



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

Date: November 11, 2020

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Samantha Carroll

Members:

Sofia Xethalis

Amy Stockwell

Gregg Zientara

Michael Sexton

Susan Avery

Karl Coleman

Present: Amy Stockwell (Chair) **Staff:** Rick Meyer, City Librarian
Samantha Carroll
Gregg Zientara
Sofia Xethalis

Absent:

Guests:

Call to Order:

Ms. Stockwell called the meeting to order at 4:30 p.m.

Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is suspending the usual "Electronic Attendance and Voting" section of the Board Bylaws, and will allow all Board members to attend this meeting remotely and fully participate remotely.

Agenda

Ms. Stockwell requested a motion to approve the agenda. Motion made by Ms. Xethalis, seconded by Mr. Zientara. Roll Call vote, Ms. Carroll yes, Mr. Zientara yes, Ms. Xethalis yes, and Ms. Stockwell yes.

Minutes- Ms. Stockwell requested a motion to accept the minutes. Ms. Carroll made a motion to accept the minutes as presented, seconded by Mr. Zientara. Roll Call vote, Ms. Carroll yes, Mr. Zientara yes, Ms. Xethalis yes, and Ms. Stockwell yes.

Public comments

None

Written Communications from the Public

None

Old Business

Landscaping

Discussed progress on landscaping which is greatly improved.

New Business

Check register

Discussed and reviewed checks to Librarica LLC, World Book Inc. Time Lines, World Book Student, Spanish, and Children's edition, Watts Copy System, Call One for local service, Verizon for hot spots, and Flipster digital magazine subscriptions provided by EBSCO. Ms. Stockwell requested a motion to recommend the check register to the full board for approval, motion made by Ms. Xethalis, seconded by Ms. Carroll, vote by roll call, Ms. Carroll yes, Mr. Zientara yes, Ms. Xethalis yes, and Ms. Stockwell yes.

2020 Budget Process and 2020 Budget and Projection

Looked at the October actual results, at 83% of the year, payroll and benefits running slightly under budget, revenue will fall short of budget. State replacement tax will come in considerably less than was budgeted. Final budget should come in around \$150,000 in the black.

Discussed hiring a social worker for DPL and the funding source for the position.

2021 Budget Planning

Mr. Meyer and Mr. Zientara plan to meet and discuss the budget before the full board meeting. Discussed possible cost cutting and made plan that Board will need to strategize about the revenue side and how best to increase after 5 consecutive years with no growth on Property Tax revenue.

Discussed the library staying open or closing due to the COVID-19, the library will follow the Macon County Health Department's lead. Expanded the hours for curbside Mon.-Fri. from 10:00 a.m. – 4:00 p.m., and opened up to other library card holders. Discussed all of the precautions being put in place to keep people safe during the pandemic.

Ms. Stockwell requested a motion to adjourn at 5:18 p.m., Ms. Xethalis made the motion, seconded by Mr. Zientara. Ms. Stockwell took a roll call vote, Ms. Xethalis yes, Mr.

Zientara yes, and Ms. Stockwell yes, unanimously approved.

Scribe,
Betti Jo Heckwine
Administrative Assistant Aide

Approved January 13, 2021