

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
Finance and Properties**

**Minutes**

**Date:** May 11, 2016

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

**Location:** Decatur Public Library Board Room

**In Attendance:** John Phillips (President)  
Aaron Largent  
Jennifer Sykes

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

**Absent:** Donna Williams, Michael Sexton

**Agenda**

Motion to approve the agenda with additions by Mr. Largent, seconded by Mr. Phillips, unanimously approved

**Minutes of Previous Meeting**

Motion to approve the April 2016 minutes by Mr. Largent, seconded by Mr. Phillips, unanimously approved

**Check Register**

Mr. Meyer stated that there was a travel expense on the check register for staff. He said the costs for the Denver trip were listed and the laptops listed were purchased with the PNG grant. He said there were discussions about possibly using the laptops for checkout later. There was discussion about the purchase of materials for the library past and present. Motion to recommend the check register to the full board for approval by Mr. Phillips, seconded by Mr. Largent, unanimously approved

**Budget Report**

Mr. Meyer stated that additional modifications would have to be made to the budget, due to the City/Library agreement. He said the previous budget projection was based on the old line numbers. He said that he was also currently looking at spending priorities. Mr. Largent asked about the telephone services bill. Mr. Meyer explained the telephone services contract with the current vendor. He discussed the E-Rate discounts.

**Other**

Mr. Largent said that after the budget preparations were done the committee could entertain discussions about the frequency of future meetings. There was discussion about future tasks by the committee.

Mr. Meyer stated that the library was looking into a way to make the electronic payments option for fees and fines work. He said that there seemed to be issues at the City with moving the money into the correct accounts. There was discussion about the electronic payment method and options to get it done. There was discussion about the fines and fees. Mr. Meyer said that they were investigating the option of removing fines and with the possibly of an amnesty month.

**Meeting Adjourned**

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

Meeting adjourned at 4:52 p.m.

Scribe,  
Robert L. Edwards  
Assistant City Librarian

Approved 6/8/2016