



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

FEBRUARY 17, 1977

- I. CALL TO ORDER
JON ROBINSON, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JANUARY 20, 1977
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 1. Approval of Bills
 2. Transfer of Funds
 3. Presentation of Budget
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
 - A. Circulation Computerization
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Batterham

Mrs. Gougeon

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Minutes of Board of Directors Meeting - February 17, 1977

The regular meeting of the Board of Directors of the Decatur Public Library was held February 17, 1977 in the board room of the main library.

Members Present:

Mrs. Batterham
Mrs. Cowan
Mr. Holcomb
Mr. Johnson
Mr. Lindsay
Mr. Prince
Mr. Robinson
Mr. Stewart

Members Absent:

Mrs. Perry

Others Present:

Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:40 p.m. by Mr. Robinson.

The minutes of the regular board meeting of January 20, 1977, were approved.

In his statistical report to the Board, Mr. Dumas remarked that circulation is down considerably this month, of course due to the weather. The bookmobiles were out of service a lot causing a 26% decrease in circulation in Extension. It took all of the efforts of the Extension staff and our maintenance man, Mr. Davis, to keep the bookmobiles running as much as they did. Mrs. Fetrow almost singlehandedly kept her machine going by working long hours and scooping and shoveling snow. It is felt that in the future when the public schools close that the bookmobiles will not go out unless they are scheduled for one of the shopping centers which are usually fairly well cleared. Mr. Holcomb agreed that it would be best to cancel the stops in this type of weather and use the staff elsewhere in the Library.

Mr. Dumas further reported that we are making plans for service to shut-ins, primarily older people, at this time. We are going to utilize the service of retired volunteers, a federally funded group, for this outreach. We will start by serving people who are using the mobile food service and expand from there. Reading discussion groups are also being encouraged in the four health care centers under the guidance of

approximately 24 minutes a day for daily papers and 30 minutes for the weekend newspaper were being used to do the work. Mr. Dumas went on to say that he is a little concerned at the thrust of the Board's questions on the program, and was at a loss to interpret them. He stated he felt it was a basic misunderstanding on the part of board members in that we are a service organization in the business of serving people's needs through the utilization of these materials. Mr. Dumas seriously questioned whether the Board should get involved in substituting their judgement for the professional judgement of the staff how best to extend this service. The intent of the Board in 1966 when they drew up the By-Laws was to delineate all administrative action of the Library to the City Librarian. This is not to say, Mr. Dumas proceeded, that the Board cannot get around the By-Laws by changing the policy, and he stated he would help them do this if this is their desire; however, he felt this would not be a good precedent for the Board to establish. The two or three hours a week required to index are being diverted from other service areas, and over the long run will open up a whole collection that is now closed to the public, and there will be long-time dividends in time saved by the staff and by patrons. Mr. Lindsay stated that as a tax payer on the Board he felt the Library should not spend money wrecklessly and he did not think the Library should serve the needs of every person in the city as we cannot afford it. Mr. Prince remarked that he was not personally convinced that the index was needed as an expanded service, but that perhaps the staff could shed some light on the matter if they feel strongly about it, and convince the Board of its necessity. Mr. Dumas stated that he could have Mr. Puricelli and Miss Loe prepare a paper on the subject, or better still, appear before the Board at its next meeting. However, Mr. Dumas stated he did not feel it was an expanded service, but merely a diversion of resources from one service area to another service area. Mr. Holcomb stated that everyone is cost conscious these days, and there is always the question of increasing taxes or decreasing services. Mrs. Batterham wondered if volunteers could be used on the project. Mr. Robinson remarked that the Board does not wish to reach over the shoulder or around the City Librarian, but would like to hear from the staff on the matter as an example of the Board's interest. Mr. Dumas said this would be done, and that he wanted it made clear that he does not want a situation where he is reluctant to have the Board consult with him, as this is a legitimate action of the Board and is helpful. The line between administration and policy is a thin line, Mr. Dumas stated, and any time the Board wants to make this kind of a decision on changing policy, he would work with them in developing it, but that he seriously doubted the Board wanted to set such a precedent.

Further reporting, Mr. Dumas stated that at the Board's request he had information on the telephone project. We had 121 telephone calls

through January 31, 1977 and bills approved through that date. The motion for approval of the report by Mr. Lindsay was seconded by Mr. Johnson and was unanimously approved by a roll-call vote.

Mr. Lindsay further moved that the following amounts be transferred from Code 402, Contingencies, to the object codes indicated:

\$4,000 to Code 101, Regular Salaries
6,000 to Code 109, Temporary Salaries
160 to Code 201, Advertising
150 to Code 234, Water
1,000 to Code 245, Postage
875 to Code 288, Rentals
250 to Code 312, Janitorial Supplies
1,710 to Code 320, Materials to Maintain Buildings
100 to Code 345, Office Supplies
2,500 to Code 520, Other Machinery & Equipment
5,000 to Code 525, Library Books, Records & Exhibits
350 to Code 324, Materials to Maintain Automotive Equipment

Mrs. Batterham seconded the motion. Mr. Dumas explained that this transfer of funds was taken from anticipated figures through the end of the year and was done at the request of the City Finance Director. The motion was approved.

The proposed Library budget for fiscal 1977/1978 was presented by Mr. Lindsay as approved by the Properties and Finance Committee. After brief discussion, Mr. Lindsay moved that the proposed budget be forwarded to the City of Decatur administrative staff. Mr. Johnson seconded the motion and it was approved. A copy of this budget becomes a part of these minutes.

As Chairman of the Policies, Public Relations and Personnel Committee, Mr. Holcomb reported that Mrs. Batterham had been in touch with Mrs. Robinson regarding the setting of the date for the Board's staff reception, which is to be held Sunday, March 13, from 2:00 to 5:00 at Mr. Robinson's home.

Mr. Robinson requested that the proposed library legislation set forth in a letter from the Illinois Library Directors Association be taken under advisement by the Policies, Public Relations and Personnel Committee, and reported upon at the next meeting of the Board.

Under old business, Mr. Robinson stated that a letter had been received from City Manager, Leslie Allen, (a copy forwarded to each Board

circulation and overdues are concerned and ... if not, what funds are freed up?" Mr. Prince stated he felt that at a conference with the City Manager these questions could be answered, and that the matter could then be resolved within a matter of a week as to whether the Library would remain with the City data processing system, or go another route. Mr. Dumas stated that Ray Ewick of Rolling Prairie Libraries would have some firm cost information on the CLSI system they are installing after their board meeting March 8, and that a representative of CLSI would be in Decatur March 5. At that time the Board might wish to go over for a demonstration of the equipment. Since he is to be on vacation for two weeks, Mr. Robinson requested that Mr. Lindsay, as Vice President, carry the ball on the matter and contact Mr. Allen by telephone for a consultation in order to get our questions answered in writing so that we can then act on the matter.

The meeting was adjourned at 6:10 p.m.



Robert H. Dumas, City Librarian

For Secretary of the Board