



DECATUR PUBLIC LIBRARY

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JAMES C. SEIDL, City Librarian



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA

February 11, 1987

- I. Call to Order - John Mueller, President
- II. Approval of Minutes
 - A. Regular Board Meeting of January 15, 1987
- III. City Librarian's Report
- IV. Reports of Committees
 - A. Finance and Properties
 - B. Policies, Public Relations and Personnel
 - C. Evaluations
 - D. Endowments
 - E. Rolling Prairie
- V. Avenues to Excellence
 - A. Chapter 6, Mr. Akin
- VI. Old Business
- VII. New Business
- VIII. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

February 11, 1987

I. Roll Call

The meeting was called to order at 4:30 p.m. by President Mueller. Members present: Mr. Akin, Mrs. Lutovsky, Mrs. Martin, Mrs. Murphy, Mrs. Rossiter and Mr. Seidman. Members absent: Mrs. Alpi and Mr. Sorensen. Staff present: Ms. Humphreys, Mr. Seidl and Mrs. Brooks. Others present: Charles Phillips.

Mr. Mueller changed the normal order of business and requested that Mr. Phillips explain to the Board the exit interview as it is used by the City. Mr. Phillips explained that the exit interview is an administrative tool used to uncover and help solve problems which cause turnover. The interviews are written down and sent to the Department Director. Mr. Phillips has, at his discretion, related some problems to the City Manager; however, nothing from an exit interview has ever been presented to the City Council. The exit interview is not used later for job references; they are given from performance evaluations. A copy of an exit interview form was distributed to the Board.

II. Minutes

Mrs. Rossiter made a motion to approve the minutes of January 15, 1987, as mailed. Motion was seconded by Mrs. Martin and approved.

III. City Librarian's Report

Combined circulation for December/January of this year was up 5% over last year. Circulation has gone up 68% in the last ten years. Ms. Anderson, Head of Circulation, noted in her report that this has been accomplished with the same number of clerks and only 1 1/2 more pages.

Mrs. Edwards, Extension Clerk, has been sick since January 9. The Head Cataloger position was offered to three people who refused it. There were no candidates at ALA mid-winter. Sharon Bakula was promoted into that position on January 22. Her former Cataloger position has been advertised, as well as the YA/AV position.

The \$500 challenge grant from the Department of the Humanities was approved. A \$6,000 Community Development Block Grant was applied for to renovate the front doors; \$3,000 was requested for the summer park reading program. Both projects received tentative approval from the City Council. The Baby Talk grant application has received preliminary approval from the Illinois State Library.

A flyer was prepared in conjunction with the League of Women Voters on the council and mayoral candidates. A debate is also being planned between Representatives Durbin and Michaels on star wars. A puppet workshop was held in the auditorium on February 7, sponsored by DPL, RPLS, and the Lincoln Library System.

There has been more trouble with unruly patrons. A police officer has been working from 6 to 9 p.m. Walt Smith from the Boys Club has been checking the Library for any boys from his club. The Board agreed that the Library must ascertain safety for both the staff and patrons.

Some foundation information has been forwarded to members of that committee.

Citizens Survey: Mr. Booth revised the contract; those revisions were sent to the University of Illinois for their approval. The major change involved who was responsible for costs if the University backed out of the contract. The contract is for 800 interviews. Mrs. Murphy stated that a Detroit consultant who did a survey for the school district and Partners in Education was well satisfied with 200 interviews. Mr. Mueller felt that the margin for error decreased as the number of interviews increased. There was discussion of reducing the number of interviews to eliminate the contract; however, Mr. Seidman felt that the issue of who pays should be resolved either way. The State Library has given very few guidelines on what information they want on the survey, but they have also disqualified some surveys for not including information they wanted. Mrs. Lutovsky felt that the survey would be beneficial in formulating a long-range plan. The Board agreed to reconsider the issue if the contract is not settled by the next Board meeting.

Mrs. Lutovsky asked about the number of new registrations. She explained that she wanted the number of new patrons for the month, not the total number. She requested that Mr. Seidl make reference to it each month in his report. Other Board members also expressed interest in the number of new patrons registered each month.

Mrs. Martin asked what the qualifications are for the Cataloger position. That position requires a masters degree in library and information science from an ALA-accredited university, one year cataloging experience and knowledge of the dewey decimal system and OCLC. The backlog in the Catalog Department is increasing. Books with reserves and titles with multiple copies are being cataloged first.

IV. Reports of Committees

Finance and Properties: Mrs. Rossiter made a motion to approve the bills for January. Motion was seconded by Mr. Sorensen. The Board was pleased to see the tuition reimbursements. Ms. Anderson went to Sangamon State and Mrs. Parish and Mrs. Wheeler each attended Richland Community College. Ms. Humphreys will attend a Management Skills for Secretaries seminar on February 19. The motion to approve the bills was unanimously approved on a roll call vote.

Parking: The staff wrote many letters supporting continued parking in Garage B. Reasons included better security, covered spaces, etc. Mrs. Rossiter reported that the change could save \$1,000 per year, however, she felt that the staff's wishes should be given priority. Parking is provided only for full-time employees; however, there are 45 full-time employees and only 20 paid parking spaces. The Library is currently receiving the lowest available rate because of the number of spaces rented. The Board agreed to continue paying for parking in Garage B.

Budget: There are no new positions for the next fiscal year. The Committee recommends that all positions be filled. Salaries are higher because there are 27 pay periods in 1987/88 (as opposed to the usual 26). Contractual services includes large increases in electricity and gas. New accounts include training school and computer software. Most items in the commodities section are very close to last year. More money was allotted in materials to maintain the building to allow

chimney repair and carpeting replacement. The contingencies account includes funding for the projected pay increase. The transfer to the general fund pays for personnel and data processing services from the City. In the capital account, a word processor for the administrative secretary, a connection to the City mainframe computer, new computer equipment to replace old terminals and some new typewriters are proposed. Mr. Seidman made a motion to adopt the budget as presented. Motion was seconded by Mrs. Lutovsky. Mrs. Murphy asked if the Board would see changes proposed by Mr. Lappi. Mr. Seidl said that a list of proposed changes will be sent to the Board prior to the hearing with the Council. The motion was approved by roll call vote.

Mrs. Rossiter made a motion to specify the Breckenridge fund for an on-line card catalog. Motion was seconded by Mrs. Lutovsky and carried.

Policies, Public Relations and Personnel: Mrs. Alpi was absent. Mrs. Murphy stated that positions will be re-evaluated starting by May 1 in Technical Services. Others items from the Committee were tabled until the next meeting. The Board scheduled a special meeting for Saturday, March 21, to discuss the book selection policy.

Endowments: A meeting will be scheduled within the next week.

Evaluations: Mr. Sorensen was absent; the meeting was not held.

Rolling Prairie: Mrs. Alpi was not present. Mrs. Lutovsky had attended the RPLS Board meeting, and reported that Passing the Word had a nice article on "Read the News".

V. Avenues to Excellence, Chapter 6.

Mr. Akin reported on accessibility. The library hours and location should be user-oriented. The Library exceeds the minimum days and hours which the library should be open. The bookmobiles make the library very accessible, even to those in the outlying areas.

VI. Old Business

There was no old business.

VII. New Business

Mr. Seidl reported that Friends of the Library will sponsor a Cary Grant comedy film series on Thursdays in March. Friends also authorized payment of \$500 to \$1000 for a storyteller or puppeteer at the end of the summer reading program.

VIII. Adjournment

There was no further business. The meeting was adjourned at 6:03 p.m.


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Janna Lutovsky, Secretary
Decatur Public Library Board of Trustees