



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Finance and Properties

Minutes

**Date: February 9, 2022**

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

**Location: Via Zoom**

**Present:** Sofia Xethalis (Chair)

Samantha Carroll

Anay Hunt

Jecobie Jones

**Staff:** Rick Meyer, City Librarian, Michelle Whitehead, Executive Administrative Assistant, Alissa Henkel, Director of Programs, Resources & Services

**Absent:**

**Guests:None**

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

Ms. Xethalis called the meeting to order at 4:31pm.(REMOTE ATTENDANCE. PLEASE TAKE NOTICE THAT, PURSUANT TO SECTION 7(e) OF THE ILLINOIS OPEN MEETINGS ACT (5 ILCS 120/7(e)) AND THE GUBERNATORIAL DISASTER PROCLAMATION ISSUED BY GOVERNOR JB PRITZKER ON JANUARY 3, 2021, THE BOARD OF TRUSTEES FOR THE DECATUR PUBLIC LIBRARY IS CONDUCTING THIS MEETING BY AUDIO AND/OR VIDEO CONFERENCE.)

#### **Approval of Agenda**

Ms. Xethalis requested a motion to approve the agenda. Mrs. Carroll made a motion to approve the agenda, seconded by Ms. Hunt. Ms. Xethalis requested a roll call vote. Ms. Carroll yes, Ms. Hunt yes, Ms. Xethalis yes. The motion was adopted.

#### **Approval of Minutes: January 12, 2022 meeting minutes**

Ms. Xethalis requested a motion to approve the January 12, 2022 meeting minutes. Ms. Carroll made a motion to approve the minutes, seconded by Ms. Hunt. Ms. Xethalis requested a roll call vote. Ms. Carroll yes, Ms. Hunt yes, Ms. Xethalis yes. The motion was adopted.

**Public Comments: None**

#### **Old Business**

Capital Needs (Discussion) Mr. Meyer stated there isn't anything new to discuss.

## **New Business**

January 2022 Check Registers (Action) Mr. Meyer pointed out the larger expenses in the register for database expenditures. There will be a correction under services to maintain buildings that should have been charged to the City, not The Library. This will be corrected in February and you will see the correction in March. Ms. Xethalis requested a motion to approve the January 2022 check register. Ms. Carroll made a motion to send the check register to the full board, seconded by Mr. Jones. Ms. Xethalis requested a roll call vote. Ms. Carroll yes, Ms. Hunt yes, Mr. Jones yes, Ms. Xethalis yes. The motion was adopted.

February Actuals (Discussion) Mr. Meyer discussed that Ms. Grossman's salary had been paid out of the Meyer Fund for several years. He requested that her salary no longer be paid out of that fund. This was overlooked. This will be corrected next month by initiating a transfer back into the Meyer Fund. The Capital Reserve Fund, cash on hand, has a \$2,000 differential due to a keying error Mr. Meyer made. The Capital Reserve Fund may be used in 2022 to buy bookshelves and furniture for The Library once we receive a bid.

Financial Report to Mayor and City Council (Action) Mr. Meyer stated this is an annual report. Illinois law requires that we send this. This report is signed off by Ms. Carroll. This report goes to the Mayor and the City Council. Ms. Carroll made a motion to approve the financial report and send it to the full board, seconded by Ms. Hunt. Ms. Xethalis requested a roll call vote. Ms. Carroll yes, Ms. Hunt yes, Mr. Jones yes, Ms. Xethalis yes. The motion was adopted.

Other (Discussion) Mr. Meyer has invited Ms. Henkel to attend these meetings as part of the succession plan. The 2022 Board of Trustee officers will be elected at the Board Meeting next week.

## **Adjournment**

Ms. Xethalis requested a motion to adjourn at 4:55 pm. Ms. Carroll made a motion to adjourn, seconded by Mr. Jones. Ms. Xethalis requested a roll call vote. Ms. Carroll yes, Ms. Hunt yes, Mr. Jones yes, Ms. Xethalis yes. The motion was adopted.

Scribe, Michelle Whitehead, Administrative Secretary

Approved 3/9/2022