



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

APRIL 17, 1975

- I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING MARCH 20, 1975
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT
MR. BUTLER
MR. FARRELL
MRS. HEDRICK
MR. HOLCOMB
MR. JOHNSON
MR. LINDSAY
MR. ROBINSON

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - April 17, 1975

The regular meeting of the Board of Directors of the Decatur Public Library was held April 17, 1975 in the board room of the main library.

Members Present:

Mrs. Brandt
Mr. Butler
Mr. Farrell
Mrs. Hedrick
Mr. Holcomb
Mr. Johnson
Mr. Lindsay
Mr. Robinson

Members Absent:

Mr. Prince

Others Present:

Linda Doherty
(Herald & Review)
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:30 P.M. by Mr. Farrell.

The minutes of the regular meeting of March 20, 1975 were approved.

In his statistical report to the Board, Mr. Dumas stated that there was a circulation gain of approximately 1,000 this month, equally distributed between extension and the main library and between adult and juvenile. Mr. Dumas wished the Board members a "Happy National Library Week" and called to their attention programs and flyers outlining a rather extensive program for the week. Mr. Dumas invited members to attend a movie showing in the library that night of "Broadway Melody of 1929", one in a series of "5 Decades of Musicals" currently being shown in the library. We are also having an art exhibit, "Doit 10", in the library showing works of local artists, which members might enjoy looking over. The Friends of the Library sponsored a coffee for the local artists Tuesday evening, with approximately 45 people in attendance.

Mr. Dumas announced that an in-depth survey of library staff utilization, book stock, and characteristics of users, had been conducted April 8, 9 and 10. The material is not as yet completely tabulated, but already a few things have appeared that are rather interesting. Our circulation is half and half between students and non-students, and the split between male and female users is about 50/50. Of people entering the library, 45% requested and received staff assistance. Of this number, 74% declared themselves completely satisfied, 19% partially satisfied, and 6% did not get what they came after. The average time spent in the library by patrons was one-half hour. The median date of publication of our book stock is 1962, which means that half of our materials are older than that date, and half newer. Mr. Dumas stated that when our survey has been compared with other like libraries by the Library Research Center of the University of Illinois, he would have more to report to the Board.

As Chairman of the Properties and Finance Committee, Mr. Lindsay gave an informational report on the summary of income and expenditures through March 31, 1975 and bills approved through March 31, 1975. Mr. Holcomb asked several pertinent questions regarding the format of the bill list as prepared by the city, and further questioned several items appearing on the bill list. Mr. Lindsay and Mr. Dumas answered most of Mr. Holcomb's queries to his satisfaction, and Mr. Farrell explained that the Board could rely on the annual audit of library finances to catch any discrepancies in accounting which may have occurred. The motion for approval of the financial report by Mr. Lindsay was seconded by Mr. Holcomb and was unanimously approved by a roll-call vote.

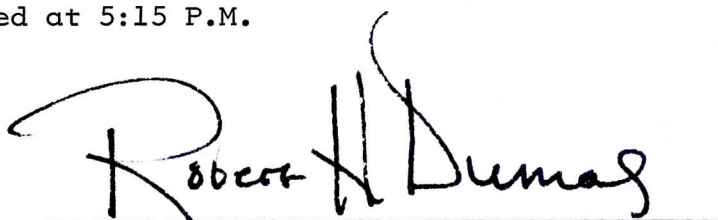
It was further moved by Mr. Lindsay that \$1,200 be transferred from Code 402, Contingencies, to Code 211, Service to Maintain Buildings. Mrs. Brandt seconded the motion and it was approved.

Mrs. Hedrick, as Chairman of the Policies, Public Relations and Personnel Committee, reported that another section of the policy manual for the library has been finished, and that her Committee hopes to have the entire policy manual completed by the end of June.

Since the next meeting of the Board, May 15, will be the annual meeting of the Board, Mr. Farrell appointed the following committee for the nomination of new officers of the Board for the coming year: Mr. Butler, Chairman, Mrs. Brandt and Mr. Robinson. Mr. Farrell requested that the annual reports to be submitted by the board be in board members' hands for perusal before the annual meeting, if possible.

The resignation of Mr. Kenneth Yamashita, Extension Librarian, was announced by Mr. Dumas. Mr. Dumas stated that Mr. Yamashita has done a beautiful job in Extension, and will be difficult to replace. Mr. Yamashita has taken a position with the Chicago Public Library in the hope of furthering his career aspirations.

The meeting was adjourned at 5:15 P.M.



Robert H. Dumas, City Librarian

For Secretary of the Board