Mrs. Gendry mentioned that she was glad that the column with the load was zero. Mr. Phillips explained that the reason that loan amount had appeared. Mr. Phillips discussed the timeline that the City had provided to them. He mentioned that the budget review should be started by the first of August, finished and ready for the City by the end September and submitted in October. Mr. Phillips stated that he gathered from the meeting that the Library should not think in the terms of new tax revenue. He mentioned some of the costs and options that could be presented to the City. Mr. Phillips added that now was the time for citizens to contact the City Council with thoughts and suggestions about the Library. There was discussion about the 12% percentage guideline for buying books. Mr. Davis asked if there was a way to figure out the 12%. Mr. Edwards mentioned that he thought that it could be done. The committee agreed to skip over the raises section of the agenda. There was discussion about the City meeting and prevailing wage. There was discussion about the City meeting and the discussions about service contracts. Mr. Davis mentioned that he would be glad to look at some of the service contracts. Mr. Alpi mentioned that the City staff and Mr. Edwards were compiling a list. Mrs. Gendry stated that she was glad to see the positive direction that the City and the Library relations were going. Mr. Alpi mentioned that the relationship appeared to be getting alone fine.
Mr. Davis asked about the lease space. There was discussion about the City attorney and Library attorneys finalizing the lease space agreement.
Mr. Alpi discussed the meeting with Mr. Jeff Haley concerning the Local History project. There was discussion about the local history project and the design. There was a brief discussion about the naming conventions and past practices. Mr. Alpi mentioned that they were pushing for July bids.
Mr. Alpi discussed the previous meeting with SEDAC. He gave a brief overview of the process and the air flow. He discussed the adjustments that had been made and the immediate savings.
Mr. Alpi discussed that at the meeting at the City they had discussed the use of Johnson Controls and alternate means of funding a Library project with SEDAC.
Motion to enter into closed session to discuss (5 ILCS 120/2(c) (5) "The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired" at 5:44 p.m. by Mr. Phillips, seconded by Mrs. Gendry
Out of closed session at 5:50 p.m.
Motion to enter into closed Session: (5 ILCS 120/2(c) (1) "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity" at 5:57 p.m. by Mr. Davis, seconded by Mr. Phillips.
Out of closed session at 6:03 p.m.

6. New Business

There was discussion about the library exhibits and marketing
Mrs. Gendry mentioned that some of the individuals that she knew that were interested in serving on the Board.

Meeting Adjourned

Motion to adjourn by Mrs. Gendry, seconded by Mr. Phillips
Meeting adjourned at 6:18 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 5/14/2014

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
FINANCE AND PROPERTIES COMMITTEE
Minutes

Date: May 14, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (Chair)
Teena Zindel-McWilliams
Garry Davis
Mary Gendry
John Phillips

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

Absent:
Guests:

Public comments:

- **Call to order**

Mr. Alpi called the meeting to order at 4:35 p.m.

- **Agenda**

Motion to approve the agenda with amended changes made by Mrs. Zindel-McWilliams, seconded by Mrs. Gendry

- **Minutes of Previous Meeting**

Motion made by Mr. Phillips to approve the minutes, seconded by Mrs. Gendry

- **Financial Reports**

There was discussion about the check register. Mr. Meyer discussed that the first Local History changes had been submitted to the City. There was discussion about the tuition reimbursement and line items pertaining to reimbursement to staff. Mr. Davis mentioned that it was discussed in a previous meetings that they would discuss line items. Mr. Phillips mentioned the recognition of staff and reporting concerns. There was discussion about the procurement of items and a policy. Motion to recommend check register to full Board by Mrs. Zindel-Williams, seconded by Mrs. Gendry
There was discussion about the utility bill. There was discussion about the budget and finances. Mr. Meyer mentioned his thoughts on putting together a spreadsheet of that might be easier for the Board to understand. There were was more discussion about budget reports.

- **Old Business**

There was discussion about the back pay for laid off staff and staff that resigned in 2013. Mr. Meyer mentioned the steps that had been taken to get the pay to those individuals. There was discussion about exempt and non-exempt. There was discussion carrying over vacation time and the transfer of sick time benefits. Mr. Meyer discussed the sick time bank. Mr. Alpi discussed the meeting with Mr. Jeff Haley concerning the Local History project. Mr. Meyer asked if the architect had submitted an estimated budget. Mr. Alpi answered that the architect had not submitted a budget yet. There was more discussion about the timeline of the Local History.

- **New Business**

There was discussion about putting down goals for the 2015 budget. Mr. Phillip mentioned that he thought everyone should send some budget goals. Mr. Zindel-Williams suggested the Board send the suggestions to her. There was discussion about the groups set up to deal with patron complaints. There was discussion about the gun signs.

Meeting Adjourned

Motion to adjourn by Mr. Phillips, seconded by Mrs. Gendry
Meeting adjourned at 5:37 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 6/12/2014

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
FINANCE AND PROPERTIES COMMITTEE
Minutes

Date: June 11, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (Chair)
Garry Davis
Mary Gendry

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

Absent: Teena Zindel-McWilliams
Guests: Allison Petty, Amy McEvoy

Public comments:

- **Call to order**

Mr. Alpi called to order by Jim Alpi at 4:34 p.m.

- **Agenda**

Motion to approve agenda by Mrs. Gendry, seconded by Mr. Davis, all approved

- **Minutes of Previous Meeting**

Motion to approve minutes by Mr. Davis, seconded by Mrs. Gendry, all approved

- **Financial Reports**

There was discussion about the budget. Mr. Meyer presented a version of the budget spreadsheet that he had been working on. Mr. Meyer discussed his spreadsheet and some of the modifications that he had made. There was discussion about the budget and spending. Mr. Meyer mentioned that it's hard to always plan for the unexpected. There was discussion about present staffing and a job audit. Mr. Davis mentioned that he thought that a recommendation on future staffing should come from Mr. Meyer. There was further discussion about staffing and workflows.
Mr. Alpi mentioned that the consensus seemed to be to go with the new report developed by Mr. Meyer. Mr. Alpi mentioned that the new format could be presented to the full Board. Mr. Davis asked when the budget goals would be presented. There was discussion about the budget goals. Mr. Davis mentioned that they didn't want to buy fewer books. Mr. Alpi and Mr. Meyer agreed. Mr. Meyer discussed his plan to proceed with budget planning.

- **Old Business**

Mr. Meyer gave an overview of a discussion the telephone conversation that he had recently had with space consultant Fred Schlipf. Mr. Meyer expressed his discussion with Mr. Schlipf and desire to have him visit the Library and view the area for the placement of the Local History project and possibly later assist in developing a building plan. Mr. Meyer stated that he believed input from Mr. Schlipf would help determining the ripple effect of the placement of the Local History project. He thought the services of Mr. Schlipf could be attained for under $5000.00 dollars. There was discussion about the shifting of materials and furniture in response to the move. Mr. Davis asked Mr. Meyer if he was recommending that they attain Mr. Schlipf. Mr. Meyer answered that he was. Mr. Alpi stated that he felt that another pair to view the project might be beneficial, but the question might be how to draw up the agreement. Mr. Davis asked if they needed just an immediate plan or to hire him for the whole package discussed. Mr. Alpi mentioned that, as was discussed in the past, a strategic plan needs to be put together and the space and physical needs should be added. Mr. Meyer mentioned that he hasn't dug into the present long range plan yet. Mr. Alpi mentioned that perhaps they could obtain the space consultant and get him to give a fee for those tasks that they mention to him. There was discussion about the strategic plan. Mr. Davis mentioned that he was in agreement with Mr. Alpi's statement.
Mr. Meyer stated that he would discuss the plan with the consultant and come back to the full Board with a full proposal. There was discussion about taking the front end documents for the Local History project to the City Risk Management. There was discussion about the front end documents. He discussed the involvement of Risk Management, prevailing wages, bonds and bids. There was discussion about obtaining replacement Library attorneys in the place of Ed Booth and Ev Nichols, who were no longer available.
Mr. Meyer discussed the report evaluating the vendors that Mr. Davis had submitted. There was discussion about the vendors. The Board agreed that a written notice should be given to TSSI. There was discussion about the Hunzeker agreement. Mr. Edwards mentioned that to his understanding Hunzeker continually fulfilled the terms of their agreement. He mentioned that he had not heard any complaints about the Hunzeker group. There was discussion about further investigation of the preferential rates. Mr. Alpi suggested that during the fall, bids for services for various services to be performed be requested. There was discussion about the telephone service contract. There was further discussion about the various library contracts. Mr. Alpi suggested that in the future perhaps a termination clause be included in Library contracts.

- **New Business**

Mrs. Gendry mentioned that the Dunn Company had patched the Library parking lot for free. There was discussion about sending thanks to the Dunn Company. She discussed that she and staff had met with one of their representatives to discuss redoing the lot. She discussed that she had mentioned it to with the Foundation. Mr. Alpi mentioned that perhaps they should wait and see how it works out with the building commission. He added that it would be a big project. Mr. Meyer mentioned that there was continued leaking in the Annex. There was

discussion about the finding a solution. Mr. Meyer mentioned that he had received an email from Pat Hoban, inquiring about free or inexpensive space. Mr. Davis and Mr. Alpi agreed that the Library probably couldn't meet those needs at this time.

Meeting Adjourned

Motion to adjourn by Mrs. Gendry, seconded by Mr. Davis
Meeting adjourned at 5:24 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 7/9/2014

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
FINANCE AND PROPERTIES COMMITTEE
Minutes

Date: July 09, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Members present: Jim Alpi (Chair)
Garry Davis
John Phillips
Donna Williams

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

Absent:
Guests: Allison Petty, Mike Deatherage

Public comments: None

Call to order

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

Agenda

There was discussion about the agenda. Motion to approve the agenda with amended changes made by Mr. Davis, seconded by Mr. Phillips

Minutes of Previous Meeting

Mr. Alpi presented the minutes from the last meeting. Motion to approve minutes by Mr. Phillips, seconded by Mr. Davis, all approved

Financial Reports

Mr. Alpi introduced the June check register. Mr. Meyer discussed the water bill and the fuel expense line on the check register. Mr. Phillips suggested that Mr. Meyer discuss the questions about the check register with Mr. Gregg Zientara. Mr. Alpi asked Ms. Williams about the online access to Ameren accounts. Ms. Williams explained that some accounts could be accessed online. There was discussion about other line items. Mr. Phillips mentioned that he was counting on Mr. Meyer to inform the Board on any future abnormalities in budget that might show up. Mr. Meyer stated that the Board would be informed. Mr. Alpi recommended check register be presented to the full board. Mr. Meyer discussed that at the water billing budget line didn't match up with the check register. There was discussion about the budget and the budget spreadsheet presented by Mr. Meyer. Mr. Phillips requested that Mr. Meyer present the spreadsheet to Mr.

Zientara to make sure everyone is on the same page. Mr. Meyer answered that he would be getting with Mr. Zientara.

Old Business

There was renewed discussion about approaching the City to acquire the services of the City's attorney. The Board discussed the options of obtaining the City attorney versus an independent attorney. Mr. Davis stated that he thought the library had to have a designated attorney. Mr. Alpi asked Mr. Meyer to write up a draft for a proposal to solicit attorneys for the Library. Mr. Alpi added that perhaps the draft should include a list of the type of services and skills desired. There was discussion about pass library situations and the uses of legal counsel.
Mr. Meyer discussed the recent visit from Mr. Fred Schlipf. He mentioned Mr. Schlipf's thoughts about the Library's present space and what the library might need to consider for the future, including moving the print materials magazines and future use of the Penny Severn's room.
Mr. Alpi discussed his meeting with architect Jeff Haley and staff during the week. He discussed the needs for the Local History project, the consensus about the HVAC, and finalizing the bids by July 10. There was discussion by the Board about the process.
Mr. Alpi mentioned that inquiries by contractors during the bid process could be referred Decatur Blueprint. Mr. Davis asked if there is a drawing available, he mentioned that he hadn't seen one yet. Mr. Alpi mentioned that it might be useful to have a drawing; for the public to see what is being done. He mentioned that he would contact Mr. Haley.
Mr. Meyer discussed the library vendor contracts that he had received back from Mr. Davis. He gave an overview of the contracts evaluated by Mr. Davis. There was discussion about reviewing and charting the contracts.
There was discussion about the 2014-2015 meeting dates. Mr. Phillips asked about the Foundation meeting dates. Mr. Meyer informed the board that Sally Krigbaum had mentioned that they would be setting a date for the next Foundation Board meetings soon. Mr. Alpi added that the Foundation typically met four times a year.

Annex

Mr. Meyer discussed the bids he had received for the roof. He mentioned that there had been three bids from one company. There was discussion about the bids. The consensus of the Board was to patch the roof.

New Business

There was discussion about budget goals for the 2015 budget. Mr. Phillip mentioned that he thought everyone should submit some budget goals. Mr. Davis mentioned that Zindel-Williams had suggested the Board send the suggestions to her. There was discussion about the groups, Mr. Meyer had set up to deal with patron complaints. There was discussion about the no firearm signs around the library.

Meeting Adjourned

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

Adjourned at 5:25 PM
Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 8/14/2014

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: October 8, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Members present: John Phillips (Chair)
Jim Alpi
Donna Williams
Garry Davis

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

Absent:
Guests: Allison Petty, Amy McEvoy, Mike Deatherage

Call to order

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

Agenda

Motion to approve agenda by Mr. Alpi, seconded by Ms. Williams

Minutes of Previous Meeting

Motion to approve minutes by Mr. Alpi, seconded by Ms. Williams, unanimously approved

Old Business

Mr. Phillips asked the committee if there was any discussion about the check register. Mr. Alpi asked if the Watts entry was a lease agreement cost. Mr. Meyer answered that it was. He added that the library was looking at Watts and GFI contracts. Mr. Phillips asked what kind of revenue the copy machines generated. Mr. Meyer explained that one of the copiers belonged to the Friends. Mr. Alpi asked about the Spectrum costs. Mr. Meyer explained there were about 4 years' worth of costs on the check register; he added that the Library had been holding off buying some of the supplies as long as possible waiting on the City. There was more discussion about the check register. Mr. Meyer added that, at this point the City is not interested in purchasing new copy machines. There was discussion about the elevator, and the Schindler bill. There was more discussion about the check register. Mr. Phillips asked if there was any more discussion about the check register. Motion to approve the check register and recommend it to the full Board by Mr. Alpi, seconded by Ms. Williams, unanimously approved

Mr. Meyer discussed the September budget report. He informed the committee that some revenue had been transferred to capital and there had been an increase in book spending. There

was more discussion about the library's revenue and distribution. Mr. Meyer stated that the State had recently contacted him and notified him that the per capita ratio would be the same as the previous years. There was discussion about the Per Capita grant. Mr. Meyer discussed rollover at the end of the fiscal year and the amount of operating cash that would be available. There was more discussion about budget.

New Business

Mr. Meyer stated that he had recently signed a contract with an E-Rate consultant. He said that the Library would not start seeing results until the year 2015. Mr. Phillips asked what the status of the Local History project was. Mr. Meyer answered that construction would start on October 27th, the same day as next Foundation meeting. there was discussion about sequence of events and timeline of the project and informing the Foundation Board. Mr. Meyer discussed some of the parameters of the annual expenditures of the library. There was more discussion about library expenditures.

Meeting Adjourned

Motion to adjourn by Ms. Williams, seconded by Mr. Davis

Adjourned at 4:55 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 11-12-2014

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Finance and Property Committee

Minutes

Date: November 12, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Members present: John Phillips (Chair)
Jim Alpi
Donna Williams
Garry Davis

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

Absent:
Guests: Allison Petty (Herald and Review), Amy McEvoy (Friends of the Library)

Call to order

Mr. Phillips called the meeting to order at 4:35 p.m.

Agenda

Motion to approve agenda with possible additions to the Other category in New Business made by Mr. Davis, seconded by Mr. Alpi, unanimously approved

Minutes of Previous Meeting

Motion to approve minutes by Mr. Alpi, seconded by Ms. Williams, unanimously approved

Old Business

Mr. Phillips asked the committee if there were any comments or questions about the check register. Ms. Williams asked about the Burdick costs. Mr. Meyer explained that there had been some plumbing issues in the previous month. He discussed other expenditures on the check register. Mr. Phillips asked about Newsbank resource that was listed on the register. Mr. Meyer explained that NewsBank was a library database that offered access to a wide variety of newspapers across the country. Mr. Meyer stated that the library was still attempting to get to the bottom of the utility costs at the Annex. There was discussion about the utility costs at the Annex. Motion to approve the check register and recommend it to the full Board by Mr. Davis, seconded by Ms. Williams, unanimously approved
Mr. Phillips asked about the funds for the contractors. Mr. Meyer explained that the checks to cover the costs for the contractor invoices had already been deposited. Mr. Davis asked where the library is on Books and Periodicals spending. Mr. Meyer discussed recent meetings with staff

and discussions about selection methods and increasing book spending. Mr. Phillips stated that it was nice for the library to be in the position that they are in with the spending and the Board doing what they had said they would do. Mr. Meyer mentioned that there would be some additional expenditure for maintenance in the next month or so due to bulk purchases that were made to save money. Motion to enter into closed session pursuant to Section 5 ILCS 120 § 2 (c) (6)) made by Mr. Alpi, seconded by Ms. Williams, unanimously approved
Entered into closed session at 4:51 p.m.
Motion to end closed session by Mr. Alpi, seconded by Mr. Davis, unanimously approved
Closed session ended at 5:29 p.m.
Mr. Phillips presented a summary of the closed session. He discussed that the Board had been in a series of meetings with the County and the Building Commission and now they have reached the point that everything should be reviewed by the full board before they go any further. He stated that he would like to see a motion to do this. Motion by Mr. Davis that the proposal concerning the Decatur Public Library, Macon County and the Decatur Building Commission be presented to the full board for review, seconded by Ms. Williams, unanimously approved

Other – Obtaining Legal Counsel for the Library
Mr. Alpi informed the committee that the Library had received 3 proposals from the RFP that the library had submitted. There was discussion about the RFP process and the cutoff for submissions. Mr. Phillips discussed receiving input from the full board. Mr. Davis said that he would not be participating in the selections. Mr. Alpi explained that Mr. Davis is affiliated with one of the firms. Ms. Williams asked what type of counsel the Library is seeking. Mr. Alpi answered that the Library is seeking general counsel. There was discussion about the use of counsel in past years.

New Business

None

Meeting Adjourned

Motion to adjourn by Mr. Alpi, seconded by Ms. Williams,

Adjourned at 5:45 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 12/10/2014

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties

Minutes

Date: December 10, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Members present: John Phillips (Chair)
Jim Alpi
Donna Williams
Garry Davis

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

Other Board Members: Mark Sorensen

Absent:

Guests:

Call to order

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

Agenda

Motion to approve agenda by Mr. Alpi, seconded by Ms. Williams

Minutes of Previous Meeting

Motion to approve minutes by Ms. Williams, seconded by Mr. Davis, unanimously approved

Old Business

Check Register
Mr. Phillips informed the committee that the check register was in the packet. He asked if there were any questions about the register. There were none. Mr. Phillips talked about future signage and decorations for the Library in conjunction with the changes being made downtown. The committee suggested that Ms. Williams be a part of any decoration planning group. Motion to approve the check register by Mr. Davis, seconded by Mr. Williams, all approved
Budget review
Mr. Meyer discussed the library budget. He gave a summary of the budget and cash flow reports in the board packets. He stated that he expected there would be a surplus of about $47,000. Mr. Phillips stated that there was the potential for an additional expense, potential legal fees for approximately $50,000 going into 2015. Mr. Meyer discussed the pending fiscal year-end

deadline for invoicing. There was discussion about potential expenses and revising the budget. Mr. Meyer stated that he would be speaking with Mr. Gregg Zientara and Mrs. Donna Colbias about the specifics of what can be done with the line items. There was discussion about placing the funds in a trust account for the new attorneys.
Motion by Mr. Phillips to create a due diligence fund of up to $50,000 to be held in trust to cover legal and accounting services, seconded by Ms. Williams, yes by Mr. Alpi, Mr. Davis abstained
Mr. Phillips asked if there were any more questions or comments about where the library was budget wise for the year. Ms. Williams asked about the book spending. Mr. Meyer stated that the staff was working on adding more materials to the collection. Mr. Alpi stated that he wanted to commend Mr. Meyer and staff for staying within the budget for the 2014 fiscal year. Mr. Meyer discussed future changes in materials selection and spending. He added that he also planned to contact one of the book representatives and discuss further discounts. Mr. Phillips asked about the library's percentage of materials spending compared to state standards. Mr. Davis stated that he thought the library was around 9%. Mr. Meyer answered that he thought that was pretty accurate.

Public Meetings

Mr. Phillips stated that the Board of Trustees had recently had the public meetings in regards to the Building Commission, County and Library planned agreement. He added that now is the time to decide if we want to recommend that we go to the next step. He stated that they had compiled a list of concerns. He said that he thought the board would want to consider the concerns and how to answer them. Ms. Williams stated that she agreed. Mr. Davis said that he thought the Board should probably use the word address instead of answer. Mr. Alpi stated that he agreed, and he saw the Memorandum of Understanding (MOU) with the Building Commission, County and Library as a document that stated that the Library wasn't ready to commit. He added they would need more details to address some of the questions. Mr. Alpi stated that if the Board agrees, they should negotiate a MOU; the document would give them an idea of what concepts need to be worked out. Mr. Phillips discussed his thoughts on working toward a definitive agreement. He added that going to the next step answers questions that are pending. Mr. Sorensen stated that there are some questions he would like to see answered. Mr. Phillips stated that if they weren't satisfied with the deal they wouldn't go forward. There was more discussion about the agreement. Mr. Davis stated that the MOU discusses if we should move forward. He added that he thought the details (i.e. maintenance and staffing) could be addressed after the MOU was agreed upon. Mr. Alpi stated that he would like to see things proceed further and have a vote by Board of Trustees.
Motion by Mr. Phillips to recommend that the Board move toward developing a memorandum of understanding and to develop details that lead to the drafting of a legally binding agreement including leases and continue to address information, issues and concerns expressed by the public and staff as part of creating a final agreement, seconded by Mr. Alpi, unanimously approved
Mr. Meyer mentioned that he would type up the comments from the public meetings and send them out to the Board.

Other

Mr. Sorensen asked about the progress of Local History project. Mr. Meyer answered that the contractors were ahead of schedule, which was a positive situation for the library to be in. Mr.

Sorensen asked if the issues of the tables and chairs had been resolved. There was discussion about the furniture and the local history project.
Mr. Alpi stated that they had recently met with Sikich to discuss work on the deal with the County. He added that Sikich had stated that they would get them a proposal for services. Mr. Davis asked if Sikich was asking a huge amount. Mr. Alpi answered that currently they were looking at fee for just reviewing documents. There was more discussion about the use of Sikich.

Meeting Adjourned

Motion to adjourn by Ms. Williams, seconded by Mr. Davis

Adjourned at 5:28 p.m.
Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 1/14/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties

Minutes

Date: January 14, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Members present: John Phillips (Chair)
Jim Alpi
Donna Williams
Garry Davis

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

Other Board Members: Mark Sorensen

Absent:
Guests: Allison Petty

Call to order

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

Agenda

Motion to approve agenda by Mr. Alpi, seconded by Ms. Williams

Minutes of Previous Meeting

There was discussion about listing committee members who attend meetings in which they are not a member of the committee in the **Other Board Member** section of the minutes. Motion to approve minutes with corrections by Mr. Davis, seconded by Mr. Alpi

Old Business

Check Register
Mr. Phillips stated that the check register was present for review. There was discussion about the check register. Mr. Phillips asked about the staff spending for materials. He asked if there was any positive feedback. Mr. Myer answered that there had not been much feedback; he added that the staff had stated they were not used spending all year around, to which he had replied, that having funds to spend all year round was a good problem to have. He stated that the book spending for year was about 97% of the amount allotted. Motion to approve the check register by Mr. Alpi, seconded by Mr. Davis, unanimously approved

Budget review

Mr. Meyer discussed the library budget. He stated that he felt they should probably rethink the way they deal with non-library grants. He discussed the trust and trust lines, adding that he would like to change or add grant lines for City finances. Mr. Davis stated that it was his understanding that the trusts were separate. Mr. Alpi stated that he thought they were separate. Mr. Meyer discussed the conflicts of depositing grant money to cover grant purchases initially purchased with library revenue. There was more discussion about past expenditures. Mr. Meyer stated that the library had ended up with approximately $121,000 in surplus. He added that only a portion of it was available for spending at the end of the fiscal year. There was more discussion about the spending and the grants. There was more discussion about adding additional lines for grant revenues and expenditures. There was discussion about the City and Library's relationship with finances. Mr. Phillips stated that he would start a draft to Interim City Manager Gregg Zientara to discuss the finances. He added that he would send it for Mr. Alpi for review. Mr. Meyer stated that he felt that there were a lot of staff members that could be thanked for the good position that the library was in. Mr. Alpi stated that the Mr. Meyer and the staff should be praised for their great work and discipline working within the budget.

Library/Building Commission/County

Mr. Phillips stated that the Board of Trustees recently had public meetings to inform the public about the Decatur Public Building Commission (DPBC), the County and the Library planned agreement. He added that Library lawyers had reviewed the Memorandum of Understanding (MOU) from the DPBC, he thought the Board had come far enough into the process which showed they are committed enough to go further with plan of negotiating a final lease. He stated that he thought there were other issues that could be worked on later. He stated they could assemble a list of the details and address them. Mr. Phillips added he felt they all wanted the deal to work. Ms. Williams said that as she understood it there were no final numbers at this time, but the as the numbers were gathered Sikich would be reviewing them. Mr. Phillips stated that her statement was correct. Mr. Davis stated that the MOU was a declaration of the Board's intent to move forward in good faith pending the facts as they know them now. There was discussion about the making a recommendation to the full board.

Mr. Sorensen asked for clarification on some points on which he thought he might be questioned on by the public. He stated that there were a few questions that immediately came to mind, for example, he asked why the doesn't the county move into the extra space and pay rent to the library. Mr. Phillips and Mr. Alpi answered that the Library could not afford to fix up the space for a tenant and the Library was not willing to become a landlord again. Mr. Sorensen asked how the Library could sell the building and not receive the 3 million dollars. Mr. Phillips explained that the Library is basically selling on contract for deed. He discussed some of details of the financing. There was more discussion about the details of the agreement and the financing. Mr. Alpi stated that there were also cost avoidance opportunities, including capital improvements. Mr. Sorensen stated that he was in favor of the agreement; he added that he thought that the pending decision concerning the Library, the Decatur Public Building Commission and the County would be one of the most significant decisions made concerning the Library in years. Mr. Phillips added that there were also some important decisions that had been made over the course of the last year or so that had helped the success of the Library, including cutting hours, a reduction in staff and having a good capable person in place to manage the Library. Mr. Sorensen stated that as a side note, he asked some individuals that he felt might understand what

was happening and to date he had received no negative feedback. Mr. Meyer stated that he had recently spoken at a Romeo's breakfast and the feedback that he received was positive also. Mr. Alpi added that he thought the turnout and feedback at the public meetings were good. Ms. Williams said she thought the feedback that she'd heard was sort of quizzical. Motion by Mr. Alpi, to recommend to the full board the approval of a Memorandum of Understanding (MOU) between the Library, Decatur Public Building Commission and the County for transfer of Library property to the Decatur Public Building Commission and entering into an agreement for 20 years, seconded by Mr. Phillips, unanimously approved

Other
Mr. Meyer stated that the 2015 meeting dates were in the board packets for review to be voted on at the full board meeting

Meeting Adjourned

Motion to adjourn by Mr. Davis, seconded by Ms. Williams

Adjourned at 5:26 pm
Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 02/11/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties

Minutes

Date: May 21, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Members present: John Phillips (Chair)
Jim Alpi
Donna Williams
Garry Davis
Jennifer Sykes

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

Other Board Members:

Guests:
Absent:

Call to order

Mr. Phillips called the meeting to order at 4:35 p.m.

Agenda

Motion to approve agenda by Mr. Alpi, seconded by Mrs. Sykes, unanimously approved.

Minutes of Previous Meeting

Motion to approve minutes by Mr. Davis, seconded by Mrs. Williams, unanimously approved.

Check Register
Mr. Phillips stated that the check register would be the first item to review. Mr. Meyer stated that the West Group law books don't all come at once, which is why there have been segmented payments. He added that in the past the library received the annotated and non-annotated versions. Mr. Meyer stated that one of the versions would be stopped. Mr. Davis discussed the basic difference between annotated and non-annotated law books. There was discussion about the reference items in the library's collection. Mr. Phillips asked what the Hunzeker Company was maintaining. Mr. Meyer stated that they maintained the HVAC. He added that their contract had only been negotiated for 1 year. Mr. Alpi asked Mr. Meyer if Pruitt had repaired the backflow. Mr. Meyer stated yes.
Motion to approve check register by Mr. Davis, seconded by Mrs. Sykes, unanimously approved

Budget review

Mr. Meyer gave an update of the library budget. He stated that the library was on a much better pace than they thought they would be. He added that he wasn't positive the library would get all the tax revenue projected. Mr. Phillips questioned if Mr. Meyer could think of any unusual spending that might pop up in the future. Mr. Meyer answered that he might have to offer extra hours for the maintenance staff and bring in temporary staff. Mr. Phillips asked if there was a potential for savings that might be transferred to Decatur Public Building Commission. Mr. Meyer discussed some of the line items that might affect the cost savings. There was more discussion about line items. There discussed about how the union staff would be affected and the projected timelines. There was discussion about the tax levy and the city taxes.

Library/Building Commission/County

Mr. Alpi discussed the status of the agreement and a desired timeline. There was more discussion about the agreement. Mr. Alpi passed out a copy of the draft lease to the committee members. There was discussion on section one concerning options of renewing the lease after 20 years. There was more discussion about the options that would be available at the expiration of the lease.

Mr. Alpi stated that the next item to discuss was the Decatur Public Building Commission's management agreement section. He mentioned that the options were to make it prescriptive versus less prescriptive. He added that the governmental bodies involved were all nonprofit. There was discussion about the payments and the projected savings. Mr. Meyer stated that he had spoken with Scott Clark at the City regarding insurance and liability costs. Mr. Alpi stated that he thought that they were near the end of the negotiations and it seemed to be pretty decent agreement. Mr. Alpi stated that they had met with the City officials, Mayor McElroy, City Manager Tim Frazier and Gregg Zientara and gotten some input from them. Mr. Phillips discussed the process of evolving the City Council. Mr. Meyer stated that the library attorney had expressed some mild concerns about the management part of the lease. Mr. Alpi stated that it was not worded as strong as he would have liked for it to be. Mr. Alpi stated that the Decatur Public Building Commission has voted to approve the agreement, the County Board has voted to approve the agreement and they expected the City to comment on the agreement at their next City Council meeting.

Mr. Alpi stated that they can meet next week to discuss the agreement, he added that they may have to going to close session. Mr. Phillips asked if they could meet earlier. Mr. Meyer stated that special meeting could begin at 4 o'clock. Mr. Davis asked if there was anything in the agreement that prevented the library from hiring a part-time employee later. Mr. Phillips and Mr. Alpi stated that there was not.

Management Policy

Mr. Meyer stated that he was not going to recommend any adjustments or the management salary at the present time; he noted that three people were outside of the maximum, Bev Hackney, Joann Stanbury, and Julie Martin. Mr. Davis stated that maybe they could look at the management scale later. Mr. Alpi stated that he agreed with Mr. Davis. There was more discussion about the pay scale. Mr. Phillips stated that he recommended that they didn't implement a scale that takes a person outside of their pay range for the time being. He thought that maybe they could come back later, better informed and reviewed a matter. Mr. Alpi stated that maybe someone on the Personnel committee could look into that.

Meeting Adjourned

Motion to adjourn by Mr. Davis, seconded by Ms. Williams

Adjourned at 5:52 pm
Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 6/11/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Special Meeting of the Finance and Properties Committee

Minutes

Date: May 21, 2015

Time: 4:00 p.m.

Location: Decatur Public Library Board Room

Members present: John Phillips (Chair)
Jim Alpi
Donna Williams
Garry Davis

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

Other Board Members: Dr. Susan Kruml, Dr. Priscilla Palmer, Mark Sorensen

Guests: Chris Siudyla, Allison Petty

Absent: Jenny Sykes

Call to order

Mr. Phillips called the meeting to order at 4:00 p.m.

Agenda

Motion to approve agenda by Mr. Davis, seconded by Mr. Alpi, unanimously approved.

Library/Building Commission/County

Mr. Phillips stated the purpose of the meeting was to review and make a decision on the modified agreement, to present to the full board.
Mr. Sorenson asked it the library would keep its own insurance. Mr. Alpi answered that the library will have to have some coverage for items such as contents. He added that Decatur Public Building Commission would have insurance for the building and thing that they needed to cover. Mr. Meyer stated that he had spoken with the City's Risk Management manager Scott Clark concerning appropriate insurance coverage for the library. Mr. Sorenson asked it the word "currently" in the Management Agreement meant there might be changes later. Mr. Alpi stated that he believed that the meaning is that as it exists now, and changes in the future might have to be renegotiated. Mr. Sorenson stated that he also had questions about basic operations and maintenance agreement. He noticed that some things, such as phone services were not listed. Mr. Meyer stated that the library will be responsible for its phone services; he added that there were also other items that didn't fall under the agreement.

Motion by Ms. Williams that the Finance and Properties committee recommend to Board of Trustees that the Lease Agreement and Management Agreement between the Decatur Public Library Board of Trustees and the Decatur Public Building Commission previously circulated to the Board of Trustees, and the transfer of the Library Building to the Decatur Public Building Commission, be approved, and recommend that the Board of Trustees authorize the President of the Library Board of Trustees to execute a Lease Agreement and Management Agreement, in substantially the same form as said Lease Agreement and said Management Agreement, and to execute documentation, including a deed, transferring the Library Building to the Commission, at such time as 1) the Commission satisfies all contingencies that it has communicated to Decatur Public Library Board of Trustees, 2) the County satisfies all contingencies that it has communicated to the Trustees, and 3) the City of Decatur's approval of the transfer of the Library Building located at 130 N. Franklin St., Decatur, IL 62523, seconded by Mr. Alpi, unanimously approved.

Mr. Meyer stated that this assumptions and projections are made on the assumption that the deal is completed by July 1. Mr. Meyer stated that there may also be additional revenue from the sale of equipment. Dr. Palmer asked where Project Read would be located. Mr. Meyer stated that they would be on the first floor in the building that is now known as Annex. There was more discussion about use of space.

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

Adjourned at 4:20 pm
Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 6/11/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties

Minutes

Date: June 10, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Members present: John Phillips (Chair)
Jim Alpi
Donna Williams
Garry Davis
Jennifer Sykes

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

Other Board Members:

Guests:
Absent:

Call to order

Mr. Phillips called the meeting to order at 4:31 p.m.

Agenda

Motion to approve agenda by Mr. Davis, seconded by Mrs. Sykes, unanimously approved.

Minutes of Previous Meeting

Motion to approve minutes by Mrs. Sykes, seconded by Ms. Williams, unanimously approved.

Check Register
Mr. Phillips stated that the check register would be the first item for review. Mr. Phillips asked about the Mid-American gas costs. Mr. Meyer answered that there were different billings for certain utilities and they come through on different lines. Mr. Phillips asked about the expenditures for locks. Mr. Meyer stated that the locks were for the new local history room. Motion to approve check register and recommend it to the full board by Mr. Phillips, seconded by Mr. Davis, unanimously approved

Budget review
Mr. Meyer gave an update of the library budget. He stated that the salary line was lower than previously budgeted for. He added that the next month's budget will include expenditures for temporary custodial staff. Mr. Phillips stated that looking at the budget it appeared that if the Building Commission were to take control of the library property their savings looked to be pretty good. He added that the energy expenses appeared to be less than anticipated. Mr. Meyer

stated that the energy expenses haven't been bad so far, but that the warmer days were ahead and the library was also presently experiencing issues in the boiler room. There was discussion about the projected surplus. The committee discussed the timelines for payments. Mr. Phillips stated that there were specific budget objectives and concerns about spending that they should address before Decatur Public Building Commission becomes the owner. Mr. Meyer stated that there would be some ramifications with the loss of staff. Ms. Williams stated that it would be nice to have the library get back longer hours and adequate staffing. Mr. Alpi stated that he would also like to see the books and library materials line increased. Mr. Meyer discussed the projected revenue. There was discussion about the library expenses.

Library/Building Commission/County

Mr. Phillip informed the committee that Mr. Alpi would discuss the progress of the agreement with the Decatur Public Building Commission. Mr. Alpi stated that the City has recently injected themselves into the process. He discussed the recent meetings between the City and the Decatur Public Building Commission (DPBC), including the recent emails between the City Manager and the Board of Trustees. He added that City had requested info on the agreement between the DPBC, the County and the Library. There was discussion about the City's request. Mr. Davis stated that he didn't think that the Library would be able to provide the City with the Building Commission's or the County's information.

Mr. Alpi said that he didn't feel that the Library's attorney should be the go between to provide DPBC information for the City. Mr. Davis stated that he agreed. There was discussion about going forward without the City's consent. The committee discussed presenting a list of the library needs (i.e. new parking lot, roof, HVAC) to the City. There was discussion about past revenue issues. There was discussion about the City using the Library space.

Management Policy

Mr. Meyer stated that there were variations of the management pay scale. He discussed the management pay scale cap. Mr. Meyer stated that he had discussed the management pay scales with Ms. Sykes and Dr. Kruml. He said there had been some discussion about reclassification of the employees. Mr. Phillips stated that more could be done during the budget planning meetings. Mr. Phillips asked if they were recommending changes. Mrs. Sykes answered that they were recommending changes. Ms. Williams said she didn't understand why the Library pay schedule is different from the City's. Mr. Alpi stated Mr. Meyer should make the adjustments for the three people and move on to the next process. Mr. Meyer stated that he could process the three raises through the City.

Meeting Adjourned

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

Adjourned at 5:50 pm
Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 07/8/2015