

BOARD OF DIRECTORS MEETING

AGENDA

MARCH 18, 1976

- I. CALL TO ORDER
LOIS HEDRICK, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING FEBRUARY 19, 1976
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 1. Presentation of the Financial Statements and Approval of Bills for January and February, 1976
 2. Carpet cleaning contract
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 1. Presentation of Articles III and IV of proposed Policy Code for discussion and suggestions
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MR. BUTLER
MRS. HEDRICK
MR. HOLCOMB
MR. JOHNSON
MR. LINDSAY (Tentative)
MRS. PERRY
MR. PRINCE
MR. ROBINSON

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - March 19, 1976

The regular meeting of the Board of Directors of the Decatur Public Library was held March 19, 1976 in the board room of the main library.

Members Present:

Mr. Butler
Mrs. Hedrick
Mr. Holcomb
Mr. Johnson
Mr. Lindsay
Mrs. Perry
Mr. Prince

Members Absent:

Mrs. Batterham
Mr. Robinson

Others Present:

Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:30 P.M. by Mrs. Hedrick.

The minutes of the regular meeting of February 19, 1976 were approved.

Circulation is up again by 3% this month, Mr. Dumas reported, with a 7.6 gain in circulation for the year. The Extension Division went up almost 10% which is very good. We have had a little problem at Fairview Plaza as everything is torn up and muddy at the bookmobile location. Mr. Seidl has investigated alternative locations, but decided it best to stay where they are. Extension has received a request for bookmobile service from St. James School and the Decatur Housing Authority has asked for service to Longview during the summer. Mr. Seidl is checking the possibility of juggling the present schedule to accommodate new stops, by rearranging and perhaps cancelling one or two of the less busy locations.

Mr. Dumas circulated to board members copies of booklists prepared by library personnel for the last three months. He stated that the library is no longer having these printed, but is doing their own design work and mimeographing. Mrs. Hedrick stated she was quite impressed with the composition, art work and printing of the booklists, and wished to commend the staff responsible for them.

It was further reported by Mr. Dumas that the Library is going to get involved in the "Older Americans Festival" for senior citizens. This year the Library is taking the responsibility for the festival to be held May 22 at Eisenhower High School. We will set up tables and colorful booths with awnings (to be constructed by Mr. Kratzner) and it should be a gala affair. Mr. Hippenhammer appeared on Channel 4 television yesterday afternoon, Mr. Dumas stated, and the program is going to be shown again on March 21 at 1:00 o'clock on Channel 4. Mr. Dumas invited members of the board to try to catch this show in order to get a taste of Mr. Hippenhammer's story-telling style. Mr. Dumas stated that four staff members of the Lincoln Library in Springfield are spending the

day at DPL on April 8 to see how we handle various operations. We would like to do the same thing, but we do not have the staff to do it with, Mr. Dumas stated.

As a member of the Properties and Finance Committee, Mrs. Perry stated that Mr. Robinson had approved all bills for the periods ending January 31 and February 29, 1976. After discussion, Mr. Prince moved that the bills for the months of January and February, 1976, be approved. Mr. Butler seconded the motion and it was unanimously approved by a roll-call vote.

Before submitting a motion on the letting of the carpet cleaning contract, Mr. Prince stated that certain items were not covered in the specifications prepared by the City for quotations. He stressed that the work must be accomplished by experienced personnel, and that all carpeting be pre-spotted before bringing in the large machinery. Mr. Prince moved that Carpet Masters (R. D. McMillen Enterprises) be awarded the contract for cleaning carpets on all floors and stairs in the central library in accordance with their quotation in the amount of \$2,896.45, subject to the conditions stated above. Mrs. Perry seconded the motion and it was approved.

Mrs. Perry moved that \$875.00 be transferred to Code 288, Rentals, from Code 402, Contingencies. Mr. Johnson seconded the motion and it was approved.

After a luncheon meeting of the Properties and Finance Committee, Mrs. Perry reported that members of the Committee and Mr. Dumas had a meeting with the City Budget Committee to discuss the Library's budget proposal. Mrs. Perry remarked that the meeting was extremely pleasant, business-like, and friendly. Our budget, of course, was cut by approximately \$20,000. However, some good news was presented by Mr. Allen who stated that an additional \$20,000 had been found to be added to the Library budget, since revenue from city collections was in excess of what they had anticipated. Therefore, Mrs. Perry stated, it was a toss-up. Our appropriation including the retirement fund now stands at \$874,036, whereas \$897,530 had been proposed by the Library Board. Mr. Dumas remarked that the position for the Home Nursing Program had been deleted and the Contingency Fund cut. However, the position cut is now funded by the CETA program, and Mr. Allen felt reasonably sure the program would be continued, at least until September.

As Chairman of the Policies, Public Relations and Personnel Committee, Mr. Holcomb stated that since members had not come prepared to discuss Articles III and IV of the Policy Manual, Articles III, IV and V would be discussed at the next monthly meeting in April, and that hopefully the manual could be approved in toto at the May meeting of the Board. Mrs. Hedrick urged that members be prepared for the discussion at the next meeting.

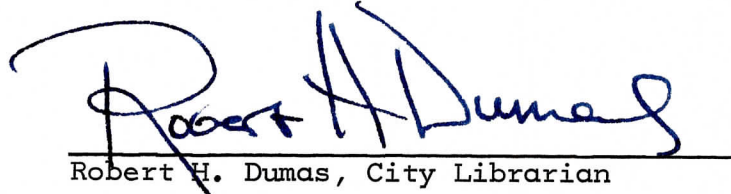
Mr. Butler raised the question as to what had been done with the Library's trust fund money. Mr. Dumas answered that two years ago it was decided by the Properties and Finance Committee to let the money grow and nourish for a short time. The Committee had several ideas at that time for spending part of the interest as follows: (1) to set up

educational scholarships for library staff; (2) to use some of the money for capital improvements and (3) to install a plaque honoring the benefactors. Mrs. Hedrick requested the Finance and Properties Committee to meet in May to come up with suggestions as to what should be done with the money. It was the consensus of the Board that only a part of the interest be spent.

The present status of Don Wood's negotiations with IBM on the computerization of the Library's circulation system was questioned by Mr. Holcomb. Mr. Dumas stated he had talked with Mr. Wood earlier in the week and that there was not as yet anything firm from IBM. Mr. Butler suggested that other computer companies should be contacted for competitive bidding and to urge IBM on. Mr. Lindsay recommended Wang as a possibility. Mr. Dumas stated that we are now more or less committed to work through the City on this problem, and that our only course of action is to have Don Wood check with IBM, as they would not be buying equipment just for us. Mrs. Hedrick and Mr. Holcomb recommended that Mr. Dumas send a letter to Mr. Wood stressing the urgency of the situation.

Mr. Holcomb remarked that the two record storage cabinets constructed by the Library maintenance man were beautiful, and he asked that Mr. Kratzner be commended for their construction. Mr. Dumas stated that these cabinets would have cost approximately \$795 each, but were built for a few hundred dollars worth of lumber.

The meeting was adjourned at 5:30 P.M.



Robert H. Dumas, City Librarian

For Secretary of the Board