



## DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Finance and Properties

Minutes

**Date: March 13, 2024**

**Time: 4:30 p.m.**

**Location: Board Room**

**Present:**

Jecobie Jones

Emily West

Sofia Xethalis

**Staff:** Rick Meyer, City Librarian, Alissa Henkel Head of Programs, Resources, and Services

**Absent:**

Karl Coleman

**Guests: None**

**Call to Order:**

Mr. Jones called the meeting to order at 4:45pm.

**Consent Agenda**

Ms. Xethalis made a motion to approve the consent agenda. No discussion. All in favor. The motion was adopted.

**Written Communication from the Public: None**

**Public Comments: None**

**Old Business**

Capital Needs (Discussion) Mr. Meyer presented the long-term capital needs plan from the City. The roof is currently being repaired. The furniture project is on hold while financing is being reviewed. Any changes to the budget by the City will be brought to the committee in April.

**New Business**

February 2024 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to send the check register to the full Board, seconded by Ms. West. Mr. Jones requested a roll call vote. Ms. Xethalis yes, Ms. West yes, Mr. Jones, yes. All in favor. Motion adopted.

February 2024 Budget Actuals (Discussion) Mr. Meyer presented the current budget detail.

Update on Donation of Furniture (Action) Mr. Meyer stated he spoke to the Library attorney about hiring a broker. Another idea is to put it on the .gov web page. Ms. Xethalis made a motion to table, seconded by Mr. Jones. All in favor. The motion was adopted.

Update on Security Costs (Action) Mr. Meyer spoke that the City is agreeable to paying 22% of the cost based on square footage that the Library occupies. Mr. Meyer will check and see if the City will pay more and include the parking lot in the square footage. Ms. Xethalis made a motion to table, seconded by Ms. West. All in favor. The motion was adopted.

**Adjournment**

Ms. Xethalis made a motion to adjourn at 5:12pm, seconded by Ms. West. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Approved 4/10/2024