

DECATUR PUBLIC LIBRARY  
Decatur, Illinois

MINUTES OF DIRECTORS' MEETING MARCH 31, 1965

The meeting was called to order by the President, Mr. Hart, at 12:15 p.m. on March 31, 1965.

Members Present:

Mrs. Nelson  
Mrs. Pogue  
Mr. Hart  
Mr. Pilcher

Members Absent:

Mr. Koslofski  
Mr. Sappington  
Mr. West

Mrs. Stern  
Mrs. Russell

Others Present:

Mrs. Howe, Librarian  
Mrs. E. McNabb, Visitor  
Mr. G. Long (H&R)  
Mrs. Komorech

The minutes of the previous meeting were read and approved as read.

Finance Committee Report - Mr. Sappington. Mr. Sappington made the motion that the bills approved by the Finance Committee be approved for payment. Mr. Koslofski seconded the motion. Roll call vote - motion carried. Mr. Sappington made the motion that the Finance Committee be authorized by the Board to approve the bills for payment through April 16, 1965 only in order to eliminate some of the auditor's last minute end of the year work. Mrs. Nelson seconded the motion. Roll call vote - motion carried. The Finance Committee decided to meet April 16 at noon in the Board Room.

Mrs. Howe reported on the general financial condition of the library. She said the library is in good condition and will operate from day to day to try to put as many orders for books as possible. Mrs. Howe said that she had purchased a catalog case for the Technical Processes Department. Mr. Pilcher brought up the fact that the Librarian should not make such a purchase of equipment without the approval of the Properties Committee. Policy - all items for capital expenditures must be brought before the Properties Committee before purchase or contracting for purchase.

Mr. Sappington reported on the personnel salary schedule. Mr. Sappington had met with Ross Lloyd and Dave Kirk. Mr. Sappington learned from his meeting with Mr. Lloyd and Mr. Kirk that a previous board had passed a resolution that the employees of the library would be paid the same or comparable salary as employees in other city departments. Since the library is not bound by law to follow the salary schedules, Mr. Kirk has not been sending the schedules to Mrs. Howe. If the salaries were increased, it would be necessary to ask for an increase in the library budget. It would also be necessary to increase the budget when the bookmobile information is available. Mr. Sappington asked how much of an increase in the budget would be necessary in order to increase the salaries. Mrs. Howe said that originally the figure had been \$15,000, but the figure could be reduced to \$10,000. Mr. Pilcher asked when the library had last received a basic pay increase. Mrs. Howe said that the last increase had been in 1962 and the City has been putting raises through every six months since that time. The last scale increase is for the period of August 1, 1965 through April 30, 1966. It was decided that before any pay increases were put into effect based on the current city payroll scale, that the City would first approve our budget that included the pay increase.

Decatur Public Library:

Salaries: \$15,100.23  
Operating Expense: 4,103.39  
Total Expenditures: \$19,203.62

Rolling Prairie Libraries System:

Salaries: \$2,177.20  
Operating Expense: 982.12  
Total Expenditures: \$3,159.32

Properties Committee - Mr. Pilcher. The Shelving Investigation was discussed. Mrs. Howe said that she had received a letter from Attorney General Clark regarding the investigation and she in turn had written to Corporation Counsel Merris. In the letter to Attorney Merris she had included copies of materials related to the investigation. Mrs. Howe reported that she had written to Ford and their estimate for needed work on B2 was \$2,500.

Personnel Committee - Mrs. Howe. Mrs. Howe said that she had talked with Mr. Kirk and that at present personnel is in good shape. We can hire two clerks to take Mrs. Bardshaw and Mrs. O'Dell's place. Mr. Pilcher asked about the number of professional librarians that are now employed with the library. Mrs. Howe said that there are at present five professional and five Provisional Librarians.

Policy Committee - Mrs. Nelson. Mrs. Nelson said that the Policy Committee had met and talked about the bookmobiles, but suggested another meeting since the meeting with the City Council. The date of the meeting was set for April 23 at 12:00.

Librarian's Report - Mrs. Howe. February 27, 1965 Mrs. Howe visited with the Director of the University of Wisconsin Library School, Dr. Margaret Monroe. Dr. Monroe is very interested in the work that is being done in Decatur.

Lucien Kapp has taken down his exhibit and Mrs. Ed Hundley will open her exhibit of paintings April 6, 1965 with a reception at 7:30 p.m.

National Library Week begins April 25 and continues through May 1. The International Fair will be held in the Masonic Temple April 27, 1965 from 1 - 10 p.m. The Friends of the Library will sponsor a slide talk by Clyde Walton, Illinois State Historian on April 28, 1965 at 7:30 p.m. in the Magic Carpet Room.

Two break-ins have been made at the Evans Branch. The front and back door glass has been broken. Repairs have been made.

The termites continue to plague the library. Mr. Floyd of the Decatur Exterminating Company has been working on the area.

Mrs. Howe said that she would speak before the area librarians in Rantoul at the Chanute Air Base April 20, 1965. April 8, 1965 Mrs. Howe will conduct a graduate seminar at Rosary College Library School in River Forest. Mrs. Griffin and Mrs. Howe attended the Public Library Institute in Carbondale, Monday, March 22. About 100 librarians and trustees were present. Al Trezza from A.L.A. headquarters gave a progress report on the public library development bill now before the Illinois Legislature.

The audit has been made through March 1965. Mr. Pinkley will come again April 19 and clear accounts through April 16, 1965. This will make the year end report complete in time for the printed annual report of the library and the necessary newspaper publication with the City.

The annual meeting is scheduled to be held May 10, 1965 in the Decatur Club with a noon luncheon. All reports must be in to the City by May 15, 1965 and the State and Federal reports are sent to Springfield the same time.

The staff self-study groups will begin their fourth month of study April 3, 1965. Some very worthwhile ideas have come from these groups.

General Discussion - Mr. Pilcher. Mr. Pilcher mentioned that he had enjoyed spending the morning with Dr. Wheeler. Dr. Wheeler and Mr. Pilcher took a tour of the library and Dr. Wheeler pointed out things of interest to Mr. Pilcher such as the binding of books, how to determine if a book had been circulating, checked the collection, and Dr. Wheeler was particularly interested in reference.

Mr. Pilcher asked why a book could not be renewed. Mrs. Howe explained that since we have set up the I.B.M. system the time a book can be checked out has been increased from one to two weeks that is new and in demand, and from two to four weeks for other books.

The meeting was adjourned at 1:30 p.m.

Respectfully submitted,

Mary T. Howe  
Secretary