

BOARD OF DIRECTORS MEETING

AGENDA

April 17, 1986

- I. CALL TO ORDER
MARSHALL SUSLER, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING OF MARCH 20, 1986
- III. ASSISTANT CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 - 1. Approval of Bills
 - 2. Awarding of Telephone Bids
 - 3. Repair of exterior walls
 - B. PERSONNEL AND PUBLIC RELATIONS
 - C. SEARCH COMMITTEE
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Alpi
Mrs. Jackson
Mrs. Lutovsky
Mr. Mueller
Mrs. Murphy
Mrs. Rossiter
Mr. Seidman
Mr. Sorensen
Mr. Susler

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Minutes of Board of Trustees Meeting - April 17, 1986

The regular meeting of the Board of Trustees of the Decatur Public Library was held April 17, 1986 in the board room of the main library.

Members Present:

Mrs. Alpi
Mrs. Lutovsky
Mr. Mueller
Mrs. Murphy
Mrs. Rossiter
Mr. Sorensen
Mr. Susler

Members Absent:

Mrs. Jackson
Mr. Seidman

Others Present:

Mrs. Cook
Mr. Scholtz
Mr. Seidl

The meeting was called to order at 4:37 p.m. by the president, Marshall Susler.

The minutes of the regular meeting of March 20, 1986 were approved as printed and mailed.

In his monthly report to the Board, Mr. Seidl stated circulation for March was down 4%, mostly in adult categories. The loss was due to good weather the last week of March and Easter vacation. In addition, Bookmobile 547 was off the road seven days for repairs.

Continuing, Mr. Seidl informed the Board that the Library has received the IBM-AT computer. Mrs. Brooks and Mrs. Kikolla received four hours training on the computer and will attend another eight hours of class next week. A Mueller Company programmer will help the Library staff learn and set up the new computer which will save us time in keeping figures and making projections. The Library also received the RTI Video Cassette, which checks tapes for damage and cleans them.

An in-house survey completed April 6-12 showed 5,600 items used by staff and patrons which amounts to 280,000 items used in a year's time. Added to circulation's count of 720,000 for out-of-house, this amounts to over a million items total.

The Library received excellent press coverage during March and early April. Mr. Seidl gave special thanks to Mr. Scholtz for his work in coordinating the "Importance of Reading" programs. The authors, Richard Peck and Jim Trelease, were both well received. The Library's 29 millionth patron, Brenda Kindelan, was recognized on April 9. In addition, two newspaper articles about the Outreach Program and Reference Department put the Library and its services in a favorable light.

In regard to Personnel, Mr. Seidl reported that two candidates for General Services Librarian have been selected and sent letters. If the top applicant does not take the position, then the second candidate will be offered the position.

Mrs. Alpi asked about Miss Schwegman. Mr. Seidl replied that the staff is covering Miss Schwegman's duties during her illness.

Mr. Seidl stated that two staff members will be sent to CLSI Institute to learn "Release 27," a new enhancement to the computer. This is part of the Library's maintenance agreement with CLSI.

After Mr. Seidl's report, Mr. Sorensen passed on a commendation of Mr. Roberts from his bookmobile West End patrons, saying what a wonderful job he does. He is cooperative, patient, and anticipates his patron's needs. Mr. Sorensen also asked about the future of compact discs. In response Mr. Seidl stated that a survey in January showed 7% of the patrons surveyed owned disc players. Right now there is a problem of security, a problem in marking the discs, and there is no supplier of compact disc jackets. Mr. Susler said it would be 2-5 years before problems are worked out and demand is greater.

Mrs. Lutovsky then asked about the Assistant Home Reading Librarian position. Funding will not be available until around December when the per capita grant funds arrive.

As Chairman of the Finance and Properties Committee, Mrs. Rossiter led the discussion on the Library's bills for March. Mr. Susler made the motion that Library bills be approved through March 31, 1986, with the exception of Invoice No. 32938 to Inacomp Computer Center for \$89.95, which will be reconsidered at the next Board meeting. Mrs. Alpi seconded the motion, and it was unanimously approved by roll-call vote.

Mrs. Rossiter reported that two bids were received for the Library's new telephone system; one from Galt Co. of Monticello for \$5,514.93 and the second from Schuer-Tel Communication of Decatur (a branch of Schuerman Radio) for \$11,874.06. Mr. Seidl explained that the bid from Galt Co. did not have the ability to "camp-on" (stacking a call when line is busy) which the staff felt was most important. With Schuer-Tel, calls can be forwarded from station-to-station without going back to the switchboard, and more phones can be added in the future. The service contract for Schuer-Tel is \$1.25 per phone per month with a maximum of \$40 per phone per year. An \$800 charge is the maximum charge per year for entire system. New service contracts would be higher as a result of labor costs only. In response to a question from Mr. Sorensen, Mr. Seidl stated that the Library would own all the equipment. The Decatur Park District and K's Merchandise Mart gave good reports on their Schuer-Tel systems. Mr. Sorensen moved that the Library purchase the Schuer-Tel telephone system, and Mrs. Alpi seconded the motion. The motion passed on voice vote. The telephone system will take 30-45 days to arrive and be installed. \$10,000 has been allocated by the City for telephones. In June, the Library will send the

change to the City Appropriations Committee and include this bid to add to next year's budget.

Mrs. Rossiter told of future financial expenses in regard to repair of exterior walls. Mr. Alpi, an architect for the Decatur Housing Authority, recommended replacing the roof and capstone in 3-5 years to correct the recurrent leaks in the east side and front of the Library at an estimated cost of \$60,000. Bids were received from A+ Home Repairs for \$6,550.00, Leon Chapin Masonry for \$5,800.00 (this did not include the northwest wall repair), Christy Foltz, Inc. for \$6,417.00 and Western Waterproofing Company, Inc. for \$6,100.00. The City of Decatur staff and Mr. Alpi recommended Western Waterproofing Co. Mr. Mueller moved that the Library make necessary repairs now of tuckpointing and brick replacement and accept the bid of Western Waterproofing Co. from Springfield for \$6,100. Mrs. Alpi seconded the motion, and it passed on voice vote.

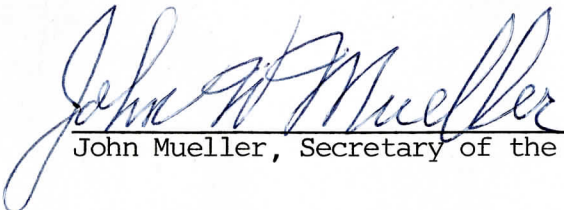
Another financial consideration was raised by Mr. Seidl. The main floor carpeting is wearing out, and must be replaced in 3-5 years. Mr. Susler directed the Finance Committee to report back in 2-3 months on the financing of the carpet and roof replacement. Mr. Mueller suggested the Library Board inform the City Council of the impending \$60,000 cost of roof and cost of carpeting. Mr. Susler directed Mr. Seidl to inform the City.

The report of the Search Committee was postponed to the Executive Session immediately following the Board Meeting.

Under New Business, Mrs. Lutovsky made a motion that Project Read be granted private space in the Library, and exception be made to any existing Library public policy or administrative interpretation of existing policy. The motion was seconded by Mrs. Alpi and approved by voice vote.

At 5:49 p.m. Mr. Susler adjourned the Board Meeting and asked the Board to convene in Executive Session to discuss personnel matters.

The Board reconvened in regular session at 6:15 p.m. and the meeting was adjourned at 6:16 p.m.


John Mueller, Secretary of the Board

STATISTICAL REPORT

March, 1986

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Months to Date</u>
Total Books, 1986-	29,491	2,265	24,408	56,164	648,267
1985-	33,180	2,295	23,989	59,464	628,175
A-V Materials, 1986-	6,521		597	7,118	72,823
1985-	5,896		525	6,421	52,408
Total Circulation, 1986-	36,012	2,265	25,005	63,282	721,090
1985-	39,076	2,295	24,514	65,885	680,583

TECHNICAL PROCESSING

Cataloging

New books added	1,334
New titles added	405
Books withdrawn	924
Books mended	128

Acquisitions

Books checked in	1,336
Telephone directories	-
Pamphlets	296
Gifts	341

Materials in the State of Processing

Materials (physical items) -	389
Titles -	368

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1984/85</u>	<u>YTD Expended 1985/86</u>	<u>Unencumbered</u>
Personal Services	1,279,022	963,390	1,144,473	134,549
Operating	260,642	165,724	180,816	79,826
Capital and Books	270,800	253,989	227,795	43,005

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	8	--	--	8
Library Assistants	8 + 5 (440 hrs)	--	--	8 + 5 (440 hours)
Clerical	24 + 18 (1802 hrs)	--	--	24 + 18 (1848 hrs)
Maintenance	3½	--	--	3½

Current Vacancies General Service Librarian

Computer Down-time for month: 1 hour and 42 minutes

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

03/01/86 THRU 03/31/86

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
32496	TREAS PAYROLL FUND	PAYROLL	42,297.61
32514	TREAS GNL OPERATING FUND	ADM EXPENSE	1,681.26
32515	TREAS %NON MED INS ES	WORKERS COMP,LIABI	2,322.59
32516	TREAS %MED INS ESCROW	MEDICAL INS	1,421.24
32517	TREAS-%UNEMPLOYMENT FD	UNEMPLOYMENT INS	928.37
32518	CLSI	MAINT CONCTRACT	3,495.00
32519	DAY'S PAINT	PAINT	185.07
32520	DECATUR TRIBUNE	BOOKS	25.00
32521	A B DICK	PLATEMAKER MAINT	273.00
32522	K'S MERCHANDISE MART	CALCULATORS	95.94
32523	NEW YORK PUBLIC LIBRARY	BOOKS	15.00
32524	READER'S DIGEST FND BLIND	BOOKS	8.95
32525	ROLLING PRAIRIE LIBRARIES	AUDIO VISUAL	200.00
32526	ST LOUIS POST DISPATCH	BOOKS	84.00
32583	ILL POWER CO	ELECTRICITY	2,654.85
32613	TREAS PETTY CASH FUND	REIMBURSEMENT	132.24

TOTAL OF ALL VOUCHER CHECKS = 55,820.12