

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF BOARD OF DIRECTORS' MEETING
June 5, 1959

Members present: Mr. Madden, presiding; Mrs. Bailey, Mrs. Ridgley, Mr. Rollins, Mr. Burnett, Mr. Felts, Mrs. Moothart, and Mrs. Howe. Also present were: Mr. Bushee, Miss Yamamoto, Mrs. Appelt, Mr. John Sweetnam, and Mr. McGarrion from the newspaper.

The meeting was called to order at four o'clock. Mr. John Sweetnam gave a report on the progress of the remodeling done by L.E. DeVore Co. A vent in the attic needed to be replaced. The additional cost; will be \$132.00. The vertical vent should be replaced but the cost would be more than \$2,000.00. If it is not plugged the library will not need to vent it. Mr. Madden expressed the opinion the work could wait until 1960/61. Mr. Rollins moved the \$132 repair be made and it was seconded by Mrs. Ridgley. All present voted aye. Motion carried.

Minutes of the April and Annual meetings were presented for approval as received by mail. Mr. Rollins moved the acceptance and Mr. Burnett seconded the motion. All voted aye. Motion carried.

Mrs. Bailey presented the bills for payment in May: Salaries \$14,219.23
Operating 24,247.18
Total \$38,466.41

Mr. Felts seconded the motion. All voted aye. Motion carried.

Mrs. Howe reported on the conferences to be attended. Mrs. Weidner and Mrs. Howe will visit the Montclair, N.J. installation of IBM first with our IBM representative. Then Mrs. Howe will attend the buildings institute at the University of Maryland. From there the two women will attend the national conference of the American Library Association to be held in Washington, D.C. The Staff Association is paying \$75 towards Mrs. Weidner's expenses as their representative to ALA. Mrs. Bailey moved the above trip be approved, seconded by Mr. Rollins. All voted aye. Motion carried.

Rotation of the corporation account to all banks in Decatur was discussed. Mr. Rollins made the motion to rotate the account every three (3) years to another bank beginning with this year. The rotation is to proceed alphabetically (Citizens, Northtown, and Soy Capital). Mr. Felts seconded the motion. All present voted aye. Motion carried. Included in the motion was the resolution that is necessary to authorize the signature cards at the Citizens National Bank.

Mr. Madden asked about the 6% reduction for tax collection. Mr. Felts asked if the committee put it in the budget. Mrs. Howe said the Council has always put it in for the Library. Mr. Rollins said we did not remember to add it this year. It was agreed that Mrs. Howe should write to the Council and tell them the 6% collection fee was not added. Mr. Madden expressed the opinion the Board did not mean to have an outside audit every year, but felt it is good to have one periodically.

The three parking spaces in the First Federal parking lot were discussed. Mrs. Howe reported that Mr. Bill Parks had loaned conveyors to the Library and this enabled the new Bookmobile to be loaded in four hours without any loss in service time. A report was made on the proposal to black top the Bookmobile Stop at Ira Abbott's corner. Mr. Abbott has given permission to do this. We are waiting for the action from the City.

Mrs. Howe reported on the proposed Staff Institute to be held at Allerton this year October 10th and 11th. Mr. Rollins asked what it would cost. The cost is the lodging overnight (for the cabinet) and no cost for the use of the House the next day. Everyone pays for his own dinner. Mrs. Howe urged the attendance of the Trustees pointing out the interest of Mrs. Bailey and Mr. Madden when they attended last year. It was decided to

arrange a special institute for the Directors to be held in the air-conditioned Boyd Room during August. This would afford the Staff direction for its planning sessions.

Mr. Bushee reported on the clearance of gifts and worn books. He reported that the Library sends books to Kentucky mountain schools and Galesburg Public Library where the library burned.

Miss Yamamoto reported on the Summer Reading Club. 11,912 flyers were sent to the schools.

Informal bids are being received on shelving for the Magic Carpet Room.

It was agreed to **have** all trash hauled away and stop using the incenerator. This corner will be used for parking space.

The Library services questionnaire was given to each Director to read, along with the results.

Mr. Bushee and Mrs. McNabb will share the responsibility of library administration while Mrs. Howe is attending the annual ALA conference. Mrs. Appelt is to call Mrs. Bailey when the bills for June are ready for the Finance Committee. It was decided to do nothing more about the Budget until word was received from the Council.

Mr. Madden made the Committee appointments. Appointments and reappointments for the following Directors will be made by the Mayor: Mrs. Moothart, Mr. Rollins, and Mr. Schroeder.

Personnel changes were discussed by Mrs. Howe for Joyce Knight, Ruth Kasper, Fred Massey, Careen Schmidt, John Dingman, and Walter Kirby.

Mr. Madden expressed the appreciation of the Board for the work of the year that Mr. Rollins was president.

Results of the IBM data processing were given the Directors.

Meeting adjourned at 5 PM.

Respectfully submitted,

Mary T. Howe
Secretary