



# 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: May 8, 2019**

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

**Location: Decatur Public Library Board Room**

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

Mark Sorensen

Gregg Zientara

Louise Greene

#### **Absent:**

John Phillips

#### **Guests:**

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

Ms. Stockwell called the meeting to order at 4:30 pm

#### **Approval of Agenda**

Unanimously approved

#### **Minutes**

Motion to approve minutes with changes made by Mr. Sorensen, seconded by Mrs. Greene, unanimously approved

#### **Old Business**

##### Parking Lot

Mr. Sorensen said that both he and Mr. Meyer have tracked the cars parking in the lot for a specific period of time. There was discussion about the breakdown of the individuals who used the parking lot. Mr. Meyer said he was only supplying an overall number of vehicles that were in the lot and not a breakdown of the individuals. Ms. Stockwell asked Mr. Zientara how the bid process for the parking lot was going. He said the process was proceeding as expected, the during first week of June 2019 the bids would go out. He said there would be a base bid and additional options. He said that at this time there was no reason to believe that anything different was going to happen than what's already been discussed. Mr. Zientara said from the beginning, the direction from the City Council has been to lower the cost of the project. He said that afterwards there was

discussions about how to lower the costs. Mrs. Greene said the owners of Novel Ideas had expressed their appreciation for Mr. Meyer keeping them informed about the City and library's plans for the parking lot.

### Space Planning

Mr. Meyer said that he was looking for direction from the committee or the full board on the direction he should take. He discussed some of logistical challenges of not having a space plan and working with Product, Architecture and Design. He said that if the project moved forward it might have to be in phases. Ms. Stockwell said that she felt that they needed to do more concept work with the donors before deciding on anyone they would have to pay for design services. Mr. Meyer said that planning with the group was currently in a holding pattern. Mr. Sorensen asked Ms. Stockwell to clarify her statement about more concept work. She discussed the dialogue and planning that she felt should precede the process. There was discussion about stakeholders, presenting visuals and recognition. Mr. Meyer asked if they should go to the public. Ms. Stockwell said not yet. There was discussion about the potential donors and programming. Mr. Sorensen said there should be a consensus from the library staff and maybe the board about programming, so they would have an answer for potential donors. Ms. Stockwell said a capital program and other items already on the wish list could be presented to donors for consideration. Mr. Zientara talked about the past hesitation in making choices about used space when the unused space was uncommitted. There was discussion about space used by the library. Mr. Meyer discussed his experience and advice from other capital campaigns. Ms. Stockwell gave an overview of the duties ahead of them. There was discussion about front entrance of the library. Mr. Zientara discussed packaging all the needs of the library into one package.

### **New Business**

#### April 2019 Check Register

Ms. Stockwell said she had some questions about the check register. Mr. Meyer explained the database charges and other questions.

Motion to approve check register by Mr. Zientara, seconded by Mrs. Greene, unanimously approved

#### **Year to Date 2019 Budget & Projection/2020 Budget Planning**

Mr. Meyer gave an update of the budget. He said the reason for the salaries running behind because of turnover. He explained some of the salary changes due to retirements and delays in bringing in new hires. There was discussion about refilling vacancies. Mr. Meyer said that had there had already been some reductions in the circulation department. He said his long-term goal was to have no one in the circulation department in 4 to 10 years. He discussed the Bloomington Normal library's model. There was discussion about reallocation. There was discussion about the forecast and allocations. Mr. Meyer discussed his process of creating his forecast and filling line allocations. He talked about his process of getting the staff started in the budgeting process. Mr. Zientara talked about the distribution of PPRT revenue. Mr. Meyer said that the Secretary of State is endorsing a mass census count for the per capita grant. There discussion about the distribution of tax monies.

There was discussion about reaching out for new board members and the City's involvement.

### **Adjournment**

Move to adjourn by Mr. Zientara at 5:40 p.m., seconded about Ms. Stockwell, unanimously approved

Scribe,  
Robert L. Edwards  
Assistant City Librarian

Approved 8/7/2019