



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

Date: November 13, 2019

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)
Donna Williams
Gregg Zientara
Louise Greene

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian
Betti Jo Heckwine, Administration

Absent: Sofia Xethalis

Guests:

Call to Order:

Ms. Stockwell called the meeting to order at 4:30 p.m.

Agenda- There was a motion to approve the agenda by Mr. Zientara, it was seconded by Ms. Greene, and unanimously approved.

Minutes- There was a motion to approve the minutes by Mrs. Williams, seconded by Ms. Stockwell, unanimously approved.

Public Comments

Marc Girdler-Mr. Girdler made comments regarding his disapproval of the library Administration and staff, and the information and responses from his Freedom of Information Act requests.

Old and New Business

Parking Lot Update

Mr. Zientara said that the only thing that may need to be done in the spring is some seeding and maybe some plants, Mr. Meyer said that he would be sending a public notice of the library parking lot being open, but the completion announcement would be most likely in the spring and maybe with a ribbon cutting ceremony.

Capital Need

The committee discussed making a list of long-term capital needs for the building.

HR Source Benchmarking and Compensation Structure Development Project

There was a discussion about the current management salary scale compared to HR Source recommended salary scale, Mr. Meyer stated that everyone's salaries fit in to the same ranges except for one. If the recommended scale is approved, that employee's salary would be frozen. The employee is aware of this. Ms. Stockwell asked to send to full board, Mrs. Williams made a motion to recommend the new salary scale to the full board for their approval, Mr. Zientara seconded, and it was unanimously approved.

Check register

There was discussion about some of the line items. Mr. Meyer explained Junior Library Guild, the expense for the library program with guest speaker James Loewen, system software, and the conference and travel expenses for Ms. Dampitz and Ms. Young. Mr. Zientara made motion to approve the check register, Ms. Greene seconded the motion, and it was unanimously approved.

2019 Budget and projection

There was discussion that the library was ahead on revenue and behind on expenses at the end of October. Ms. Stockwell asked if some money could be moved to the Capital Fund, Mr. Zientara said they would look at it after the end of November

2020 Budget Process

There was discussion about the final property tax disbursement, when it may be received, the approximate amount that will be received, and how the amount will affect the budget. Mr. Meyer told the board that the Watts Copy Systems contract was renewed early, as Watts offered to upgrade the equipment and lower the price if the library renewed early.

Travel/Conference Expenses

Mr. Meyer said the included receipts were supporting documentation for the travel expenses reflected on the October check register.

Motion to adjourn by Ms. Stockwell seconded by Ms. Greene, unanimously approved.

Scribe,
Betti Jo Heckwine
Administrative Assistant Aide

Approved December 11, 2019