

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Personnel, Property and Public Relations Committee
Minutes

Date: August 3, 2017

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Mark Sorensen (President)
Aaron Largent
Gregg Zientara

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

Other Board Members:

Absent:

Call to order

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

Agenda

Motion to approve the agenda by Mr. Zientara, seconded by Mr. Sorensen, unanimously approved

Minutes

Motion to approve the minutes by Mr. Sorensen, seconded by Mr. Zientara, unanimously approved

Old Business

Policy for Use of Meeting Rooms

Mr. Meyer suggested that they strike the language that stated "free and open to the public". He discussed the rates and the possibility of reduced rates for the 501c3 groups. He said they were also thinking about different policies for the Children's auditorium. Mr. Meyer suggested pulling any language that referenced the Children's auditorium out of the policy. There was discussion about the use of meeting rooms and how pricing should policy about the Children's auditorium. Mr. Largent said he was in agreement with that idea. Mr. Sorensen asked if Mr. Meyer was going to have the Children's auditorium booked differently. Mr. Meyer stated that he would like to keep the central booking. Motion by Mr. Zientara to recommend to the full board, seconded by Mr. Sorensen, unanimously approved

Credit Card Policy

There was discussion about the current credit cards possessed by library staff. Mr. Meyer discussed the language of the policy. He said more language can be added if necessary. Mr. Zientara stated that he thought the language was sufficient. Mr. Sorensen asked where the bills would be sent to. There was discussion about the statements, invoices and check request procedures. Mr. Meyer suggested a couple changes that might be made.

Motion to adopt the presented Credit Card Policy by Mr. Sorensen, seconded by Mr. Zientara, unanimously approved

Public comments

None

Meeting Adjourned

Motion to adjourn by Mr. Zientara at 4:56 pm, seconded by Mr. Sorensen, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 10/05/2017