

DECATUR PUBLIC LIBRARY
Decatur, Illinois
MINUTES OF THE BOARD OF DIRECTOR'S MEETING
February 23, 1963

The Board of Directors met in the Board Room of the Decatur Public Library, 457 North Main Street, Decatur, Illinois, February 23, 1963.

Members present:

Mr. Jack R. Burnett, President
Mrs. Erich Stern
Mrs. Dwight Nelson
Mr. John Cheeks
Mr. Francis Hart, Vice-president
Mr. Harold Koslofski

Members absent:

Mr. James Sommer
Mr. David Pilcher
Mrs. Roger Pogue

Others present:

Mr. Mike Burns, Reporter, Review Newspaper
Mrs. Judith Hansen, Staff member
Mrs. Mary T. Howe, Secretary-Librarian

The meeting was called to order at 9:05 A.M. by Mr. Jack Burnett, president. The Minutes of the January 25th meeting were read by Mrs. Howe. They were approved as read.

Mr. Harold Koslofski gave the report of the Finance Committee, which met Wednesday, February 20th and checked the bills. He moved the bills be approved for payment. Mrs. Nelson seconded the motion. Roll call was taken. Mr. Burnett, Mrs. Stern, Mrs. Nelson, Mr. Cheeks, Mr. Hart and Mr. Koslofski voted aye. No abstentions or noes were recorded. Motion carried.

Staff Salaries	\$ 14,420.74
Operating Expenses	<u>7,033.36</u>
Total Expenditures for February, 1963	\$ 21,454.10

The budget manual was presented as prepared by Mrs. Howe. The referral letter was examined and approved with one correction to read "~~citizens~~ of Decatur," instead of "Decatur citizens."

Mrs. Howe called attention to the salary request. The budget was not revised after Mr. Burton's death, therefore, some adjustments may be necessary if we continue to use the Decatur Window Cleaners. Mr. Burnett said the only increase in the budget is for salaries and some money may need to be transferred for custodial work.

Mrs. Arisman, Mrs. Rule and Mr. Mullen will leave and the library will not replace them with the same caliber person. As the salaries go up, the number of persons go down. Mr. Kirk, Executive Secretary of the Civil Service Commission, gave an examination to two recent Millikin University graduates. Mrs. Puhek would like to use only clerical workers at Main Desk. Mrs. Howe asked for the approval of the salaries listed for May 1, 1963. Mrs. Nelson moved the budget be sent to the City Council as presented. Mr. Hart seconded the motion. All present voted aye. Motion carried.

Mr. Burnett reported on the legal aid to the library. He wasn't able to contact Mr. Merris but he asked Mr. Latendresse if he was Mr. Merris' assistant. He does work for Mr. Merris, but the city pays him for the work. Therefore, we would not get free assistance and so we may have to rely on Mr. Merris.

Mr. Cheeks reported for the Personnel Committee, saying he thought that everything had been covered. If there are any additions it will be reported at the next meeting.

Mr. Burnett suggested a note be attached to the IBM Application Brief saying that IBM paid for the publication and it was not published at the city's expense. He also suggested that if the Personnel Committee wishes to endorse some increases we should go along with it.

There was discussion about the Federal Wage and Hour Act requirements. Mrs. Howe reported the hourly rate for all pages (except 2) had been increased to \$1.00 per hour.

Mr. Hart reported a meeting with the Downtown Council. Mr. Burnett, Mr. Harlan, Mrs. Stern and Mr. Hart were present. No decisions were made. Mr. Harlan presented an outline of the general plan the Downtown Council had for downtown areas. He expressed a desire for the library to be a part of their planning. Mr. Irwin, City Planner, and he went out to South Shores and examined several possible sites for a branch. The arrangement would have to be something like Dill Branch. Bookmobile 3 has a collection that could be used for about 50% of a beginning book stock.

The next step on the Main Library would be to contact Mr. Merris. Dr. Goldhor from the University of Illinois will be here March 7 and 8th to survey the building needs for the Main Library. Copies of the letter from Mr. Ralph Ulveling and Mr. Charles Mohrhart were sent to all Board members.

The librarian gave a report on the continued increase in circulation. She announced the data processing clinic at the University of Illinois, April 28 - May 1, 1963, which is at the close of our fiscal year. The University would like for Decatur to be represented. She suggested that if Mrs. Weidner and she could attend part of the sessions, members of the Board could attend the other sessions. Mrs. Stern thought she might be able to go.

Mrs. Howe asked if the members had any questions. Mrs. Nelson wanted to know how much help we gave high school students. This brought to light a complaint from a teen-aged daughter of a friend.

The question of professional legal aid was raised. Mr. Burnett said that professional people often put aside free jobs until there was time to work on them. He thought the library would have to go ahead and contact Byron Merris.

Mrs. Howe elaborated on National Library Week. She explained about the International Fair sponsored by the Rotary Club on April 24, 1963 in the Masonic Temple. Professor William B. Hesseltine will be here April 11, 1963 for the Civil War Round Table. The Friends of the Library will be invited and the library could share a nominal amount of the expense - \$25.00.

Mr. Cheeks complimented Mrs. Howe on the budget.

Mr. Hart moved the meeting be adjourned. Mr. Cheeks seconded the motion. Meeting adjourned at 10:00 A.M.

Respectfully submitted,

Mary T. Howe, Secretary