

DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

Minutes of Personnel and Public Relations Committe Meeting

August 14, 1986

Members Present:

Martin Seidman, Chair  
Marshall Susler, ex officio  
Reba Jackson

Others Present:

James Seidl, City Librarian

The meeting was called to order at 7:45 P.M. in the Librarian's office.

The first item on the agenda was a request from a library patron that fines for materials returned late be excused. Mr. Seidl noted that present library policy does not provide for excusing fines when the patron admits to keeping the materials overdue. The patron's son was seriously ill and they spent five weeks out of town at a hospital. Upon their return they found the overdue notices and returned the materials. After some discussion Mr. Susler noted that the library has provisions for excusing patrons' fines when they claim never to have had the items. The committee recommended adding to the library policy code: Article II, Circulation, Section 5 (F)...In special circumstances, the City Librarian, at his discretion, may cancel fines and charges for materials returned late in an amount not to exceed \$15.00.

Next, Mr. Seidl brought up the question whether patrons can use spouses' cards or children use parents' cards to check out materials. Library practice has been to allow this practice. However, some patrons have done this to check out additional restricted materials (VCRs, new fiction titles, etc.) by using two or more cards at one time. The committee recommended continuing allowing spouses to use each others' cards and children to use their parents' cards, but that only one card per person can be used when checking out.

The committe then discussed the pay grade for the Assistant City Librarian position. The present pay grade was established to compensate Mr. Seidl's salary for his added responsibilites when he was promoted from Adult Services Supervisor to Assistant City Librarian. A survey of Illinois libraries of similiar size was taken to determine what the pay grade should be. The committee recommended that the Assistant City Librarian be classified at pay grade 27. The committe also recommended that the Adult Services and Technical Services Supervisor positions be reduced to pay grade 25. Both of these positions are not presently staffed.

Mr. Seidl presented information concerning meeting room policies as requested at the last meeting. Meeting room policies from Springfield, Bloomington, and Champaign were studied to determine how the rooms were scheduled, who is allowed to use them, what types of meetings were allowed, and time frames required to book the rooms. After a long discussion it was decided that additional time is needed to study the information.

Lastly, the committee reviewed the library's use of the Decatur Credit Bureau to collect delinquent accounts. The Credit Bureau charges 33% of what is collected for all bills over \$50 and 50% for bills under \$50. Last year the Credit Bureau collected \$1,447.73 directly from patrons. However, if a patron has a \$100.00 bill (\$80.00 for materials and \$20.00 of fines), returns the material to the library, and pays the \$20 fine, the library owes the Credit Bureau \$13.00. The Credit Bureau keeps the next \$13.00 it collects. The committee recommended that the circulation policy Article II Circulation, Section 6 (b) (i) be amended from:

After an account has been turned over to the Credit Bureau, materials charged to that account may not normally be returned for credit, but the City Librarian is authorized at his discretion to negotiate the return for partial credit providing such credit does not result in the Library incurring a net out-of-pocket expenditure as a result of its contract with the Credit Bureau.

to:

After an account has been turned over to the Credit Bureau, materials charged to that account may be returned for a credit providing such a credit does not result in the Library incurring a net out-of-pocket expenditure as a result of its contract with the Credit Bureau.

*James C. Seidl*