



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET • DECATUR, ILLINOIS 62523-1128 • (217) 428-6617

JAMES C. SEIDL, City Librarian



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA

November 16, 1989 4:30 P.M.

- I. Call to Order - Barbara Ohlsen, President
- II. Approval of Minutes
 - A. Meeting of October 19, 1989
 - B. Special Meeting of November 2, 1989
- III. Communication from the Public
- IV. City Librarian's Report
- V. Reports of Committees
 - A. Personnel, Policies, and Public Relations Committee
 1. Meeting of November 2, 1989
 - B. Finance & Properties Committee
 1. Meeting of October 23, 1989
 2. Approval of bills for October 1989
 - C. Rolling Prairie
 1. Report on November RPLS Board meeting
 - D. Foundation
 - E. Friends of the Library
- VI. Avenues to Excellence II
 - A. Chapter IV, Library Image

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

November 16, 1989

I. Roll Call

The meeting was called to order at 4:35 p.m. by President Ohlsen. Members present: Mrs. Ohlsen, Mr. Gaumer, Mr. Lockmiller, Mrs. Martin, Mr. Oakes, Mrs. Shade, Mr. Smith, and Mr. Sorensen. Members absent: Mrs. Lutovsky. Staff present: Ms. Humphreys, Mrs. Gibson, Mr. Seidl, Mrs. Brooks, Mr. Serber, and Ms. Ritchie. Others present: Owen Balding and Larry Gregg, security guard.

II. Minutes

There were no corrections or additions to the minutes of the October 19 and November 2 meetings; they stood approved as mailed.

III. Communication From The Public

Owen Balding was present to speak to the Board about the Library's tax levy request.

IV. City Librarian's Report

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

The Extension Department has loaned some books to the Baby TALK program for storytellers to use at Decatur Memorial Hospital.

Annexation plans of some of the surrounding library districts were discussed.

V. Reports of Committees

Personnel, Policy, and Public Relations: Mr. Sorensen reported that the Personnel Committee met November 2. The committee reviewed a request from Mr. Seidl to close the library on December 23 and 30, giving all staff those days as their day off for each week. Mr. Sorensen made a motion that the library be closed December 23 and 30. The motion was seconded by Mr. Oakes and unanimously approved.

The next item of business discussed by the committee was setting goals for the City Librarian. The committee tentatively established the following goals:

2. Develop guidelines for the use of volunteers in the library. This will include determining the types of library services volunteers can perform, training staff in the effective use of volunteers, and developing a volunteer recognition program.
3. Institute a cross-training program to promote camaraderie among the staff and to improve communication among the departments and the staff. Having an understanding of the work performed by fellow staff members will improve communication and interpersonal relationships.
4. Promote the Library Foundation through 1) the establishment an advisory committee to seek donations, and 2) news releases and the development and publication of brochures.
5. Seek funding for the continuation of the Business Information Center by 1) writing a second year grant application, 2) monitoring the progress of the grant, and 3) seeking continued community support of the program.
6. Prepare guidelines and proposals for the retrospective conversion of the library's bibliographic database to a machine readable catalog (MARC) format. The Illinois State Library is requiring all automated libraries to convert their bibliographic databases to MARC by December 1991.
7. Evaluate and prepare recommendations on the effective use of library funds. Review all existing staffing and programs based upon available funding.
8. Prepare written quarterly reports on the progress made in the implementation and/or meeting of goals and objectives of the Long Range Plan.

In addition, the committee requested that Mr. Seidl report on his progress toward meeting these goals at the April 1990 committee meeting.

Mr. Sorensen made a motion that these goals be adopted and that the evaluation period be changed to a November to October year. The motion was seconded by Mr. Oakes and unanimously approved. Mr. Seidl stated that he would make the quarterly reports required in goal #8 in February, May, August, and November.

Finance and Properties Committee: The committee met October 23, 1989. Action was taken on those items of business at a special board meeting on November 2. The tax levy request was presented at City Council study session on Monday, November 13. The City Manager supported the Board's request and the City Council gave informal approval to a request for \$1,935,135.

Mr. Gaumer made a motion to approve the October bills. The motion was

Foundation: The Foundation Board of Directors will be meeting sometime during the next few weeks to elect new officers. Plans will be made for developing fund raisers for 1990. A public relations employee from Illinois Power will help to develop a brochure to promote the Foundation.

Friends of the Library: Mr. Sorensen reported on the September meeting of the Friends of the Library. The Friends have pledged \$5,000 per year to the Foundation for the first three years. They are also funding major renovations of the sound system in the auditorium.

VI. Avenues to Excellence

Chapter IV, Library Image, was discussed.

VII. Old Business

There was no old business.

VIII. New Business

All management staff will attend a retreat at Rock Springs Center on November 17. Rolling Prairie employees will help staff the library for the day.

Mr. Sorensen presented the library with a complete set of the Illinois Blue Book on microfiche from the Secretary of State.

Mrs. Shade was pleased that 65 people attended the last Baby TALK lap-sit program.

Two new NOVANET terminals installed on the first floor are being used quite heavily.

The Board members noted receiving an anonymous letter from the staff. The Board recommended that administration communicate more and listen more to the staff. Mr. Seidl noted that staff meetings are being scheduled during the end of November. Some Board members felt that staff should be using the grievance procedure.

IX. Adjournment

Mrs. Ohlsen adjourned the meeting at 5:45 p.m.

Respectfully submitted,

Barbara Ohlsen, Pres.

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

November 2, 1989

I. Roll Call

The special meeting was called to order at 7:05 p.m. by President Ohlsen. Members present: Mrs. Ohlsen, Mr. Gaumer, Mr. Lockmiller, Mrs. Martin, Mr. Oakes, Mrs. Shade, Mr. Smith, and Mr. Sorensen. Members absent: Mrs. Lutovsky. Staff present: Ms. Humphreys, Mrs. Gibson, Mr. Seidl, Mr. Kupish, Mr. Serber, Mr. Brown, Mr. Gross, and Mr. Merrick.

The purpose of the special meeting was:

- 1) to discuss and approve a tax levy request
- 2) to review health insurance rates

The minutes of the Finance and Properties Committee meeting of October 23, 1989 were reviewed. Mr. Gaumer made a motion that the amount the library contributes toward employee dependent health insurance be increased from \$80 per month to \$120 per month effective May 1, 1989. The motion was seconded by Mr. Smith and unanimously approved.

The tax levy request was discussed at length. Mr. Smith made a motion that the library submit to the City Council a request for a \$1,935,135 levy. The motion was seconded by Mr. Gaumer and unanimously approved.

Mr. Lockmiller made a motion that the library also request funding for several one time needs from money the City is getting back from the state income tax. The motion was seconded by Mr. Smith and unanimously carried.

There was no further business.

Mrs. Ohlsen adjourned the meeting at 8:25 p.m.

Respectfully submitted,



Daniel Gaumer, Secretary
Decatur Public Library Board of Trustees