



ROBERT H. DUMAS, City Librarian 457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

JUNE 11, 1971

- I. CALL TO ORDER
ROBERT L. SCHUERMAN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING MAY 12, 1971
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 - C. NEW CENTRAL LIBRARY BUILDING
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT
MR. BUTLER
MR. DICK
MR. MILLER
MR. OLSEN
MR. SCHUERMAN
MR. WHITACRE

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - JUNE 11, 1971

The regular meeting of the Board of Directors of the Decatur Public Library was held June 11, 1971 in the Board Room of the main library.

Members Present:

Mrs. Brandt
Mr. Butler
Mr. Miller
Mr. Schuerman
Mr. Whitacre

Members Absent:

Mr. Dick
Mr. Farrell
Mrs. Hedrick
Mr. Olsen

Others Present:

Mary O'Connell
(Herald & Review)
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:35 P.M. by Mr. Schuerman.

The minutes of the regular board meeting of May 12, 1971 were approved.

In his statistical report, Mr. Dumas stated that circulation in May is the second slowest month of the year; however, circulation in the main library is up and down for Extension, the same as last month. Technical Services is down for new books cataloged, which is partly a result of the year-end work they had to do and also we had a retirement of a staff member so have been retraining in the department. Mr. Dumas further reported that the compact shelving which was ordered for the basement storage area has been substantially completed, and we have removed the periodicals down to the shelving in the basement so they are now available for circulation. Mr. Dumas stated that Rolling Prairie now has a listing of the holdings of the State Library and the State Library is now mailing the inter-library loan books directly to the member libraries; therefore, we should be expecting an improvement in inter-library loan service. The Summer Reading Program is now under way in the Children's Department of the library. More than 80 children have signed up here at the central library. In the last couple of weeks there were 14 classes visiting the library and the after-school story hour program was completed in May with an attendance of 96 people for the 4 programs; 18 stories were told and now the summer story hour program has begun. The program was interrupted this week due to the illness of the Children's Librarian.

Chairman of the Properties and Finance Committee, Mr. Butler, gave an informational report on the summary of income and expenditures through May 31, 1971 and bills approved through May 31, 1971. The motion for approval of the report by Mr. Butler was seconded by Mr. Whitacre and was unanimously approved by a roll-call vote.

Mr. Butler further moved that:

\$3,309.51 be transferred from Contingencies, Account No. 402, to
Automotive Capital Expenditures, Account No. 510.

Mr. Miller seconded the motion and it was approved.

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Brandt reported that her committee had met and had discussed the position of maintenance man for the library and whether this position could be combined with that of watchman; however, it was decided that now since school is out the watchman duties are not as necessary. Mr. Dumas was instructed to contact the Civil Service Commission for the establishment of a maintenance position. Mr. Dumas stated that he had prepared a job description for a library maintenance man, including some watchman duties, and had submitted it to the Civil Service Commission requesting that they establish such a position and then advertise and test for the position.

Mrs. Brandt reported that the committee had also discussed the problem of patrons who owe the library money for fines or lost books, etc., and whether or not collection of such bills should be turned over to a collection agency. The matter was further discussed by the Board. No definite conclusion was reached, but it was decided that Mr. Dumas should give the matter further thought.

Mr. Dumas stated that he and the architect had met with a sales representative of the Remington Rand Corporation to discuss shelving problems and discrepancies. The representative stated that the vice president of their company had advised him to do whatever is necessary to satisfy the library board. Mr. Dumas further stated that a situation with respect to the free-standing shelving on the first floor exists and that while there is no danger now, as the shelves become loaded that the situation could become dangerous.

Appreciation of the board was expressed by Mr. Miller to Mr. Bill Olsen who has completed six years on the board for the significant contribution he has made. Mr. Olsen has served on every committee of the board and as president of the board for two terms and will be sorely missed Mr. Miller stated.

Reporter Dawn Ricchio who has been covering the library board meetings for the Herald Review sent a note to Mr. Miller stating that she has been reassigned and will no longer cover the library board meetings. Mr. Miller stated that Miss Ricchio is to be commended for her complete, accurate, and fair reporting of library activities, and he requested that the City Librarian write a letter to Miss Ricchio's employer expressing the sentiments of the board.

As retiring president of the board, Mr. Schuerman expressed his thanks for the unqualified cooperation he had received throughout his two terms in office, and congratulated the board on the splendid results of their work.

The next regularly scheduled meeting of the board will be held July 16, 1971 at 4:30 P.M. in the Board Room of the main library.

The meeting was adjourned at 5:05 P.M.


Carol A. Brandt, Secretary of the Board