



## DECATUR PUBLIC LIBRARY

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

**Date: January 8, 2020**

**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

Louise Greene

Sofia Xethalis

Louise Greene

**Staff:** Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Betti Jo Heckwine, Admin. Asst. Aide

**Absent:** Gregg Zientara

**Guests:**

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

Ms. Stockwell called the meeting to order at 4:32 p.m.

**Agenda-** There was a motion to approve the agenda by Ms. Xethalis, it was seconded by Ms. Williams, and unanimously approved.

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

#### **Public Comments**

Marc Girdler-Mr. Girdler made comments regarding his disapproval of the library Administration and staff.

## **Old and New Business**

### Capital Needs

There was a discussion regarding Mr. Lipka and the maintenance group working on future capital needs costs for the building. The city has a contract with a vendor that does preventative maintenance on the major systems and the city received a state grant for the air handler.

### Space Plans

There was discussion regarding the drawings that Product Architecture made for the library. And in reference to a grant that the library qualifies for with the state of Illinois that could pay up to 68 % of a project cost. Mr. Meyer would like for the board of trustees to appoint two Trustees to serve on a space planning committee. Mr. Edwards has researched the grant and indicated it would be very competitive.

### Check register

There was discussion about Juvenile Books in Bags, World Book, Inc., World Book online/School Edition, Database Subscription/ Rocks Back pages, Select Reads, EBSCO multiple database packages, Swank motion pictures, Watts Copy Systems, travel expense, and piano tuning. Ms. Xethalis made motion to approve and to pass on to the board with recommendations for approval, Ms. Greene seconded it. Motion unanimously passed by roll call vote.

### 2019 Budget and projection

The budget report is the actual end of year figures, but there will be some minor adjustments.

### 2020 Budget Process

The last property tax disbursement was larger than expected, making total revenues 6% higher than budgeted. Expenses were going to be \$198,000 under budget, so this money was transferred to the Capital Reserve Fund. The library began the 2020 fiscal year with \$300,000.00 more than in January of 2019.

### Other

Discussion in regards to the library having internships and social work. The library would like to have an agreement with Mary Garrison, social worker, for her to have an agreement with U of I Social Work, and the library will provide the space needed.

Motion to adjourn at 5:17 p.m. by Mrs. Xethalis seconded by Mrs. Williams, unanimously approved.

Scribe,  
Betti Jo Heckwine  
Administrative Assistant Aide

Approved by Committee  
February 12, 2020