



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

APRIL 21, 1977

- I. CALL TO ORDER
JON ROBINSON, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING MARCH 17, 1977
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 1. Approval of bills
 2. Transfer of funds
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
 - A. CIRCULATION COMPUTERIZATION SYSTEM
- VI. NEW BUSINESS
 - A. APPOINTMENT OF NOMINATING COMMITTEE
 - B. FILING OF "ETHICS" STATEMENT
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - April 21, 1977

The regular meeting of the Board of Directors of the Decatur Public Library was held April 21, 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 4:35 p.m. by Mr. Robinson.

The minutes of the regular board meeting of March 17, 1977 were approved.

In his statistical report to the Board, Mr. Dumas stated there was a marginal increase in circulation this month which is heartening. Registration is also up this month over last year. Mr. Dumas pointed out that in future years some thought will have to be given to the registration of children which is decreasing slightly, mainly attributable to the growth of materials and collections in public school libraries. Perhaps some sort of joint program with the schools is the answer, Mr. Dumas stated. Another project currently being carried out in the Library is the retirement of many books in the collection. This weeding is being done in anticipation of the proposed computerization of the collection. We have been doing this on a continuous basis for two or three years, Mr. Dumas stated, but we are making even greater efforts to compress the collection at present. This accounts for the sizeable quantity of withdrawn items shown on the statistics. Mr. Dumas commented on the increasing backlog of items in process in the Technical Services Division of the Library which he stated is giving him some concern. His intent is to begin spending three or four hours a day in this division to see what might contribute toward the expediting of the flow of work.

Mr. Dumas stated that the AV Young Adult Librarian position has not as yet been filled as the first two applicants who came for an interview declined the position; therefore, the next two applicants chosen will be asked to come for an interview. We had about 30 to 35 applicants who applied, and we are going to hold out for one with good experience, Mr. Dumas remarked. The film series "Westward to Hollywood" was completed with only light attendance. Of the three feature films shown during National Library Week, "Topper" played to a full house in the evening.

Mr. Hippenhammer, Children's Librarian, talked to three English classes on story telling, and lectured at Richland Community College on easy and picture books. Mr. Seidl reported a new bookmobile stop for this summer is to be in the Baker Woods addition. If this spot works out well, it will be continued during the winter months if scheduling will allow. Mr. Dumas commented that a group from CURB was in the library looking over the collection for books unacceptable to them, but we have heard nothing from them thus far.

Mr. Dumas called the attention of the Board to the filing of "Ethics" statements by each board member, which must be accomplished by April 30, 1977.

As Co-chairman of the Properties and Finance Committee, Mr. Lindsay gave an informational report on the summary of income and expenditures through March 31, 1977 and bills approved through that date. After discussion, the motion for approval of the report by Mr. Lindsay was seconded by Mr. Prince and was unanimously approved by a roll-call vote. Mr. Holcomb wondered why the monthly bill list and the monthly financial statement did not agree on total amounts expended. Mr. Robinson asked Mr. Lindsay to check on the reason for this.

Mr. Lindsay moved that the following funds be transferred from Code 402, Contingencies:

- \$ 275 to Code 229, Other Professional Services
- 3,325 to Code 231, Electricity
- 450 to Code 241, Travel
- 100 to Code 288, Rentals
- 1 to Code 330, Medical Supplies
- 200 to Code 345, Office Supplies

Mr. Johnson seconded the motion and it was approved.

According to Mr. Holcomb, Chairman of the Policies, Public Relations and Personnel Committee, his committee had nothing to report this month.

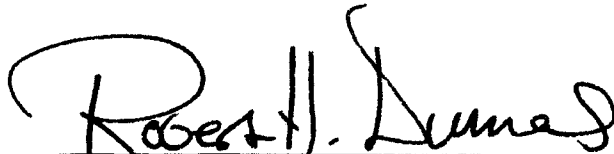
Under Old Business, Mr. Robinson noted that the Board had still taken no formal action on the circulation computerization system. He stated that the City Council and City Manager had seemed to react favorably to the Library Board's proposal for the installation of the CLSI system, but there has been no official word received from the City as yet. Mr. Robinson stated that perhaps a letter to the City Manager would be in order to request confirmation of the project. Mr. Holcomb moved that the Library change over to the CLSI system contingent upon our being released without any further liability to the City for library circulation, and contingent upon the approval of our attorney for any subleases or purchase arrangement that might be entered into with Rolling Prairie Libraries, and further contingent upon the establishment of a cost for the remaining computer services rendered to the Library by the City. Mrs. Batterham seconded the motion and it was approved.

Under New Business, Mr. Robinson appointed the following nominating committee to come up with a slate of officers for the annual meeting to be held in May:

Mrs. Cowan, Chairman
Mr. Johnson
Mrs. Perry
Mr. Stewart

Mr. Robinson commented that it was his feeling that the Board should assist the library staff in improving library public relations and in trying to get ideas and suggestions for publicizing the library's reason for being. With this thought in mind, Mr. Robinson appointed a committee of the whole, requesting that Mr. Holcomb and Mr. Lindsay chair the committee, and further requesting that recommendations of the committee be brought before the board in the near future.

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



Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board