



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA

July 23, 1987

- I. Call to Order - Mark Sorensen, President
- II. Approval of Minutes
 - A. Meeting of June 18, 1987
- III. City Librarian's Report
- IV. Reports of Committees
 - A. Finance and Properties Committee
 1. Approval of bills
 2. Bids - chimney repair, modifications to front doors for handicapped accessibility, and alarm system
 - B. Policies, Public Relations & Personnel
 - C. Evaluation Committee
 - D. Endowments Committee
 - E. Rolling Prairie
- V. Avenues to Excellence
 - A. Chapter 8, Mrs. Murphy
- VI. Old Business
 - A. Citizen's Survey
- VII. New Business
 - A. Approval of Local Literacy Coordinator and the New Adult Readers and the Library-Literacy Grant.
 - B. Citizens Survey
- VIII. Adjournment

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

July 23, 1987

I. Roll Call

The meeting was called to order at 4:30 p.m. by President Sorensen. Members present: Mr. Akin, Mrs. Martin, Mr. Mueller, Mr. Smith, and Mr. Sorensen. Members absent: Mrs. Lutovsky, Mrs. Murphy, Mrs. Ohlsen, and Mrs. Shade. Staff present: Ms. Humphreys, Ms. Ballinger, Mr. Seidl, and Mrs. Brooks.

II. Minutes

There were no additions or corrections to the minutes; they stood approved as mailed.

III. City Librarian's Report

The City Librarian's written report had been previously mailed.

Mrs. Martin asked the City Librarian if he felt the summer bookmobile stops in the parks have been successful. Mr. Seidl replied that he would like to see heavier use; however, over two hundred new patrons have been registered, and many people are browsing but not checking out materials.

Mrs. Martin also asked about the forum planned with the League of Women Voters on county government. Mr. Seidl replied that it is scheduled for a Saturday in October and most details are still undecided.

Mr. Seidl introduced Carol Ballinger, the new Assistant City Librarian who began work on July 13, 1987. Ms. Ballinger stated that she was previously the Associate Director of the Eastern Oklahoma District Library System, where her primary responsibility was director of the Muskogee Public Library. She has also served as Bookmobile Services Librarian for the Ozark Regional Library in Missouri, and she has worked for Lincoln Library in Springfield while a high school and college student. An Illinois native, her master's degree in library science is from the University of Illinois.

IV. Reports of Committees

The list of new committees was distributed.

Finance and Properties: Mr. Sorensen reported that Mrs. Rossiter reviewed the bills for the month and reported that they are all in order. Mr. Mueller made a motion to approve the June bills. Motion was seconded by Mr. Smith, and unanimously carried on roll call vote.

Mr. Seidl reported that two bids were received to upgrade the front doors to meet handicapped accessibility standards. Decatur Overhead Doors submitted a bid of \$7,728, and Christy-Foltz bid \$9,016, both of which are higher than the

engineer's estimates. Mr. Seidl reported that both companies are reliable, and there were no changes to the original specifications. The openers on all doors will be replaced. A \$6,000 Community Development Block Grant has been awarded for the project. Mr. Mueller made a motion to accept the bid of Decatur Overhead Doors. Motion was seconded by Mrs. Martin and unanimously carried. Mr. Seidl stated that the contract calls for completion of the project 30 days after the contract award.

Bids have also been accepted to repair the chimney. A bid of \$2,980 was submitted by Western Waterproofing, and Stobeck Masonry bid \$3,500. Mr. Seidl recommended that no action be taken until next February, when it can be determined whether or not the money will still be available to proceed with the project.

Evaluation Committee: The committee did not meet.

Endowments Committee: The draft has been returned from the attorney, and should be ready for discussion next month.

Rolling Prairie: No one attended the meeting.

V. Avenues to Excellence

Mrs. Murphy was absent. Her presentation was tabled until the next meeting. Mrs. Martin felt someone should agree to present Chapter 8 next month if Mrs. Murphy is absent. Mr. Seidl stated that he was willing to fill in if needed.

VI. Old Business

The results of the citizen's survey were distributed. The survey cost \$4,666 for 2,000 telephone calls which yielded 856 responses. It will be discussed in depth at the next meeting.

VII. New Business

Mr. Akin made a motion to approve the local literacy coordinator and the new adult readers and the library-literacy grant. Motion was seconded by Mrs. Martin and unanimously carried.

The City Librarian advised that the contracts have been received for the Baby Talk Grant. Mr. Smith made a motion that the City Librarian be authorized to execute the contracts. Motion was seconded by Mr. Mueller and unanimously carried.

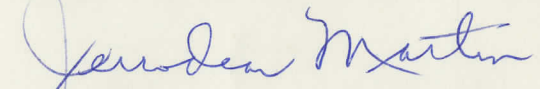
Alarm System: The City Librarian stated that the library has paid \$2,200 each year to ADT Alarm for the present fire alarm system. The library will not be able to continue with the same system when the new city/county law enforcement building is completed. George's Alarm will install their equipment for \$52 per month, or we can buy purchase their equipment and pay \$25 per month for their service. ADT must be notified 30 days prior to the end of the contract. Mr. Seidl has explored having a pull lever to the alarm installed in the circulation department for emergency use (tornado, earthquake, etc.), since that

alarm is audible throughout the entire building. Mr. Smith suggested checking references for George's Alarm, and Mr. Seidl replied that the City has been satisfied with their service. Mr. Smith also asked for the purchase price on the equipment from George's Alarm so that it can be determined whether or not it would be cost-effective to buy their equipment.

VIII. **Adjournment**

Mr. Sorensen adjourned the meeting at 6:15 p.m.

Respectfully submitted,



Jerrodean Martin, Secretary
Decatur Public Library Board of Trustees