

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
FINANCE AND PROPERTIES COMMITTEE
Minutes**

Date: April 8, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (Acting Chair) **Staff:** Robert Edwards, Interim City Librarian
Garry Davis
Mary Gendry
John Phillips

Absent: Teena Zindel-McWilliams

Guests: Mike Deatherage, Allison Petty

Public comments:

1. Call to order

Mr. Alpi called the meeting to order at 4:35 p.m.

2. Agenda

Motion to approve the agenda with amended changes made by Mrs. Gendry, seconded by Mr. Phillips

3. Minutes of Previous Meeting

Motion made by Mr. Phillips to approve the minutes, seconded by Mr. Davis

4. Financial Reports

There was discussion about the check register. Mr. Alpi mentioned that he had met with Mr. Zientara, Mr. Phillips, City and Library staff to discuss the various finance interrelations of the Library and City. Mr. Alpi mentioned that they had discussed the utilities, late fees and the invoicing. He explained that the City's utility bills were sent out at least a month early. He discussed the invoicing and the Library's internal procedures. Mrs. Gendry asked about the check dates. Mr. Phillips answered that the check date on the check register is normally the date that the check is cut by the City. There was more discussion about the check register. Motion to approve check register by Mr. Phillips, seconded by Mr. Davis

5. Old Business

Mr. Davis asked about the two spreadsheets in the Board packets. Mr. Phillips mentioned the discussions with the City and their thoughts about attempting to simplify the reports. He mentioned that the City was going through various changes and that they were being very helpful in working with the Library. He mentioned that he thought that through the conversations in the meeting, the Library seemed to be working well with the City. He mentioned that Mr. Edwards seemed to have a good rapport with the individuals that working at the City. Mrs. Gendry mentioned that she was glad that the column with the load was zero. Mr. Phillips explained that the reason that loan amount had appeared. Mr. Phillips discussed the timeline that the City had provided to them. He mentioned that the budget review should be started by the first of August, finished and ready for the City by the end September and submitted in October. Mr. Phillips stated that he gathered from the meeting that the Library should not think in the terms of new tax revenue. He mentioned some of the costs and options that could be presented to the City. Mr. Phillips added that now was the time for citizens to contact the City Council with thoughts and suggestions about the Library. There was discussion about the 12% percentage guideline for buying books. Mr. Davis asked if there was a way to figure out the 12%. Mr. Edwards mentioned that he thought that it could be done. The committee agreed to skip over the raises section of the agenda. There was discussion about the City meeting and prevailing wage. There was discussion about the City meeting and the discussions about service contracts. Mr. Davis mentioned that he would be glad to look at some of the service contracts. Mr. Alpi mentioned that the City staff and Mr. Edwards were compiling a list. Mrs. Gendry stated that she was glad to see the positive direction that the City and the Library relations were going. Mr. Alpi mentioned that the relationship appeared to be getting along fine.

Mr. Davis asked about the lease space. There was discussion about the City attorney and Library attorneys finalizing the lease space agreement.

Mr. Alpi discussed the meeting with Mr. Jeff Haley concerning the Local History project. There was discussion about the local history project and the design. There was a brief discussion about the naming conventions and past practices. Mr. Alpi mentioned that they were pushing for July bids.

Mr. Alpi discussed the previous meeting with SEDAC. He gave a brief overview of the process and the air flow. He discussed the adjustments that had been made and the immediate savings. Mr. Alpi discussed that at the meeting at the City they had discussed the use of Johnson Controls and alternate means of funding a Library project with SEDAC.

Motion to enter into closed session to discuss (5 ILCS 120/2(c) (5) "The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired" at 5:44 p.m. by Mr. Phillips, seconded by Mrs. Gendry

Gendry

Out of closed session at 5:50 p.m.

Motion to enter into closed Session: (5 ILCS 120/2(c) (1) "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity" at 5:57 p.m. by Mr. Davis, seconded by Mr. Phillips.

Out of closed session at 6:03 p.m.

6. New Business

There was discussion about the library exhibits and marketing
Mrs. Gendry mentioned that some of the individuals that she knew that were interested in serving
on the Board.

Meeting Adjourned

Motion to adjourn by Mrs. Gendry, seconded by Mr. Phillips
Meeting adjourned at 6:18 p.m.

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 5/14/2014