

DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

MARCH 20, 1975

- I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING FEBRUARY 20, 1975
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT
MR. BUTLER
MR. FARRELL
MRS. HEDRICK
MR. HOLCOMB
MR. JOHNSON
MR. LINDSAY
MR. PRINCE

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - March 20, 1975

The regular meeting of the Board of Directors of the Decatur Public Library was held March 20, 1975 in the board room of the main library.

Members Present:

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

Members Absent:

Mr. Butler
Mr. Johnson
Mr. Robinson

Others Present:

Linda Doherty
(Herald & Review)
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:40 P.M. by Mr. Farrell.

The minutes of the regular board meeting of February 20, 1975 were approved.

In his statistical report to the Board, Mr. Dumas stated that circulation is up again this month by about 5 $\frac{1}{2}$ %, non-print materials up 8 $\frac{1}{2}$ %, and patron contacts up 4.2% over last year. Miss Meyer reports a concern she has about the extent of telephone service in the library. She did a little study this month and is afraid that when we go back to the six-day week we are going to have real problems. We may have to curtail our telephone reference. She found that 14% of staff-patron contacts are by phone and that telephone reference accounts for 70% of the time of one staff member, and has been increasing steadily. Miss Meyer is going to keep statistics over the next few months to see if there is a trend. Mr. Dumas reported that the Young Adult Department showed a film on February 12, a school holiday. The program was held during the day and there were 38 people in attendance. The Youth Assistant has found that youth prefer day-time film showings when school is not in session. Plans are now complete for the adult spring film series co-sponsored by Rolling Prairie Libraries. The same films will be shown in Decatur, Lincoln and Effingham. Mr. Dumas further reported that the Children's Department held 12 story hours and 10 classes visited the library this month. The attendance for these two programs amounted to 520 youngsters. Forty-nine stories were told and 14 film strips played. Mr. Hippenhammer, Children's Librarian, visited two schools this month telling stories to the children and was gratified by the response of students and teachers. The Catalog Department shows a little over 1,100 new books were added this month, an increase over January. Mr. Babicki accounts for this primarily because of the number of juvenile books which are coming in. Juvenile books take less time to catalog and assign.

Mr. Dumas reported that the north wall in the basement is being repaired. After discussing the matter with members of the Finance Committee, the work was contracted out for the sum of \$900. Cracks are being repaired and they are filling them in with waterproofing from the inside. The contractor feels this will solve the problem.

It was called to the attention of the Board by Mr. Dumas that Economic Interest Statements should be filed at the County Building by each member at their early convenience.

Chairman of the Properties and Finance Committee, Mr. Lindsay, gave an informational report on the summary of income and expenditures through February 28, 1975 and bills approved through February 28, 1975. The motion for approval of the report by Mr. Lindsay was seconded by Mr. Prince and was unanimously approved by a roll-call vote.

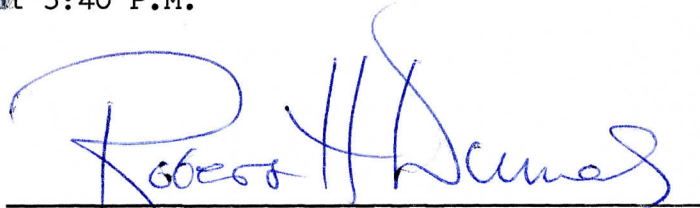
Mr. Lindsay further moved that \$600.00 be transferred from Code 402, Contingencies, to Code 288, Rentals. Mrs. Hedrick seconded the motion and it was approved.

It was noted by Mr. Farrell that the Library in the final distribution of taxes this last year received approximately \$15,000 over the expected amount. Mr. Farrell cautioned the Board that this amount may have to be paid back and that perhaps this amount should be set back in case payment has to be made.

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Hedrick read a resolution authorizing the City Librarian to sign the application for a permit to the State of Illinois Environmental Protection Agency to operate an incinerator in the library. Mrs. Hedrick moved that the resolution be accepted by the board, Mrs. Brandt seconded the motion, and it was approved. A copy of this signed resolution becomes a part of these minutes.

The use of the City's data processing system by the Library was discussed. Mr. Holcomb stated that he felt the \$35,000 per year fee paid by the library was too high for the services received. Mr. Farrell stated that the cost of converting the present system could be prohibitive and that he thought major changes should not be made until a system can be devised that would remain relatively efficient for a number of years. Mrs. Hedrick and Mr. Prince suggested that perhaps the present system could be improved with the help of a knowledgeable data processing consultant. Mr. Prince stated he felt statistics should be kept to a minimum. Mr. Farrell asked Mr. Holcomb to check into the matter to determine what services the library is presently getting from the City Data Processing Center, and what services are available.

The meeting was adjourned at 5:40 P.M.



Robert H. Dumas, City Librarian

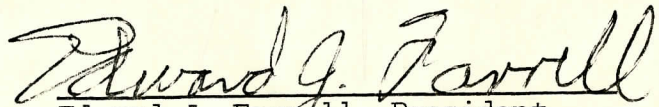
For Secretary of the Board

RESOLUTION

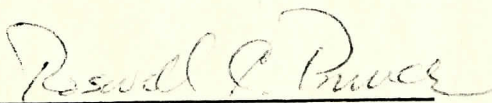
WHEREAS the Environmental Protection Agency requires that the signer of "Application for a permit (APC-200)" be so authorized by the Board of Directors, and that a certified copy of such resolution be forwarded with said application,

THEREFORE IT IS RESOLVED by the Board of Directors of the Public Library of Decatur, Illinois, that Robert H. Dumas, City Librarian, be and is authorized to sign the Application for Permit (APC-200) to operate an incinerator in the Decatur Public Library, 247 East North Street, Decatur, Illinois.

I certify that the above resolution was voted by the Board of Directors of the Public Library of Decatur Illinois on the 20th day of March, 1975.


Edward J. Farrell, President
Library Board of Directors

Attest:


Roswell C. Prince, Secretary
Library Board of Directors