

DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

NOVEMBER 15, 1974

- I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING OCTOBER 11, 1974
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 1. AMENDMENT TO BY-LAWS, MEETING DATE
 2. PRESENTATION OF POLICY SCHEDULE
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT
MR. BUTLER
MR. FARRELL
MRS. HEDRICK
MR. LINDSAY
MR. PRINCE
MR. ROBINSON

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - November 15, 1974

The regular meeting of the Board of Directors of the Decatur Public Library was held November 15, 1974 in the board room of the main library.

Members Present:

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

Members Absent:

Mr. Butler
Mr. Holcomb

Others Present:

Linda Doherty
(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 October 11, 1974 were approved.

In his statistical report to the Board, Mr. Dumas stated that we are now six months into the current fiscal year, and this past month shows the smallest differential circulation-wise of any month since we have gone on the five-day week in the library. On the positive side, there is an increase in circulation in the Extension Division which is up nearly 13%. On a comparative basis, Home Reading and the Children's Department are also up: Home Reading by 14% and the Children's Department by 8%. Staff contacts are up by 4% for the month and by 20% for the year. So far this year the number of classes visiting the library has tripled and attendance has doubled. The use of microfilm in the Reference Department has increased by 54% so far this year compared with last. We have had ten adult film programs this year compared to 14 last year at this time, but attendance has grown from 615 to 675.

Mr. Dumas further reported that this month Mr. Cheever, our long-time bookmobile clerk driver, retired having reached the magic age. We have been having some difficulty filling the position; 15 people took application forms, 5 took the written examination, 2 passed, one showed for interview and it was necessary to reject him because of a poor history of attendance and tardiness at previous employers. The examination will be given again.

During Halloween week the Children's Department held its second annual Halloween Costume Party and Magic Show on October 29. Attendance was approximately 150. The foreign film series of Adult Services showed two films during October, Burning Court, a French production, and Merry Wives of Windsor, an Austrian movie based on Shakespeare's play. Attendance at these two films was 145.

The Public Affairs Committee of the local Chamber of Commerce periodically holds a contest in which buildings of the area in various categories are examined for architectural excellence. A visiting team of architects visited the library last week, and they liked what they saw. This morning an award giving ceremony was held at the Hotel Orlando at which time an honor award for a public building in the area of remodeling was presented to Mr. Farrell on behalf of the library. They had more good things to say about the library than any other, and were very impressed with the open spaces in the library and the non-institutional character of the building.

As Chairman of the Properties and Finance Committee, Mr. Lindsay gave an informational report on the summary of income and expenditures through October 31, 1974 and bills approved through October 31, 1974. The motion for approval of the report by Mr. Lindsay was seconded by Mrs. Brandt and was unanimously approved by a roll-call vote.

Mrs. Hedrick, as Chairman of the Policies, Public Relations, and Personnel Committee, reported that her committee had been busy this last month preparing a schedule of library policy, a copy of which was mailed to each board member. Mrs. Hedrick moved that the policies contained in the schedule entitled "Schedule of Library Policy, November 1, 1974" be re-affirmed, and that all other formerly adopted policies, except the book selection policy, be revoked. Mrs. Brandt seconded the motion. After some discussion, Mr. Robinson moved that the motion on the floor be amended to the extent of deleting paragraph 2 under Personnel. Mrs. Brandt seconded the motion. The motion, as amended, was approved by the board. A copy of the "Schedule of Library Policy", as amended, becomes a part of these minutes. Mr. Robinson complimented the Policy Committee for having done an excellent job in the preparation of the policy schedule.

In accordance with Article 8 of the Library By-Laws which states that the "by-laws may be amended at any regular meeting of the board by a two-thirds vote of the entire board, provided the amendment was stated in the call to the meeting", Mrs. Hedrick moved that the By-Laws be amended as follows:

ARTICLE 2. MEETINGS

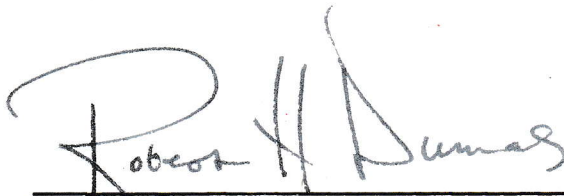
STRIKE THE FOLLOWING: "The Board shall meet regularly on the first Friday after the 10th of each month at 4:30 PM in the Main Library Building. In the event that Friday falls on a holiday, the regular meeting will be held on the next Friday." AND IN ITS PLACE SUBSTITUTE THE FOLLOWING: "The Board shall meet regularly on the third Thursday of each month at 4:30 PM in the Main Library Building. In the event that said Thursday falls on a holiday, the regular meeting will be held on the next Thursday."

ANNUAL MEETING

STRIKE THE FOLLOWING: "The Annual Meeting shall be held between the first and fifteenth day of May." AND SUBSTITUTE THE FOLLOWING: "The Annual Meeting shall be held on the same day as the regular May meeting of the Board."

Mrs. Brandt seconded the motion. A roll-call vote was taken with all six members present voting affirmatively, constituting a two-thirds vote of the entire board. Thus, the By-Laws were so amended.

The meeting was adjourned at 5:35 P.M.

A handwritten signature in cursive script, reading "Robert H. Dumas". The signature is written in dark ink and is positioned above a horizontal line.

Robert H. Dumas, City Librarian

For Secretary of the Board