

BOARD OF DIRECTORS MEETING

AGENDA

FEBRUARY 19, 1976

- I. CALL TO ORDER  
LOIS HEDRICK, PRESIDENT
- II. APPROVAL OF MINUTES:
  - A. REGULAR BOARD MEETING JANUARY 15, 1976
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
  - A. PROPERTIES AND FINANCE
    1. Approval of bills
    2. Presentation of budget
  - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BATTERHAM  
MR. BUTLER  
MRS. HEDRICK  
MR. HOLCOMB  
MR. JOHNSON  
MRS. PERRY  
MR. ROBINSON  
MR. LINDSAY



DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - February 19, 1976

The regular meeting of the Board of Directors of the Decatur Public Library was held February 19, 1976 in the board room of the main library.

Members Present:

Mrs. Batterham  
Mrs. Hedrick  
Mr. Holcomb  
Mr. Johnson  
Mr. Lindsay  
Mr. Robinson

Members Absent:

Mr. Butler  
Mrs. Perry  
Mr. Prince

Others Present:

Kay Dees  
(Millikin student)  
Mr. Dumas  
Miss Schwegman

The meeting was called to order at 4:35 P.M. by Mrs. Hedrick.

The minutes of the regular board meeting of January 15, 1976, were approved.

In his statistical report to the Board, Mr. Dumas stated that circulation showed a slight drop this month, but not a significant drop. It reflects as much as anything the weather we have had in January. We are still doing very well for the year as a whole, and we are having an enormous increase in professional assistance to patrons which is up 85% this month - a truly phenomenal gain. It appears that people are reading less, but are using the library for informational purposes considerably more. The largest percentage increase shows in Adult Services of the central library. If patrons can't find what they want they ask for help. Mrs. Batterham interposed that the service image has improved, as staff are always happy to help you.

Mr. Dumas further reported that there may be some adverse comments about telephone service, as the Reference staff is so busy that they sometimes must put a patron on hold and it might be a while before they are able to get back to them. However, so far there have been no complaints about the phone service. Service has now been initiated at Lincoln Manor North, a nursing home in Decatur, which is serving as a pilot for the nursing home program planned. Mr. Dumas stated that after a resignation of a bookmobile clerk driver in December, Mr. Charles Ryan has now been appointed to the position and is doing very satisfactorily. It was further reported by Mr. Dumas that statistics in the Cataloging Department are somewhat lower this month, partly because of sickness and vacation leave, but also because of the need to pull a great number of cards from the public catalog. All in all over 5,000 cards were pulled. Everyone in the department pitched in to help and approximately 123 manhours were used for the project.

Mr. Dumas announced that recruitment for the Audio-Visual Librarian is progressing. Mr. Spachman of the City Personnel Office has scheduled four people to take examinations next week. Mr. Dumas stated he would defer talking about the results of the survey accomplished last April in the library to another time. Mr. Holcomb and Mr. Lindsay requested that the monthly statistical report prepared for the Board's information include positions open and what these positions are. Mr. Dumas stated this could easily be done.

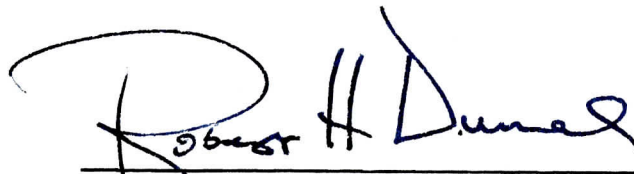
As Chairman of the Properties and Finance Committee, Mr. Robinson stated he had not had time to go over the bills and invoices for the previous month and moved that this business be tabled for a vote at next month's meeting. Mr. Johnson seconded the motion and it was approved.

Mr. Robinson further moved that the engineering consultant firm of Blank and Wesselink & Associates be engaged to provide professional and electrical engineering services for the preparation of plans and contract documents, including specifications, for the modification of existing lighting and the addition of new lighting in the basement stack area of the library. Mrs. Batterham seconded the motion. After discussion, the motion was defeated by a 4-2 vote. Mr. Robinson proposed a counter motion as follows: That we contact the City of Decatur Engineering Department and ask them if they will provide us with engineering services in order to make the lighting improvements in the basement, and that in the event the City cannot provide the services, that we retain the engineering firm of Blank and Wesselink & Associates accepting their proposal dated February 10, 1976, provided the maximum expense of the proposal be limited to \$1,500. In the event that no agreement can be reached with Blank and Wesselink, the matter will be left to the discretion of the Finance Committee. Mr. Lindsay seconded the motion and it was approved.

It was reported by Mr. Robinson that the Finance Committee has met and discussed the upcoming library budget for fiscal 1976/1977, copies of which were furnished all board members. Mr. Robinson moved that the budget as proposed be adopted. Mr. Johnson seconded the motion. Mr. Lindsay questioned the adding of new personnel. Mr. Dumas explained that one full-time library assistant is requested in order to continue the work in the nursing homes in the event the CETA program expires, and we have included two one-half time positions that are necessary, one to be used in the Bindery Unit after the retirement of Mrs. Ensign and one to be added because of the increase in circulation and service to patrons. Mr. Robinson commented that the contingency account of \$45,000 amounts to approximately a 7% increase for salaries and a 1% increase for the rest of the budget. The fund balance shown on the budget was discussed and how it should best be handled. Mr. Lindsay stated that as long as the money was not spent, it was a help to tax payers. Mrs. Hedrick suggested that Mr. Dumas contact Mr. Lindsay for his advice on the buying or leasing of a new copy machine which is budgeted for this year. Mr. Robinson asked for suggestions as to what approach he should use in presenting the budget to the City Council. Mrs. Batterham suggested the direct approach would be best to "sell" the budget as it stands. After further discussion, the proposal for the passage of the budget was approved.

Mrs. Hedrick requested Mr. Robinson to write a letter to the City Council asking that the members of the library board be permitted to meet with the Council informally to present and discuss the library budget before it is finalized.

There being no further business before the Board, the meeting was adjourned at 6:10 P.M.



A handwritten signature in blue ink, reading "Robert H. Dumas". The signature is written in a cursive style with a large initial "R" and "D".

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Robert H. Dumas, City Librarian

For Secretary of the Board