

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties

Minutes

Date: September 13, 2016

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)

Aaron Largent

Donna Williams

Jennifer Sykes

Absent: Michael Sexton

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Call to order

The meeting was called to order by Mrs. Sykes at 4:31 p.m.

Agenda

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

Minutes

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

Check Register

There was discussion about the check register. Mr. Largent asked about the UPS payment listed on the check register. Mr. Meyer answered that he would check into it. Motion to approve the check register and to recommend it to the full board by Mr. Phillips, seconded by Mr. Largent, unanimously approved

Budget Report

Mr. Meyer discussed some of the budget line expenditures as he talked about the projected forecast. Mrs. Sykes mentioned that there was issue with one of the formulas. Mr. Meyer said he would review the spreadsheet again and make the corrections before he presented the report to the full board. There was more discussion about the expenditures. Mr. Meyer discussed the lease space acquired by the City, he talked about removing the items in that area and some of the costs involved, including additional staffing costs. He said the Civic Center maintenance hired temporary workers, for the library to help move some of the materials from the library lease space. Mr. Meyer stated that he wasn't comfortable with the hiring process. There was more discussion about lease space tenets and the movement of materials. Mr. Meyer said there would be some unbudgeted expenses related to the moving of the materials from the lease space

2017 Budget Proposal

Mr. Meyer announced that the present budget proposal would have to be updated. He said he had received more allocations updates from the City that morning and also a few minutes before the meeting. Mr. Meyer said he had several scenarios with the new allocation updates and he didn't see a huge

difference in any of the scenarios. Mr. Phillips discussed some of the salary allocations on the budget and questioned what effect future AFSCME contract negotiations could have. Mr. Meyer discussed the allocations that he had received from the City and the projected revenue for 2017. There was discussion about which column on the draft budget the committee would like to present to the full board. The consensus was that the whole document be presented to the full board.

RFID

Mr. Meyer discussed quotes for the RFID. He said he would be presenting a proposal to the Foundation Board the following day. There was discussion about the quote and the vendor. Mr. Meyer discussed some of the functions of the system. Mr. Meyer admitted that he had not been overly satisfied with the response vendor at the present time. Mr. Largent discussed some options for holding the vendor to the service agreement should the Board decide to go with that company. Mr. Phillips asked if there be construction costs. Mr. Meyer mentioned that there would be a small amount of construction. There was discussion about the return on investment for the library. Mr. Myers stated that the biggest return on investment would not be in the form of dollars that would show up in the budget. There was more discussion about the RFID project. The committee consensus was that Mr. Meyer make a proposal to the Foundation Board requesting funding. Mr. Phillips summarized that Mr. Meyer would be asking for proximally \$365,000 for the RFID project.

Meeting Adjourned

Motion to adjourn at 5:17 pm by Mr. Largent, seconded by Mrs. Williams, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 10/12/2016