

ROBERT H. DUMAS, City Librarian 457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

APRIL 16, 1971

- I. CALL TO ORDER  
ROBERT L. SCHUERMAN, PRESIDENT
- II. APPROVAL OF MINUTES:
  - A. REGULAR BOARD MEETING MARCH 12, 1971
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
  - A. PROPERTIES AND FINANCE
    - 1. APPROVAL OF BILLS & PRESENTATION OF FINANCIAL STATEMENT
    - 2. TRANSFER OF FUNDS
    - 3. MOTIONS RE AWARD OF BIDS
    - 4. MOTION RE REWARD FOR APPREHENSION OF VANDALS
  - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
- VI. NEW BUSINESS
  - A. APPOINTMENT OF NOMINATIONS COMMITTEE
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT  
MR. BUTLER  
MR. FARRELL  
MRS. HEDRICK  
MR. MILLER  
MR. OLSEN  
MR. SCHUERMAN  
MR. WHITACRE

DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - APRIL 16, 1971

The regular meeting of the Board of Directors of the Decatur Public Library was held April 16, 1971 in the board room of the main library.

Members Present:

Mrs. Brandt  
Mr. Butler  
Mr. Farrell  
Mrs. Hedrick  
Mr. Miller  
Mr. Olsen  
Mr. Schuerman  
Mr. Whitacre

Members Absent:

Mr. Dick

Others Present:

Karen Lobeck  
(Herald & Review)  
Mr. Dumas  
Miss Schwegman

The meeting was called to order at 4:35 P.M. by Mr. Schuerman.

The minutes of the regular board meeting of March 12, 1971 were approved.

In his statistical report to the board, Mr. Dumas stated that the Technical Service department has cataloged 968 books this month, the highest number in 2-1/2 years; that nearly 500 volumes had been transferred, 120 volumes recataloged, 417 volumes mended, 426 prepared for bindery, and that the Order Department had received more than 2,200 items, which represents a phenomenal effort in selection and order processing given the size of the staff.

Mr. Dumas further reported that registration is up 55% from March of last year. Main circulation shows a 12% increase, but the Extension Division circulation continues to decline and represents a major area of concern. Bookmobiles were unable to make their stops on three occasions during the month, including a two day suspension for repairs the first part of April. The age and unreliability of the present mobile units suggests the need for new machines. This factor plus the declining circulation, the increased unit cost of circulation, etc. points up the need for a survey by the Board of our extension effort with a view to establishing priorities in the allocation of resources in order to achieve an optimum service program.

The Children's librarian reports the successful conclusion of the pre-school story hour in March. A story hour program for children aged 6-13 began March 29 and attendance is still growing.

Mr. Dumas stated that there has been a persistent disciplinary problem in the new building since we opened, and Miss Meyer reports much staff time and energy has been required contending with the problem. She has recommended that consideration be given to employing a guard in order to relieve staff for the pursuit of their normal duties. Miss Peach, the new Reference Librarian who began work in February, has now completed her initial training and is assuming her responsibilities as a department head. Mr. Wayne Puricelli was examined and certified

to the library and will assume his duties as Head of the Home Reading Department on July 1.

As Chairman of the Properties and Finance Committee, Mr. Butler gave an informational report on the summary of income and expenditures through March 31, 1971 and bills approved through March 31, 1971. The motion for approval of the report by Mr. Butler was seconded by Mr. Miller and was unanimously approved by a roll-call vote.

It was further moved by Mr. Butler that \$6,000 be transferred to Account No. 229, Other Professional Services and Fees, \$50.00 to Account No. 310, Gas, Oil and Anti-freeze, and \$2.00 to Account No. 330, Medical and Laboratory Supplies, from Account No. 231, Electricity. Mr. Olsen seconded the motion and it was approved.

Mr. Butler moved that the Library Board accept the bid proposal of Weidenbacher Olds for one Cutlass Cruiser, Model No. 3636, as per specifications, at a net cost of \$3,309.51. Mr. Olsen seconded the motion, and it was unanimously approved by a roll-call vote.

Mr. Butler further moved that the Library Board accept the bid proposal of the Decatur Window Cleaning Co. for janitorial services at the main library and the Evans Branch, as per specifications, at a cost of \$1,297.50 per month for the main library and \$128.00 per month for the Evans Branch. Mr. Olsen seconded the motion and it was unanimously approved by a roll-call vote.

A motion was made by Mr. Butler that the Library Board establish a \$100 reward for information leading to the arrest and conviction of any person vandalizing, stealing, or destroying library property. In discussion of the motion, Mr. Whitacre raised the question as to whether or not tax money, or public funds, could be used as reward money. Mr. Olsen moved that the motion be tabled until legal counsel could be sought on this point of legality.

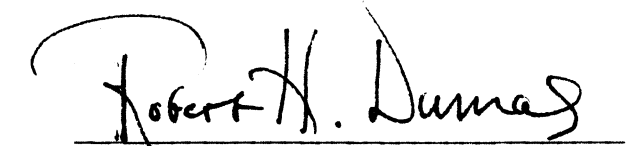
Mr. Farrell reported that the Lloyd Thomas Company of Chicago had been contacted regarding appraisal of the library building for insurance purposes. The Lloyd Thomas estimate for the original appraisal was \$1,600 and \$160 a year thereafter to keep the appraisal up to date. Mr. Farrell stated that his committee plans to get a few more estimates for evaluation.

The proper marking of the traffic island in front of the library was discussed. Mr. Schuerman stated he would get in touch with Mr. Dick, who in turn might contact Fred Salogga, Architect, or the proper city engineer to take care of the matter.

Mr. Schuerman announced that Mrs. Brandt has been appointed as chairman of the Policies, Public Relations and Personnel Committee and that Mr. Whitacre will also serve as a member of this committee.

A nominating committee composed of Mr. Butler, Chairman, Mrs. Brandt, and Mr. Dick, with Mr. Schuerman as an ex officio member, was appointed by Mr. Schuerman to select a slate of officers for the next year.

The meeting was adjourned at 5:30 P.M.

  
Robert H. Dumas, City Librarian

For Secretary of the Board