

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Finance and Properties**

**Minutes**

**Date: June 10, 2015**

**Time: 4:30 p.m.**

**Location: Decatur Public Library Board Room**

**Members present:** John Phillips (Chair)  
Jim Alpi  
Donna Williams  
Garry Davis  
Jennifer Sykes

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

**Other Board Members:**

**Guests:**

**Absent:**

**Call to order**

Mr. Phillips called the meeting to order at 4:31 p.m.

**Agenda**

Motion to approve agenda by Mr. Davis, seconded by Mrs. Sykes, unanimously approved.

**Minutes of Previous Meeting**

Motion to approve minutes by Mrs. Sykes, seconded by Ms. Williams, unanimously approved.

Check Register

Mr. Phillips stated that the check register would be the first item for review. Mr. Phillips asked about the Mid-American gas costs. Mr. Meyer answered that there were different billings for certain utilities and they come through on different lines. Mr. Phillips asked about the expenditures for locks. Mr. Meyer stated that the locks were for the new local history room. Motion to approve check register and recommend it to the full board by Mr. Phillips, seconded by Mr. Davis, unanimously approved

Budget review

Mr. Meyer gave an update of the library budget. He stated that the salary line was lower than previously budgeted for. He added that the next month's budget will include expenditures for temporary custodial staff. Mr. Phillips stated that looking at the budget it appeared that if the Building Commission were to take control of the library property their savings looked to be pretty good. He added that the energy expenses appeared to be less than anticipated. Mr. Meyer

stated that the energy expenses haven't been bad so far, but that the warmer days were ahead and the library was also presently experiencing issues in the boiler room. There was discussion about the projected surplus. The committee discussed the timelines for payments. Mr. Phillips stated that there were specific budget objectives and concerns about spending that they should address before Decatur Public Building Commission becomes the owner. Mr. Meyer stated that there would be some ramifications with the loss of staff. Ms. Williams stated that it would be nice to have the library get back longer hours and adequate staffing. Mr. Alpi stated that he would also like to see the books and library materials line increased. Mr. Meyer discussed the projected revenue. There was discussion about the library expenses.

#### Library/Building Commission/County

Mr. Phillip informed the committee that Mr. Alpi would discuss the progress of the agreement with the Decatur Public Building Commission. Mr. Alpi stated that the City has recently injected themselves into the process. He discussed the recent meetings between the City and the Decatur Public Building Commission (DPBC), including the recent emails between the City Manager and the Board of Trustees. He added that City had requested info on the agreement between the DPBC, the County and the Library. There was discussion about the City's request. Mr. Davis stated that he didn't think that the Library would be able to provide the City with the Building Commission's or the County's information.

Mr. Alpi said that he didn't feel that the Library's attorney should be the go between to provide DPBC information for the City. Mr. Davis stated that he agreed. There was discussion about going forward without the City's consent. The committee discussed presenting a list of the library needs (i.e. new parking lot, roof, HVAC) to the City. There was discussion about past revenue issues. There was discussion about the City using the Library space.

#### Management Policy

Mr. Meyer stated that there were variations of the management pay scale. He discussed the management pay scale cap. Mr. Meyer stated that he had discussed the management pay scales with Ms. Sykes and Dr. Kruml. He said there had been some discussion about reclassification of the employees. Mr. Phillips stated that more could be done during the budget planning meetings. Mr. Phillips asked if they were recommending changes. Mrs. Sykes answered that they were recommending changes. Ms. Williams said she didn't understand why the Library pay schedule is different from the City's. Mr. Alpi stated Mr. Meyer should make the adjustments for the three people and move on to the next process. Mr. Meyer stated that he could process the three raises through the City.

#### **Meeting Adjourned**

Motion to adjourn by Mr. Davis, seconded by Mr. Alpi

Adjourned at 5:50 pm

Scribe,

*Robert L. Edwards*

Assistant City Librarian

Approved 07/8/2015