



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET • DECATUR, ILLINOIS 62523-1128 • (217)428-6617

JAMES C. SEIDL, City Librarian



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA

August 16, 1990 4:30 P.M.

- I. Call to Order - Barbara Ohlsen, President
 - A. Introduction of new member - Stan Sitton
- II. Approval of Minutes
 - A. Meeting of July 19, 1990
- III. Communication from the Public
- IV. City Librarian's Report
- V. Reports of Committees
 - A. Personnel, Policies, and Public Relations Committee
 1. No meeting
 - B. Finance & Properties Committee
 1. Approval of bills for July 1990
 - C. Rolling Prairie
 1. Report on August RPLS Board meeting
 - D. Foundation
 - E. Friends of the Library
- VI. Avenues to Excellence II
 - A. Chapter II, Finances
- VII. Old Business
 - A. Business Information Center/Final Report 1989-90
 - B. Long Range Plan
- VIII. New Business
 - A. Resolution thanking Eve Shade for her service
 - B. White House Conference
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

August 1990

NAME	TERM	TELEPHONE	ADDRESS
Barbara Ohlsen President	1990-1993*	429-1179 (h) 428-4461 (w)	135 S. Lake Shore Dr. -21
Richard Lockmiller Vice-president	1989-1992	423-2610 (h) 421-3065 (w)	422 Hackberry Dr. -21
Daniel Gaumer Secretary	1988-1991	428-5952 (h) 429-4453 (w)	3010 E. Chestnut -21
Janna Lutovsky	1988-1991*	429-9773 (h) 875-7200, ext. 353 (w)	690 Cove Ct. -21
Jerrodean Martin	1989-1992*	428-4699 (h) 424-3156 (w)	2595 St. Louis Br. Rd. -21
Robert Oakes	1989-1992	428-9141 (h)	408 Hackberry Dr. -21
Stan Sitton	1990-1993	423-4803 (h) 421-2625 (w)	115 Bayshore Dr. -21
Robert Smith	1990-1993*	422-7836 (h) 425-8230 (w)	12 Montgomery Pl. -22 130 N. Water -23
Mark Sorensen	1988-1991*	428-6850 (h) 782-1082 (w)	289 S. Westlawn -22
* second term			
Library		428-6617 428-6618 before 9 a.m.	
James C. Seidl, City Librarian		429-4115 (h)	115 N. Oakdale Blvd. -22
Edward Booth, Library Counsel		423-6076 (w)	132 S. Water -23

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

1990-91 COMMITTEES

Finance and Properties

Daniel Gaumer, Chairman
Richard Lockmiller
Jerrodean Martin
Robert Smith
Barbara Ohlsen, ex-officio

Personnel, Policy, and Public Relations

Robert Oakes, Chairman
Janna Lutovsky
Stan Sitton
Mark Sorensen
Barbara Ohlsen, ex-officio

Rolling Prairie Representative

Janna Lutovsky

Friends of the Library Representative

Mark Sorensen

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

August 16, 1990

I. Call to Order

The meeting was called to order at 4:30 p.m. by President Ohlsen. Members present: Mrs. Ohlsen, Mr. Gaumer, Mrs. Martin, Mr. Oakes, Mr. Smith, Mr. Sitton, and Mr. Sorensen. Members absent: Mr. Lockmiller and Mrs. Lutovsky. Staff present: Ms. Humphreys, Mr. Seidl, and Mrs. Brooks. Others present: Owen Balding and the security guard.

Stan Sitton was introduced as a new Trustee, replacing Eve Shade.

II. Approval of Minutes

There were no corrections or additions to the July minutes; they stood approved as mailed.

III. Communication from the Public

Owen Balding addressed the Board on a variety of his concerns.

IV. City Librarian's Report

The City Librarian's written report had been previously mailed.

Over 300 people attended the "Teenage Mutant Ninja Turtles" film.

The new laser disc collection (20 titles) was introduced in July.

Mrs. Fetrow, bookmobile driver, retired on July 28. Other library staff members will be helping to fill in until a replacement is hired.

V. Reports of Committees

Personnel, Policies, and Public Relations Committee: This committee did not meet, but Mr. Oakes reported that a meeting will be scheduled in September.

Finance and Properties Committee: Mr. Gaumer made a motion to approve the July bills. The motion was seconded by Mrs. Martin, and unanimously carried on roll call vote.

Rolling Prairie: Mrs. Lutovsky was absent. Mr. Seidl reported that Rolling Prairie is satisfied with their new ALTOS computer system.

Foundation: Mr. Seidl reported that the photographs for the brochure have been sent to the printer.

Friends of the Library: The Friends will meet on September 13 at 4:00 p.m. There will be a meeting on August 29 to begin work on the new fall film series.

VI. Avenues to Excellence II

Chapter II, Finances, was reviewed. The levy request must be prepared in September, approved by the Board at the October meeting, and approved by the City Council by the end of October. Trustees are invited to attend a City Council study session on September 24 to review the library's request. The Finance Committee will meet Wednesday, September 12 at 4:00 p.m. to begin work on the levy for the 1991/92 budget.

VII. Old Business

The 1989-90 Final Report for the Business Information Center was previously mailed. Mr. Sorensen commended Mrs. Gibson and Mrs. Mandernach for spending nearly the entire grant amount. A framed picture of the Staley building was given to the library for the Business Information Center.

Mr. Seidl asked the Trustees to review the Long Range Plan for 1991/92 to determine which items will be financially feasible to implement. This will be discussed in depth at the Finance Committee meeting in September.

VIII. New Business

Mr. Sorensen made a motion to approve a resolution thanking Eve Shade for her service to the Library. The motion was seconded by Mrs. Martin and unanimously approved.

The following names were suggested as possible delegates to the Illinois White House Conference on Library and Information Services: Martin Seidman, Eve Shade, and Edith Rossiter. Mr. Seidl will check with these people to see if they are interested in attending the conference.

Last month, the Board approved increasing the fines on overdue materials. Mr. Seidl reported that this will require changing the Circulation Policy as follows:

PRESENT POLICY

- D. Fines and other charges
1. Fines are levied for material kept overdue.
 2. Fines for overdue materials are 10 cents for each adult or young adult items and 5 cents for each juvenile item for each day an item is kept past due.
 - a. Fines will accrue from the due date. [AMENDED EFFECTIVE 1/1/90]; and
 - b. The maximum fine to be for any individual item kept overdue is not to exceed \$4.20 for adult or young adult material and \$2.10 for juvenile material, except that no fine shall exceed the cost of the material borrowed.

PROPOSED POLICY

- D. Fines and other charges
1. Fines are levied for material kept overdue.
 2. Fines for overdue materials are 15 cents for each adult or young adult item and 10 cents for each juvenile item for each day an item is kept past due. [AMENDED EFFECTIVE 10/1/90]
 - a. Fines will accrue from the due date. [AMENDED EFFECTIVE 1/1/90]
 - b. The maximum fine for any individual item kept overdue is not to exceed \$6.30 for adult or young adult materials and \$4.20 for juvenile materials, except that no fine shall exceed the cost of the material borrowed. [AMENDED EFFECTIVE 10/1/90]

Mr. Oakes made a motion to amend the circulation policy as proposed. The motion was seconded by Mr. Gaumer and unanimously approved.

Mr. Sorensen recently visited the public libraries in Schaumburg and Highland Park.

Mr. Oakes asked that Mr. Seidl determine the number of employees compared to the number of supervisors/department heads at area libraries. This information could be used for comparison purposes during budget preparation.

IX. Adjournment

Mrs. Ohlsen adjourned the meeting at 5:15 p.m.

Respectfully submitted,



Daniel Gaumer, Secretary
Decatur Public Library Board of Trustees