

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Finance and Properties**

Board Members

**President:**

Mark Sorensen

**Members:**

John Phillips

Donna Williams

Aaron Largent

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

**Minutes**

**Date: Jan 10, 2018**

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

**Location: Decatur Public Library Board Room**

**Present:** Mark Sorensen (President)

John Phillips (Chair)

Donna Williams

Samantha Carroll

**Staff:** Rick Meyer, City Librarian

**Absent:** Gregg Zientara

**Guests:**

**Call to order**

The meeting was called to order by Mr. Phillips at 4:30 p.m.

**Agenda**

Motion to approve the agenda by Mrs. Williams, seconded by Mrs. Carroll, unanimously approved

**Minutes**

Motion to approve the minutes by Mr. Sorensen, seconded by Mrs. Carroll, unanimously approved

**Old Business**

Mr. Sorensen said that as of last meeting, the library had not received the last installment of the taxes. He said he had contacted Mr. Meyer and they discussed contacting the City. He said that in the last meeting Mr. Zientara had also informed them that the library would have time to get the budget in, but found the budget accounts were frozen and the librarian couldn't enter the library's budget. Mr. Meyer said, the general idea of Mr. Sorensen's statement was correct, however the details were different and there were some more variables that were that unknown. He discussed his conversations with the City Finance Officer, the City being temporarily short staffed for a short time and the computer system used for tracking was stopped September 1. There was discussion. He said he will have to ask for an amendment at the appropriations meeting at the 1<sup>st</sup> City Council meeting.

Mr. Meyer said that in the future he probably needed to converse directly with Mr. Zientara throughout the budget submission period.

### **New Business**

#### Check register

Mr. Meyer reported that new computers and computers chairs were purchased. Mr. Sorensen asked about the license expense for the movie showings. Mr. Meyer explained the movie license that covers most of the major movie studios allows us to public showings films not in violation without asking each individual somebody the browser license. There was discussion Motion to recommend the check register to the full board by Mr. Sorensen, seconded by Mrs. Williams, unanimously approved

#### Budget Review 2017

Mr. Meyer said the 2017 budget officially closed a couple weeks ago, he estimated a surplus for 2017 of over \$4000.00, not including the \$80,000 transferred to capital. There was discussion about the surplus, transferring capital and the library's ability to fund expenditures for 12 months without the need of City carryover. Mr. Phillips asked Mr. Meyer if he had any significant expenditures planned for 2018. Mr. Meyer answered that he would revisit some things and see if there was a way to add additional staff. He said his first choice would be an assistant for Systems department. He said this could be someone who could assist the IT department in the evenings and possibly teach computer classes.

There was discussion about fines and fees and the 2018 budget. Mr. Meyer said the fines amount had changed on 2018 budget, recently approved by the Board.

He said that he and Mr. Edwards were working through the fines and fees details in the revised Circulation policy. There was discussion. Mr. Meyer said he hoped to bring it to the Board in February. He discussed some of the complications of going fine free.

#### 2018 Meeting dates

Mr. Phillips presented the 2018 meeting schedule. There was discussion about the back to back meetings throughout the year. Mr. Sorensen said these meetings could be cancelled. Mr. Meyer explained the library's process of posting canceled meeting. Motion to recommend the 2018 Finance and Properties meeting dates to the full board, by Mrs. Williams, seconded by Mrs. Carroll, unanimously approved

### **Meeting Adjourned**

Motion to adjourn by Mr. Sorensen at 4:53 PM, seconded by Mrs. Carroll, unanimously approved

Scribe,  
Robert L. Edwards  
Assistant City Librarian

Approved April 11, 2018