

BOARD OF DIRECTORS MEETING

AGENDA

OCTOBER 16, 1975

- I. CALL TO ORDER
LOIS HEDRICK, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING SEPTEMBER 18, 1975
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 1. Discussion of Audit
 2. Discussion of Vendor List and motion to approve expenditures
 3. Motion to transfer funds between accounts
 4. Report on status of Retirement Fund question
 5. Discussion of elevator service contract
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 1. Motions:
 - a. Participation in CETA
 - b. Establishment of a new job title
 - c. Salary of City Librarian
 2. Discussion of proposed code of Library Policy, Articles I and II
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - October 16, 1975

The regular meeting of the Board of Directors of the Decatur Public Library was held October 16, 1975 in the board room of the main library.

Members Present:

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

Members Absent:

Mr. Butler

Others Present:

Jan Gilarski
(Herald & Review)
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:50 P.M. by Mrs. Hedrick.

The minutes of the regular board meeting of September 18, 1975 were approved.

In his statistical report to the Board, Mr. Dumas stated that the possibility of a decline in circulation that he thought might come in September did not in fact come. As a matter of fact, we had a slightly more than a 25% increase in circulation in September, which is most satisfactory. This may set some kind of a record for an increase in circulation in the library, as Mr. Dumas stated he could not remember an increase of this magnitude in 20 years. If the City Computer Center didn't make a mistake, we did very well indeed, Mr. Dumas stated. Even in the Extension Department where one bookmobile was out of service for 8 or 9 days, a 10% increase was accomplished.

Mr. Dumas further reported that work is going ahead to set up a library station in the Enterprise School in conjunction with the City Schools. Rosemary Donahue, School Library Consultant, called and stated that Mrs. Glenn had been in touch with her. They have made preparations for an experimental station. For two evenings a week, Tuesday and Thursday, the school librarian will work from 1:00 to 9:00 instead of the regular school day. We intend to place a collection of adult books out there generally available for family use, Mr. Dumas stated. The experiment becomes effective on October 21 and then will last for 6 weeks. Mr. Dumas stated he was hopeful that it would be extended beyond that time. Also, Mr. Hippenhammer has been appointed to a committee to work with the schools in connection with their Reading Emphasis Year Program, the purpose of which is to try to improve reading habits and abilities of young people. Mr. Hippenhammer reports he has attended several meetings of the subcommittee and a number of projects are contemplated.

An eight-week course in puppetry is being taken by Mr. Larrick, Staff Artist, and Miss Franklin, Children's Assistant, Mr. Dumas reported. We are looking forward to the completion of the course and the possibility of puppet shows in the Children's Room to add variety to our public programming. Mrs. Berbaum, Youth Assistant, attended the student orientation lectures in the high schools, and as a result was invited back to several of the schools to give little talks on library usage. During September she talked to some 46 classes in a 12 day period. This is a step forward, Mr. Dumas stated, as we are most interested in the staff promoting our relationships with the schools to get the library out of the four walls of this building. The Centennial Movie Series concluded in September and they were very well received. We had an attendance of about 70 per showing. Now the new film series of foreign films is beginning and will last for 5 weeks.

Chairman of the Properties and Finance Committee, Mr. Robinson, reported his committee had met with Mr. Frette of the auditing firm Murphey, Jenne & Jones to go over questions the committee had regarding the library audit for the past fiscal year. Mr. Robinson stated that all questions were answered satisfactorily.

Mr. Robinson gave an informational report on the summary of income and expenditures through September 30, 1975 and bills approved through September 30, 1975. Mr. Robinson moved that all bills with the exception of Voucher No. 12466, the retirement fund payment, be approved. Mr. Prince seconded the motion and it was unanimously approved by a roll-call vote.

It was further moved by Mr. Robinson that \$500 be transferred from Code 211, Service to Maintain Buildings, to Code 215, Service to Maintain Automotive Equipment. Mr. Holcomb seconded the motion and it was approved.

Mr. Robinson announced that a letter had been received by him from City Manager Leslie Allen regarding the dispute between the library board and the city over the payment of retirement funds, and that the library has prevailed in its stand. Mr. Allen has directed the Director of Finance "to reimburse the Library Fund from the Illinois Municipal Retirement Fund, for costs charged to the Library Fund for the Library Board's retirement contribution." Mr. Allen stated this is being done to avoid future legal confrontations with the Library Board. Mr. Robinson requested that this letter become a part of these minutes.

A meeting of the Properties and Finance Committee with a representative from Long Elevator Company was held last week Mr. Robinson stated, in which their representative requested a reconsideration of their proposal for elevator service to the library. Mr. Robinson moved that the Library Board reconsider the contract proposal by Long Elevator for library elevator service. Mrs. Batterham seconded the motion. With four members of the Board voting negatively, the motion did not carry.

As Chairman of the Policies, Public Relations and Personnel Committee, Mr. Holcomb moved that the salary of the City Librarian be increased by 10.2% from the present level of \$23,100, effective May 1, 1975. Mr. Johnson seconded the motion and it was approved.


Mr. Holcomb further moved that the Board of Directors approves and authorizes the President of the Library Board to sign an agreement with the City of Decatur, as agent, whereby the Decatur Public Library agrees to participate as sub-agent in the provisions of the Comprehensive Employment & Training Act and agrees that it will as sub-agent adhere to the conditions and requirements established for the use of funds granted and received by it under the provisions of said Act and the rules and regulations promulgated pursuant thereto. Mrs. Batterham seconded the motion. Mr. Dumas explained that the library has been granted two positions under this program - one clerical position and a library assistant position - and the motion is to permit the participation of the library in order to benefit from the federal funds, along with the City in the program. The motion was approved.

It was further moved by Mr. Holcomb that the Civil Service Commission of the City of Decatur be requested to establish the Civil Service Job Title of "Audio-Visual Librarian" with a corresponding job description; and, upon appropriate action by the Civil Service Commission, that the Classification and Pay Plan in the Schedule of Library Policy be amended to include the new Civil Service Job Title and appropriate Library Job Title, and to set the salary range at pay grade 22. Mr. Johnson seconded the motion. Mr. Dumas explained that this motion contemplates the conversion of one library assistant position plus one part-time library clerk to form the one professional position; therefore, the amount of money involved is roughly the same. The reasons given by Mr. Dumas were twofold: (1) To augment the professional staff so that we are not thrown into a panic when we have a professional vacancy on the staff, and (2) for the first time we have made a budgetary allocation for audio-visual materials and our audio-visual program in the library has lagged far behind to what it should be in quality. After some discussion by the Board, the motion was approved.

Due to the lateness of the hour, Mrs. Hedrick proposed a special meeting of the board be held at 4:30 P.M. on Thursday, October 30, to discuss the proposed Code of Library Policy, Articles I and II. Mrs. Hedrick asked that members make a special effort to attend this meeting, and to come prepared to offer questions and suggestions.

Mrs. Hedrick announced the receipt of a communication from Mr. Ray Ewick, Director of the Rolling Prairie Libraries, stating that he and their board president would attend the next regularly scheduled meeting of the Library Board on November 20, to discuss pertinent matters common to both libraries.

The meeting was adjourned at 5:55 P.M.



Robert H. Dumas, City Librarian

For Secretary of the Board