

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

January 15, 1987

- I. Call to Order - John Mueller, President
- II. Approval of Minutes
 - A. Regular Board Meeting of December 18, 1986
- III. City Librarian's Report
- IV. Reports of Committees
 - A. Finance and Properties
 - B. Policies, Public Relations and Personnel
 - C. Evaluations
 - D. Endowments
 - E. Rolling Prairie
- V. Avenues to Excellence
 - A. Chapter 5, Mr. Sorensen
- VI. Old Business
- VII. New Business
- VIII. Adjournment

* The financial statement is not complete. It will be distributed at the meeting.

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

January 15, 1987

I. Roll Call

The meeting was called to order at 4:33 p.m. by President Mueller. Members present: Mr. Akin, Mrs. Alpi, Mrs. Lutovsky, Mrs. Rossiter and Mr. Seidman. Members absent: Mrs. Martin, Mrs. Murphy and Mr. Sorensen. Staff present: Ms. Humphreys, Mr. Seidl and Mrs. Brooks.

II. Minutes

Mr. Seidman made a motion to approve the minutes of December 18, 1986, as mailed. Motion was seconded by Mr. Akin and approved.

III. City Librarian's Report

Circulation for December, 1986, was up 35% over December, 1985. Mild weather contributed to 1,000 more patrons in the Library than in the previous December.

Circulation figures for December, 1986 exceeded eight books per capita (the total number of circulations divided by the population). Mrs. Lutovsky requested that the Board be given the number of new patrons or re-enrollees each month.

Mrs. McGregor, Extension Division, was sick most of the month with pneumonia. Colds and flu caused the staff to miss a number of days of work.

Three people in the Catalog Department attended OCLC training. Two candidates for the Head Cataloger position were interviewed. Neither accepted the position. A third candidate was interviewed January 14 and was offered the position; she will make a decision on January 20. If she does not accept, the position will be re-advertised.

The new bookmobile stop at Copenbarger School circulated nearly 500 items and registered sixty new patrons. There was an article in the newspaper on December 1 about Mr. Scholtz and the YA/AV Department.

A response to "Vision: 1996" was sent to the State Library.

The Baby Talk grant application was submitted to the State Library on January 14.

The Decatur Park District, Project Read and the Decatur Public Library are coordinating a project called "Reading in the Parks". Adults will be encouraged to read to children. Those adults who need help with reading skills will be referred to Project Read. A Community Development Block Grant application will be submitted to fund the connections for the bookmobiles.

A \$1,000 gift was received from Dr. Lowen and a \$400 gift was received from the Dr. Lockmiller memorial. Both are earmarked for children's books.

Two bookshelves in the Young Adult Department were moved to eliminate blind spots where problem teenagers had been congregating.

The MT communication port has been installed; the technician to install the black box is now working on it. This will allow direct transfer of information from the OCLC terminal to the CLSI computer.

The Circulation Department's monthly report noted that patrons approved spending taxpayers' money on the laser terminals. They are three times faster than the old light pens and much more reliable.

IV. Reports of Committees

Finance and Properties: Mrs. Rossiter made a motion to approve the bills for December. Motion was seconded by Mr. Sorensen. Mrs. Rossiter questioned the bill for the security guards. Mr. Seidl explained that it was for the guards who were hired after the second time a staff member was struck. She also questioned a payment of \$2,560 to the Downtown Decatur Council for twenty parking spaces. Mr. Seidl explained that due to a change in personnel at the Council, the Library was not billed for parking for eight months. Mrs. Lutovsky suggested investigating the cost of renting spaces at the Civic Center. The spaces in Garage B are rented for \$16 per month per space. Mr. Seidl pointed out that the spaces in Garage B are covered and there is a security guard. The Civic Center does not always have an attendant. The motion was unanimously carried to approve the bills.

Policies, Public Relations and Personnel: The Committee met January 14. Mrs. Alpi made a motion to add a new section to the Policies Manual regarding exit interviews. After discussion, she withdrew her motion and requested that the item be tabled until the next meeting.

Mr. Mueller said that Mr. Seidl explained the philosophy of book selection at the Committee meeting. Mr. Mueller stated that the book selection policy is probably the most important Library policy. Due to that importance and complexity, he suggested that the Board have a special meeting to discuss revision of the policy. Mr. Seidl has requested copies of the Champaign and Springfield book selection policies, which will be mailed to Board members when received. Mr. Mueller also suggested that all Board members receive a copy of Intellectual Freedom Newsletter which explains the legal responsibilities and ramifications the Board faces regarding book selection policies. Mr. Mueller requested that this issue be sent to the Personnel Committee to determine how it should be reviewed. Mr. Seidl suggested that the group wait for possible input from the Citizens Survey.

Evaluation Committee: Mr. Sorensen reported that the Committee will meet in February.

Endowments: The Library is expecting information from other libraries explaining how their endowments were set up.

Rolling Prairie: Mrs. Alpi was ill and unable to attend the meeting. Mrs. Lutovsky requested that Mr. Plotzke be invited to attend the March Board of Trustees meeting.

V. Avenues to Excellence, Chapter 5

Mr. Sorensen reported that the primary goal of public relations in any organization is to communicate a positive image. This is accomplished through the following: accessibility (location, parking, etc.), physical surroundings inside the structure, the atmosphere (temperature, plants, bulletin boards, etc.), contact with staff at all levels, image of Board members by the public, ease of procedures which must be followed, and Library policies (book selection, meeting rooms, etc.). Regarding publicity, the Library has received some free publicity, but does not have "advertising" in its budget for the purpose of buying publicity. The Citizens Survey will help determine how the Library has fared in public awareness. Cathy Ritchie has been designated as the Library's public relations person; however, the majority of her time has been spent filling vacancies among the professional staff.

(Mrs. Alpi left - 5:25 p.m.)

Mrs. Lutovsky suggested that the annual report could be published and sent to the public. (Mr. Mueller left - 5:30 p.m.) Mrs. Lutovsky also asked if the television and radio stations could be contacted about book talks. Bank or post office style circulation check-out lines for the Circulation Department were also mentioned.

VI. Old Business

Mr. Seidl reported that there have been some delays starting the Citizens Survey due to personnel changes at the University of Illinois. Also, 400 interviews were determined not to be representative of the population. The University of Illinois agreed to make 2,000 to 2,500 calls to obtain 800 interviews for \$4,667. The survey should be started the first of March and finished in two to three weeks.

Mrs. Rossiter made a motion to approve spending \$4,667 for the survey and to authorize Mr. Seidl to sign the contract after approval by the attorney. Mr. Sorensen seconded the motion, and it was unanimously approved.

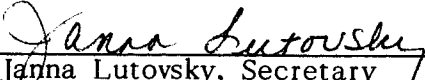
Mr. Seidl reported that Mr. Booth recommended that the Library not take pictures of patrons causing trouble at the Library. It could only be done inconspicuously, and that would be difficult (with a flash, etc.).

VII. New Business

Mrs. Rossiter announced that the Finance and Properties Committee will meet on February 3 at 7 p.m. to review the proposed budget.

VIII. Adjournment

There was no further business. The meeting was adjourned at 5:55 p.m.



Janna Lutovsky, Secretary
Decatur Public Library Board of Trustees