

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING, NOVEMBER 20, 1964

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Board Room of the Main Library, 457 North Main Street, Decatur, Illinois, on November 20, 1964.

Members Present:

Mr. Hart (late)
Mrs. Nelson
Mrs. Pogue
Mrs. Russell
Mrs. Stern
Mr. Koslofski
Mr. West

Members Absent:

Mr. Pilcher
Mr. Sappington

Others Present:

Mrs. Mary T. Howe (Sec.-Treas.)
Gary Long (H.&R. Reporter)
Mrs. Edith McNabb
Mrs. Judith Hansen

In the absence of Mr. Hart, President, and Mr. Sappington, Vice President, Mr. Koslofski was chosen to preside over the meeting until Mr. Hart's arrival. The meeting was called to order at 4:16 p.m. by Mr. Koslofski.

The minutes of the October 30, 1964 meeting were considered. There were no additions or corrections. Mrs. Pogue moved the minutes be approved. Mrs. Russell seconded and all present voted aye. Motion carried.

Mrs. Nelson reported the Finance Committee met on Wednesday, November 18 and started on the budget. She said Mr. Sappington had talked with Mr. Loftus about the schedule for the budget and the dates are as follows:

- (a) Prop. Budget 65/66 - due February 1, 1965
- (b) Budget is approved - April 13, 1965
- (c) An appropriation budget acted upon - May 1, June, July (3 months)
usually approved within a week after item (b)
- (d) Levy ordinance must be passed - week of September 1
- (e) We spend in 65/66 the amount appropriated in item (c)

Mrs. Howe suggested a date be firmed fairly early for presentation of the library budget to the City Council. She called attention to Mr. Dever's letter of transmittal of the Budget Manual. Most of it is technical information on how to prepare the papers and the order is much the same as before, except they are asking for a five-year spread (which the library has already done).

Mrs. Howe indicated the Board should decide the method of presentation to be used and which members should present the budget. Several dates should be considered and Mr. Dever consulted as to the best one. Mr. West moved Mr. Sappington present the library budget to the City Council since he is Chairman of the Finance Committee and also did a good job last year. Mrs. Stern seconded the motion. All present voted aye. Motion carried. It was suggested Mr. West assist Mr. Sappington, but Mr. West felt he didn't know enough about it yet.

Mrs. Howe reported Mr. Dever returned the repair bill for termite damage and read his accompanying letter of November 9, 1964, requesting the Board pass a resolution stating and describing the emergency. The City requires a Waiver of Lien from the architect and Mr. Traughber stating that all bills have been paid. Mrs. Stern moved that a resolution be adopted and stated in a letter to the City that an emergency did exist. She also suggested Mr. Sweetnam's letter describing the condition of repairs be attached thereto. Mrs. Pogue seconded the motion. All present voted aye. Motion carried.

Since Christmas and New Year's fall on Fridays, Mrs. Howe asked whether the library should be open or closed on the following Saturdays. After discussion, Mrs. Nelson moved the library remain open on the Saturday following Christmas and New Year's Day. Mrs. Russell seconded the motion. All present voted aye. Motion carried.

Mrs. Nelson reported on the League of Women Voters and she felt someone would start coming to the Board meetings. She said one person will study the library's services, another will study the building as it is now, another will compare our library with others, etc. Mrs. Nelson will study library law. The League is supposed to be finished by January, but if not they will make a report and keep on with the study.

Mr. West inquired if Mr. Sweetnam was making a sketch of elevations, etc. and was informed no, just the schematic plans have been made. Mr. Hart felt the Board should be proceeding with the preliminary plans. He said money has been already allocated for the plans and if FHA does not give us the money it is coming out of the budget. Mrs. Howe reported FHA said our application is in the Finance Department for review. Someone suggested possibly the fine money could be used for the plans if FHA doesn't come through. Mrs. Howe checked the past minutes to find out the wording of the motion regarding the preliminary plans. The Board noted this was when they were getting the budget together. The City took the money out but the Board did not change their motion. Mr. West moved the Board proceed as planned with the preliminary drawings of the proposed library under the terms of the contract already signed with Mr. Sweetnam. Mr. Koslofski seconded the motion. All present voted aye. Motion carried unanimously. Mrs. Howe was instructed to inform Mr. Sweetnam.

Mrs. Howe, Mrs. E. McNabb, Miss Yamamoto and Miss Stafford attended the AMS Seminar on Work Distribution Analysis. They found it to be very revealing and are thinking seriously about putting it into effect at the library.

Mrs. Howe reported circulation down for October but up for the whole year. The Librarian attended ILA Executive Board meeting in Chicago on November 13. There will be a meeting of the Legislative committee in December, at which time money will be firmed up. There are two major bills in legislature this year-- library statute and state aid to public libraries. With the help of ILA we are going to run a skills profile study on all librarians in Illinois. The salary survey will be done for the sixth year and State Library has promised aid in getting letters out and postage.

Mrs. Howe read Mr. Merris' letter regarding Rolling Prairie Libraries employer problem and clarified that situation. Decatur Public Library will withhold IMRF, social security and income tax for Rolling Prairie and submit with DPL's deductions. Rolling Prairie Libraries' employees are considered Decatur Public Library's employees for this purpose.

Rolling Prairie Libraries' Advisory Board will meet December 9. At least one additional library representative is coming in to ask questions and two libraries might be added to the system.

Mrs. Laura G. Russo , Acquisitions Librarian of the Municipal Library in San Paulo, Brazil will visit our library on December 1. On December 2 the librarian of the Lorain Ohio County Community College will visit. Also, the League of Women Voters will tour the library that day.

Mrs. E. McNabb invited the Board members and their families to DPL's Annual Christmas Party to be held on December 12 at 7:30 p.m. (It will be a dessert party this year.)

Although it has been the policy of the Board to skip December Board meeting, Mr. Hart recommended the Board meet this December. He also suggested that prior to the Board meeting the Special Building Committee should meet to study the schematic plans. After the Board has seen the plans in December, Mr. Hart felt it would be appropriate for the Special Committee to meet with the City Council to discuss these plans. The Finance Committee will meet December 16 and the Board meeting will be held on December 18 at 4 p.m. The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Mary T. Howe
Secretary