

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties

Minutes

Date: August 10, 2016

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

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

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

Absent: Jennifer Sykes, Michael Sexton

Call to order

The meeting was called to order by Mr. Phillips at 4:31 p.m.

Agenda

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

Minutes

Motion to approve the July 2016 minutes by Mr. Largent, seconded by Mrs. Williams, unanimously approved

Check Register

Mr. Meyer explained some of the inaccurate entries that were on the check register. He informed the committee that they will be corrected before the board of trustees meeting. Mr. Meyer pointed out that some of the materials to building expenses that were on the check register should have been covered by the City. There was discussion about the building maintenance and costs that have been assigned to the library. Mr. Phillips explained his conversation with Mr. Zientara about the costs showing up as part of the library expenses. There was additional discussion about maintenance costs. Mr. Largent asked about the speaker fees in the Professional Services line. This Meyer answered that the speaker fees were for the customer service speaker that had been engaged for staff development day. Motion to approve the check register and to recommend it to the full board by Mr. Phillips, seconded by Mrs. Williams, unanimously approved

Budget Report

Mr. Meyer discussed the July 2016 budget expenditures and revenue on the amended budget. He said that essentially the library budget forecast shows the library in pretty good shape. There was more discussion about the forecast and the billing and utilities. Mr. Meyer explained the budget suggestions that he had for the 2017 budget. Mr. Phillips said the board will probably need two or three line clarifications of the budgeted expenditures. Mr. Meyer stated his thoughts on the budget lines and estimated costs for the 2017 budget. Mr. Meyer talked about the option of having library fines and fees removed from the revenue section of the budget. Mr. Phillips asked if there was any consideration about auto renewals for library materials that are circulated. Mr. Meyer's discussed previous talks with staff about renewals.

There was more discussion about the draft budget. Mr. Phillips asked about the budgeting for the RFID. There was discussion about RFID process and the budgeting to cover the expenses.

Other

None

Meeting Adjourned

Motion to adjourn at 5:07 pm by Mr. Largent, seconded by Mrs. Williams, unanimously approved

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 9/14/2016