



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties
Minutes

Board Members

President:

Mark Sorensen

Members:

John Phillips

Donna Williams

Aaron Largent

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

Date: April 11, 2018

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Present: Mark Sorensen (President)

John Phillips

Donna Williams

Gregg Zientara

Staff: Rick Meyer, City Librarian

Absent: Samantha Carroll

Guests:

Call to Order:

Mr. Phillips called the meeting to order at 4:31 pm

Approval of Agenda

Agenda unanimously approved

Minutes-January 2018

Motion to approve by Mrs. Williams, seconded by Mr. Sorensen, unanimously approved

Old Business

Other

New Business

March 2018 Check Register

Mr. Meyer said the Millikin University expenses were for a partnering program that library had done with Millikin. He said the library was one of the main partners. He reported that the Tech Soup purchases were for technology purchased by the library. He added that Tech Soup is a wonderful resource for government entities purchasing technology. He reported that there would be future expenses for additional firewall protection and Hotspots. There was discussion about the library technology. Mr. Zientara asked about the library's phone system. He said the City is working out a new deal with a vendor that might help the library save money. Mr. Meyer said he and Mr. Wilkerson had met with Jim Edwards at the City and talked about some potential money-saving ideas and a partnership with the new phones. Mr. Meyer gave an overview of the library's current phone contract. Mr. Zientara said the deal with the City included new equipment for use. Mr. Meyer said he thought the library would probably come out behind the first year because of the equipment costs. There was discussion.

Mr. Phillips asked about the library book expenditures. There was discussion about the book buying process. There was discussion about e-books and costs.

Mr. Meyer said his goal was to find a platform that works better across the website and with the applications the library used. He discussed some technology that he had saw at PLA that had impressed him. Mr. Sorensen asked about the statistics of the e-resources use versus physical books. Mr. Meyer said he was still researching the topic, he would be taking a more detailed look at those statistics next week. He said the physical print books are still vastly more popular than the electronic books by library patrons. He added that the library is seeing some growth on the different platforms

Mr. Phillips called for an approval of the check register. Motion by Mr. Zientara, to approve the check register, seconded by Mrs. Williams, unanimously approved.

Budget

Budget Review

Mr. Meyer presented to budget spreadsheet. He said the IPLAR grant for the 2017 showed up. He said he didn't think there'd be any issues with the 2018 grant. Mr. Zientara asked Mr. Meyer some specifics of the grant and it's use. Mr. Meyer discussed the use of the grant funds and the amounts in the past. Mr. Meyer said that some of the numbers in the budget were still unclear to him at the moment. He discussed some invoicing issues from Watts copier which were misleading because of overpayments and credits not being applied appropriately. There was discussion. Mr. Meyer discussed Office Supplies line and budgeting. There was discussion about fines and fees and the budget.

Mr. Meyer said that he was working on this talking points and the press release for the fines free starting day.

Mr. Zientara discussed the real estate taxes and the probability of property replacement taxes. There was discussion. Mr. Meyer discussed minor salary adjustments, the AFSCME contract and the timeline of applying the adjustments. There was discussion.

Parking Lot/Annex Discussion

Mr. Phillips asked if they should proceed with the suggestion made at an earlier date that the board initiates a request to the City to inquire about their plans to proceed with the Annex and parking lot repairs. There was discussion about the amount of funds accumulating in the building fund.

Mr. Zientara discussed some options for going forward to deal with the parking lot and Annex. Mr. Zientara said he thought there was enough cash flow from the library payments to eventually cover the issues being discussed. He discussed some of the things being covered with the library payments, such as maintenance that happened the first year of ownership by the City. He said the first year was problematic, things happened with the chillers and a few more extraordinary things. He said after that first year things started to go along pretty good. Mr. Sorensen asked Mr. Zientara if he could provide the documentation that showed that the library payments were covering expenses and there was enough to cover addressing the areas being discussed. There was discussion about financing the repairs.

Mr. Meyer said to his knowledge the City Council never said that demolition of the Annex is what was needed. There was discussion. Mrs. Williams said she thought the board should remind them somehow. Mr. Zientara said he would send the information to Mr. Meyer for the board to review. Mr. Zientara discussed some money the City was getting from the State for addressing infrastructure issue. He wondered if the library could be included in a package arrangement for a partnership. There was discussion.

Other

Mr. Phillips presented the suggestion that scheduled meetings be less frequent. Mr. Meyer stated that in the past the meetings were very detailed and the oversight by the committees seemed broad. Mrs. Williams suggested they could go to quarterly meetings. Mr. Sorensen said he had no problem with quarterly meetings. He said he would like for Mr. Phillips to review the financials every month from Mr. Meyer. He said if there were any issues they could be presented to the committee. He said a recommendation could be made to the full board saying he reviewed the report and had no questions or concerns. Mr. Sorensen said that they could discuss it at the next board meeting. Mr. Zientara asked how involved was the committee in creating the board in the past. Mr. Phillips said there were varying phases of involvement. He said that when Mr. Meyer first started, the committee was more involved but that has changed. He said they would still oversee budget submissions. There was discussion. Mr. Sorensen asked about a planned expenditure for bookshelves. There was discussion.

Mr. Zientara said that last year the foundation paid about \$350,000, could they help with the shelves. There was discussion about further fundraising efforts and purchasing bookcases.

Mr. Meyer discussed some options for bookshelves.

Adjournment

Move to adjourn by Mr. Zientara at 5:14, seconded about Mrs. Williams, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved July 11, 2018