

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Finance and Property Committee

Minutes

Date: November 12, 2014

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

Absent:

Guests: Allison Petty (Herald and Review), Amy McEvoy (Friends of the Library)

Call to order

Mr. Phillips called the meeting to order at 4:35 p.m.

Agenda

Motion to approve agenda with possible additions to the Other category in New Business made by Mr. Davis, seconded by Mr. Alpi, unanimously approved

Minutes of Previous Meeting

Motion to approve minutes by Mr. Alpi, seconded by Ms. Williams, unanimously approved

Old Business

Mr. Phillips asked the committee if there were any comments or questions about the check register. Ms. Williams asked about the Burdick costs. Mr. Meyer explained that there had been some plumbing issues in the previous month. He discussed other expenditures on the check register. Mr. Phillips asked about Newsbank resource that was listed on the register. Mr. Meyer explained that NewsBank was a library database that offered access to a wide variety of newspapers across the country. Mr. Meyer stated that the library was still attempting to get to the bottom of the utility costs at the Annex. There was discussion about the utility costs at the Annex. Motion to approve the check register and recommend it to the full Board by Mr. Davis, seconded by Ms. Williams, unanimously approved

Mr. Phillips asked about the funds for the contractors. Mr. Meyer explained that the checks to cover the costs for the contractor invoices had already been deposited. Mr. Davis asked where the library is on Books and Periodicals spending. Mr. Meyer discussed recent meetings with staff

and discussions about selection methods and increasing book spending. Mr. Phillips stated that it was nice for the library to be in the position that they are in with the spending and the Board doing what they had said they would do. Mr. Meyer mentioned that there would be some additional expenditure for maintenance in the next month or so due to bulk purchases that were made to save money. Motion to enter into closed session pursuant to Section 5 ILCS 120 § 2 (c) (6) made by Mr. Alpi, seconded by Ms. Williams, unanimously approved

Entered into closed session at 4:51 p.m.

Motion to end closed session by Mr. Alpi, seconded by Mr. Davis, unanimously approved

Closed session ended at 5:29 p.m.

Mr. Phillips presented a summary of the closed session. He discussed that the Board had been in a series of meetings with the County and the Building Commission and now they have reached the point that everything should be reviewed by the full board before they go any further. He stated that he would like to see a motion to do this. Motion by Mr. Davis that the proposal concerning the Decatur Public Library, Macon County and the Decatur Building Commission be presented to the full board for review, seconded by Ms. Williams, unanimously approved

Other – Obtaining Legal Counsel for the Library

Mr. Alpi informed the committee that the Library had received 3 proposals from the RFP that the library had submitted. There was discussion about the RFP process and the cutoff for submissions. Mr. Phillips discussed receiving input from the full board. Mr. Davis said that he would not be participating in the selections. Mr. Alpi explained that Mr. Davis is affiliated with one of the firms. Ms. Williams asked what type of counsel the Library is seeking. Mr. Alpi answered that the Library is seeking general counsel. There was discussion about the use of counsel in past years.

New Business

None

Meeting Adjourned

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

Adjourned at 5:45 p.m.

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 12/10/2014