



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

Date: June 10, 2020

Time: 4:30 p.m.

Location: Remote Meeting via Zoom

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)

Sofia Xethalis

Louise Greene

Samantha Carroll

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Absent: Donna Williams, Gregg Zientara

Guests: None

Call to Order:

Ms. Stockwell called the meeting to order at 4:30 p.m.

Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is suspending the usual "Electronic Attendance and Voting" section of the Board Bylaws, and will allow all Board members to attend this meeting remotely and fully participate remotely

Agenda-There was a motion to approve the agenda by Ms. Carroll, it was seconded by Ms. Xethalis, roll call, Ms. Xethalis aye, Ms. Carroll aye, Ms. Greene aye.

Minutes- There was a motion to approve the minutes by Ms. Carroll, seconded by Ms. Xethalis, roll call Ms. Xethalis aye, Ms. Carroll aye, Ms. Greene aye.

Public Comments

None.

Old and New Business

Capital Needs

Deferred at this time.

Space Plans

Deferred at this time.

Check register for May

Mr. Meyer responded to several questions about specific items. It was noted that COVID-19 related expenses are being tracked in hopes of future grant funds being available. Ms. Stockwell request motion to approve, Ms. Carroll made motion, seconded by Ms. Xethalis, roll call Ms. Xethalis aye, Ms. Carroll aye, Ms. Greene aye, and Ms. Stockwell aye.

2019 Budget and Projection

Discussed current state of the budget and some uncertainties due to COVID related economic crisis. The library's cash position is good, The hope is that the library will receive its first installment of property tax distribution by the end of the month but it could be as late as August. Mr. Meyer discussed Mr. Zientara's opinion that revenues should not be affected greatly this year, but that next year there could be a drop in equalized assessed valuation.

Phased Reopening plan

Curbside service is going well, but response has not been overwhelming. Mr. Meyer reported that the library will reopen June 16 and June 18 with limited hours. He has been in contact with Macon County Health Department and following Department of Commerce and Economic Opportunity (DCEO) retail guidelines. Per DCEO guidelines library public space capacity is 305 which the library is unlikely to approach. Reviewed and discussed the guidelines of face masks, cleaning procedures, personal protective equipment and supplies, rules for vendors and contractors while in the building, staggering shifts, having staff that can work remotely.

Adjournment

Ms. Stockwell made a motion to adjourn at 5:30 p.m.

Scribe,
Betti Jo Heckwine
Administrative Assistant
Revised by
Rick Meyer
City Librarian

Approved 07/08/2020