

# DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



## BOARD OF DIRECTORS MEETING

### AGENDA

OCTOBER 20, 1977

- I. CALL TO ORDER  
JON ROBINSON, PRESIDENT
- II. APPROVAL OF MINUTES:
  - A. REGULAR BOARD MEETING SEPTEMBER 15, 1977
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
  - A. PROPERTIES AND FINANCE
    1. Approval of Bills
  - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

#### MEMBERS EXPECTED TO BE PRESENT:

MRS. BATTERHAM  
MRS. COWAN  
MR. HOLCOMB  
MR. JOHNSON  
MR. LINDSAY  
MRS. MOORE

DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - October 20, 1977

The regular meeting of the Board of Directors of the Decatur Public Library was held October 20, 1977 in the board room of the main library.

Members Present:

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

Members Absent:

None

Others Present:

Miss Cox  
Mr. Dumas  
Miss Loe  
Mrs. L. Mills  
Miss Schwegman  
Mrs. Voorhees

The meeting was called to order at 4:30 p.m. by Mr. Robinson.

The motion was made by Mrs. Batterham that the Board adjourn into Executive Session to discuss personnel matters for a few moments at this time. Mr. Holcomb seconded the motion and it was approved.

The regular meeting of October 20, 1977 was reconvened by Mr. Robinson at 5:15 p.m.

The minutes of the regular board meeting of September 15, 1977 were approved.

Mrs. Batterham moved that the Board change the order of business of the agenda at this time and go to the New Business section so that Norman Stewart could return to Springfield. Mrs. Cowan seconded the motion and it was approved.

Under New Business Mr. Holcomb moved that the library staff salary increase of 7% as set at the board meeting of September 15, 1977, be readjusted to be retroactive to May 1, 1977. Mrs. Batterham seconded the motion. In discussion of the motion, Mr. Prince stated he believed the decision made by the Board at the September meeting was based on a good and sound basis with reference to the raise, and that since that time he had seen no new factors that would change his mind that the Board should act otherwise. Mr. Prince further stated that he felt the Library's sal-

Mr. Robinson stated that the meeting would now revert to its regular agenda and asked for Item III, Statistical Report of the City Librarian.

In his statistical report, Mr. Dumas remarked that circulation was up marginally this month with approximately a 1% increase, and a year-to-date increase of 4%. Mr. Dumas commented that the backlog of books in Technical Services has shrunk considerably this month by something like 400 books, even though there were sizeable increases in book input into the division this month, which is very encouraging. Professional services to patrons by Adult Services personnel has shown another remarkable gain of 18 $\frac{1}{2}$ %. Direct staff contact was made to over 3000 patrons. This is a trend throughout the country, Mr. Dumas stated, that libraries are being used more and more for informational purposes rather than book circulation. The September film series had an attendance of 231, with an average attendance of 60 people per day, which is very satisfactory.

It was further reported by Mr. Dumas that the "Friends" had their first book sale on a miserably cold and rainy Saturday. Despite the weather which necessitated a change in the location of the sale, the turnout was tremendous, and the sale netted almost \$600. The "Friends" are now planning another book sale here in the Library the first Saturday of December. Mr. Dumas stated that the Head of the Home Reading Department, Mr. Poertner, is giving a weekly radio show on Sunday evening from 6 to 8 on WJMU, the Millikin station, on the anthology of American music. Mr. Dumas invited the Board to "listen in". The Christmas bazaar preview for the exhibition of local handcrafted items was also held in the Library during September and was highly successful. A number of exhibitors expressed the desire to come back next year, which makes for good public relations. It was further reported by Mr. Dumas that since the Extension department will not be going to the computerized system in January, the bookmobiles will revert to a manual circulation system which is common in many libraries. In preparation for this change, the Extension staff in addition to their normal workload typed 4,080 Gaylord cards during the month, which is a considerable output.

Mr. Holcomb called attention to the last paragraph of the Library Employee Relations Newsletter, copies of which were distributed to the Board, in which it is stated "We always try to keep our pay schedules in line with employees of the municipality even though some of them are unionized and we are not." Mr. Dumas commented on the paragraph of the Newsletter which stated that the Library Trustee received high praise everywhere he went for the alacrity with which the staff approached patrons. This doesn't happen in all libraries, Mr. Dumas stated, and our staff compares very favorably with the library so praised.

As Chairman of the Properties and Finance Committee, Mr. Johnson gave an informational report on the summary of income and expenditures

gone up tremendously the past three years. Mr. Johnson reported he had questioned this and had reviewed it with a J. D. Johnson's office. It was explained that the Library's costs are based on the square footage of the building and are therefore equitable.

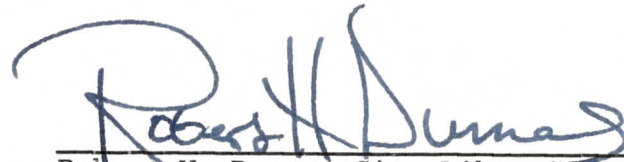
As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Batterham moved that the salary of the City Librarian be increased by 7% retroactive to May 1, 1977. Mrs. Cowan seconded the motion and it was unanimously approved.

Mrs. Batterham requested that the four members of the library staff present at the meeting introduce themselves as she was interested in getting the names straightened out. Mr. Robinson commented that the Personnel Committee had a meeting in order to answer questions posed by the staff at the meeting between the board and the staff on October 3, and that these answers were now ready for distribution.

Mr. Dumas urged all members of the board to attend the reception to be held Sunday afternoon at the Library from 3:00 to 5:00 for area legislators. The purpose of the reception is to thank the legislators for their support of favorable public library legislation.

Mr. Robinson asked that the Board go into a short Executive Session upon the adjournment of this meeting.

The meeting was adjourned at 5:50 p.m.

  
Robert H. Dumas, City Librarian

For Secretary of the Board