

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING, OCTOBER 25, 1963

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.

Members Present:

Mr. Francis Hart, President
Mrs. Dwight Nelson
Mrs. Roger Pogue
Mrs. Joseph Russell
Mrs. Erich Stern
Mr. Jack Burnett
Mr. Harold Koslofski
Mr. Warren Sappington

Members Absent:

Mr. David Pilcher

Others Present:

Mrs. Mary T. Howe, Secretary-Librarian
Mrs. Edith McNabb, Staff
Mr. Robert Kirchgraber, Assistant Librarian
Mr. Rex Spires, Reporter, Herald-Review
Mrs. Judith Hansen, Staff

The meeting was called to order at 4:05 P.M. by Mr. Francis Hart, President. The minutes of the September 27, 1963 meeting were read, and Mrs. Nelson stated they should be corrected to include the resolution of the Policy Committee, which reads as follows:

"The Policy Committee recommends to the Board of Directors that it obtain schematic plans for improving the Main Library facilities. These plans should entail the remodeling of the existing building as well as the construction of new additions and also schematic plans for a new Main Library building. In addition, a cost analysis for each proposal should be obtained."

The minutes were then approved as corrected.

The special meeting was not called because of lack of quorum.

The Librarian reported the most important matter before us is the meeting called by Illinois State Library for Decatur area librarians (within an area of 30 miles). State Library will pick up the tab for the luncheon meeting starting at the Decatur Public Library at 9:30 A.M. and moving over to the Decatur Club at noon. The Board members from these libraries, as well as librarians, will be present. The date is November 19, 1963, Tuesday, 9:30 A.M., Boyd Room. We would like as many Board members present as possible. The topic will be "Areas of Cooperation."

We have had some very good book reviews on WSOY radio, two a day, five days a week, 9:15 A.M. and 2:10 P.M. The Librarians' Salary Survey, initiated here about five years ago, has been completed. This is the final time we are going to do it. The salaries of Illinois librarians were also summarized. We sent out 646 cards to libraries serving populations of 25,000 - 150,000 and there were 332 returns. All showed a general trend upward. We sent one copy of the survey to every library school and the American Library Association, and there are no extra copies. During the month we received \$28,500 in tax money from the City Treasurer. We have invested \$37,000 for fifty-five days at a rate of 3.15.

PERT, a program for N.O.M.A. members and their friends, or anyone in Decatur and surrounding area who may be interested, will be held at the Decatur Club on November 21, 1963. It will be an all day meeting from 1 P.M. to 9 P.M. and those attending will come with a simple project in mind that they might be able to work out that day. There will be five excellent discussion group leaders, one man from I.B.M., two men from Staley's and two men from the Illinois Highway Department.

The Librarian also reported that this is the half-way mark of the fiscal year. On the average we are spending more than we did last year, but there are a lot of one-time items that will not be in the latter half. \$144,000 has already been spent-- \$133,000 left. Book buying, however, is essentially finished. We now have added people certified by the Civil Service Commission. Mrs. French and Mrs. Hathorne, key punch operators; Mrs. Hoppe and Mrs. Payne, clerks; Mrs. Redden, full-time page; Margaret Osbokken, Madolyn Rose and Nancy Stokes, part-time pages; Mrs. Hansen, Clerk-Stenographer, 3/4 time. Miss Jones was raised to \$5,376 as of October 1, 1963. Mr. Kirchgraber gave a report on the progress of the United Fund program.

The parking lot situation is getting worse. We thought of one lot that is a block away, and if the Nelsons will cooperate we might find additional parking space for the staff. A report will be made at the next meeting.

Mr. Burnett reported the Finance Committee met on October 23, 1963 and checked and approved the bills for payment. Mr. Burnett moved the bills for October as presented be paid and charged to respective accounts. Mr. Koslofski seconded the motion. Roll call vote was taken. Mr. Hart, Mrs. Nelson, Mrs. Pogue, Mrs. Russell, Mrs. Stern, Mr. Burnett, Mr. Koslofski, and Mr. Sappington voted aye. Motion carried.

Bills for October, 1963:

Staff Salaries	-	\$ 15,866.43
Operating Expenses	-	8,518.75
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Total Expenditures		\$ 24,385.18

The Properties Committee did not meet during October. It was reported, however, that for \$147.00, McManus Florist put in very nice shrubs, seeded, fertilized, etc. at Dill Branch. The bids for the termite extermination were opened at this time. Bids read as follows:

<u>Decatur Exterminating Co.</u> - for treatment & control of termites -	\$ 285.00
<u>Bruce Terminex, Springfield, Ill.</u> - partial treatment -	
24 feet west from northeast corner - or -	57.00
40 feet west from northeast corner	73.00
<u>Sentinel Pest Control</u> - treatment for north side of building	
24 feet from northeast corner - inside & outside of building	75.00
<u>Orkin Exterminating Co.</u> - full treatment, insurance -	389.00

This treatment of the building for termites would fall under the category of Contractual Repairs. Mr. Sappington moved we enter into a contract with the Decatur Exterminating Company to treat the Main Library Building for termites in accordance with the bid submitted, dated October 5, 1963, in the amount of \$285.00. Mrs. Stern seconded the motion. Roll call vote was taken. Mr. Hart, Mrs. Nelson, Mrs. Pogue, Mrs. Russell, Mrs. Stern, Mr. Koslofski, Mr. Burnett and Mr. Sappington voted aye. Motion carried.

Mr. Burnett inquired if Evans' bicycle rack is close to the sidewalk. It is kept in the back but children move it. The people next door have a fence up to the library and it was suggested Mr. Dever be called regarding the location of the property line.

The Policy Committee met on Wednesday, October 23, 1963. Mrs. Nelson reported that:

"The Policy Committee recommends to the Board of Directors that it obtain schematic plans for improving the Main Library facilities. These plans should entail the remodeling of the existing building as well as the construction of new additions and also schematic plans for a new Main Library building. In addition, a cost analysis for each proposal should be obtained."

Mr. Sappington said that "since last March the board voted that 'The Board of Directors of the Decatur Public Library, having considered and investigated the need for a new Main Library building and other facilities, and having considered the need to be evident: HEREBY RESOLVE that the board immediately begin all necessary action to procure such library building and facilities,' we are more or less under a duty to proceed." Mr. Sappington then moved the board adopt the resolution made at the September 27, 1963 Board meeting. Mrs. Nelson seconded the motion. After a discussion regarding this motion, roll call vote was taken. Mr. Hart, Mrs. Nelson, Mrs. Pogue, Mrs. Russell, Mrs. Stern, Mr. Koslofski, Mr. Burnett, Mr. Sappington voted aye. Motion carried.

Mr. Sappington will attend the Illinois Library Association meeting on November 1, 1963. Mr. Sappington has volunteered for the Mayor's Committee on Tourism. This committee will inquire into how to get more tourists to Decatur. Mrs. Nelson also volunteered for this committee.

The Staff Institute was discussed and will be reviewed by the Board at some time during the year.

Mr. Burnett moved adjournment. Mrs. Russell seconded the motion. Meeting was adjourned at 6 P.M.

Respectfully submitted,

Mary T. Howe
Secretary