



DECATUR PUBLIC LIBRARY

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JAMES C. SEIDL, City Librarian



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA

March 19, 1987

- I. Call to Order - John Mueller, President
- II. Approval of Minutes
 - A. Regular Board Meeting of February 11, 1987
- III. City Librarian's Report
- IV. Reports of Committees
 - A. Finance and Properties
 - B. Policies, Public Relations and Personnel
 - C. Evaluations
 - D. Endowments
 - E. Rolling Prairie
- V. Avenues to Excellence
 - A. Chapter 7, Mrs. Martin
- VI. Old Business
- VII. New Business
- VIII. Adjournment

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

March 19, 1987

I. Roll Call

The meeting was called to order at 4:37 p.m. by President Mueller. Members present: Mr. Akin, Mrs. Alpi, Mrs. Martin, Mrs. Murphy, Mrs. Rossiter, Mr. Seidman and Mr. Sorensen. Member absent: Mrs. Lutovsky. Staff present: Ms. Humphreys, Mr. Seidl and Mrs. Brooks.

II. Minutes

Mr. Sorensen requested the following changes in the minutes: change "ascertain" to "assure" on the last line of the first page; change "that" to "Endowment" at the top of page 2. Mrs. Alpi made a motion to approve the minutes as corrected. Motion was seconded by Mrs. Rossiter and carried.

III. City Librarian's Report

The budget will be reviewed by the City Council at 7:00 p.m. on Monday, March 23. Mr. Seidl encouraged any interested members to attend.

Circulation increased 7 per cent. There has been a 30% increase in circulation in the last five years; full time staffing has gone up by two employees.

The University of Illinois has approved the revised contract and will begin the Citizens' Survey on April 1. It is expected to take four weeks to collect the data; two to four weeks to tabulate it.

Work on the air conditioners and the boiler room has been completed.

Cataloging is being done through OCLC; the interface is installed and operating. The Library is producing its own daily cash records. The information can be accessed much faster.

An OSHA inspection was made on March 18. The following violations were discovered which should be corrected: a face shield and eye wash station must be provided at the boiler where acid is poured; more emergency lighting is needed in the basement restrooms and the storage area; and an emergency evacuation plan must be developed within 60 days.

The Golden Age News (a publication sent out to approximately 5,000 senior citizens) featured the library home delivery service to shut-ins.

An in-house survey was conducted in March which determined that 260,000 items are used in-house per week. The survey was required by the per capita grant.

A bookmobile will be included as a float in the Decatur Celebration.

A brochure on services offered by the library has been revised and is being reprinted. Mrs. Murphy suggested that a brochure be done to include all libraries in the system. Mr. Seidl stated that the work is already at the printer's, however, he said he would discuss it with Mr. Plotzke.

IV. Reports of Committees

Finance and Properties: Mrs. Rossiter made a motion to approve the February bills. The motion was seconded by Mrs. Alpi. Mrs. Rossiter noted that checks 6565, 6566 and 6608 were for security guards. They were called in for about ten days, and there have been no problems since. The motion unanimously carried on roll call vote.

Policies, Public Relations and Personnel: Mrs. Alpi made a motion that the following be added to the Personnel Code.

Article III, F, Section II, N. The City of Decatur Personnel Department will conduct an exit interview for all permanent Library employees leaving employment with the Decatur Public Library. Results of the interview will be reviewed by the City Librarian. The motion was seconded by Mrs. Rossiter and carried.

The grace period was also discussed. It was decided that the grace period is beneficial; however, staff should inform the patrons of the consequences of keeping a book beyond the grace period.

The current renewal policy allows renewal of one book at a time. The policy came about because some patrons were checking books out and renewing them for the duration of the school year. The Board agreed that patrons should be allowed to renew as many books as they needed; individual cases of abuse should be dealt with administratively on an individual basis.

The Assistant City Librarian position will be advertised beginning April 1. Applications will be accepted until April 20. Mr. Seidl requested that the President of the Board be present during the final interview of

know the trends for other libraries. The Board agreed that the final draft should be sent to Mr. Booth for review.

The Policies, Personnel and Public Relations Committee agreed to schedule their meetings for the first Thursday of the month at 7:00 p.m.

Evaluation Committee: The minutes of the previous meeting were reviewed. The August, 1985, Board meeting established the Evaluation Committee as consisting of the Chairpersons of the Finance and Properties Committee and the Policies, Public Relations and Personnel Committee and three members at large. The duties of the Committee are to formulate library goals and to evaluate the City Librarian and to recommend to the Board on such goals or evaluation. A draft was discussed (which had been previously voted upon) on how to evaluate the City Librarian. The Board instructed Mr. Seidl to find verification for the draft. Mr. Mueller instructed that Mrs. Alpi's name be added to the Evaluation Committee.

Endowments Committee: The Committee met on February 26. The minutes were mailed to the Board. A rough draft has been completed, but will be reviewed again by the Committee in early April. It will then be reviewed by the full Board and Mr. Booth.

Rolling Prairie: Mr. Plotzke was invited to attend the meeting but was absent due to illness. He will be invited to attend in April. Mrs. Alpi reported that the HBW report was discussed at the last RPL Board meeting. She asked Mr. Plotzke to discuss the report with the DPL Board.

V. Avenues to Excellence

Mrs. Martin reviewed Chapter 7. Any community resident should be able to use the library, however, the library may target certain groups. Non-readers will be targeted this summer for the park reading project. The fee for non-resident cards should be at least equal to the amount paid by the average tax payer. The formula is the number of houses in Decatur divided by the budget, which equals \$52.00 per year. The number of library visits per capita is 3.2 per year.

Mrs. Murphy will report next month on Chapter VIII. The review of the Avenues to Excellence each year is required by the per capita grant.

VI. Old Business

None

VII. New Business

VIII. Adjournment

There was no further business. The meeting was adjourned at 5:40 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Janna Lutovsky".

Janna Lutovsky, Secretary
Decatur Public Library Board of Trustees