



## DECATUR PUBLIC LIBRARY

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

**Date: October 14, 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 Robert Edwards, Asst. City Librarian  
Gregg Zientara Betti Jo Heckwine, Admin. Asst. Aide

**Absent:** Sofia Xethalis

**Guests:**

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

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

There was a request to approve the agenda by Ms. Stockwell, there was a motion to approve the agenda by Mr. Zientara, it was seconded by Ms. Carroll. Roll Call vote, Ms. Carroll yes, Mr. Zientara yes, and Ms. Stockwell yes.

**Minutes-** There was a request to approve the minutes as presented with an amendment reflecting the correction to the roster, Ms. Carroll Made the motion to accept as amendment, seconded by Mr. Zientara. Roll Call vote, Ms. Carroll yes, Mr. Zientara yes, and Ms. Stockwell yes, unanimously approved.

## **Old Business**

### Landscaping

Mr. Zientara expressed dissatisfaction with the landscaping, he will follow up with public works and library maintenance then report back to the board. Discussed the door being closed off due to the broken window, but now it is fixed and accessible.

## **New Business**

### Check register

Discussed and reviewed NewsBank Inc., a yearly subscription for over 2000 newspapers, registration for ILA for Ms. Carroll and staff, the COVID-9-19 related expenses which have been reimbursed through the Local CURES Grant, discussed annual cost for Tutor.Com, it is for online one-on-one tutoring sessions, for high school and college students. Happy or Not annual fee is for customer satisfaction survey service. Dynagraphics fee for a back drop is an error that will be paid by the City. Express Services Inc. is for temp service. Ms. Stockwell requested a motion to recommend the check register to the full board for approval, motion made by Mr. Zientara, seconded by Ms. Carroll, vote by roll call, Mr. Zientara yes, Ms. Carroll yes, and Ms. Stockwell yes.

### 2020 Budget Process

Looked at the September results, running a little behind in the revenue. Payroll slightly behind, payout is complete for retiree.

### 2020 Budget and projection

Projection will be a little under what was budgeted. Discussed medical insurance and IMRF, city reducing the employer portion for health care insurance. The City has built up cash reserves in the employee benefit fund, going to harvest back to the departments as a mitigation to the revenue shortfalls. Operating budget coming in quite a bit lower, looking at about 160,000.00 to the good. Should have about 150,000.00 to add to the capital fund.

### 2021 Budget Planning

Mr. Zientara reports that the City Council does not want to increase property tax rate. Any growth will be due to property annexations. He does not anticipate the levy will go down. Discussed the PPRT amount for 2021, getting more revenue for 2020, need to be conservative. Presenting the preliminary documentation to the full board to discuss, and then plan to vote on it in November, at the full board meeting. Discussed staffing growth, budgeting of staff, upcoming changes of staff and positions, staffing levels, department sizes, and minimum wage increases. Discussed the increased cost of the general fund, rent, and computer software. Will present to the full board as a background information item, and Finance and Property Committee will review in the November

meeting, Ms. Carroll moved to table till next month.

Decatur Public Library will host absentee ballot drop off on Saturday November, 24, 2020.

Ms. Carroll moved to adjourn at 5:18 p.m., Ms. Stockwell took a roll call vote, Ms. Carroll yes, Mr. Zientara yes, and Ms. Stockwell yes, unanimously approved.

Scribe,  
Betti Jo Heckwine  
Administrative Assistant Aide

Approved  
11/11/2020