

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties

Minutes

Date: May 10, 2017

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)
Jennifer Sykes (Chair)
Aaron Largent
Donna Williams

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

Absent: Michael Sexton

Guests:

Call to order

The meeting was called to order by Mrs. Sykes at 4:30 p.m.

Agenda

Motion to approve the agenda by Mr. Largent, seconded by Mr. Phillips, unanimously approved

Minutes

Motion to approve the minutes by Mr. Largent, seconded by Mr. Phillips, unanimously approved

Check Register

There was discussion about the check register. The check register was not available.

Budget Report

Mr. Meyer covered the budget planning the state per capita grant amounts received. He discussed the expense and revenue budget lines. Mr. Phillips asked about the supply line cost. Mr. Meyer said the library had to purchase paper towels. Meyer discussed the Professional Services line. He said some the Library Strategies consultants had been paid and there was only one session remaining for the staff. He said the sessions had come in under budget. He discussed his thoughts about bringing in a customer service consultant to meet some of the customer service goals. He informed the committee about the Myer funds transfer for the Local History Assistant. Mr. Phillips asked if the library still on track to achieve a surplus. Mr. Meyer answered yes. There was discussion about reserve funds and cash flows. There was discussion about setting money aside for the future.

Old Business

Mr. Meyer reported the on the progress of the RFID transition. Mr. Phillips asked about the progress of meeting with City Council members to discuss the library's strategic planning.

Mr. Phillips announced that the nominating committee would be presenting Mr. Sorensen as President, Mr. Largent as Vice President and Mrs. Williams as Secretary. Mr. Largent asked if the Library had heard from City in regards to the Annex or the parking lot. Mr. Myers answered that he hadn't heard anything about plans for the Annex. He added that he hadn't heard anything about the equipment either. Mr. Phillips said that perhaps they could write a letter voicing their concerns. There was discussion. Mr. Williams said she had concerns about the parking lot being safe, as well as the aesthetics. Mr. Largent and Mr. Meyer responded that one of the strategic planning goals is to address the inside and outside appearance to the property. There was discussion about presenting tours of the facility.

Meeting Adjourned

Motion to adjourn at 4:57 pm by Mr. Phillips, seconded by Mr. Largent, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 6/14/2017