



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

Date: August 12, 2020

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Donna Williams

Members:

Sofia Xethalis

Amy Stockwell

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

Present: Amy Stockwell (Chair)
Samantha Carroll
Gregg Zientara

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian
Betti Jo Heckwine, Admin. Asst. Aide

Absent:

Guests:

Call to Order:

Ms. Stockwell called the meeting to order at 4:35 p.m.

Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is suspending the usual "Electronic Attendance and Voting" section of the Board Bylaws, and will allow all Board members to attend this meeting remotely and fully participate remotely.

Agenda

Ms. Carroll made a motion to approve the agenda as presented, it was seconded by Mr. Zientara. Roll Call vote, Mr. Zientara yes, Ms. Carroll yes, and Ms. Stockwell yes, unanimously approved.

Minutes- There was a request to approve the minutes as presented by Mrs. Stockwell, there was a motion to accept by Ms. Carroll, and seconded by Mr. Zientara. Ms. Stockwell requested a vote by roll call, Mr. Zientara yes, Ms. Carroll yes, and Ms. Stockwell yes, unanimously approved.

Public Comments

None.

Old Business

Space Planning

The committee did have a meeting and there are five new plans that the committee will review and make a final recommendation to present to the board of trustees. Mr. Meyer talked with the architects about post-COVID industry trends in general with addition of drive up windows being the main difference noted.

Capital Needs

Mr. Zientara said Christie Foltz will complete the landscaping and if they do not complete it, the city will hire a different company to complete it.

New Business

Check register

There was discussion about the \$10,088 check to Lyngsoe Systems. This is the cost of the annual service agreement. There was discussion about Amazon costs and Watts Copy Systems. Ms. Stockwell requested a motion to recommend to the board of trustees to accept the check register, Ms. Carroll made the motion, seconded by Mr. Zientara, Ms. Stockwell requested a vote by roll call, Mr. Zientara yes, Ms. Carroll yes, and Ms. Stockwell yes, unanimously approved.

2020 Budget Process

Discussed when the library usually receives the property tax disbursement, and how it is different this year. The distribution was made in July and it was a small (29% of the levy) distribution, normally the first is about 51 to 53%. This year the county is doing a distribution every 30 days to catch up. The second distribution has been received since the budget report was written. The payroll running slightly behind at 54%, books and materials is catching up at 56%, equipment is slightly ahead, and medical expenses are way ahead. COVID 19 expenses will be reimbursed by the IL CURES Act. It also covers the cost of making restrooms hands free, the merchandise is on order, and will be installed when received. Discussion regarding the safety aspect of the HVAC and COVID19, the air flow has been increased, a fogger with solution was purchased, and is being ran every 14 days. No problems with cash flow this year.

2020 Budget and projection

State replacement is trending downward and may come in under budget. The personnel

cost will catch up with what's been budgeted, with new hires, making 2 half time positions to full time, adding a half time position, making the net gain one half time position. An administrative employee of 44 years is retiring, the library will cover the administrative position with a temp for the time being.

Mr. Zientara discussed the year 2021, he said the state PPRT does not have as much money available.

2021 Budget Planning

Mr. Meyer is working on the expenses first, and is planning on having the initial proposal at the September meeting. Mr. Zientara stated that the final approved budget would be due sometime in November.

Ms. Stockwell requested a motion to adjourn at 5:32 p.m., Ms. Carroll made the motion, Mr. Zientara seconded it, Ms. Stockwell to a roll call vote, Mr. Zientara I, Ms. Carroll I, and Ms. Stockwell I, unanimously approved.

Scribe,
Betti Jo Heckwine
Administrative Assistant Aide
Edited by
Rick Meyer
City Librarian

Approved, 09/09/2020