

**Decatur Public Library Board of Trustees
FINANCE AND PROPERTIES**

**Tuesday
June 12, 2012
4:30 p.m.**

Decatur Public Library Board Room

AGENDA

- I. Call to Order – Carol Craig, Chair**
- II. Approval of Agenda**
- III. Minutes**
 - A. Approval of the May 15, minutes
- IV. Budget**
- V. Check Register**
- VI. Old Business**
 - A. Bookmobiles update
 - B. Long Range Planning-Millikin survey update
 - C. Other
- VII. New Business**
 - A. Other
- VIII. Adjournment**

If you have questions please contact:

Lee Ann Fisher, City Librarian

421-9713 or lfisher@decatur.lib.il.us

Approval pending

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Finance & Properties Committee Meeting Minutes

June 12, 2012

I. CALL TO ORDER:

Mike Deatherage, Acting Chair, called the meeting to order at 4:40 p.m. Members present: Teena Zindel-McWilliams, Mary Gendry, Jim Alpi and Gail Crookshank. Staff present: Lee Ann Fisher, City Librarian, Robert Edwards, Assistant City Librarian, Noah Tipton, Head of Maintenance Division.

II. AGENDA:

Agenda was accepted as presented.

III. MINUTES:

Motion by Mr. Alpi and seconded by Mrs. Gendry to approve the May 15, 2012, minutes with correction of last paragraph. Motion carried unanimously.

IV. FINANCIAL REPORTS:

The budget was presented for information to the committee. Mr. Deatherage expressed concern that approximately 51% of the Service to Maintenance buildings budgeted amount was expended. He stated that if the library needed significant maintenance done the remainder of the year there could be complication. He asked Ms. Fisher if the chiller issues had been resolved. Ms. Fisher stated the chiller had been fixed. Mr. Deatherage questioned the 110% spent on temporary agency fees. Ms. Fisher explained that the temporary worker was splitting her time with filling in the Administration office and assisting in Technical Services. Mr. Alpi mentioned that there was a small amount spent on books. Ms. Fisher stated that the library hadn't received their tax revenues yet. Mr. Deatherage mentioned that the utilities were costly and wondered if there were ways to get them lower. Mr. Alpi, Mr. Deatherage and Mr. Tipton discussed using various types of lighting timers and controls that might be considered in the future. Mr. Deatherage asked about the expenditures to Robbins, Schwartz, Nicholas, and Taylor on the check register. Ms. Fisher explained the payments were for services rendered by Ev Nicholas during the collective bargaining with the Union.

Motion by Mr. Alpi to accept financial documents, seconded by Mrs. Gendry
Motion carried on a voice vote of yes

V. OLD BUSINESS:

Ms. Fisher stated that the library had been very active in attempting to sell the bookmobiles. She mentioned that thanks to a reference by Mrs. Sharon Alpi the library had recently received

inquiries from Heartland Fresh2u owners, Pete Vercellini and Tony Cacomo about purchasing two bookmobiles to use as mobile farmers markets. Mr. Edwards mentioned that in addition, the library had contacted the City in regards to using the government listings website to list the remaining bookmobile. He mentioned that IHLS has not made any further contact with the library in regards to purchasing a bookmobile. Mrs. Fisher mentioned that the price quoted to Heartland Fresh2u was for 2 bookmobiles. Mr. Alpi expressed concern about how the library arrived at this number. Mr. Edwards stated that the prices arrived at were based on prices that similar bookmobiles, with like mileage had been sold for by other companies. Mr. Deatherage asked how the money received from the bookmobile would be incorporated so that it would be useful to the library. Mr. Fisher suggested that perhaps a foundation account would be the most beneficial to the library. Mr. Alpi agreed that Ms. Fisher's idea was a good one. Mr. Deatherage asked what would be the steps to getting it done. Ms. Fisher expressed that she would check with the library's legal counsel, Everett.

Mr. Deatherage asked about the water situation. Mr. Tipton is still working on getting estimates. Mr. Deatherage asked about the construction and the closed gate at the southeast end of the lot. Ms. Fisher explained that she has contacted the City and talked with City employees about fixing the manhole area in front of the gate and apparently the City is waiting on parts. She mentioned that the patrons have been about going to the other gates. Mr. Deatherage mentioned that he thought keeping it closed until the repairs were completed is a good idea.

VI. NEW BUSINESS:

Mr. Alpi expressed that his items about the facilities could be presented in the Long Range Planning meeting.

VII. ADJOURNMENT:

Mr. Deatherage asked for a motion for adjournment,
Motion made by Mr. Alpi, seconded by Mrs. Gendry.

Meeting was adjourned at 5:53 p.m.

Respectfully submitted,

Robert Edwards

Assistant City Librarian

Approved