

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING, MAY 29, 1964

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Board Room of the Main Library, 457 North Main Street, Decatur, Illinois, on May 29, 1964.

Members Present:

Mr. Hart Mr. Koslofski
Mrs. Pogue Mrs. Russell
Mrs. Nelson Mr. Sappington

Members Absent:

Mrs. Stern
Mr. Burnett
Mr. Pilcher

Others Present:

Mrs. Mary T. Howe
Mrs. E. McNabb
Mrs. J. Hansen
Mr. N. Weimholt

The meeting was called to order at 4:33 P.M. by Mr. Francis Hart, president.

The Minutes of the April 24, 1964 meeting were approved as mailed. There were no additions or corrections.

The Librarian reported the American Library Association meeting will be coming up the end of June with a Pre-Conference on building. Mrs. Howe asked if any reservations could be made for directors since Decatur Public Library should be represented. It was decided one reservation would be made for a Board member and either Mrs. Pogue, Mrs. Nelson or Mr. Sappington will try to make it.

Mrs. Howe had just come back from an IBM Seminar at Endicott, New York, and said everyone should be very proud because Decatur was held up as an example to 55 librarians from 22 states.

The publication of accounts will be at the end of the month and the Taxpayers group is going to use copies as examples to the rest of the Illinois Municipalities to show them how their financial accounts should be published.

The Librarian reported four attended the District Meeting in Charleston and they found out it was criteria to be a member of Systems in order to receive Federal Construction Act funds. Mr. Byron Merris, and the Properties and Policy Committees have all looked at the Systems 17 contract and the consensus is that it is vague but adequate for the first two years. Four libraries plus Decatur have signed and four more are thinking seriously about it. State will send over some kind of a sample contract which just says DPL will see to it that services are given, and the maximum amount of money will be allocated. Mrs. Howe suggested the Board elect a representative and a discussion followed regarding the advantages of membership in Systems 17.

Mr. Koslofski gave the report for the Finance Committee, which met Wednesday, May 27th. Mr. Koslofski moved the bills for May be approved for payment. Mrs. Pogue seconded the motion and roll call vote was taken. Mr. Hart, Mrs. Nelson, Mrs. Pogue, Mrs. Russell, Mr. Sappington and Mr. Koslofski voted aye. Motion carried.

Salaries:	\$ 15,798.19
Operating Expenses:	6,672.71
Total Expenditures:	<u>\$ 22,470.90</u>

Mrs. Howe stated there was no money last month so the city loaned us \$22,000 without interest. She also mentioned the budget items were remade and they total up to \$285,800. Mr. Dever's letter indicated the \$9,000 the library will get is not included in the budget.

Mrs. Nelson gave the report for the Policy Committee. She stated Equitable Life Insurance Company had approached Mrs. Howe to see if the employees would like to be under the tax sheltered insurance plan. This payment would not be included in their income tax. There will be no expense to the library other than the bookkeeping. It would be up to the individual person - voluntary participation. It is the same plan the Decatur public schools have and should be checked out with Sam Kohr, Business Manager of public schools. Mrs. Nelson moved the Board make available to the employees of Decatur Public Library the opportunity to accept or reject the proposed insurance policy, without recommendation from the Board. Mr. Sappington seconded the motion. All present voted aye. Motion carried.

Mrs. Nelson reported the Policy Committee went over the contract between John Sweetnam and the library and felt some of the wording should be changed as follows:

Page 4, Article 14, A.2.1 should read "For his basic services 10% of the cost of the remodeling work and 6% of the cost of an addition if erected....."

Page 1, "WITNESSETH that whereas the Owner intends to remodel the existing Main library building, or erect a new library building at a cost not to exceed \$1,500,000.00."

Page 1, Article 2, 2.4....."In computing Direct Personnel Expense principal's time shall be computed at \$12.00 per hour....."

Page 4, Article 14, B.7.2.1, "Twenty-five complete sets of plans and specifications will be furnished by the Architect. Additional sets required beyond this number will be considered a reimbursable item in this Agreement."

Mrs. Nelson moved the Board approve the Architectural Contract contingent upon Mr. Sweetnam's acceptance of the changes and Mr. Byron Merris' approval. Mr. Sappington seconded the motion. All present voted aye. Motion carried.

Mrs. Nelson then moved the Board approve and sign the application for Advance for Public Works Planning and forward it through proper channels in order to obtain the \$9,000 from Community Facilities Administration. Mr. Sappington seconded the motion. All present voted aye. Motion carried.

Mr. Sappington reported on the Policy Committee meeting and said the committee considered the two contracts just approved. In addition, Mrs. Howe had requested the committee recommend the purchase of an IBM card tub and she was asked to get bids on the tub. Mrs. Howe also requested permission to get another type-writer on a trade-in (IBM Selectric - includes 3 additional fonts - cost, \$240.50). Mr. Sappington moved that Mrs. Howe be given authority to purchase an IBM type-writer with proper type and model. Mr. Koslofski seconded the motion. All present voted aye. Motion carried. Mr. Sappington then moved the Properties Committee be given permission to review bids and act on purchase of data storage tub.

Mrs. Nelson seconded the motion. All present voted aye. Motion carried.

A lengthy discussion followed regarding System 17 and the staffing of the State Bookmobile, method of purchasing books, the book budget and collection, etc. Mrs. Howe will be administrator along with elected representative from each participating library and this will comprise the Board of System 17. Mrs. Nelson moved the Board sign the contract for Library System 17. Mrs. Russell seconded the motion. Mr. Hart, Mrs. Pogue, Mrs. Nelson, Mr. Koslofski and Mrs. Russell voted aye, Mr. Sappington voted nay, no abstentions. Motion carried.

The Board then discussed appointing or electing a representative to System 17 Board. System 17 will run from July 1 to July 1. Mr. Sappington volunteered to serve until July 1, 1964, attend the first meeting and report on the nature of the duties involved.

Mrs. Nelson moved adjournment. Mrs. Russell seconded the motion. The meeting was adjourned at 5:40 P.M.

Respectfully submitted,

Mary T. Howe
Secretary