



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 15, 1990 4:30 P.M.

- I. Call to Order - Barbara Ohlsen, President
- II. Approval of Minutes
 - A. Meeting of October 18, 1990
- III. Communication from the Public
- IV. City Librarian's Report
 - A. Report from Jeff Dick, Audio-visual Librarian
 - B. Report from the City Librarian
- V. Reports of Committees
 - A. Personnel, Policies, and Public Relations Committee
 1. Meeting of November 5, 1990
 - B. Finance & Properties Committee
 1. Approval of bills for October 1990
 2. Meeting of November 7, 1990
 - C. Rolling Prairie
 1. Report on November RPLS Board meeting
 - D. Foundation
 - E. Friends of the Library
 1. Minutes of September 13, 1990 meeting
 2. Meeting of November 8, 1990
- VI. Avenues to Excellence II
 - A. Chapter V, Users and Usage
- VII. Old Business
 - A. Quarterly Report on Long Range Plan
- VIII. New Business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
November 15, 1990

I. CALL TO ORDER

The meeting was called to order at 4:35 p.m. by Barbara Ohlsen, President. Members present: Mrs. Ohlsen, Richard Lockmiller, Janna Lutovsky, Jerrodean Martin, Robert Oakes, Stanley Sitton, Robert Smith, and Mark Sorensen. Members absent: Daniel Gaumer. Staff present: James Seidl, Carol Gibson, Jeff Dick, and Roberta Brooks. Others present: Charlie Brown and Owen Balding.

II. APPROVAL OF MINUTES

There were no corrections or additions to the October minutes; they stood approved as mailed.

III. COMMUNICATION FROM THE PUBLIC

Owen Balding addressed the Board on a variety of his concerns.

IV. CITY LIBRARIAN'S REPORT

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

The Library currently has 140,000 titles in its collections. There was a question about whether this number of titles is adequate. Mr. Seidl answered that in his opinion the number of titles is adequate for the community. It was also noted that the Library's titles per capita may be below the state average for a public library serving a community of Decatur's size; however, the circulation per capita is well above the state average.

Mr. Seidl's proposal of allowing returns for credit on overdue materials for only one year was reviewed. The current practice is to allow five years for returns; however, this has created problems and is excessive. The Board concurred with Mr. Seidl's recommendation.

Jeff Dick, Audio-visual Librarian, reported on the activities of his department. Mrs. Lutovsky commended Mr. Dick for developing an excellent collection.

V. REPORTS OF COMMITTEES

Personnel, Policies, and Public Relations Committee: The Personnel Committee met November 5; the minutes were previously

mailed. Mr. Oakes reported that the Committee felt that the City Librarian fulfilled his goals for 1989-90. Mr. Seidl asked that his pay not be increased because of the Library's financial difficulties. Mr. Seidl suggested five goals for 1990-91 and the Committee proposed three additional ones. The goals will be finalized at the next Committee meeting on December 3. Any additional goals should be given to Mr. Oakes before the next Committee meeting.

The Committee reviewed the proposed goals and objectives for volunteers. Mr. Oakes made a motion to approve the administrative policy. The motion was seconded by Mrs. Lutovsky. Statement #5, ". . . will not supplant or displace the services provided by paid library staff." was changed to "is not intended to supplant or displace" The policy was unanimously approved as amended.

Finance and Properties Committee: Mr. Oakes made a motion to approve the October bills. The motion was seconded by Mr. Lockmiller, and unanimously carried on roll call vote.

The Committee met November 7, 1990; the minutes were previously mailed. The Committee reviewed the Library's financial status, but is making no recommendations at this time. Mr. Lockmiller presented some additional figures in support of keeping the materials budget at its present level. These figures will be copied and sent to Board members. The next Committee meeting will be December 5 at 4:00 p.m.

Rolling Prairie: Mrs. Lutovsky reported that the System Board will be visiting the Illinois State Library in January.

Foundation: Mr. Lockmiller reported that the brochures have been corrected and reprinted. He further noted that the Illinois State Library has 13 people working with grant writing. He suggested that Mrs. Gibson see if the State will help the Library seek private foundation grants. A cassette rack was added to the Foundation's "wish list."

Friends of the Library: Mr. Sorensen missed the last meeting of the Friends. He reported that the Friends will be nominating officers to be voted on at the January 9 meeting.

VI. AVENUES TO EXCELLENCE II:

Chapter V, Users and Usage, was reviewed.

VII. OLD BUSINESS

Quarterly Report on Long Range Plan: No report will be prepared until the Board makes decisions about the budget. After this is established, the Long Range Plan will be reviewed and revised as necessary. Mr. Smith recommended that the financial plan be revised to reflect the amended Long Range Plan.

Labor Relations: Mr. Seidl noted that the Hearing Officer's report was written by a different officer than the one who attended the hearing. Some changes have been filed by Gary Pasek. The vote will be delayed until December. Informational meetings may be held with Mr. Pasek for the staff. Also, the Staff Development Committee is planning a meeting with Mr. Seidl, Mr. Pasek, AFSCME, and staff from other libraries that have unions.

VIII. NEW BUSINESS

There was no new business.

IX. ADJOURNMENT

Mrs. Ohlsen adjourned the meeting at 6:00 p.m.

Respectfully submitted,

Barbara A. Ohlsen, Bd. Pres.

Daniel Gaumer, Secretary
Decatur Public Library Board of Trustees