

DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

SEPTEMBER 14, 1973

- I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING AUGUST 17, 1973
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 1. Presentation of Monthly Bills
 2. Presentation of Annual Audit Report
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT
MR. FARRELL
MRS. HEDRICK
MR. HOLCOMB
MR. LINDSAY
MR. ROBINSON
MR. WHITACRE

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - SEPTEMBER 14, 1973

The regular meeting of the Board of Directors of the Decatur Public Library was held September 14, 1973 in the board room of the main library.

Members Present:

Mrs. Brandt
Mr. Farrell
Mrs. Hedrick
Mr. Holcomb
Mr. Lindsay
Mr. Whitacre

Members Absent:

Mr. Butler
Mr. Prince
Mr. Robinson

Others Present:

Cheryl Peck
(Herald & Review)
Mr. Dumas
Miss Schwegman

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

The minutes of the regular board meeting of August 17, 1973 were approved.

Mr. Dumas reported that there was little to tell about statistics for this month. We circulated a little over 41,000 books and added a little over 1,800 books to the collection, with 1,200 new titles being added. Books checked in dropped to a low of 848. Mr. Dumas stated that we have had a couple of resignations recently, our Maintenance Man and a Bookmobile Clerk Driver. These two positions will be filled as soon as the Civil Service test is given and a list established. In the meantime, we are operating with temporary help. We have now filled the position of Extension Librarian. Mr. Kenneth Yamashita began September 10. He is a native of Utah, has a Bachelor's and Masters in Library Science from Rutgers University. He has spent the last three years at the Montclair, N.J. Public Library. Mr. Yamashita will be the professional librarian in charge of the bookmobiles.

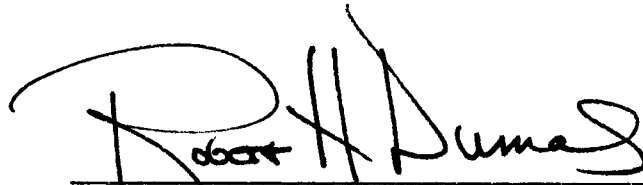
As Chairman of the Properties and Finance Committee, Mr. Whitacre reported that his committee had been given copies of the yearly audit report on the library prepared by Murphey, Jenne & Jones, Certified Public Accountants. Mr. Whitacre stated that the report seemed to give the library a clean bill of health and he moved that the report be accepted by the board. Mrs. Hedrick seconded the motion and it was approved.

Mr. Whitacre gave an informational report on the summary of income and expenditures through August 31, 1973 and bills approved through August 31, 1973. The motion for approval of the report by Mr. Whitacre was seconded by Mrs. Hedrick and was unanimously approved by a roll-call vote.

It was reported by Mr. Whitacre that the levy of \$700,000 requested by the board in its annual report was reduced by City Council to \$550,000. In explanation, Mr. Dumas remarked that he had met with Mr. Allen, the City Manager, on the morning preceding the City Council meeting at which the levy

was passed. Mr. Allen at this time notified the library of the reduced levy which was, in fact, approximately \$85,000 less than his own recommendation for the library levy, and invited board members to attend Council meeting that evening to make their representations in objection if they so desired. Mr. Dumas discussed the matter with Mr. Farrell and Mr. Whitacre. Mr. Whitacre investigated and found the levy for the library was unanimously agreed to by the Council and hence doubted the efficacy of the board making an appearance at the Council meeting that evening. According to Mr. Farrell's advice, the action of the Council was entirely legal inasmuch as the levy was adequate in terms of the 1973/74 appropriation inasmuch as legally the levy ordinance is designed to pay expenses incurred by the public library during this fiscal year. There was further discussion by the Board of the financial predicament in which the library will find itself in budgetary 1974/75 as a result of the current tax levy which will leave the Library Fund from which the operating revenues are drawn in a short position. In effect, the monies generated by tax revenue plus other funds including funds left unappropriated this year will provide approximately \$600,000 with which to operate the library next fiscal year as compared with \$635,000 for this fiscal. It was pointed out by Mr. Farrell that the curtailment of services in order to provide for greater carryover into next year should begin as soon as possible and that next year the board must make provisions in its budgetary appropriation with an eye to the levy so that there will be ample funds for operational purposes in the following year. Mr. Farrell further stated that in order to provide for a proper cash flow, this experience points out the necessity of budgeting for the library two years in advance.

There being no further business to come before the Board, the meeting was adjourned at 5:25 P.M. Mr. Farrell asked that the Board reconvene in Executive Session at that time.

A handwritten signature in black ink, appearing to read "Robert H. Dumas". The signature is written in a cursive style with a large, sweeping initial "R".

Robert H. Dumas, City Librarian

For Secretary of the Board