



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties
Minutes

Date: August 14, 2019

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)

Donna Williams

Sofia Xethalis

Gregg Zientara

Louise Greene

Staff: Rick Meyer, City Librarian

Absent:

Guests:

Call to Order:

Ms. Stockwell called the meeting to order at 4:32 pm

Meeting was called to order by Ms. Stockwell at 4:32 PM

Agenda- Unanimously approved

Minutes- Motion to approve the minutes from the May 8, 2019 and July 10, 2019 meetings by Gregg Zientara, seconded by Donna Williams, unanimously approved

Old and New Business

Parking Lot Status

Mr. Zientara gave an update of where the City was at with the parking lot project. There was discussion about the need for additional parking spaces. Mr. Meyer discussed the library needs, which included additional parking during and after the project. He talked about the suggested options of spaces in the southern parking garage and spaces on Main Street. Mr. Zientara said he

would speak with Matt Newell about signage to help identify library parking spaces. Ms. Stockwell asked if the parking lot project information was being relayed to the public. Mr. Meyer answered yes, he said the library had send out fax press releases and email blasts. He said the library was also updating the public through social media and the library website. He stated that he has spoken with some of the stake holders about the project.

HVAC

Mr. Zientara gave an overview of the state grant money that would help the library with the overhaul of the HVAC system. He said because of the state grant there was about \$300,000 in funding for the HVAC system. Mrs. Xethalis asked about age of the current HVAC and the possible cost of repair. Mr. Zientara said the present system was over 30 years old and the repairs could cost anywhere from \$400,000 to 1 million dollars. Ms. Stockwell asked if there was a facility needs assessment document available. Mr. Meyer said the Building Commission did one years ago when they were interested in the building. He said he thought that the City had done an assessment when they became the library's landlord. Mr. Zientara gave an overview of some of the results of the City's study and analysis of the facility good for a four-year span.

Space Planning/Capital Needs

Ms. Stockwell said they were still in the information gathering stages of how to proceed. She said that she, Mr. Meyer and Wegi Stewart are working on the process.

2020 Budget Process

Mr. Meyer discussed the budget process and the deadlines presented by the City. He talked about the libraries current progress with the 2020 budget process. Mr. Meyer said he still had some questions about information that he needed to provide for the budget to be entered in the City's system. Mr. Zientara said he would find out what the City Manager needs from the library for the budget process and inform Mr. Meyer.

Check Register

Mr. Meyer discussed the Service to Office equipment line. He said the line had been underbudgeted, not specifying some service agreements that would be added later. He said that due to negotiations with the vendor, waiting to add the automated handler service agreement presented the opportunity for a lower cost for the next 3 years than it would have been. Ms. Stockwell asked about the SHARE costs. Mr. Meyer discussed some of the benefits of the library's relationship with SHARE. There was discussion about some of the services offered by SHARE. He also talked about the benefits of OCLC, another cost listed on the check register. Mr. Meyer said the library had also purchased a couple of dehumidifiers for certain departments. There was discussion about other expenditures. Motion to approve the check register by Mrs. Xethalis, seconded by Mrs. Greene, unanimously approved

2019 Budget

Ms. Stockwell said the revenue is slightly higher than the budget, currently everything indicated they should expect a favorable year's end. Mr. Meyer stated that the library had received its first tax distribution.

Annexations

Mr. Meyer reported that the City of Decatur has been annexing specific properties outside of the

library's current service area. He said the annexation would good bring in additional tax revenue for the City but propose some challenges for deciding library services. He said some libraries are currently opposing the annexation of properties in their area. He said some patrons may end up being eligible for multiple library cards. Mr. Zientara said that specific properties currently considered outside of the city limits that were receiving some City services were being targeted. He said the city has a matrix that allows them to assess areas to be considered for annexation. There was discussion about annexation and how it affects the residents. Ms. Stockwell discussed the mechanics of how the annexation process. There was additional discussion.

Communication from the Public

Mark Girdler expressed his thoughts on his displeasure of library expenditures spent by library administration on library trips.

Mr. Zientara stated he would like to lodge a complaint about the visitor Mark Girdler videotaping the session without the prior warning being given.

Adjourn

Motion to adjourn by Mr. Zientara at 5:28 p.m. seconded by Mrs. Xethalis, unanimously approved.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 9/11/2019