



## BOARD OF DIRECTORS MEETING

### AGENDA

SEPTEMBER 15, 1977

- I. CALL TO ORDER  
JON ROBINSON, PRESIDENT
- II. APPROVAL OF MINUTES:
  - A. REGULAR BOARD MEETING JULY 21, 1977
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
  - A. PROPERTIES AND FINANCE
    1. Approval of Bills
  - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
    1. Amendment to Policy Code
    2. Cost of Living Salary Increase
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

### MEMBERS EXPECTED TO BE PRESENT:

Mrs. Batterham  
Mrs. Cowan  
Mr. Holcomb  
Mr. Johnson  
Mr. Lindsay (Tentative)  
Mrs. Moore  
Mr. Prince  
Mr. Robinson  
Mr. Stewart

DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - September 15, 1977

The regular meeting of the Board of Directors of the Decatur Public Library was held September 15, 1977 in the board room of the Library.

Members Present:

Mrs. Batterham  
Mrs. Cowan  
Mr. Holcomb  
Mr. Johnson  
Mr. Lindsay  
Mrs. Moore  
Mr. Prince  
Mr. Stewart

Members Absent:

Mr. Robinson

Others Present:

Mr. Dumas  
Miss Schwegman

The meeting was called to order at 4:35 p.m. by Mr. Lindsay, Vice President.

There being no quorum obtained for the month of August, the minutes of the regular board meeting of July 21, 1977, were approved.

In his statistical report to the Board, Mr. Dumas stated that the statistics are pretty much laid out in the report that is distributed. Things are going much as they have been for the last several months. Circulation has shown a gain for July and August with a total increase for the Year to Date of 4.6%, which is promising. The service statistics died down for a period in the Spring, but now are taking off again with a 16.9% gain of staff patron contacts in Adult Services, and in the Library as a whole, a very considerable 28% gain which is the highest we have had in 8 or 9 months.

Mr. Dumas further reported that we have received and had installed our new terminals for the circulation system which we are adopting. The CLSI representative was down to initiate the system, stayed two days and will be back again after the first of the year to iron out any problems at that time.

In July the big program was the Summer Reading Program, Mr. Dumas stated, which was by and large the most successful the Library has had. The winner in the 1-3 grade program read 956 books; the winner in the 4th through 8th grades read 520 books, and all the books read were reported orally to Library staff. The Summer in the Parks Program had a rather uneven success. The average attendance at Fairview was somewhere between 10 and 15 children, which wasn't bad. The last of the stories at the Macon and Linden bookmobile stop were given in August by a volunteer, Mrs. Marshall Susler. Overall we felt the summer program was worthwhile, and we plan to do it again next year.

Mr. Dumas commented that the publicity boxes, samples of which were shown to the Board several months ago, have been placed in markets and grocery stores, with 3,000 pieces of material distributed the first month. It is now levelling off to 500 to 700 pieces a month. Film programs have been initiated on a monthly basis at six of the health care centers now served by the Library. The last of the Summer Books-Between-Bites programs has now been held. Reviews were given by Library staff, who prepared the reviews on their own time. Attendance was very good, with an average of over 70 persons attending each program. The film series "Around the World in 90 Days" was shown weekly from June through August and drew a total attendance of 743, which averaged 62 per program. A short series "Postscript with People" is being shown weekly through September, and beginning in October we will start a six-week series of films dealing with the fine arts. Also planned for October is a series of Saturday films for young adults.

It was announced by Mr. Dumas that Mrs. Joan Zydek, Head of the Catalog Department, resigned from the Library effective August 31. She had been in the Catalog Department since 1974. We have initiated procedures to find a replacement, which will probably take several months.

Mr. Holcomb asked what the reaction of employees to the new computer system seemed to be. Mr. Dumas replied that the Circulation Department is in somewhat of a turmoil, which we expected, but that by and large the reception of the machines has been very favorable, and staff for the most part enthusiastic. Mr. Lindsay asked approximately how many units we expect to enter in the three month period. Mr. Dumas stated we should get in the neighborhood of 25 to 30 items entered an hour.

Mr. Lindsay noted that the items in process in Technical Services were reduced this month; however, Mr. Dumas stated this was mainly because of a decrease in acquisitions.

Chairman of the Properties and Finance Committee, Mr. Johnson, gave an informational report on the summary of income and expenditures through July 31, 1977 and August 31, 1977. Mr. Johnson noted that 22 copies of the book How To Be Born Again were ordered. Mr. Dumas stated that this is a Billy Graham book and a million copies were made at the initial printing of the book by the publisher, which is a pretty fair indication of what its popularity will be. Best sellers bring people to the Library, Mr. Dumas stated, and when they come into the Library, they also check out other books, which is a boon to circulation. Mr. Prince commented that the new computer system will be helpful in showing how well multiple copies circulate. The motion for approval of the report by Mr. Johnson was seconded by Mr. Holcomb and was unanimously approved by a roll-call vote.

Mrs. Batterham, as Chairman of the Policies, Public Relations, and Personnel Committee, made the following motion: That the Code of Library Policy, Article II, "Circulation of Library Materials", Paragraph D, Fines and other charges, Section 4 (p. 13), be modified by the adoption of the following subsection a(iii), to wit: If Materials which were lost or unreturned have been paid for and are subsequently returned, the cost of the materials, less any additional fines which may be due, shall be reimbursed the patron providing proof of payment for these materials is made, except such reimbursement will not be made for materials for which payment has been made to a collection agency. Mr. Holcomb seconded the motion, and it was approved.

It was further moved by Mrs. Batterham that the "City of Decatur Pay Grades" as amended May 1, 1977 be substituted for the previous schedule adopted by reference in the Code of Library Policy, Article III, "Personnel", Paragraph F, Wages, Salaries and Perquisites of Employment, Section 1(a) and that wages and salaries of Library employees in the classified service in accordance with the new schedule be paid, effective October 1, 1977. Mr. Johnson seconded the motion. Mr. Holcomb asked: "You are giving a 7% increase to employees, but you are making it effective 10/1?" Mrs. Batterham answered affirmatively. Mr. Dumas commented that the Library had sufficient money to make the increase retroactive to May 1, but the Committee had chosen not to do so. Mr. Holcomb further asked if this was the first time the Board had followed this policy. Mrs. Batterham stated that this was correct, that the increase amounted to approximately a 3½% increase for the year. The motion was approved by a 6 to 2 vote, with Mr. Holcomb and Mr. Stewart voting no.

Mrs. Batterham moved that Paragraph C, Section 8, Grievance Procedures, of Article III "Personnel" of the Code of Library Policy be amended by the addition of the following subsection (e), to wit: If an employee is frustrated in his attempt to have a grievance heard at a higher level, he may have immediate access to the City Librarian. Mr. Lindsay stated that for the protection of employees, he felt this should be in our manual. Mr. Lindsay further stated that if you have a bad supervisor, you are going to have problems. Mr. Stewart stated he could not imagine filing a grievance without writing it out. Mr. Lindsay remarked that the Personnel Committee did not think it should be blown up to that extent. Mr. Holcomb stated that he felt perhaps the motion should be tabled, inasmuch as he felt the Policy in paragraphs (a) through (d) covered such instances satisfactorily. Mr. Stewart concurred. Mr. Prince commented that the motion would destroy the line of command concept. Mr. Dumas stated if it was felt the Policy need not be changed, that he could issue a memorandum to the staff making clear to them that they could come to his office at any time they felt they had a problem. After further discussion, the motion died for lack of a second.

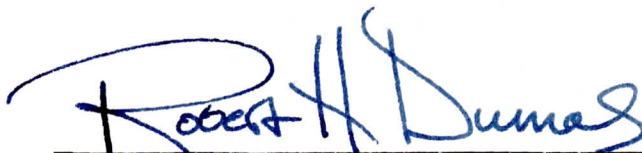
Under Old Business, Mr. Johnson stated that he had checked with the City and that persons earning \$600 or more while working for the Library would be sent Form 1099's.

Mr. Holcomb stated he had one comment to make. He called attention to the Library terminations for July and August which represent a 10% turnover during that period of time. We know we have serious problems in Technical Services, and the Circulation Department is now doing the dirty work and the drudgery on the computer thing, Mr. Holcomb stated. He felt the timing on the non-retroactive pay increase to May comes at a bad time and that we have a more serious morale problem than we know. He further stated that he felt the Board was setting a bad precedent.

A letter of appreciation from Miss Nancy Williams was read by Mr. Lindsay, in which Miss Williams thanked the Library Board for the gift of a pen set commemorating her 20th anniversary of employment in the Library.

Mr. Prince asked that the Board go into Executive Session at the conclusion of this meeting.

The meeting was adjourned at 5:30 p.m.



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Robert H. Dumas, City Librarian

For Secretary of the Board