



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

JUNE 14, 1974

- I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING MAY 17, 1974
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MR. FARRELL
MRS. HEDRICK
MR. HOLCOMB
MR. LINDSAY
MR. PRINCE
MR. ROBINSON
MR. WHITACRE

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DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - June 14, 1974

The regular meeting of the Board of Directors of the Decatur Public Library was held June 14, 1974 in the board room of the main library.

Members Present:

Mr. Farrell
Mrs. Hedrick
Mr. Holcomb
Mr. Lindsay
Mr. Prince
Mr. Robinson
Mr. Whitacre

Members Absent:

Mrs. Brandt
Mr. Butler

Others Present:

Cheryl Peck
(Herald & Review)
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:35 P.M. by Mr. Farrell.

The minutes of the regular board meeting for May and the annual meeting for fiscal 1973/1974 held on May 17, 1974, were approved.

In his monthly statistical report to the board, Mr. Dumas stated that circulation-wise May is one of the lighter months together with December. A marginal increase this month over the previous May's figures is primarily due to a slight increase in the Children's Department circulation. Cataloging and acquisitions are going ahead pretty much as in previous months Mr. Dumas reported. Children's programs in the central library have been planned for the summer. Story hours, films, and the traditional Summer Reading Program have been begun by Mrs. Kotal and Mrs. Whobrey, two library assistants here just for the summer. Mrs. Kotal is associated with a nursery school program in Decatur, and Mrs. Whobrey is a teacher in the primary grades of the public schools. The Extension Division is also for the first time undertaking a public program for children aboard the bookmobiles this summer, along with participation in the Summer Reading Program. Adult Services has initiated another series of film programs. The current series of movies is based on successful Broadway plays. This department is also sponsoring four programs through June to acquaint lay investors with the fundamentals of investment. This program was arranged in cooperation with the New York Stock Exchange and is being conducted by local brokers.

Mr. Dumas announced two additions to the library staff - Mrs. Zydek and Mr. Uhles. Mrs. Zydek is now head cataloger and replaces Miss Anna Sue Brown who resigned because of illness. Mrs. Zydek had previously been a cataloger in the Detroit Public Library and holds a Masters Degree in Library Science from Wayne State University. Mr. Uhles, who has been assigned as Reference Librarian, previously worked in the Rockford Public Library and the State Library in the field of documents. He has a Masters Degree in Library Science from Rosary College.

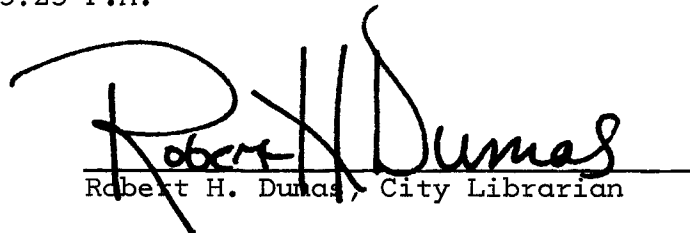
In a report on periodical holdings of the library, Mr. Dumas stated that the library subscribes for 815 periodicals and 589 titles. Of these, 630 subscriptions are for 407 titles which were entered by the library itself. Ninety-eight subscriptions on business and industry are entered on our behalf by the Rolling Prairie Library, at no cost to us, and the remaining 87 are received as gifts or are government publications. Mr. Dumas reported that 2,107 magazines were circulated this month.

Some good news and some bad news was then related by Mr. Dumas. The library is now being charged shipping costs on book delivery, which adds about 2% to the library's expenses. The library's air conditioner has blown up due to a lightning strike, the second time this has happened. We have had to replace two compressors, which will hopefully be covered by insurance which is \$1,000 deductible. Mr. Dumas further stated that the recurring problem of water leakage in the library's basement has been solved. The library maintenance man discovered all that was needed was waterproofing around the parapet which cost the library only \$15.00.

At the end of this report, Mr. Farrell stated that the standardized monthly statistical report as printed could be revised or added to at any time at the board's discretion. Mr. Holcomb suggested that a lightning rod could possibly be installed to protect the air conditioning system of the library. Mr. Lindsay queried Mr. Dumas regarding a backlog in the Technical Services Division of the library. Mr. Dumas answered that no backlog exists as such, but the workload consists primarily of "books in process". Mr. Whitacre suggested, due to the rising costs of books and now the added shipping charges on book delivery, that it would be wise to consider letting out for bids the library's book purchases from jobbers. Mr. Dumas stated that in letting such a bid, good service by the jobber is of primary importance, and that the library is currently receiving excellent service from the Baker and Taylor Company located in Momence, Illinois. Mr. Robinson requested from Mr. Dumas the preparation of a report on rental costs of books.

Chairman of the Properties and Finance Committee, Mr. Whitacre, gave an informational report on the summary of income and expenditures through May 31, 1974 and bills approved through May 31, 1974. The motion for approval of the report by Mr. Whitacre was seconded by Mr. Holcomb and was unanimously approved by a roll-call vote. Mr. Holcomb stated it would be very helpful to him if copies of the monthly financial report and bill list were forwarded to board members before the monthly meeting. Mr. Dumas explained that this was almost impossible, as the reports are not received from the City until after the 10th of each month. It was felt by board members that some kind of a simple cost analysis or breakdown of expenditures and cash on hand would be beneficial to their needs.

The meeting was adjourned at 5:25 P.M.


Robert H. Dumas, City Librarian

For Secretary of the Board