

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

October 15, 1987

I. Roll Call

The meeting was called to order at 4:30 p.m. by President Sorensen. Members present: Mr. Akin, Mrs. Lutovsky, Mrs. Martin, Mrs. Murphy, Mrs. Ohlsen, and Mr. Smith. Members absent: Mr. Mueller and Mrs. Shade. Staff present: Ms. Ballinger, Mr. Seidl, Mrs. Brooks, and Mr. Serber.

II. Minutes

The Board requested that in the future the minutes be signed at the meeting after Board approval. There were no additions or corrections to the September minutes; they stood approved as mailed.

III. City Librarian's Report

The City Librarian's written report had been previously mailed.

Mr. Sorensen questioned the statement that the number of fiction titles will be increasing sharply. Mr. Seidl explained that an increased number of volumes of fiction will be purchased for the adult collection this year to meet patron demand. Mr. Smith asked about the percentage of adult fiction books circulated compared to adult non-fiction books. Mr. Seidl stated that the library circulates 55% non-fiction and 45% fiction. Mr. Smith noted that only 20% of the adult materials budget is spent on fiction. Mr. Seidl compared the number of fiction genres available (60) to the number of non-fiction subjects available (10,000), saying the number of non-fiction subjects available requires a larger portion of the budget.

Mr. Seidl also noted that the CLSI (circulation) computer system went down Thursday (October 8) evening. It has created problems for the Circulation Department, and has resulted in a backlog of books to be shelved.

Mr. Seidl was asked about the AV Librarian vacancy. He and Ms. Ballinger described the search procedure, and stated that they hope to have the position filled by January, 1988.

The video security system was discussed. Mrs. Murphy asked if there was any possibility of putting the information from the original video cases onto the library's plain cases. Ms. Ballinger replied that she and Ms. Ritchie have been checking into it.

Mr. Sorensen asked Mr. Seidl to describe the "Hug a Tree" program. Mr. Seidl explained that over 100 children and adults attended the program, which included a presentation on science books and 18 science experiments. Some Board members were not aware of the program ahead of time; it was requested that the Board be included on the mailing list of such notices.

Mr. Seidl went on with his report to note that work has started on the automatic doors. The sprinkler system is complete.

IV. **Reports of Committees**

A. Finance and Properties Committee

Mr. Akin noted that check #11473 was for the municipal band; the error has since been corrected. Mr. Akin recommended approval of the bills as amended. Mrs. Martin seconded the motion; it was unanimously carried on roll call vote.

Mr. Sorensen noted that the line item for salaries appears to have about \$35,000 extra at the present time. Mr. Seidl stated that there will be 27 pay periods this fiscal year, and that the real savings in salaries is only about \$12,000 to date. Mr. Sorensen said that the Committee should watch the line item and make recommendations as to the disposition of any excess funds.

B. Policies, Public Relations, and Personnel

The Committee did not meet.

C. Evaluation Committee

Mrs. Lutovsky made a motion to approve the goals for the City Librarian for fiscal year 1987/88 as follows:

1. To make the public more aware of the library and its services through expanded public relations efforts to include: expanded media presentations, work with community organizations, and speaking engagements.
2. To develop and implement a procedure for writing a long range plan for the library that includes staff and board input.
3. To conduct a needs assessment with District #61 administrators and to attain a closer working relationship with the educational community.
4. To write and implement an emergency evacuation plan and disaster preparedness plan for the library.
5. To complete the organization of the Library foundation and develop a brochure to promote it.
6. To attend a management and supervisory skills seminar within the next year.

Mr. Seidl said that the training school which he and Mr. Phillips feel will be most beneficial will be held in July, 1988, in Ohio. Mrs. Murphy seconded the motion to approve the goals; it was unanimously approved.

D. Endowments Committee

The draft of the foundation plan was mailed out with the September packets; another copy was distributed at the meeting. Board members were asked to study the draft and be ready to vote on it at the November meeting.

E. Rolling Prairie

Mr. Mueller attended the RPLS Board meeting, but was not present to report on it.

V. **Avenues to Excellence**

Mrs. Shade was not present to report. In her absence, Mr. Seidl reported that Chapter 10 covers the written material selection policy. The recommendation from the state is that the library do cooperative collection development with other libraries, that all materials should be cataloged, and all materials should be available for use. Decatur Public Library currently meets these standards.

Mr. Sorensen asked Mrs. Ohlsen to report on Chapter 11 at the November meeting.

VI. **Old Business**

Regarding a question last month on the make-up of the Goals & Evaluation Committee, Mr. Sorensen explained that he appointed the committee as prescribed in the by-laws. He felt that if a recommendation for a change is in order, it should come from the Policies, Public Relations and Personnel Committee.

After discussion, the Board decided that the draft of the material selection policy should not go to the department heads until after the Board has reviewed it. The Board scheduled a meeting to discuss the material selection policy draft for November 12 at 7 p.m.

Mrs. Ohlsen noted that the forum on Macon County government, sponsored by the League of Women Voters and the Decatur Public Library, is scheduled for October 24.

The Board asked about the status of the press release announcing the election of officers and new board appointees. Ms. Ballinger agreed to check on it. The release on the citizen's survey was given to the newspaper twice, however, there still has not been a report on it.

VII. **New Business**

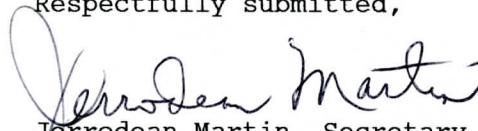
Mr. Sorensen reported that in a class he teaches at Richland Community College, he asked the students to note where they got the books they used for a report. Seventy-five percent of the books came from Decatur Public Library.

The Board requested that the administration make a more specific agenda for the Board meetings.

VIII. Adjournment

Mr. Sorensen adjourned the meeting at 5:45.

Respectfully submitted,



Handwritten signature of Jerrodean Martin in cursive script.

Jerrodean Martin, Secretary
Decatur Public Library Board of Trustees