



## DECATUR PUBLIC LIBRARY

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

**Date: September 11, 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

Louise Greene

**Staff:** Rick Meyer, City Librarian

**Absent:** Gregg Zientara

**Guests:**

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

Ms. Stockwell called the meeting to order at 4:31 p.m.

**Agenda-** There was a motion to approve the agenda with the change of moving public comments by Mrs. Williams, seconded by Mrs. Greene, unanimously approved.

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

#### **Public Comments**

Marc Girdler-Mr. Girdler discussed his disapproval with management behavior toward FOIA requesters. He requested that there be investigation about money spent on plaques for retired board members and pizza purchased for staff.

## **Old and New Business**

### Space Planning/Capital Needs

Ms. Stockwell reported that she and Wegi Stewart were discussing long range funding and specific goals for future fundraising goals. She reported that she felt good about how the Foundation and library were working together.

### Check register

There was discussion about some line items. Mr. Meyer explained the Computype, and World Trade Press expenditure lines. Mr. Meyer and Mr. Edwards explained the funds to consultants and mentors that worked with the Project Next Generation program that were listed in the Professional lines section. There was a motion to approve the check register by Ms. Stockwell, seconded by Mrs. Xethalis, unanimously approved.

### 2019 Budget

Ms. Stockwell reported that staff expenses are running behind approximately 27%. She said that the Service to Office Equipment line went over because the delayed purchase of a service agreement. Mr. Meyer explained the transitions with the Service to Office Equipment line. There was discussion about the distribution of taxes. Mrs. Williams asked if the library was meeting the spending goals for acquiring new books. Mr. Meyer answered that the library was not in alignment with the suggested spending suggested by Illinois Standards for Illinois Public Libraries. He said some of the standards suggested by the Illinois Standards for Public Libraries, such as having 62 staff for a library that served the population the size of Decatur Public Library was not possible for the library budget at this time. Mr. Meyer discussed the current budget, expenditures and the budget forecast. Ms. Stockwell stated that looking at the salary, benefits and revenue lines she thought the state of the current budget was better than expected.

### 2020 Budget Process

Mr. Meyer discuss the budget process and the information presented by the City. He said the IMRF and medical insurance for the 2020 budget would increase. There was discussion about plans to adjust the 2020 budget, including refilling some full-time positions with part-time employees. There was discussion about the budget process and presenting it to the City. Mr. Meyer said he still had questions about some changes to be made. There was discussion about process improvement in the library operations. Ms. Stockwell informed Mr. Meyer that the board would be willing to help out with the budget process as much as possible.

### Annexations

Ms. Stockwell reported that the City was currently investigating specific properties in Macon county with contiguous water agreements to tax. She said, one library, Barclay Public Library had formally appealed the action. Ms. Stockwell discussed the process of legal appeals and possible outcomes. There was discussion about the varying interpretations by the City and the County. Ms. Stockwell asked Mr. Meyer what was the position of the library's attorney on the matter. Mr. Meyer said he would have to revisit the library attorney's communications, that were sent a couple of weeks ago.

**Other**

Ms. Stockwell said that they had decided to dedicate a separate time period during the meetings as needed, to discuss library travel proposals and library travel expenses. Ms. Stockwell said that Mr. Meyer created a form for pre-approval of library expenses. She said Mr. Meyer was currently requesting funds for a trip to the Illinois Library Association (ILA) Annual Conference. There was a motion to approve funding Mr. Meyer's trip to the ILA conference by Mrs. Greene, seconded by Mrs. Williams, unanimously approved

**Adjourn**

Motion to adjourn by Mrs. Xethalis, at 5:32 p.m. seconded by Mrs. Greene, unanimously approved.

Scribe,  
Robert L. Edwards  
Assistant City Librarian

Approved  
October 9, 2019