

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

SEPTEMBER 17, 1971

- I. CALL TO ORDER  
ALBERT L. MILLER, PRESIDENT
- II. APPROVAL OF MINUTES:
  - A. REGULAR BOARD MEETING AUGUST 13, 1971
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
  - A. PROPERTIES AND FINANCE
    - 1. PRESENTATION OF AUDITOR'S REPORT FISCAL 1970/71
  - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
  - C. NEW CENTRAL LIBRARY BUILDING
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT  
MR. BRECHNITZ  
MR. BUTLER  
MR. FARRELL  
MRS. HEDRICK  
MR. MILLER  
MR. SCHUERMAN  
MR. WHITACRE

DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - SEPTEMBER 17, 1971

The regular meeting of the Board of Directors of the Decatur Public Library was held on September 17, 1971 in the Board Room of the main library.

Members Present:

Mrs. Brandt  
Mr. Brechnitz  
Mr. Farrell  
Mrs. Hedrick  
Mr. Miller  
Mr. Schuerman  
Mr. Whitacre

Members Absent:

Mr. Butler  
Mr. Dick

Others Present:

Curt Greene  
(Herald & Review)  
Mr. Dumas  
Miss Schwegman

The meeting was called to order at 4:35 P.M. by Mr. Miller.

Mr. Brechnitz was welcomed as a newly appointed member of the board by the president.

The minutes of the regular board meeting of August 13, 1971 were approved.

In his monthly report to the Board, Mr. Dumas stated that circulation this month is roughly what it was in a comparable month of last year, and shows the same trends as before. The main library is up and Extension is down. However, August is always one of the three slowest months of the year. Mr. Dumas stated that he is spending considerable time in the Extension Division and has been working over the bookmobile selections, but it is too early to see whether this is going to have any effect. However, B-2 did show a slight increase in circulation this month for the first time in months. B-1 has been out of service for a week having repairs made. Mr. Dumas explained that one of the problems in the Extension Division is the lack of professional supervision. He stated that he has started a small training program for the assistants on the bookmobiles. Technical Services showed an increase in the number of books added this month. We received over 1800 books and added a little over 800. Therefore, we backlogged approximately 1000 books this month. A backlog has been developing since the beginning of the fiscal year because the book budget was augmented considerably, but the staff was not.

As Chairman of the Properties and Finance Committee, Mr. Farrell reported that the auditor's report for fiscal 1970/71 has been received and he recommended that the Board look over the report and then act upon it at the next meeting.

Mr. Farrell gave an informational report on the summary of income and expenditures through August 31, 1971 and bills approved through August 31, 1971. The motion for approval of the report by Mr. Farrell was seconded by Mrs. Brandt and was unanimously approved by a roll-call vote.

The library received three responses to its request for bids on the 1972 periodical list. Respondents were:

EBSCO Subscription Services, Barrington, Illinois  
\$3,265.29 less 1% for remittance with order  
Franklin Square Agency, Teaneck, New Jersey  
\$3,185.46  
Walter Peck Magazine Agency, Galesburg, Illinois  
\$3,174.65

Mr. Dumas stated that the bids are not strictly comparable as some titles have been added and others omitted from the bids. Analyzed on a percentage basis, Franklin Square is low with a 13% discount, followed by EBSCO with 10% and Walter Peck with 9%. Our past experience with Franklin Square indicates a poor service record; therefore, Mr. Dumas recommended that the Board accept the EBSCO bid. We have dealt with EBSCO hitherto and have found their service adequate. Mr. Farrell moved that the EBSCO bid be accepted for the purchase of library periodicals. Mrs. Hedrick seconded the motion and it was approved.

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Brandt moved:

That the Classification and Pay Plan adopted July 12, 1968, be amended as follows:

Under paragraph 2, Paraprofessional and Technical, the line reading "Data Processing Supervisor, Pay Grade 21" be eliminated and a line reading "Library Maintenance Man, Pay Grade 16" be inserted.

Mrs. Hedrick seconded the motion and it was approved.

Mrs. Brandt further moved:

That the City Librarian be authorized to contract with the Credit Bureau of Decatur for collection of delinquent fines and fees.

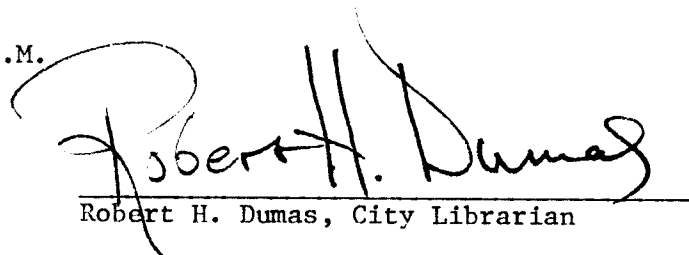
Mr. Farrell seconded the motion and it was approved.

It was reported by Mr. Dumas that he had a telephone call from Mr. Gessler of Remington Rand Corporation concerning the shelving discrepancies in the contract with the library. Mr. Gessler was to have forwarded a letter to Mr. Dumas discussing the problems, and what they planned to do about them, but the letter has not as yet been received.

Mr. Miller stated that Attorney Ed Booth is working toward the abolition of the DPL Corporation.

Several questions to which he would like to have answered were posed by Mr. Whitacre concerning the procurement of legal counsel for the board and the letting of insurance contracts for the library.

The meeting was adjourned at 5:20 P.M.

  
Robert H. Dumas, City Librarian

For Secretary of the Board