



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

Date: March 11, 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)
Sofia Xethalis
Gregg Zientara
Louise Greene

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

Absent: Donna Williams

Guests:

Call to Order:

Ms. Stockwell called the meeting to order at 4:32 p.m.

Agenda- There was a motion to approve the agenda by Ms. Xethalis, it was seconded by Mr. Zientara, and unanimously approved.

Minutes- There was a motion to approve the minutes by Mr. Zientara, seconded by Ms. Xethalis, unanimously approved.

Public Comments

None.

Old and New Business

Capital Needs

There was discussion regarding life expectancy of systems and replacement costs for the building. It was decided that they would start with a list of the systems and the age of system.

Space Plans

There was discussion regarding the committee meetings, Mr. Meyer said they focused on what they wanted to achieve from a service point of view and the committee came back with recommendations and great stuff. The meeting was very productive and unified. The main objective of the committee is to modernize the library and make it more efficient, and from the staff's point of view to re-do the footprint and make staffing more efficient. To meet goals of the strategic plan by making flexibility and ease of use, teamwork, and décor appealing. Creating makers space for teens to be creative and making better space for the Friends of the library. Mr. Zientara said to have a facility evolve for the strategic plan.

Check register

There was discussion regarding Overdrive's cost of 10,000.00, Mr. Meyer said that it is an advance deposit down that you draw down on. He is looking to get out of Overdrive, but will be able to save the content, find it in the catalog and check it out. Discussed the cost of copy paper and that it is a supply that lasts about a year or a year and a half. Mr. Zientara asked if the library had ever discussed switching from Comcast to the City's fiber optic network, that it may be a discussion worth having with Mr. Edwards, City IT Director.

2019 Budget and projection

Ms. Stockwell said we are about 17% of the year, showing revenue, payroll, professional services, office supplies, running behind and materials, allocations on track, but nothing really to note. Mr. Meyer came up with a better way of showing projection based on patterns for the last couple of years, if it holds true, state replacement tax is going to come through bigger on the revenue side, service to office equipment may come in lower, and membership fees and professional services looks really bad due to legal fees. Mr. Zientara inquired if the volume of legal fees carried over to 2020. Mr. Meyer said we may have continued relative to high legal fees. He wants to get an estimate from the library's attorney for a compliance audit, an audit of practices, policies, and the website to make sure the library is in compliance with the law.

Discussion about protecting public health during Coronavirus Pandemic. Mr. Meyer said that they pulled all soft toys and threw them away and will replace later, cleaned hard surface toys, ordered hand sanitizer. Talked about having a small table when you walk in with hand sanitizer and tissues. Discussed cleaning procedures of the building, and the frequency and intensity. Discussed closures, working remote, insurance, and signs about closing. Suggested providing wipes for patrons to wipe down keyboards before using computers.

Motion to adjourn at 5:24 p.m. by Mrs. Xethalis seconded by Mr. Zientara, unanimously approved.

Scribe,
Betti Jo Heckwine
Administrative Assistant Aide

Approved May
11, 2020