



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

Date: September 9, 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) **Staff:** Rick Meyer, City Librarian

Samantha Carroll

Robert Edwards, Asst. City Librarian

Gregg Zientara

Betti Jo Heckwine, Admin. Asst. Aide

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

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

Minutes- There was a request to approve the minutes as presented by Ms. Stockwell,

there was a motion to accept as presented by Ms. Carroll, and seconded by Mr. Zientara. Roll Call vote, Ms. Carroll yes, Ms. Xethalis yes, Mr. Zientara yes, and Ms. Stockwell yes.

Old Business

Landscaping

Mr. Zientara will follow up with public works and make sure re-seeding is taken care of by mid-September.

New Business

Check register

Discussed and reviewed the two big software expenses Faronics Technologies which is a public computer management system, it manages logins, time spent on computers, and has some filters. Bridgeall is a materials selection tool designed to improve selection decisions and improve selection efficiency. Jones and Thomas expense for hosting the Decatur Public Library website and for editing. Ms. Stockwell requested a motion to recommend the check register to the full board for approval, motion made by Ms. Xethalis, seconded by Mr. Zientara, vote by roll call Ms. Carroll yes, Ms. Xethalis yes, Mr. Zientara yes, and Ms. Stockwell yes.

2020 Budget

Looked at the August budget results, noted another payment from property taxes received since the last meeting. Payroll and materials expenses lower than expected, big ticket items coming up will be electronic resources, telephone expense is high due to the purchase of WIFI hotspots that is an ongoing expense. More hotspots are on order and should be covered under the CURES Act, along with costs associated with working from home, distance learning, and personal protective equipment. Temp expense is for the temp employee that is helping cover Joann Stanbery's position, till the position is filled.

2020 Budget and projection

Projection for statement replacement tax is better, it is based on the pattern in the past, August was better than expected, salaries slightly higher than budget due to hiring and a payout for Joann Stanbery's retirement, Mr. Meyer took the worst-case scenario. Operating expenses, the software will be higher, but some of the software was moved to the COVID-19 expense, for example the curbside software. Looking at the budget lines to get more clarity, working with the city, and making some changes.

The library is ordering more PPE and hand sanitizers to stock up, and it will go under the COVID-19 budget line and is covered under the CURES Act.

2021 Budget Planning

Discussed an early draft of the 2021 budget, property tax distribution, what is levied, and the market value of properties, PPRT, and the projection of this year's performance. Mr.

Meyer is awaiting allocations and other details from City of Decatur. Most of the big projects have been completed and anything building related will come out of the capital fund and the foundation. In October the finance and property committee will review the most recent draft budget and then recommend it go to the board.

Ms. Stockwell requested a motion to adjourn at 5:23 p.m., Ms. Carroll made the motion, Ms. Xethalis seconded it, Ms. Stockwell took a roll call vote, Ms. Carroll yes, Ms. Xethalis yes, Mr. Zientara yes, and Ms. Stockwell yes, unanimously approved.

Scribe,
Betti Jo Heckwine
Administrative Assistant Aide
Edited by
Rick Meyer
City Librarian

Approved
10/14/2020