

## MINUTES

### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

February 15, 1990

#### I. Call to Order

The meeting was called to order at 4:30 p.m. by President Ohlsen. Members present: Mrs. Ohlsen, Mr. Gaumer, Mrs. Lutovsky, Mr. Oakes, Mrs. Shade, Mr. Smith, and Mr. Sorensen. Members absent: Mr. Lockmiller and Mrs. Martin. Staff present: Ms. Humphreys, Mrs. Gibson, Mr. Seidl, Mr. Serber, and Mrs. Brooks. Others present: Owen Balding and Charlie Brown.

#### II. Approval of Minutes

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

#### III. Communication from the Public

Owen Balding spoke to the Board on a variety of concerns.

#### IV. City Librarian's Report

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

The reference department uses the telephone directories to answer approximately 30 to 40 questions per day. The directories are also heavily used by walk-in patrons. The latest proposal from Ameritech is to provide one free set of Illinois directories to each of 18 Illinois library systems. The Rolling Prairie Library System has two large libraries - Lincoln Library and Decatur Public Library. It was suggested that if this plan is implemented, perhaps the two libraries could rotate and each receive a new set every other year.

The First Night committee has expressed interest in having a party at Decatur Public Library on New Year's Eve. First Night would provide the security, staffing, and insurance. The library would be responsible for utilities. Mrs. Shade moved that the library cooperate with the First Night Committee to have their function in the library. The motion was seconded by Mrs. Lutovsky

## V. Reports of Committees

**Personnel, Policies, and Public Relations Committee:** The minutes of the February 7 meeting were mailed.

The committee reviewed a proposal from a library staff member requesting that the Board implement a longevity pay plan similar to the plans negotiated by the city police and firefighter unions. Since the proposal came from one staff member, the Board asked the administration to survey the staff and determine a consensus for a wage and benefit package proposal for 1990/91. No formal action was taken.

Mr. Sorensen made a motion that the personnel policy be amended to allow staff to take vacation in half-hour increments. This change will coincide with the way vacation will be earned under the new method of calculating pro-rated benefits. The two day advance notice for vacation requests has also been dropped because administration felt it was not necessary. Mr. Sorensen moved to change the personnel policy as follows:

### Present policy:

Personnel Policy  
Section F, part 2, subsection viii, (page 7)

Effective January 1, 1988, vacation may be scheduled in increments of one day or more. Vacation time will be scheduled on a first come, first-served basis, with a minimum of two working days notice. Library staffing requirements will take precedence over vacations.

### Proposed policy:

Effective March 29, 1990, vacation time may be scheduled in increments of one half hour or more. Vacation time will be scheduled on a first come, first-served basis. Library staffing requirements will take precedence over vacation requests.

The motion was seconded by Mr. Oakes. Mr. Seidl reported that Mr. Lockmiller had called from Florida prior to the meeting to express his objections to the proposed change. The motion was unanimously approved.

The Board expressed concern over making changes to the policies too often. It was suggested that administration review requests for policy changes, calculate the cost of each proposed change, and bring them to the committee less frequently, perhaps twice per year.

money in the materials budget. Mr. Sorensen suggested that money could be included in future budgets to fund conference travel for trustees. Mr. Oakes moved that the budget be approved as mailed. The motion was seconded by Mr. Gaumer and unanimously approved on roll call vote.

**Rolling Prairie:** Mrs. Lutovsky had no report.

**Foundation:** The Foundation Board met January 23; the minutes of that meeting will be mailed out. The Foundation Board has asked the Friends of the Library for \$5,000 to develop and print a promotional brochure.

**Friends of the Library:** The Friends did not meet.

#### **VI. Avenues to Excellence II**

Chapter VII, personnel, was reviewed.

#### **VII. Old Business**

Mr. Seidl's report on Lincoln Library's budget was reviewed.

The report on the Long Range Plan was also studied. Mr. Seidl plans to find more jobs for volunteers and develop job descriptions for those positions.

#### **VIII. New Business**

The library and the school district will be working together to provide an Apple computer in the library on a trial basis for student use.

#### **IX. Adjournment**

Mrs. Ohlsen adjourned the meeting at 5:57 p.m.

Respectfully submitted,



Daniel Gaumer, Secretary  
Decatur Public Library Board of Trustees