

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING - JULY 30, 1965

The regular meeting of the Board of Directors of the Decatur Public Library was held on July 30, 1965 in the Anne Boyd Room of the Main Library, 457 North Main Street, Decatur, Illinois.

Members Present:

Mr. W.A. Sappington, president
Mr. Robert Grohne
Mr. W.L. Olsen
Mr. David Pilcher
Mrs. Roger Pogue
Mrs. Jos. Russell
Mrs. Erich Stern
Mr. W.L. Tebussek
Mr. Robert West

Other Persons Present:

Mrs. Mary T. Howe, Librarian
Mrs. Edith McNabb, Comm. Information
Miss Marjorie Stafford, TechnProc.
Miss Catherine Yamamoto, Child.Serv.
Mrs. Isaac Loose, Rolling Prairie, Pres.
Miss Marianne Johnson, Herald Reporter

The meeting was called to order at 4:05 PM by Mr. W.A. Sappington, president.

The minutes of the June 18, 1965 meeting were considered. Mr. West moved the approval. Mr. Olsen seconded the motion. All present voted aye.

The July 1965 bills were presented for approval and payment by Mr. West, chairman of the finance committee. Mrs. Pogue seconded the motion. Roll call vote was taken: Mr. Sappington, Mr. Olsen, Mr. Pilcher, Mrs. Pogue, Mrs. Stern, Mr. Tebussek, and Mr. West voted aye. Motion carried.

Reports were given on the American Library Association conference held in Detroit, July 1-10, 1965. The pre-conferences were held June 30 - July 3, 1965. Mrs. Edith McNabb attended the Friends section of the conference. Mrs. Isaac Loose, president of the Rolling Prairie Libraries attended the Trustees and Building pre-conference. She brought back materials which are available for those interested in building a library. Miss Marjorie Staff, Chief of the Technical Processes Division explained the Dewey Decimal Classification changes and the session on book security. Miss Catherine Yamamoto, Chief Children's Services Division reported on the pre-conference held at Cranbrook school. This was a conference on children's illustrators. Mr. Sappington attended the buildings institute and brought back recommendations. Mrs. Howe attended the buildings institute and trustees institute. She referred to Lawrence Clark Powell's speech at the First General Assembly. Dean Powell will talk to the Illinois Public Libraries section this fall when the Illinois Library Association meets in Chicago, October 28, 29, and 30th.

Mr. West gave the report for the Finance Committee. The committee met at noon, July 28, 1965 with all members present and Mr. Sappington. The financial procedure used by the library was explained by Mrs. Howe. It was noted the public library appropriation of \$306,876 for the fiscal year 1965/66 was approved by the Decatur City Council.

Mr. Sappington presented a recommendation from the Finance Committee "The Decatur Public Library pay the staff according to the August 1, 1965 City payroll schedule beginning with the August 1, 1965 payroll." After much discussion of the various City payroll schedules, the library budget, and the pending City study of existing payroll schedules, (including the library), Mr. Grohne moved an amendment to the Finance Committee recommendation "the City payroll schedule of May 1, 1965 be used by the Decatur Public Library effective August 1, 1965." Mr. Pilcher seconded the motion. During the discussion which followed this amendment, Mrs. Pogue moved an amendment to the amendment, "if the salary survey shows that the classifications or positions set forth in the Bodnar report are accurate, the August 1, 1965 or the most current schedule will be made retroactive." Mrs. Stern seconded this motion. The question was called. Mr. Sappington asked for a vote on the Pogue amendment. Six members voted against the motion and two members voted aye. Motion defeated. Mr. Sappington called for a roll call vote on the Grohne amendment. Mr. Sappington, Mr. Grohne, Mr. Olsen, Mr. Pilcher, Mrs. Russell, Mr. Tebussek, and Mr. West voted aye. Mrs. Stern and Mrs. Pogue voted nay. The question was then called for the original motion with the amendment by Mr. Grohne. Six members voted aye, two members abstained from voting. Motion carried. "The Decatur Public Library pay the staff according to the May 1, 1965 City payroll schedule beginning with the August 1, 1965 payroll."

The next recommendation from the Finance Committee was to retain the accounting firm of Gauger and Diehl for the audit of 1965/66. Mr. West made the motion. Mr. Olsen seconded the motion. All present voted aye. Motion carried.

The contract with the Illinois State Library to provide library services to the Rolling Prairie Libraries was discussed. Mr. West moved to approve the contract between the Decatur Public Library and the State Library for service to be rendered through the Rolling Prairie Libraries system. This is the same contract the library approved last year. It was explained a period was allotted for the winding up between the two agencies. 90 days or until October 1, 1965 was allotted for the winding up period. A change was agreed for the contract to read "the contract can be terminated by either party on or before October 1, 1965. Mr. Olsen seconded the motion. All present voted aye. Motion carried.

The finance committee also recommended to the Board that fines for overdue library materials, books, periodicals, records, etc. be increased from 2¢ a day to 5¢ per day beginning September 1, 1965. Mr. West moved the recommendation be adopted. Mr. Grohne seconded the motion. All present voted aye. Motion carried.

Mr. Pilcher made the report for the Properties Committee. A new policy for the library's building and contents insurance is being considered. Mr. Behnke has been asked to look into the Public Library Insurance policy. Mr. Pilcher moved the library have the B-1 painted before winter. The bid recommended is from National City Truck for \$362.50. Mr. Olsen seconded the motion. All present voted aye. Motion carried. It was reported that lawn care is being made to weed and feed lawns at Evans, Dill, and Main Library. No further word has been received on the South Shores branch.

Mrs. Howe read Mrs. Margaret Griffin's report on Rolling Prairie Libraries. "Mr John Redden, bookmobile clerk/driver was released by the doctor to come back to work the first week in July. The process of changing the books at Eisner's to IBM packs was completed this month. These books are now being circulated. A printed list of books borrowed from the Illinois State Library is being made. Two lists will be made of all books in RPL: author & shelf list.

Mrs. Edith McNabb, at the request of the Argenta librarian, talked to the Friends Creek Township Public Library board and invited guests, about Friends of the Library organization. They have set a date for organizing a Friends of the Library. Circulation for the member libraries of RPL from December 22, 1964 - June 30, 1965 is: Argenta, 1162, Decatur, 335, Bethany, 763, Illiopolis, 1065, and Clinton, 3136. A total of 8471 books have circulated from the RPL bookmobile since October 1964. 213 records, 20 pictures, 351 inter-library loans, and 42 books borrowed from the Illinois State Library.

Mrs. Howe made the librarian's report. She said a place is being saved for one of the new trustees to attend the Allerton Institute in October. Considering the disruption in service on B-2 the staff is to be commended for "holding the fort". B-2 has been out of service for over two months and used old "brownie" and a State bookmobile. They operated with a smaller collection, reduced space, walking room limited aboard, no air-conditioning, and little ventilation. Despite this a few more books were circulated on B-2 than on B-1. The librarian's secretary left on July 9, 1965. However, the essentials in business were somehow met. Miss Hunk was on vacation for two ~~months~~ ^{weeks}. Two different bus loads of students visited the library from Eastern State University (Charleston), and from Indiana State University (Terre Haute). Mrs. Howe attended an IBM computer school for two days, and many meetings in Decatur. Mrs. Griffin and Mrs. Howe spoke to the Sertoma Club on the subject of Rolling Prairie Libraries. Mrs. Howe worked an estimated 60 hours per week to keep up the work in 1st office. Candidates were interviewed for job; she met with the Library Cabinet, and three self-study groups from the staff. Throughout the whole time only one complaint was received from a patron. With all the busy times in the office and its limitations during this period, she thanked the splendid staff cooperation to do the daily work with books and readers. A special thanks went to Mr. David Kirk who cut the red tape to approve Mrs. Read's return to work at Evans Branch, send a new page for Magic Carpet, advertise for a secretary and a clerical assistant for bookmobile and approve the release of one employee to return the City's street department.

Mr. Sappington called for the election of a vice-president to take Mrs. Nelson's place. Mrs. Russell moved the nomination of Mr. Pilcher as vice-president. Mr. Olsen seconded the motion. All present voted aye. Election declared unanimous.

Mr. Sappington then called for the election of a representative to the Rolling Prairie Libraries Advisory Board. Mr. West nominated Mrs. Pogue as representative. Mr. Pilcher seconded the motion. All present voted aye. Mrs. Pogue was declared elected unanimously. Mrs. Russell nominated Mr. Olsen as the alternate representative to RPL. Mr. Grohne seconded the motion. All present voted aye. Mr. Olsen was declared elected.

A policy committee meeting should be held during August to revise the by-laws to create an executive committee.

Mrs. Edith McNabb presented a proposal from the Friends of the Library group that closer cooperation exist between the Board and the Friends. Further discussion was postponed until the September meeting.

A policy committee meeting was requested for August in order to consider revision of the by-laws to make provision for an executive committee.

The next meeting of the Board of Directors will be held August 27, 1965 at 4 PM.

Meeting adjourned at 6:25 PM.

July Bills:

DPL		RPL
Operating -	8,946.64	3,621.97
Salaries -	<u>17,247.29</u>	<u>1,588.70</u>
Total	\$26,193.93	\$4,210.67

Respectfully submitted,
Mary T. Howe
 Mary T. Howe
 Secretary