

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties

Minutes

Date: January 13, 2016

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)
Michael Sexton
Jennifer Sykes
Aaron Largent
Donna Williams

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

Absent:

Guests:

Call to order

Mrs. Sykes called the meeting to order at 4:31 p.m.

Agenda

Mr. Meyer stated that he would like to add the approval of 2016 meeting dates to the agenda, Motion to approve the agenda with the additions by Mr. Largent, seconded by Mr. Sexton, unanimously approved

Minutes of Previous Meeting

Motion to approve the December 2016 minutes by Mr. Sexton, seconded by Mr. Largent, unanimously approved

Check Register

Mr. Meyer stated that the only thing noticeable on the check register was that a payment for Unique Management seemed to be listed twice. He said he would investigate the entries. Mr. Phillips asked where the salaries of the temporary employees were listed. Mr. Meyer said the temporary salaries were under the Operating section. Motion by Mr. Largent to recommend the approval of the check register to the full board, seconded by Ms. Williams, unanimously approved

Budget Report

Mr. Meyer discussed operating expenses and capital transfer amounts. He gave a summary of the 2015 expenditures. Mr. Phillips asked some questions about the year-to-date expenditures and year-to-date budgeted columns. Mr. Meyer gave an update of the 2016 year-to-date finances. There was more discussion about budget. Mr. Meyer discussed book spending trends and his strategy for consistency and collection development. Mr. Meyer said he had included the month to month comparisons in the 2016

budget. The committee agreed that the comparisons were very helpful and asked Mr. Meyer to continue to include them.

Decatur Public Library/City of Decatur building sale discussions

Mr. Phillips stated that he had no further information from the City about the status of their discussions about the Library building.

Meeting Dates

Mr. Meyer announced that the list of meeting dates for the 2016/2017 Finance and Properties committee meetings needed to be approved for recommendation to the full board. There was discussion about changing the time for Finance and Properties meetings to 4:00 p.m. Motion to recommend the presented meeting dates to the full board for approval by Mr. Sexton, seconded Mr. Largent, unanimously approved

Meeting Adjourned

Motion to adjourn by Mr. Largent, seconded by Mr. Sexton, unanimously approved

Meeting adjourned at 4:58 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 2/10/2016