



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

**Date: January 8, 2020**

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

**Location: Decatur Public Library Board Room**

#### Board Members

##### **President:**

Donna Williams

##### **Members:**

Sofia Xethalis

Amy Stockwell

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

**Present:** Amy Stockwell (Chair)

Donna Williams

Louise Greene

Sofia Xethalis

Gregg Zientara

**Staff:** Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Betti Jo Heckwine, Admin. Asst. Aide

**Absent:** Amy Stockwell

**Guests:**

#### **Call to Order:**

Sofia Xethalis called the meeting to order at 4:30 p.m.

**Agenda-** There was a motion to approve the agenda by Louise Greene, seconded by Gregg Zientara, unanimously approved.

**Minutes-** There was a motion to approve the minutes by Louise Greene, seconded by Gregg Zientara, unanimously approved.

#### **Public Comments**

None.

## **Old and New Business**

### Capital Needs

Gregg Zientara said the sign on Franklin St. has been repaired and replaced with a sign with LED lighting. He said Johnson Controls has been working on an analysis that will further define their project and timeline for the City project. Rick Meyer said that the library should have some of the greenspace completed by May 1, 2020. There was discussion about the new parking lot. Rick said the patrons are mostly positive about the changes. Sofia Xethalis suggested that they have signage to announce events at the library. There was discussion about the benefits of various signage. Rick said that Novel Ideas has offered to allow the library to use their parking if there was overflow. Gregg asked if there were any issues reported about the crosswalk leading to garage. Rick said he had noticed the potential concern if patrons couldn't see oncoming traffic and if drivers weren't aware of the signage when driving down Main St. There was discussion about additional lighting and sign placement.

### Space Plans

Rick Meyer reported that the Space Planning committee had met 3 times. He explained the makeup of the committee.

He said the Product Architect and Design group would be visiting the library the following week to answer questions about their prints presented earlier to the library. Gregg Zientara asked Rick how the library planned to use the green space. Rick named some of the programs that could utilize an outside green space area.

### Check register

There was discussion about the use of and expense of the library databases. Rick Meyer explained some of the functions the databases. There was a motion to recommend the approval of the check register to the full board by Louise Greene, seconded by Gregg Zientara, unanimously approved.

### 2019 Budget and Projection

Rick Meyer reported that the library had collected approximately 9% of the annual revenue. He said, it was too early in the year to present a good forecast. There was discussion about the budget categories. He said that there was a lot spent on book buying. He said that he was projecting a surplus at years end. Donna Williams asked if the 2019 surplus had been transferred to the reserve fund. Rick affirmed that it had.

Rick announced that at the upcoming board meeting he would present reports for the City and State for approval.

Rick spoke about the service agreements that were offered from Bibliotheca. He discussed some of the aspects of the warranty agreements. Gregg Zientara asked the capital fund cap. Rick conversed some of the discussions he had heard at the State level concerning the topic. There was discussion about the State's past interest in cash reserves and earmarked funds.

Motion to adjourn at 5:10 p.m. by Donna Williams, seconded by Louise Greene,  
unanimously approved.

Scribe,  
Robert Edwards  
Asst. City Library Director

Approved 3/11/2020