



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

Date: October 13, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Children's Auditorium

Present: Alana Banks (via zoom)
Sofia Xethalis (Chair)
Samantha Carroll
Jecobie Jones

Staff: Rick Meyer, City Librarian, Michelle Whitehead, Administrative Secretary

Absent:
Anay Hunt

Guests: None

Call to Order:
Ms. Xethalis called the meeting to order at 4:35 pm.

Approval of Agenda
Ms. Xethalis requested a motion to approve the agenda. Ms. Carroll made a motion to approve the agenda, seconded by Mr. Jones. The motion was adopted.

Minutes
Ms. Xethalis requested a motion to approve the September 8, 2021 minutes, Ms. Carroll made a motion to accept minutes as presented, seconded by Mr. Jones. The motion was adopted.

Public Comment: 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members.

Old Business
Capital Needs (Discussion) Mr. Meyer had a discussion with the state of the lawn with the City Manager. We have requested the lawn to be reseeded. The service elevator has not been working for a few days.

The electronic sign has been approved. The City will not be using our new sign, they are going to install their own sign on the corner. Rick advised Bendsen Signs that the sign was approved for installation. The Friends space is pending. Work Force Investment Solutions will be 120 N. Franklin Street when they relocate.

2022 Budget First Draft (Action) Mr. Meyer does not have an update to complete the 2022 Budget yet. Mr. Meyer has a meeting this Friday with the City to discuss the budget. Ms. Xethalis made a recommendation to table this item, Ms. Carroll made a motion to table, Mr. Jones seconded the motion. The motion was adopted.

Proposal from DeEtta Jones (Action) Ms. Carroll stated that the DEI committee recommended DeEtta Jones. This is what the DEI committee is looking for: continuing education, attracting diverse staffing and board, community needs assessment, reviewing policies through a DEI lens, DEI statement, community involvement, community understanding of why it's important, and staff engagement. The proposal includes changes both internal for the library and external for the community. The 3-year timeline gives us a broader scope to set and accomplish goals with support, while stringing out payments for our budgeting purposes. The value will work out to around 30K each year depending on how the financial contract is written between DeEtta and The Library. Ms. Carroll recommended this proposal be presented to the full board contingent on the contract, Mr. Jones seconded the motion. Ms Xethalis requested a roll call vote. Ms. Carroll, yes, Ms. Xethalis, yes, and Mr. Jones, yes. The motion was adopted.

New Business

September 2021 Check Register (Action)

Ms. Xethalis requested more information on the Lyngsoe System line item, which is the book return sorter system. The charge is the annual service agreement. Mr. Meyer is considering eliminating part of the service contract for next year. The Library has saved roughly 33K over the lifetime of this contract by negotiating each year. Happy or Not is the smiley or frowny face selections when you leave the Library. Ms. Carroll requested how much money we spend per service on Hoopla. The account is a paydown, its 2 to 4 dollars per check out. Canopy is 2 dollars for everything, however youth items are about 5 dollars each. Library On The Go, we pay for each item, and it varies. Bayscan Technologies is the sticky paper we put on books. Ms. Carroll made a motion to approve the check register, Mr. Jones seconded the motion. Ms Xethalis requested a roll call vote. Ms. Carroll, yes, Ms. Xethalis, yes, and Mr. Jones, yes. The motion was adopted.

2021 Actuals and Projected (Discussion)

Mr. Meyer presented the actual and projected budget detail. Total expenditures are at roughly 76%. The cash balance as of 10/1/21 is 1.9 million. The projection indicates we are going end up about 200K over on revenue. The personal property revenue tax is coming in better than expected. I recommend putting some of the rollover into our operating costs.

Proposal from HR Source (Discussion)

Mr. Meyer has worked with HR Source on several projects. The tool we use for performance evaluations is hard to use. It leans toward inconsistent results. The tool does determine management compensation to a degree. The HR Source proposal cost is about 13K. This tool could also be used to evaluate the director, Mr. Meyer's position, if the Board chooses. This is a one-time fee for a multi-year tool. This falls under professional services. There is room in the budget for this. Ms. Carroll made a motion to recommend to the full board, Mr. Jones seconded the motion. Ms Xethalis requested a roll call vote. Ms. Carroll, yes, Ms. Xethalis, yes, and Mr. Jones, yes. The motion was adopted.

Other

Mr. Meyer addressed speaking with Mr. Zientara and the City finance representative about rolling the surplus money over.

A new board member was sworn in at the beginning of today's meeting. His name is Jacobie Jones. Mr. Meyer will complete an orientation with him.

The union contract does have Sunday hour language in it, as long as written notice is given. The Library could be open on Sundays without clerks or union people in the building. It would be self-check. IHLS has a book club service that is just getting under way. There is not a lot to choose from at this point. Mr. Meyer has some info on it and can share that.

Adjournment

Ms. Xethalis requested a motion to adjourn, Ms. Carroll made a motion to adjourn at 5:34 pm, seconded by Mr. Jones. The motion was adopted

Scribe, Michelle Whitehead, Administrative Secretary

Approved 1/12/2022