

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties Committee
Minutes of Meeting

Date: March 12, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (Chair)

Mary Gendry

Garry Davis

John Phillips

Teena Zindel-McWilliams (Board of Trustees President)

Staff: Robert Edwards, Interim, City Librarian

Guests:

Absent:

1. Call to order

Mr. Alpi called the meeting to order at 4:35 p.m.

2. Agenda

Mr. Alpi mentioned the he would like to add a closed session to the lease space topic. Motion to approve agenda as amended made by Mrs. Zindel-McWilliams, seconded by Mr. Phillips

3. Minutes of Previous Meeting

Mr. Alpi mentioned that the word numbers was duplicated in the minutes, Mrs. Zindel-Williams mentioned that there should be a dollar sign in front of the \$100,000. Motion to accept minutes by Mr. Phillips, seconded by Mrs. Zindel-McWilliams, all approved

4. OLD AND NEW BUSINESS

There was discussion about the water bill and the utilities. Mr. Alpi discussed that he thought there were late charges attributed to the utilities. Mr. Edwards mentioned that he thought that it was possible to get some of the updated charges from the ledger, but that module was not available in the present Munis system. There was more discussion about the check register. Mr. Edwards gave an overview of the blanket POs on the budget report. Mr. Alpi discussed the email sent by Mr. Zientara about the budget reports. Mr. Phillips mentioned that he was not happy that the budget reports did not show what the Board needed to know. There was discussion about the budget report. Mr. Alpi mentioned that he would be happy if the City made the budget more understanding. Mrs. Zindel-McWilliams asked when the payment for Project Read showed up on the check register. Mr. Edwards answered that he wasn't sure. The Board agreed that maybe Mr. Alpi, Mr. Phillips and Mr. Edwards could meet with the City Finance Officer and discuss some

of the budget reporting issues. Mr. Davis asked if a motion was needed. Mrs. Zindel-McWilliams mentioned that they could just go, without a motion. Motion to approve the check register made by Mr. Phillips, seconded by Mr. Davis, all approved

Mr. Alpi updated the Board on the lease space and the interested parties. Mr. Alpi mentioned that there was a meeting scheduled for next week. He asked Mrs. Zindel-McWilliams who she would like to attend. Mrs. Zindel-McWilliams mentioned that it would be fine with her if Mr. Alpi and Mr. Phillips attended. Mr. Phillips mentioned that thought they should ask the City to provide legal counsel to assist with future planning. Mr. Alpi stated that Mark Gibson has assisted the Library in the past. Mr. Edwards mentioned that Mr. Gibson had informed the Library of the possible conflict of interests with his new position, but had provided some names of attorneys that that Library could contact. There was discussion about the City and legal counsel.

5. NEW BUSINESS

Mr. Davis mentioned that he had come down to see the Lincoln exhibit on Saturday and was unhappy with the turnout. He mentioned that he thought the marketing could have been better for such a good event. Mr. Phillips mentioned that maybe someone from the Library could make a call over to the Civic Center and discuss some of their marketing ideas. Mr. Davis mentioned that the Library needed to do a better job with marketing.

Motion to enter into closed session by Mr. Alpi, seconded by Mr. Phillips. Motion to amend the motion to enter into closed session by Mr. Phillips, seconded by Mrs. Gendry. Motion to enter into closed session by Mr. Phillips, seconded by Mrs. Zindel-McWilliams at 5:14 p.m.
Out of closed session at 5:41 p.m.

Mr. Alpi discussed the Local History area and plans. Mr. Alpi mentioned that he and Mr. Sorensen had toured the area and had discussions with the staff about the design. There was more discussion about the Local History Project. Mr. Alpi stated that he thought the Local History project was moving along well. Mr. Phillips asked when the Library gets their first bill. Mr. Alpi discussed the processes and the timeline. There was discussion about SEDAC, their evaluation and the opportunity for savings. Mrs. Zindel-McWilliams discussed the visit to Decatur by Rick Meyer, the City Librarian.

Meeting Adjourned

Motion to adjourn by Mrs. Zindel-McWilliams, seconded by Mr. Phillips

Adjourned at 6:11 p.m.

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 4/9/2014