



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



COMBINED ANNUAL MEETING FOR 1976/1977 AND MONTHLY MEETING FOR MAY, 1977

AGENDA

MAY 19, 1977

- I. CALL TO ORDER
JON ROBINSON, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING APRIL 21, 1977
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 1. Presentation of Bills
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

ANNUAL MEETING

- I. CALL TO ORDER
- II. ANNUAL REPORT OF CITY LIBRARIAN
- III. ANNUAL REPORT OF THE BOARD OF DIRECTORS
- IV. ANNUAL REPORT TO ILLINOIS STATE LIBRARY
- V. ELECTION OF OFFICERS
- VI. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Batterham
Mrs. Cowan
Mr. Holcomb
Mr. Lindsay
Mr. Robinson
Mr. Stewart

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - May 19, 1977

The regular meeting of the Board of Directors of the Decatur Public Library was held May 19, 1977 in the board room of the main library.

<u>Members Present:</u>	<u>Members Absent:</u>	<u>Others Present:</u>
Mrs. Batterham	Mr. Johnson	Mr. Dumas
Mrs. Cowan	Mrs. Perry	Miss Schwegman
Mr. Holcomb	Mr. Prince	Miss Cox
Mr. Lindsay		Mrs. Sebern
Mr. Robinson		
Mr. Stewart		

The meeting was called to order at 4:35 p.m. by Mr. Robinson.

The minutes of the regular board meeting of April 21, 1977, were approved.

In his statistical report to the Board, Mr. Dumas commented that circulation took a substantial gain this month - something like 7%, and we hope we can maintain this increase during the summer months. If so, this might be a good year for us.

Mr. Dumas stated he had a bit of bad news first to relate: St. Mary's Hospital has requested immediate removal of all our books from the hospital because of an extensive building alteration they are undertaking. The administrator of the hospital had made up her mind, and there was no changing it, so we graciously acceded to her wishes and removed the books. The good news, Mr. Dumas stated, is in potentia - not actual as yet. When the Board of the Friends of the Library met last week, a couple of projects were proposed to them by Mr. Dumas:

- (1) That they undertake a more formally structured public relations program for the library, and
- (2) That they undertake on a volunteer basis the staffing of the Decatur Memorial Hospital book station.

Mrs. Getz, head of volunteers at Decatur Memorial, has explained that they are very short staffed with volunteers and that if we could furnish volunteers, she would be happy to welcome them and acquaint them with hospital procedures. The Friends at their meeting agreed to undertake on a tentative basis the volunteer service at Decatur Memorial contingent upon the availability, of course, of people expressing an interest. It will be necessary to have a chairman to arrange the scheduling of perhaps 8 or 10 people to staff the program, but will probably not begin until fall. At the same meeting the Friends agreed to think about a chairman and a committee to begin a formal publicity program for the library. The question of book disposal by the Library was also raised at the meeting and the suggestion was made that perhaps a yearly library book sale would be a good idea. They seemed enthusiastic about this

proposal, Mr. Dumas remarked; therefore, he promised to broach the subject to the Library Board to get their approval and that perhaps the Policies, Public Relations and Personnel Committee could look into the matter with respect to the disposal of books by the Library under present policy. We should then stop the present method of disposal of materials and start saving books and putting them in storage for a future book sale. Mr. Holcomb stated he was certainly in favor of such a sale.

Mr. Dumas announced that a new Audio-Visual-Youth Librarian has now been procured, to begin June 1, and that she seems to be a "live" one. Mr. Puricelli will introduce the new member of the staff to the Board at a future date. Mr. Dumas also announced that Mrs. Rusk, Head of the Circulation Department, has submitted her resignation effective July 1, which is certainly a most inopportune time for the augmentation of the new circulation system; however, the fact that Mrs. Rusk has given ample notice will give us time to get the tests given, etc., to replace her. Mr. Dumas stated that Mrs. Rusk has been with the Library since 1966, and that he is sorry to see her go.

As Co-Chairman of the Properties and Finance Committee, Mr. Lindsay gave an informational report on the summary of income and expenditures through April 30, 1977 and bills approved through that date. The motion for approval of the report by Mr. Lindsay was seconded by Mr. Holcomb and was unanimously approved by a roll-call vote. Mr. Lindsay explained that the differences between financial statement total spending and the bills list were due to CETA payments and library investments which appeared on the bill list. Mr. Lindsay assumed that payment to security personnel has now been discontinued, and Mr. Dumas verified this.

Mr. Robinson turned over to the Policies, Public Relations and Personnel Committee for their discussion and whatever recommendations they might have regarding the following items:

- (1) Possible use of volunteers from the "Friends" to staff the Decatur Memorial Hospital station and perhaps to do minimal work in the Library;
- (2) Possible book sales by the Library which would require a change in the Library Policy Code under Article 5H (p. 73) covering disposal of Library materials. (Mr. Robinson wondered if some kind of a consolidated index to the Policy Code could be prepared to facilitate easier location of items.)
- (3) Possible amendment of the Library's By-Laws under Article 7, Duties and Responsibilities of Directors, Item 9, to allow the Library Board to spend funds now set up in separate trust accounts.

The meeting was adjourned at 5:00 p.m.

ANNUAL MEETING

Mr. Robinson called the Annual Meeting of the Library Board to order at 5:01 p.m.

The "Annual Report of the City Librarian" was presented to the Board by Mr. Dumas. Mr. Dumas read the narrative portion of the report and called to the attention of the Board appended statistical reports on circulation, collection growth, and personnel changes. Mr. Holcomb pointed out the significant increases in the circulation of audio-visual material, which are very gratifying. Mr. Dumas thanked board members for giving of their time "unstintingly" to the great benefit of the Library. A motion was made by Mrs. Batterham to accept and file the report, Mr. Holcomb seconded the motion, and it was approved. A copy of this Report becomes a part of these minutes.

Mr. Robinson interrupted the order of business momentarily to acknowledge the presence of two DPL staff members, Miss Cox and Mrs. Sebern, at the meeting. Mr. Robinson stated that staff members are always welcome to attend meetings and he appreciated their presence. Mrs. Sebern made a few remarks about her work in the Technical Services Division of the Library.

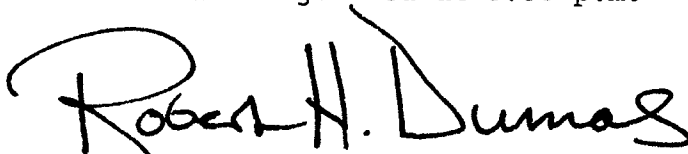
The "Annual Report of the Board of Directors" was presented for perusal of the Board. Mrs. Batterham moved that the Board accept and file this report with the City of Decatur, and authorize the President of the Board to sign the report, Mr. Lindsay seconded the motion and it was approved. A copy of this report becomes a part of these minutes.

The "Annual Report to the Illinois State Library" was presented to the Board for approval. Mr. Holcomb moved that the Board accept and file this report with the Illinois State Library. Mr. Stewart seconded the motion and it was approved. A copy of this report becomes a part of these minutes.

As Chairman of the Nominating Committee, Mrs. Cowan presented the following slate of officers for fiscal year 1977/1978: Jon Robinson, President; Wilbur Lindsay, Vice President, and Carol Batterham, Secretary. After motions were duly made and seconded, the Board unanimously approved this slate of officers. Mr. Stewart questioned the expiring terms of some members of the board elected to office, and it was stated by Mr. Dumas that we always work on the assumption that members who are eligible will be reappointed to the Board to serve another term.

Mr. Robinson thanked members for their vote of confidence in him as their President and congratulated the other two office holders on their re-election. Mr. Robinson thanked Mr. Dumas and all members of the Board for their good service during the past year.

The Annual Meeting of the Board was adjourned at 5:50 p.m.



Robert H. Dumas, City Librarian

For Secretary of the Board