

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

**Minutes**

**Date:** February 11, 2015

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

**Location:** Decatur Public Library Board Room

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

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

**Other Board Members:**

**Absent:**

**Guests:** Allison Petty

**Call to order**

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

**Agenda**

Motion to approve agenda by Mr. Alpi, seconded by Mr. Davis

**Minutes of Previous Meeting**

Motion to approve minutes with corrections by Mr. Alpi, seconded by Mr. Davis

**Old Business**

Check Register

Mr. Phillips stated that the check register was shorter than usual. Mr. Meyer stated that there wasn't much buying during the month of January, during the time the City completes the processing of invoices. There was discussion about the check register. Mr. Meyer said that the Library had ordered flowers for Mrs. Anne Pondelick's funeral. Mr. Phillips asked about the Unique account listed on the check register. Mr. Meyer explained that Unique was the library's collection agency and that the library received a 4:1 return on investment using this company. Mr. Meyer stated that he had looked into why the library was receiving 2 sets of Illinois Compiled Statutes, and he thought that the library would only need one of the version in the future. Mr. Phillips asked about the elevator maintenance. Mr. Meyer explained that he had recently spoken with the state inspectors concerning the elevator maintenance. Mr. Alpi asked

about the Tech Electronics line item. Mr. Meyer answered that Tech Electronic had worked on the fire panel.

Motion to approve the check register by Mr. Alpi, seconded by Mr. Davis, unanimously approved

#### Budget review

Mr. Meyer discussed the library budge, adding that that there wasn't much processed at the City last month so there wasn't a lot of data. Mr. Phillips asked Mr. Meyer when he thought there would be enough data for a projection and was there anything in the budget that concerned him. Mr. Meyer answered that he didn't see anything, but he was concerned with the recent overtime he'd approved for a recent project. Mr. Phillips asked if Mr. Meyer or Mr. Edwards were aware of any staff issues that may surface in the future. There was discussion about staffing and times of operation. Mr. Meyer discussed hours of operation and staffing in relation to state standards. There was discussion about standards and benchmarks for libraries. Mr. Meyer discussed past experiences with library bench marks and how their effects on revenue. Mr. Phillips stated that as they go forward it would be good to know the library benchmarks compared to other libraries. Mr. Alpi stated that was still a small issue concerning the electricity to the Annex. Mr. Meyer stated that there had been some investigation into the matter and it appeared that the lights in the parking lot were the cause of the additional electric expenses. Mr. Meyer asked the group if they would like see copies of the Foundation financial report in the future. There was discussion about receiving the Foundation report.

#### Library/Building Commission/County

Mr. Alpi stated that there was a Library/Building Commission/County meeting scheduled for the following week. Mr. Alpi stated he would probably send out points to the lease by Friday. Mr. Alpi stated that there had also been some discussion about a timeline in completing a draft and signing a contract. He added that they were hoping for a draft to be completed in March, the final draft completed by April and everything completed by May. Ms. Williams asked if the Library had heard back from Sikich. Mr. Meyer answered that the Library had not yet heard back, he added that the Library had sent the information needed by Sikich, later than anticipated. Mr. Meyer announced that the Library has received notification of a \$95,152.00 Per Capita grant award. Mr. Phillips asked if there are other grants that the Library has received in the past that they could expect. Mr. Meyer and Mr. Edwards explained some possible grant awards.

#### **Meeting Adjourned**

Motion to adjourn by Mr. Davis, seconded by Ms. Williams

Adjourned at 4:58 pm

Scribe,

*Robert L. Edwards*

Assistant City Librarian

Approved 3/11/2015