



BOARD OF DIRECTORS MEETING

AGENDA

APRIL 20, 1978

- I. CALL TO ORDER
MIKE LINDSAY, VICE PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING MARCH 16, 1978
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - 1. Approval of bills
 - 2. Transfer of funds
 - 3. Proposal for bookmobile replacement
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 - 1. Change in job description of Staff Artist
- V. OLD BUSINESS
 - 1. Purchase of back-up computer terminal
 - 2. Health insurance for dependents
- VI. NEW BUSINESS
 - 1. Summer hours
 - 2. Bereavement leave
 - 3. Appointment of Nominating Committee
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Batterham
Mr. Holcomb
Mr. Johnson
Mr. Lindsay
Mrs. Moore
Mr. Prince (tentative)
Mr. Stewart

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - April 20, 1978

The regular meeting of the Board of Directors of the Decatur Public Library was held April 20, 1978 in the board room of the main library.

<u>Members Present:</u>	<u>Members Absent:</u>	<u>Others Present:</u>
Mrs. Batterham	Mr. Prince	Mr. Dumas
Mr. Holcomb	Mr. Robinson	Mrs. Lukasik
Mr. Johnson		Miss Schwegman
Mr. Lindsay		Mr. Seidl
Mrs. Moore		
Mr. Stewart		

The meeting was called to order at 4:30 p.m. by Mr. Lindsay, Vice President.

The minutes of the regular meeting of March 16, 1978, were approved.

In his statistical report to the Board, Mr. Dumas stated that circulation is down markedly this month, primarily because of the weather. The central library was closed one Saturday during the ice storm, and the bookmobiles missed 26% of their stops while repairs were being made, which brought their circulation down considerably. However, the year-to-date circulation is still ahead of last year. Only a small inroad was made in the Technical Services backlog, partly due to the vacation of the Head Cataloger, Miss Hadley. Mr. Dumas also announced that Mr. Harvey Inman has taken Miss Hadley's place as Assistant Cataloger, the position funded by the Rolling Prairie system. Therefore, with these two positions filled, progress should be made. Mr. Dumas further reported that the Circulation Department now has approximately 78,500 items entered into the computer.

The consideration of the purchase of a new bookmobile trailer has entailed many meetings this past month, Mr. Dumas stated. Mr. Seidl, Head of the Extension Department, reported that he has been very busy writing letters to libraries having similar bookmobile trailers, and has received helpful replies. Mr. Seidl further stated that he has been meeting with Mr. Dean Klingaman, an engineer at the Caterpillar plant, who has been a great help with the preparation of specifications for the new trailer. Having department heads report on their various activities to the Board, is a practice he plans to pursue, Mr. Dumas stated.

Further reporting to the Board, Mr. Dumas discussed the possibility of Friday night closing of the Library during the summer months. He stated that at the request of the previous head of Adult Services, a statistical study of usage on that night had been made, which found circulation and in-house usage to be minimal. Present professional staff feel that the Friday night closing would facilitate staff scheduling during the summer months when vacationing is heavy.

The extension of bereavement benefits to permanent part-time staff was also recommended by Mr. Dumas. It was further noted by Mr. Dumas that the mailing of fine notices may no longer be feasible. Many libraries do not send fine notices, and the practice here may have to be reconsidered, Mr. Dumas stated. Also he noted that he has recently been informed by the Post Office that overdue notices must now carry first class postage. It was announced by Mr. Dumas with deep regret the resignation of Mr. Ray Ewick as Director of the Rolling Prairie Libraries system. Board members agreed that Mr. Ewick would be sorely missed by DPL.

As Chairman of the Properties and Finance Committee, Mr. Johnson gave an informational report on the summary of income and expenditures through March 31, 1978, and bills approved through that date. In discussion, Mr. Lindsay suggested that metal air filters which could be taken out and cleaned might be a saving to the Library, and agreed to provide Mr. Dumas with the name of the service providing such filters. The motion for approval of the report by Mr. Johnson was seconded by Mr. Stewart and was unanimously approved by a roll-call vote.

It was further moved by Mr. Johnson that the following amounts be transferred from Code 402, Contingencies:

- \$8,000 to Code 101, Regular Salaries
- 600 to Code 202, Printing and Binding
- 1,500 to Code 215, Service to Maintain Automotive Equipment
- 1,600 to Code 231, Electricity
- 50 to Code 234, Water
- 850 to Code 288, Rentals
- 50 to Code 312, Janitorial Supplies
- 400 to Code 324, Materials to Maintain Automotive Equipment
- 105 to Code 520, Other Machinery and Equipment

Mr. Holcomb seconded the motion and it was approved.

Pursuant to the previous discussion and presentation by Mr. Seidl, Mr. Johnson moved that the City Librarian prepare specifications and plans for a new bookmobile trailer to replace existing unit and that a proposal for bids on the equipment be advertised as soon as feasible. Mr. Stewart seconded the motion and it was approved.

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Batterham moved that pay grade for Staff Artist be changed from Grade 12 to Grade 14; and, that the Decatur Civil Service Commission be requested to modify the job description for Staff Artist in accordance with the proposal, herewith attached, and to adopt the new job title "Senior Staff Artist", together with the proposed job description, herewith attached; and, upon adoption of these changes by the Civil Service Commission, that the City Librarian be authorized and directed to amend Article III, Personnel, Appendix I, the Classification and Pay Plan, to reflect these changes and to set opposite the job title "Staff Artist" the pay grade 12 and to set opposite the job title "Senior Staff Artist"

the pay grade 14. Mr. Johnson seconded the motion. Mr. Lindsay stated he could not see the wisdom of such a motion from his experience. Mr. Stewart was troubled by the wording of the draft job descriptions and felt it should be improved. The motion carried with Mr. Lindsay voting no and Mr. Stewart abstaining.

Under Old Business, Mr. Dumas discussed a motion tabled at the last meeting of the Board, stating that he now proposes a portable terminal computer unit be purchased, which can also be used as a back-up terminal in case of a power failure. Mr. Holcomb moved that the City Librarian be authorized and directed to contract with Computer Library Services, Inc. for the purchase of a portable light pen for use in the Circulation Department, to be paid for out of the current budget. Mr. Johnson seconded the motion and the motion carried.

Also under Old Business, Mrs. Moore moved that the City Librarian be authorized and directed to amend Article III of the Code of Library Policy by inserting an additional clause in Paragraph F, Section 2(g) to provide that the Library will contribute to employee's dependent coverage for medical and hospitalization insurance in the amount of six dollars (\$6.00) per bi-weekly pay period through April 30, 1978, and twelve dollars (\$12.00) per bi-weekly pay period effective May 1, 1978. Mrs. Batterham seconded the motion and it was approved, with Mr. Lindsay casting a negative vote.

Mr. Lindsay requested that more information be given board members previous to meetings, as to motions and items which are to be covered. Mrs. Moore concurred. Mr. Dumas stated this could be done more easily if the committee meetings were held at a set time each month in time to get the information to the Board, but he would make every effort to accomplish this.

Under New Business, Mr. Johnson moved that the City Librarian be authorized and directed to amend Article IV of the Code of Library Policy, Paragraph K, Section 1(a) by addition of the phrase "and of the Central Library on Friday evenings during the summer from May 15 to August 31". Mrs. Moore seconded the motion. Mr. Holcomb asked "What's in it for the Library?" Mr. Dumas stated Friday night statistics are very low with from five to 29 patrons on an average hourly count, 46 patrons average number per night, an average circulation of from 200 to 250 per evening, and that the five or six people required to man the library during this time might be more profitably utilized at other busier times. In discussion, it was felt that the proposed length of time for closing might inflict hardship on some students, that the quiet evening might be used productively by the staff, and that Friday night, being a shopping night, might be important to the public. Mrs. Batterham suggested that the Board check with people in the community to get their feelings on the matter. After further discussion, Mr. Holcomb moved that the motion be tabled, Mr. Stewart seconded the motion, and the motion carried.

Concerning bereavement leave, Mrs. Moore moved that the City Librarian be authorized and directed to amend Article III of the Code of Library Policy, Paragraph F, 2(d) by substitution of the phrase "a permanent employee" in place of the phrase "a full-time employee". Mrs. Batterham seconded the motion and it was approved, with Mr. Lindsay voting no.

Mr. Lindsay announced Mr. Robinson's appointment of a Nominating Committee for new officers of the Board as follows: Mr. Lindsay, Chairman, Mr. Prince, and Mr. Robinson, ex officio.

In closing remarks, Mr. Dumas stated that Mr. Joseph Babicki has filed a claim against the Library with the Illinois Fair Employment Practices Commission, charging that he (Mr. Babicki) has been discriminated against because of his religion, Jewish, his national origin, Russian, and because of retaliation. Mr. Dumas stated that the claim has been sent to library attorney, Ed Booth.

There being no further business to come before the Board, the meeting was adjourned at 6:25 p.m.



Robert H. Dumas, City Librarian

For Secretary of the Board