



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

OCTOBER 12, 1973

- I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING SEPTEMBER 14, 1973
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 1. Monthly approval of bills
 2. Consideration of periodical bids and the awarding of the contract
 3. Evans Branch Rental
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT (Tentative)
MR. BUTLER
MR. FARRELL
MR. HOLCOMB (Tentative)
MR. LINDSAY
MR. PRINCE
MR. ROBINSON
MR. WHITACRE

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - OCTOBER 12, 1973

The regular meeting of the Board of Directors of the Decatur Public Library was held October 12, 1973 in the board room of the main library.

Members Present:

Mr. Farrell
Mr. Lindsay
Mr. Prince
Mr. Robinson
Mr. Whitacre

Members Absent:

Mrs. Brandt
Mr. Butler
Mrs. Hedrick
Mr. Holcomb

Others Present:

Bruce Paulsen
(Herald & Review)
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:50 P.M. by Mr. Farrell.

The minutes of the regular board meeting of September 14, 1973 were approved.

Mr. Dumas reported that circulation is up slightly this month over last year in spite of the fact that we have closed the Evans Branch and are operating with a greatly reduced book budget. Both bookmobiles had a good month and cancelled out a small loss in the central library. Mr. Dumas stated that generally we can expect a decline in circulation because of the shortage in the book budget. We are downgrading the acquisitions program in our core collection and cutting back in current non-fiction that is subject oriented. We will try to aim at the main demand in these areas rather than to try to keep current. We will just make do with the books we have in the fields that are not undergoing a radical change.

It was further reported by Mr. Dumas that the Technical Services Department catalogued almost 2,000 new books, of which 1,400 were new titles, even though they lost 242 manhours in vacation and illness. Therefore, they had the biggest month in memory in the catalog production. We are making inroads in the backlog and Mr. Babicki reports that he hopes that the backlog will be entirely taken care of in six months, which will be a very welcome thing. Mr. Babicki remarks that this is a pyrrhic victory because we are falling behind in our subject control of our collections, primarily because of the loss of EEA personnel. In the Order Department this month, the number of books checked in was down somewhat from the previous month because of our lower book budget. Vertical file acquisitions handled by the Order Department have nearly tripled since the addition of Mr. Bates, Reference Librarian, and Mrs. Preslan, Children's Librarian, to our staff.

The Adult Services Department is currently showing a movie each week at Wednesday noon and Wednesday evening. Attendance started slowly, but has gradually increased until last month there were 73 people at the last showing. It was announced by Mr. Dumas that modest additions are being made to the map collection of the library. Prior to establishment of the collection, there had been no indication of need, but experience in other libraries suggested

the likely desirability of such a collection, and use of the small collection we have added has substantiated this assumption. Mr. Bates and Miss Meyer attended a map workshop this last month which proved to be very helpful. The Young Adult Department has been experimenting from time to time with 8mm films, just showing them informally in the department after school. Response has been varied. A brochure of the fall and winter program of the Children's Department has been distributed widely. Mrs. Preslan has a very good program lined up. On Wednesday morning, a pre-school story hour has been scheduled and the registration is now filled, and registration is also filled for the afternoon story-hour time. Mrs. Preslan is conducting a film program for 3-5 year olds every Friday afternoon through October. The first "Saturday Afternoon at the Movies" began September 29 for school-age children, and she also has plans for a Hallowe'en costume party and magic show.

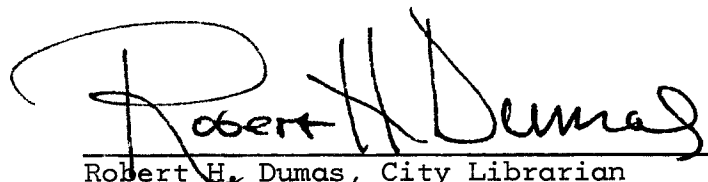
As Chairman of the Properties and Finance Committee, Mr. Whitacre gave an informational report on the summary of income and expenditures through September 30, 1973 and bills approved through September 30, 1973. The motion for the approval of the report by Mr. Whitacre was seconded by Mr. Lindsay and was unanimously approved by a roll-call vote.

Mr. Whitacre further moved that the City Librarian be authorized to execute a lease of the Evans Branch Library for \$400.00 per month for the period October 15, 1973 through June 30, 1974. The branch is to be leased to the Macon County Office of Economic Opportunity. Mr. Robinson seconded the motion and it was approved. Mr. Prince suggested that the library should be named as additional insurer as part of the lease agreement. Mr. Dumas is to check with the library attorney on this point.

It was moved by Mr. Whitacre that the periodical contract be awarded to Universal Periodical Services, Inc. of Ann Arbor, Michigan for the bid amount of \$3,619.72. Mr. Prince seconded the motion and it was approved. Mr. Dumas explained that the Popular Subscription Service of Terre Haute, Indiana, was the low bidder, but that their service had been unsatisfactory this last year. Universal's bid was next in line and was acceptable to the library.

Mr. Whitacre moved that \$4,000 be transferred to the Insurance Account, Object Code No. 423, from Salaries, Object Code No. 101, to cover a shortage which exists in the insurance account. Mr. Lindsay seconded the motion and it was approved. The insurance coverage of the library building and its contents was discussed by the board and Mr. Prince stated that he would check into the matter further.

The meeting was adjourned at 5:55 P.M.



Robert H. Dumas, City Librarian

For Secretary of the Board