

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties

Minutes

Date: July 13, 2016

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

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

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

Absent: Michael Sexton

Call to order

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

Agenda

Motion to approve the agenda with modifications by Mr. Largent, seconded by Mrs. Williams, unanimously approved

Minutes

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

Check Register

Mrs. Sykes asked the committee to review the June check register. There was discussion about check register. Mr. Meyer said some of the expenditures were building related and would end soon. He said these expenditures were the tail end of the library building expenses, but now that the City owned the building, the majority of them would cease. 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 spreadsheets and the difference in the budget projections, the budget line changes and the transfer of funds. He said that future projections showed a possibility of buying some small things possible. He discussed the discrepancies in the former and present forecasts. Mr. Phillips said that past issues with the City's cash flow and library budgeting concerns necessitated that the board and library administration implement solutions that included reductions in library services and staff. There was discussion about the library's past end of year balances. Director Meyer said that he had only seen one instance in which there was a negative balance over the past years. Mr. Phillips discussed the

past City/Library relationship and the tax revenue. Mrs. Sykes said that they should probably address the reserve funds. Mr. Meyer discussed funding and the reserve funds. Mr. Phillips discussed his meeting with IHLS and their reserve funding efforts. Mr. Phillips said the library board had discussed adding additional hours and staffing in the past, they may need to have those discussions again. Mr. Meyer discussed the options for a strategic plan. Mr. Phillips said he would like to hear from both groups.

Other

None

Meeting Adjourned

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

Meeting adjourned at 5:15 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 8/11/2016