

DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

MARCH 16, 1978

- I. CALL TO ORDER
JON ROBINSON, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING FEBRUARY 16, 1978
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 1. Approval of Bills
 2. Transfer of Funds
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - March 16, 1978

The regular meeting of the Board of Directors of the Decatur Public Library was held March 16, 1978 in the board room of the main library.

Members Present:

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

Members Absent:

None

Others Present:

Mr. Dumas
Mr. Poertner
Miss Schwegman

The meeting was called to order at 4:35 p.m. by Mr. Robinson.

The minutes of the regular board meeting of February 16, 1978, were approved.

Noting that the registration statistics were omitted from the statistical report this month, Mr. Dumas explained that these statistics will no longer appear on the report as most of the registrations are now new under the new system. Mr. Dumas also noted that circulation is up again slightly this month over last year. Continuing, Mr. Dumas explained that the first few weeks of the new circulation system went very smoothly, and we were expecting many problems, but the circulation was comparatively light and fairly well spread out. More recently, however, problems have started to develop with a vengeance. The problem primarily is that we are having an increased circulation and on a heavy day it takes both of the light pens just to check out books; therefore a tremendous backlog of books to be checked in is developing quite regularly, which is most frustrating and strenuous on the staff. Since we just don't have the equipment to keep up with the heavy flow, Mr. Dumas stated, he is recommending that another light pen be purchased, the money to be taken out of this year's budget, which is available, he stated. Mr. Dumas urged the Board to take this action, as he felt there would be increasing difficulties if it were not done. Mr. Dumas further recommended he be authorized to make a change in the policy code to reflect the policy dictated by the computer itself, "that no fine shall exceed the cost of the material borrowed".

Mr. Robinson interposed that since Mr. Dumas had a number of recommended motions for the Board's action today, that discussion of the motions by the Board take place under New Business, when the motions are reviewed individually.

Continuing with his report, Mr. Dumas stated he had talked to Bil Larrick, Staff Artist, and Mr. Larrick informed him that he had been negotiating for some time now for a job with another agency, which would give

him a very considerable salary increase. Since Mr. Larrick's talent and outstanding productivity are well known, Mr. Dumas stated he asked Mr. Larrick to hold off on his resignation until he had had time to discuss a salary increase for Mr. Larrick with the Library Board. Mr. Dumas stated emphatically he did not want to lose Mr. Larrick's unique services, and therefore was asking the Board's permission to change Mr. Larrick's grade from a 12 to the top of a grade 14 (an increase of approximately \$1,100), which he felt was more in line with the services provided by Mr. Larrick.

Mr. Dumas further reported that he had met with the Steering Committee of the Staff Association yesterday, and they had asked him to convey their thanks to the Board for the new use of sick leave which they were very glad to have. Mr. Dumas stated he discussed the recognition of the Staff Association by the Administration with the Committee and told them he supports the existence of the Staff Association as a valuable line of communication between himself and the staff; however, that the present by-laws of the organization were addressed to options over which he had no jurisdiction, and asked that the by-laws be revamped to reflect the realities of what is within the administrator's competency to deal with. The Steering Committee told him, Mr. Dumas stated, that this would have to be taken up with the entire organization. Mr. Dumas also told the group that to provide better lines of communication, it would be highly desirable if he were to attend meetings of their Steering Committee, and the Committee advised they would take this under consideration also. Mr. Dumas stated he queried the Steering Committee members on present problems, and found that their problems still seem to be mainly economic. Therefore, Mr. Dumas stated he had prepared motions reflecting such benefits to staff, namely, a 7% across-the-board salary increase effective May 1, 1978, partial payment of hospitalization premiums for dependents, and pro-rated salary increments for part-time permanent personnel. Mr. Dumas stated he was putting these motions on the table for discussion, and hoping for positive action by the Board.

Further reporting, Mr. Dumas remarked that we have been having serious problems with the bookmobiles. The mechanics at the garage have noted flaws in the I-beams supporting the trailers, generally presenting a definite hazard to travel. Mr. Dumas asked them to make repairs by adding steel plates and a 30% welding job, but this repair will last only approximately a year. Therefore, the replacement of both trailers in the near future seems certain. The Finance Committee was contacted by Mr. Dumas, and the Committee in turn took the problem to Mr. Allen when the library budget was discussed. The Finance Committee felt if the City would pay the Municipal Retirement Fund for the Library that the new trailers could be financed. However, Mr. Allen stated he did not think the paying off of the computer terminals and the purchasing of new trailers could both be handled by this year's budget. Therefore, Mr. Dumas stated, the Finance and Properties Committee is recommending that the proposed budget 1978/79 be amended by transferring \$20,000 from Code 515, Office Machinery and Equipment, to Code 520, Other Machinery and Equipment.

A Visualtek machine has been installed in the Library's Home Reading Department through the generosity of the Decatur Breakfast Lion's Club to help the patrons who are visually handicapped, Mr. Dumas announced. It is

a closed circuit television which is a marvel of modern technology, and magnifies print up to 60 times its normal size. Mr. Dumas stated the Library feels very fortunate to have received such a gift.

At the last meeting, Mr. Dumas remarked, the Board asked that a survey be made on staff turnover in the Library. Such a report was prepared by Miss Schwegman and shows 5 retirements, 15 resignations of full-time and half-time employees, and the resignation of 2 CETA employees, and the reasons therefor, over a 22 month period ending February 28, 1978. Mr. Holcomb stated he was most interested in this subject and noted that 7 non-professional employees resigned to take better paying positions, which is contrary to everything he had heard here in the past from fellow board members, and that he still felt it was a high turnover for this size staff.

As Chairman of the Properties and Finance Committee, Mr. Johnson gave an informational report on the summary of income and expenditures through February 28, 1978 and bills approved through that date. The motion for approval of the report by Mr. Johnson was seconded by Mrs. Batterham, and was unanimously approved by a roll-call vote.

Mr. Johnson further moved that the following amounts be transferred from Code 402, Contingencies, to the codes indicated:

\$11,000 to Code 109, Temporary Salaries
1,000 to Code 229, Other Professional Services
2,000 to Code 230, Data Services
160 to Code 423, Insurance

Mr. Prince seconded the motion and it was approved.

A motion that the proposed budget 1978/79 be amended by transferring \$20,000 from Code 515, Office Machinery and Equipment, to Code 520, Other Machinery and Equipment, was made by Mr. Johnson. Mrs. Moore seconded the motion. Mr. Johnson stated this transfer was made to make money available for the possible purchase of a bookmobile trailer. Mr. Robinson commented that the motion does not commit the Board to spend the money any particular way. After discussion, the motion was approved.

As Chairman of the Policies, Public Relations, and Personnel Committee, Mrs. Batterham read the following motion as prepared by Mr. Dumas:

That the City Librarian is authorized and directed to amend the Code of Library Policy, Article III, Appendix I, The Classification and Pay Plan, by deleting the pay grade 12 set opposite the job title "Staff Artist" and in its place inserting Pay Grade 14, and to institute the change effective with the beginning of the current pay period.

Mrs. Batterham moved that the motion be adopted and Mr. Holcomb seconded the motion. Mr. Lindsay stated we had better look at what we are doing before we do it as there must have been some basis originally for setting

these pay scales, where there is a relationship between degree of difficulty of the job, experience required, etc. Mr. Dumas interposed that the pay scale for Staff Artist was definitely out of whack, and Mr. Prince agreed in principal. Mr. Stewart commented that perhaps the pay was equitable before Mr. Larrick enlarged the job. Mr. Lindsay continued that in relation to the other jobs, the relationship is still the same and that he felt some type of a new job description should be prepared for the Board to see before it is acted upon. If you do it in this case, you have created the job around the person, Mr. Lindsay commented. Mrs. Batterham stated she would like to see a Staff Artist I, II, and III set up with job descriptions for each. Therefore, Mrs. Batterham asked that her motion be withdrawn and that the motion be tabled. Mr. Prince stated he thought the Board should be prepared to take action at the next meeting. Mr. Holcomb seconded the motion to table the motion and it was approved. Mr. Robinson asked that the Personnel Committee be prepared to make a recommendation at the next meeting of the Board.

The following motion was read by Mrs. Batterham:

That the City Librarian is authorized and directed to amend Article II of the Code of Library Policy by revising section 2(b) of Paragraph D to read as follows: "The maximum fine to be for any individual item kept overdue is not to exceed \$4.20 for adult or young adult material and \$2.10 for juvenile material, except that no fine shall exceed the cost of the material borrowed".

Mrs. Batterham moved that the motion be adopted and Mrs. Moore seconded the motion. In discussion, Mr. Holcomb decided that it was necessary to make this change in the policy as a commitment to the computer - the only reason we are changing it. But Mrs. Batterham countered with the statement that she agreed with the policy of the motion. Mr. Holcomb withdrew his motion to table, and the original motion was adopted.

Mrs. Batterham read the following motion as proposed by Mr. Dumas:

That the City Librarian is authorized and directed to amend the Pay Plan as adopted by reference in Article III of the Code of Library Policy by augmenting, effective May 1, 1978, the dollar amounts on each line by 7% and to substitute the new schedule for the current schedule in Article III.

Mrs. Batterham moved that the motion be adopted and Mr. Holcomb seconded the motion. Mr. Robinson asked if this motion came from Committee, and Mrs. Batterham stated that it had been discussed in Committee several times and it was the feeling of her Committee that the salary increase should not be retroactive, but should be adopted prior to May 1 this year, but we would try not to be so closely tied in with the City after this year, she stated. Mr. Stewart asked that the motion be amended to read "for the fiscal year 1978/79, effective May 1, 1978". Mr. Robinson asked what would happen if our budget gets cut to pieces. Mr. Johnson and Mr. Dumas felt, however, that the City Administration seemed to feel the

proposed library budget was in line. After further discussion, the motion as amended was unanimously approved by the Board.

Another motion prepared by Mr. Dumas was introduced by Mrs. Batterham, to wit:

That the City Librarian is authorized and directed to amend Article III of the Code of Library Policy by inserting an additional clause in Paragraph F, Section 2(g) to provide that the Library will contribute to employees' dependent coverage for medical and hospitalization insurance in the amount of six dollars (\$6.00) per bi-weekly pay period through April 30, 1978, and twelve dollars (\$12.00) per bi-weekly pay period effective May 1, 1978.

Mrs. Batterham so moved, and added that this, too, had been discussed by the Personnel Committee previously. Mr. Holcomb seconded the motion. Mr. Dumas stated he felt this would be a step in the right direction and it was his feeling that the majority of the Personnel Committee favored the action. Mr. Robinson commented that this was a fringe benefit for only a few and asked if that would be a problem. Mr. Dumas answered he did not think the staff would take an adverse attitude toward it. Mr. Prince stated that we seem to be establishing policies to make the staff happy and he couldn't see doing it in such a piecemeal fashion, and felt the Board should have an over-all picture in order to be fair to everyone. Mr. Holcomb stated that these fringe benefit actions came to light as a result of the unpleasantness generated last year, which puts a different view on the whole thing. Mr. Stewart stated he felt we have been very tardy about this sort of thing and should have passed it long ago. Mr. Lindsay moved that the motion be tabled and Mr. Prince seconded it. The vote was three opposing the tabling of the motion and five approving; therefore, the motion was tabled by majority action.

Mrs. Batterham read the following motion:

That the City Librarian is authorized and directed to amend Article III of the Code of Library Policy to provide for in-grade merit increments for part-time permanent staff with eligibility for such employees to be calculated on a pro-rata basis from the normal work week of twenty (20) hours and with current part-time permanent employees being placed in advanced steps consistent with their length of service in the Library.

After reading the motion, Mrs. Batterham stated she hoped this motion would not be tabled as she was for it "tooth and toenail" and would fight for it as she felt it was overdue. Therefore, she moved that the motion be adopted, Mr. Holcomb seconded, and it was unanimously approved.

At this point, Mrs. Moore requested that in the future, she would like to have the material in advance when a good many motions were to be discussed, as it is very difficult to vote on something one has not seen before. Mr. Robinson remarked that this would be helpful but might not always be feasible.

The final motion to be discussed today was read by Mrs. Batterham, as follows:

That the City Librarian is authorized and directed to contract with Computer Library Services for the purchase of an additional light pen terminal for use in the Circulation Department and to be paid for out of the current budget.

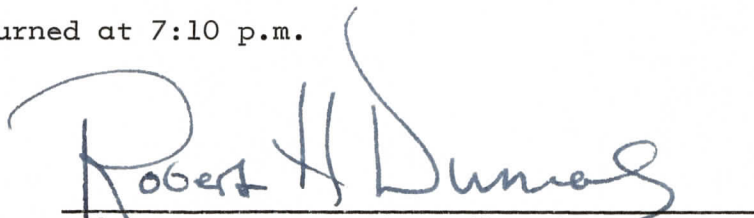
Mrs. Batterham so moved and Mr. Stewart seconded the motion. Mr. Holcomb stated he felt the action was premature and that better utilization of the machines we have might solve the problem. Mr. Dumas answered that he felt the light pen was necessary this year, and that Miss Anderson, the Head of the Circulation Department, had also recommended it. Asked about the cost, Mr. Dumas stated it to be approximately \$9,000 for the light pen, \$40 a month maintenance cost, and approximately \$16 for the telephone line. Mr. Holcomb stated that the problem probably was that we are a long way from having the collection into the machines, partly because of the extensive downtime which was experienced in the early months of computer use, and reiterated that he thought the purchase of the light pen was premature. Mr. Dumas stated that the huge backlogs put the staff under enormous pressure. Mr. Lindsay suggested that the staff separate out the books that haven't been entered, prior to bringing them to the check-out stand. Mr. Lindsay asked that the motion be tabled so that more input information can be gathered about the situation and still be in time to purchase a light pen this fiscal year if we discuss it again at the next meeting. Mrs. Batterham seconded the motion to table the motion and the motion carried.

Under New Business Mrs. Moore related that an acquaintance of hers had had an unpleasant experience at the Circulation desk when she was found to owe a fine. She offered to pay the fine, but the clerk told her she didn't know how much the fine was, but that she would have to take the patron's card until the fine was paid. Mr. Dumas promised to look into the matter.

Mr. Holcomb had received a note from Dr. Paul Givens regarding library borrowing policies in regard to past and present mental patients. The note was given to Mr. Dumas for reply and explanation.

Mr. Robinson read Mrs. Cowan's letter of resignation to the Board, thanked Mrs. Cowan for her thoughts, and expressed the Board's appreciation for her services the last year and a half.

The meeting was adjourned at 7:10 p.m.


Robert H. Dumas, City Librarian

For Secretary of the Board