

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Finance and Properties**

**Minutes**

**Date:** June 8, 2016

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

**Location:** Decatur Public Library Board Room

**In Attendance:** John Phillips (President)  
Aaron Largent  
Jennifer Sykes

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

**Absent:** Donna Williams, Michael Sexton

**Call to order**

Meeting called to order by Mrs. Sykes at 4:31 p.m.

**Agenda**

Motion to approve the agenda with additions by Mr. Largent, seconded by Mr. Phillips, unanimously approved

**Minutes of Previous Meeting**

Motion to approve the May 2016 minutes by Mr. Largent, seconded by Mr. Phillips, unanimously approved

**Check Register**

There was discussion about check register. Mr. Meyer explained the tuition and travel costs. There was discussion about the library getting a credit card. Mr. Meyer discussed some occasions in the past when a credit card would have been convenient for the library. Motion to recommend the check register to the full board for approval by Mr. Largent, seconded by Mr. Phillips, unanimously approved

**Budget Report**

Mr. Meyer discussed the budget projections and the budget line changes made due to the City acquiring the library building. He stated that he would have preferred to use a board approved budget when creating the budget projection. There was discussion about expenses and revenue. There was discussion about budget procedures and spending. Mr. Meyer reported that there was a pending lawsuit against the library. Mr. Phillips said that he would like for the library attorney to present a recommendation or opinion for their next course of action. Mr. Meyer stated that he was not expecting higher salary costs for the remainder of the year. Mr. Phillips asked Mr. Meyer his schedule for creating a draft budget. Mr. Meyer answered that he could possibly have a draft budget next month.

**Other**  
None

**Meeting Adjourned**

Motion to adjourn by Mr. Largent, seconded by Mr. Phillips, unanimously approved

Meeting adjourned at 4:49 p.m.

Scribe,  
Robert L. Edwards  
Assistant City Librarian

Approved 7/13/2016