

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
FINANCE AND PROPERTIES COMMITTEE  
Minutes**

**Date:** July 09, 2014

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

**Location:** Decatur Public Library Board Room

**Members present:** Jim Alpi (Chair)  
Garry Davis  
John Phillips  
Donna Williams

**Staff:** Rick Meyer, City Librarian,  
Robert Edwards, Asst. City Librarian

**Absent:**

**Guests:** Allison Petty, Mike Deatherage

**Public comments:** None

**Call to order**

Mr. Alpi called the meeting to order at 4:30 p.m.

**Agenda**

There was discussion about the agenda. Motion to approve the agenda with amended changes made by Mr. Davis, seconded by Mr. Phillips

**Minutes of Previous Meeting**

Mr. Alpi presented the minutes from the last meeting. Motion to approve minutes by Mr. Phillips, seconded by Mr. Davis, all approved

**Financial Reports**

Mr. Alpi introduced the June check register. Mr. Meyer discussed the water bill and the fuel expense line on the check register. Mr. Phillips suggested that Mr. Meyer discuss the questions about the check register with Mr. Gregg Zientara. Mr. Alpi asked Ms. Williams about the online access to Ameren accounts. Ms. Williams explained that some accounts could be accessed online. There was discussion about other line items. Mr. Phillips mentioned that he was counting on Mr. Meyer to inform the Board on any future abnormalities in budget that might show up. Mr. Meyer stated that the Board would be informed. Mr. Alpi recommended check register be presented to the full board. Mr. Meyer discussed that at the water billing budget line didn't match up with the check register. There was discussion about the budget and the budget spreadsheet presented by Mr. Meyer. Mr. Phillips requested that Mr. Meyer present the spreadsheet to Mr.



Zientara to make sure everyone is on the same page. Mr. Meyer answered that he would be getting with Mr. Zientara.

### **Old Business**

There was renewed discussion about approaching the City to acquire the services of the City's attorney. The Board discussed the options of obtaining the City attorney versus an independent attorney. Mr. Davis stated that he thought the library had to have a designated attorney. Mr. Alpi asked Mr. Meyer to write up a draft for a proposal to solicit attorneys for the Library. Mr. Alpi added that perhaps the draft should include a list of the type of services and skills desired. There was discussion about past library situations and the uses of legal counsel.

Mr. Meyer discussed the recent visit from Mr. Fred Schlipf. He mentioned Mr. Schlipf's thoughts about the Library's present space and what the library might need to consider for the future, including moving the print materials magazines and future use of the Penny Severn's room.

Mr. Alpi discussed his meeting with architect Jeff Haley and staff during the week. He discussed the needs for the Local History project, the consensus about the HVAC, and finalizing the bids by July 10. There was discussion by the Board about the process.

Mr. Alpi mentioned that inquiries by contractors during the bid process could be referred Decatur Blueprint. Mr. Davis asked if there is a drawing available, he mentioned that he hadn't seen one yet. Mr. Alpi mentioned that it might be useful to have a drawing; for the public to see what is being done. He mentioned that he would contact Mr. Haley.

Mr. Meyer discussed the library vendor contracts that he had received back from Mr. Davis. He gave an overview of the contracts evaluated by Mr. Davis. There was discussion about reviewing and charting the contracts.

There was discussion about the 2014-2015 meeting dates. Mr. Phillips asked about the Foundation meeting dates. Mr. Meyer informed the board that Sally Krigbaum had mentioned that they would be setting a date for the next Foundation Board meetings soon. Mr. Alpi added that the Foundation typically met four times a year.

### **Annex**

Mr. Meyer discussed the bids he had received for the roof. He mentioned that there had been three bids from one company. There was discussion about the bids. The consensus of the Board was to patch the roof.

### **New Business**

There was discussion about budget goals for the 2015 budget. Mr. Phillip mentioned that he thought everyone should submit some budget goals. Mr. Davis mentioned that Zindel-Williams had suggested the Board send the suggestions to her. There was discussion about the groups, Mr. Meyer had set up to deal with patron complaints. There was discussion about the no firearm signs around the library.

### **Meeting Adjourned**

Motion to adjourn by Mr. Phillips, seconded by Mr. Davis

Adjourned at 5:25 PM

Scribe,

*Robert L. Edwards*

Assistant City Librarian

Approved 8/14/2014