

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

Date: June 11, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (Chair)
Garry Davis
Mary Gendry

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

Absent: Teena Zindel-McWilliams

Guests: Allison Petty, Amy McEvoy

Public comments:

- **Call to order**

Mr. Alpi called to order by Jim Alpi at 4:34 p.m.

- **Agenda**

Motion to approve agenda by Mrs. Gendry, seconded by Mr. Davis, all approved

- **Minutes of Previous Meeting**

Motion to approve minutes by Mr. Davis, seconded by Mrs. Gendry, all approved

- **Financial Reports**

There was discussion about the budget. Mr. Meyer presented a version of the budget spreadsheet that he had been working on. Mr. Meyer discussed his spreadsheet and some of the modifications that he had made. There was discussion about the budget and spending. Mr. Meyer mentioned that it's hard to always plan for the unexpected. There was discussion about present staffing and a job audit. Mr. Davis mentioned that he thought that a recommendation on future staffing should come from Mr. Meyer. There was further discussion about staffing and workflows.

Mr. Alpi mentioned that the consensus seemed to be to go with the new report developed by Mr. Meyer. Mr. Alpi mentioned that the new format could be presented to the full Board. Mr. Davis asked when the budget goals would be presented. There was discussion about the budget goals. Mr. Davis mentioned that they didn't want to buy fewer books. Mr. Alpi and Mr. Meyer agreed. Mr. Meyer discussed his plan to proceed with budget planning.

- **Old Business**

Mr. Meyer gave an overview of a discussion the telephone conversation that he had recently had with space consultant Fred Schlipf. Mr. Meyer expressed his discussion with Mr. Schlipf and desire to have him visit the Library and view the area for the placement of the Local History project and possibly later assist in developing a building plan. Mr. Meyer stated that he believed input from Mr. Schlipf would help determining the ripple effect of the placement of the Local History project. He thought the services of Mr. Schlipf could be attained for under \$5000.00 dollars. There was discussion about the shifting of materials and furniture in response to the move. Mr. Davis asked Mr. Meyer if he was recommending that they attain Mr. Schlipf. Mr. Meyer answered that he was. Mr. Alpi stated that he felt that another pair to view the project might be beneficial, but the question might be how to draw up the agreement. Mr. Davis asked if they needed just an immediate plan or to hire him for the whole package discussed. Mr. Alpi mentioned that, as was discussed in the past, a strategic plan needs to be put together and the space and physical needs should be added. Mr. Meyer mentioned that he hasn't dug into the present long range plan yet. Mr. Alpi mentioned that perhaps they could obtain the space consultant and get him to give a fee for those tasks that they mention to him. There was discussion about the strategic plan. Mr. Davis mentioned that he was in agreement with Mr. Alpi's statement.

Mr. Meyer stated that he would discuss the plan with the consultant and come back to the full Board with a full proposal. There was discussion about taking the front end documents for the Local History project to the City Risk Management. There was discussion about the front end documents. He discussed the involvement of Risk Management, prevailing wages, bonds and bids. There was discussion about obtaining replacement Library attorneys in the place of Ed Booth and Ev Nichols, who were no longer available.

Mr. Meyer discussed the report evaluating the vendors that Mr. Davis had submitted. There was discussion about the vendors. The Board agreed that a written notice should be given to TSSI. There was discussion about the Hunzeker agreement. Mr. Edwards mentioned that to his understanding Hunzeker continually fulfilled the terms of their agreement. He mentioned that he had not heard any complaints about the Hunzeker group. There was discussion about further investigation of the preferential rates. Mr. Alpi suggested that during the fall, bids for services for various services to be performed be requested. There was discussion about the telephone service contract. There was further discussion about the various library contracts. Mr. Alpi suggested that in the future perhaps a termination clause be included in Library contracts.

- **New Business**

Mrs. Gendry mentioned that the Dunn Company had patched the Library parking lot for free. There was discussion about sending thanks to the Dunn Company. She discussed that she and staff had met with one of their representatives to discuss redoing the lot. She discussed that she had mentioned it to with the Foundation. Mr. Alpi mentioned that perhaps they should wait and see how it works out with the building commission. He added that it would be a big project. Mr. Meyer mentioned that there was continued leaking in the Annex. There was

discussion about the finding a solution. Mr. Meyer mentioned that he had received an email from Pat Hoban, inquiring about free or inexpensive space. Mr. Davis and Mr. Alpi agreed that the Library probably couldn't meet those needs at this time.

Meeting Adjourned

Motion to adjourn by Mrs. Gendry, seconded by Mr. Davis
Meeting adjourned at 5:24 p.m.

Scribe,

Robert L. Edwards
Assistant City Librarian

Approved 7/9/2014