



# DECATUR PUBLIC LIBRARY

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

### Board Members

#### **President:**

Mark Sorensen

#### **Members:**

John Phillips

Donna Williams

Amy Stockwell

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

**Date:** April 10, 2019

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

**Location:** Decatur Public Library Board Room

**Present:** Amy Stockwell (Chair)      **Staff:** Rick Meyer, City Librarian

Mark Sorensen

Donna Williams

John Phillips

Gregg Zientara

**Absent:**

**Guests:**

**Call to Order:**

Ms. Zientara called the meeting to order at 4:31 pm

### **Approval of Agenda**

Unanimously approved

### **Minutes**

Motion to approve the minutes with corrections by Mr. Phillips, seconded by Mr. Zientara, unanimously approved

### **Old Business**

#### Parking Lot

Mr. Zientara said that Massie and Massie Associates and the Decatur Public Works were working together to get bids for the parking lot project. He said after the bids were returned they would have to go to the City Council for approval, after approval they could look at beginning construction. There was discussion about the timeline and working around the Decatur Celebration date. Mr. Zientara discussed the parking lot options.

Mr. Meyer said Councilman Chuck Kuhle had stopped in the library to ask him how he felt about the decision for the parking lot. Mr. Meyer discussed their conversation about his preferred option and the chosen option. Mr. Meyer said any other option is better than what the library currently has. There was discussion about the alternatives and the parking. Mr. Meyer revealed some of the

options he had discussed with library staff. There was discussion about possible dates they would be completion of the project. Mr. Zientara said he could conceive that it be finished before fall. He said, Johnson Controls would be studying the work to be done on the library building including HVAC system.

He said there were estimates of \$240,000 to \$250,000 to repair and replace some of the system equipment as needed. Ms. Stockwell asked when the timeline for the analysis would be completed. Mr. Zientara said the analysis should be completed by the end of April 2019.

Mr. Phillips asked about the murals for the library building external wall they had discussed at previous meetings. Mr. Sorensen said the Arts Council had already announced the murals that they were going to do for 2019. There was discussion about adding murals in the future and how the City would fit into the decision, since they owned the building. Mr. Zientara said it was possible that the board could reach out to Mayor Julie Wolfe, the city manager or city council members for instruction.

Mr. Meyer said that he had spoken with Councilman Rodney Walker during their meeting and Mr. Walker had expressed his interest in the beautification of the library space. Mr. Phillips stated that he would like to encourage the remaining board members to look into the addition of a mural to the library building in the future.

## **New Business**

### **March 2019 Check Register**

Ms. Stockwell said she had some questions about the check register. Mr. Meyer explained about the electronic books. There was discussion about the application on the Library website subscription services and collection development. Mr. Meyer discussed adding materials to the collection, removing material from the collection and collection development. Miss Stockwell asked about the attorney fees. Mr. Meyer said that the library attorney had written up an in-house agreement and helped with the language for some of the recent policies. Ms. Stockwell asked about Unique services. Mr. Meyer explained the service and the ROI.

Motion to approve check register by John Phillips, seconded by Sorensen, unanimously approved

## **2019 Budget & Projection/2020 Budget Planning**

Mr. Meyer gave an update of the budget forecast. He said there was an updated draft version in the board package. He and Ms. Stockwell covered some of these modifications and changes. He said by June the library should be fully staffed. Ms. Stockwell ask if the computer software purchase at the beginning of the year had thrown his forecast off. He said yes. There was discussion about the per capita grant and spending. Mr. Meyer said the new spreadsheet should make things clearer. Mr. Sorensen said that he would like to see the per capita expenses shown. Mr. Meyer said he could do that. Mr. Meyer added that the per capita report requires explanation of expenditures beforehand. Motion to move the \$282,000 of the surplus into the capital by Mr. Phillips, seconded by Mr. Zientara. There was discussion about the amount to be transferred and the expected property taxes, unanimously approved. Ms. Stockwell asked about medical insurance renewal and numbers. Mr. Zientara discussed the City insurance calculations and premiums.

There was conversation about the spreadsheet changes and the budget projections. Mr. Meyer discussed the changes and projection.

Mr. Meyer talked about the new spreadsheet created by he and Ms. Stockwell.

Ms. Stockwell talked about the arrangement of the budget groupings.

Mr. Meyer spoke about the Myer fund and the current funding of the local history assistant position. He said he could supply the numbers for the option of rolling it into the operating budget if need be. There was discussion about future rent from the City.

Mr. Zientara announce that the dredging project has stopped. He talked about implications, including a decrease in spending in the upcoming years. He said that in the next year or two unless something changes the city tax rate could be flat. He mentioned possible changes in the PILOT program. Mr. Meyer said the only thing that has kept the library from being flat has been the PILOT.

Ms. Stockwell asked about the timeline for submitting the budget. Mr. Phillips commented on how they would like input from the City to be prepared. Mr. Zientara gave an overview of the budget approval process including reviews and approvals from the city council and the new city manager. Mr. Phillips said the library could be prepared to discuss its motives and attempt to be timely and not to be unprepared. Mr. Meyer said he had already started his budget preparation. He said he would be meeting with the division heads starting with the IT person, who had the most expenditures. He said he may be bringing a draft early as June 2019. Ms. Stockwell said she was committed to being as helpful to Mr. Meyer as possible throughout the process. Mr. Meyer said he appreciated that. Mr. Zientara said they would want to get a lot of the early stuff out of the way sooner, so it doesn't slow things down at the City. Mr. Meyer discussed some of the additional IT hardware needs for the IT person. Mr. Phillips asked if Mr. Meyer had also contacted the City MIS department. Mr. Meyer said that there had been some discussions with the City. Mr. Zientara spoke some of the benefits of the library IT merging with the City's IT. He said some of the information housed on library servers could be housed on City servers and possibly save some money. Mr. Meyer said there had been discussion about that saving. Mr. Meyer said he thought an important piece and had been kept out of the budget planning discussions so far. He said he thought that the public should be included at some point.

### **Space Use Priorities**

Mr. Meyer spoke about some of the space priorities. He discussed past surveys and focus groups that studied space needs. He mentioned the desire for private study rooms and other ideas that other libraries were trending to. He said the meeting with Library Strategies when developing the strategic plan and talking with other librarians had given them some ideas. Mr. Phillips asked if the financing that Mr. Meyer was discussing included the space planning. Mr. Meyer said it did, he thought there were better ways to go about the process. There was discussion about space planning and financing. Mr. Sorensen discussed some options for space planning that involved the Friends of the Library and Workforce Solutions. He said that he would ask Workforce Solutions to move to the second floor, if he were given the choice. He said he had spoken with Councilman Rodney Walker about the possibility of some space changes. There was discussion. Mr. Meyer said the Workforce Solutions and Project Read groups were great partnerships. Mr. Meyer said he wanted to thank Mr. Sorensen and Mr. Phillips for all of their work with the parking lot project.

### **Adjournment**

Move to adjourn by Mr. Phillips at 5:58 p.m., seconded about Mr. Sorensen, unanimously approved

Scribe,  
Robert L. Edwards  
Assistant City Librarian

Approved May 8, 2019