



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

**Date: October 9, 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  
Sofia Xethalis

**Staff:** Rick Meyer, City Librarian

**Absent:** Gregg Zientara, Louise Greene

**Guests:**

#### **Call to Order:**

Ms. Stockwell called the meeting to order at 4:32 p.m.

**Agenda-** There was a motion to approve the agenda by Mrs. Xethalis, seconded by Mrs. Williams, unanimously approved.

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

#### **Public Comments**

Marc Girdler-Mr. Girdler made comments regarding the check register, specifically to travel and conference expenses, and expressed his disapproval of library expenditures and response time of F.O.I.A requests.

## **Old and New Business**

### Parking Lot Update

There was discussion about the progress of the parking lot and the timeline for completion. Mr. Meyer reported that the library is getting weekly updates regarding the parking lot. He reported that Novel Ideas bookstore had made an offer to the City of Decatur to purchase parking lot space at the east end of the parking lot.

### Capital Need

The committee discussed making a list of future expenses for the library facility. They discussed the library and City's responsibilities for the building and property.

### Check register

There was discussion about some of the line items, Mr. Meyer explained the News Bank, Inc. expenditure line and the budgeted benefit expenses. Mr. Meyer reported that the Erickson Davis Attorney fees were mainly from FOIA expenses, the conference and travel expense was for Rebecca Dampitz attending a conference in Fargo, ND and there was also training renewal for the homeless session expenses. Mrs. Xethalis made motion to approve the check register, Mrs. Williams seconded the motion, it was unanimously approved.

### 2019 Budget and projection

There was discussion about property taxes timelines, tax distributions, the distribution process and the delay of the 2<sup>nd</sup> distribution. Mr. Meyer said the library is working toward spending the allotted percentage for library materials. He discussed the expenditures for the service of office equipment, meeting rooms usage, and state replacement tax.

### 2020 Budget Process

Mr. Meyer discussed the personal property replacement tax, salaries and personnel expenditures, and filling of vacant positions. He said each department has found ways to save and technology has helped, Ms. Xethalis stated they need to give Rick credit for restructuring staff, salaries, and positions, service to office equipment could come down, staff proactively cleans and maintains equipment, Mr. Wilkerson made upgrades to computers instead of replacing them, Mrs. Xethalis made motion to present the 2020 Budget for approval, seconded by Mrs. Williams unanimously approved

### Travel/Conference Expense Approval

Mr. Meyer requested travel expense in the amount of \$112.52 for staff to attend the Illinois Heartland Library System member day meeting on October 29, 2019. He reported that the library would face membership fee increases over the next several years. He reported that he was on the Executive Council, which voted on the fees. He said he formula was setup to help smaller libraries cover the costs and remain members. There was a motion to approve the travel and expense request by Mrs. Williams, seconded by Mrs. Xethalis, unanimously approved

### **Other**

Mrs. Stockwell encouraged committee members to look at Jesse White databases sent to the board. Mr. Meyer said was reviewing the databases with staff.

HR Source Benchmarking and Compensation Structure Development Project

Mrs. Xethalis made motion to go into closed session at 5:18 p.m., seconded by Mrs. Williams, unanimously approved

**(This portion of the meeting may be held in closed session pursuant to 5 ILCS 120/2 (c) (1) and/or 5 ILCS 120/2 (c) (2))**

Mrs. Xethalis made motion to go into closed session at 5:31 p.m., seconded by Mrs. Williams, unanimously approved

Mr. Meyer provided a summary of the closed session. He said there were recommendations on salary wages from HR Source and the board will continue to discuss these recommendations during the next month. Mr. Meyer said HR Source has been around for 75 years, and they provided the library with past law posters and legal advice at no extra fee.

Motion to adjourn by Mrs. Xethalis at 5:45 p.m. seconded by Mrs. Williams, unanimously approved.

Scribe,  
Robert L. Edwards  
Assistant City Librarian  
Betti Jo Heckwine  
Administrative Assistant Aide

Approved November 13, 2019