

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Finance & Properties Committee Meeting Minutes

January 17, 2012

I. CALL TO ORDER:

Carol Craig, Chair, called the meeting to order at 4:40 p.m. Members present: Mary Gendry, Mike Deatherage, and Jim Alpi. Teena Zindel-McWilliams, ex-officio was absent. Staff present: Lee Ann Fisher, City Librarian, and Karen Bjorkman, Assistant City Librarian.

II. AGENDA:

Motion by Mr. Alpi and seconded by Mrs. Gendry approve the agenda as presented. Motion carried unanimously.

III. MINUTES:

Motion by Mr. Deatherage and seconded by Mrs. Gendry to approve the December 13, 2011, minutes as corrected. Motion carried unanimously.

IV. FINANCIAL REPORTS:

Budget was presented for information.

Check Register was discussed.

Motion by Mr. Alpi and seconded by Mrs. Gendry to present the check register to the full board. Motion carried on a voice vote of yes.

V. OLD BUSINESS:

Motion by Ms. Craig and seconded by Mr. Alpi to go into closed session at 5:04 p.m. under section (5 ILCS 120/2(c)(1) I move that the Board enter into closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. Motion carried on a voice vote of yes.

Motion by Ms. Craig and seconded by Mr. Deatherage at 5:18 p.m. to return to open session. Motion carried on a voice vote.

Lease agreement – Mr. Alpi discussed options on the library annex. The last he had heard was that the interested party had not made a decision and that additional discussions were pending.

Ms. Fisher had no addition information from the Illinois Heartland Library System.

Ms. Fisher reported that Mark Sorensen is bringing in the final recommendations on the items in the Local History Room and the storage area by the end of January or the first of February. Ms. Craig asked that the final report be sent to the committee prior to the February committee meeting. His report will include a number of items that are recommended for digitalization. The report is due by February 10, 2012 and will be available for review at the February 14, 2012, Finance Committee meeting.

Mr. Deatherage stated that he sees 3 different factors that are needed in the final report. 1. A definition of the space; 2. Mr. Sorensen's recommendations; 3. Need to add a professional staff person. He asked about the time frame for the digitalization and Ms. Craig stated that was part of the Long Range Plan.

Ms. Fisher reported that with the changes the patron survey will be finished the end of May 2012.

Ms. Fisher had contacted the post office and they were thinking around 30 to 35 spaces. Information from Billy Tyus was that the city parking garage was \$25.00 a month for covered space and \$15.00 per month for uncovered space.

Motion by Mr. Deatherage and seconded by Mrs. Gendry to recommend that the board set the fee at \$18.00 per month. Motion carried on a voice vote of yes.

Mr. Deatherage asked about the bookmobiles. Ms. Craig stated that the recommendations for the bookmobiles needed to be incorporated into the Long Range Plan.

VI. NEW BUSINESS:

None

VI. ADJOURNMENT:

Meeting was adjourned at 6:18 p.m.

Respectfully submitted,

Karen Bjorkman

Assistant City Librarian

Approved 2/14/2012

**Decatur Public Library Board of Trustees
FINANCE AND PROPERTIES**

**Tuesday
January 17, 2012
4:30 p.m.**

Decatur Public Library Board Room

AGENDA

- I. Call to Order – Carol Craig, Chair**
- II. Approval of Agenda**
- III. Minutes**
 - A. Approval of the December 13, 2011, minutes
- IV. Budget**
- V. Check Register**
- VI. Old Business**
 - A. Employment/Appointment Matters: Closed Session (5 ILCS 120/2(c)(1))
 - “I move that the Board enter into closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.”
 - B. Lease Agreements
 - C. Local History Room
 - D. Post Office Spaces
 - E. Other
- VII. New Business**
 - A. Other
- VIII. Adjournment**

If you have questions please contact:

Lee Ann Fisher, City Librarian
421-9713 or lfisher@decatur.lib.il.us