

DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

DECEMBER 14, 1973

- I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING OCTOBER 12, 1973
- 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:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - December 14, 1973

The regular meeting of the Board of Directors of the Decatur Public Library was held December 14, 1973 in the board room of the main library.

Members Present:

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

Members Absent:

None

Others Present:

William Ward
(Decatur Herald)
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:30 P.M. by Mr. Farrell.

The minutes of the regular board meeting of October 12, 1973 were approved.

In his statistical report to the Board, Mr. Dumas stated that generally circulation has been up for the last two months. October was up in all departments and in November it was down generally at main; however, the minimal loss at main was more than compensated by the growth in the Extension circulation. The service picture in the library, that is the amount of readers advisory work and reference questions, was generally up - in October up over 1800 and in November up almost 800 over those months of last year.

Adult Services is continuing with its film program, Mr. Dumas reported, and attendance is gradually increasing. This past week approximately 50 to 60 people were present at the showing, and seems to be catching on. During the first part of October we had an arts and crafts exhibit in the library. Miss Meyer did not consider the exhibit tremendously successful, but for the first time, it was worth doing and we had a lot of favorable comments. Miss Meyer thinks she will try such an exhibit again during National Library Week next year. The Children's Room held three open houses during October for librarians and teachers in the area in order for Mrs. Preslan to get acquainted with them, and to know their needs, wants, and desires. Mrs. Preslan has also initiated a Toddler's Film Festival during the last part of October and the first part of November. There were 118 children in attendance. We have also had a "Saturday Afternoon at the Movies" which is for elementary age children, and in addition a whopping Halloween party and magic show which broke all attendance records, with 250 little ones attending. During Children's Book Week a Brownie troop presented a play called "The Bookworm" in the auditorium, which was well received.

The Extension Division has been showing marked increases in circulation since Mr. Yamashita came. He has arranged for the bookmobile schedule to be announced daily over local radio and television stations in order to help people know where the bookmobiles are located. Mr. Yamashita has also set up a deposit station in the Concord Apartments for the elderly and is also considering such a station at the Hartford Apartments. If it can be managed economically, a station at the county jail is also being considered. Some equipment has been donated to the library by local industry such as film strips, projectors, and some amplifiers and speakers for outside the bookmobiles in order to play music to announce our arrival and location. Mr. Dumas further reported that Technical Services is keeping up its record production rates. In October 1450 new books were added and in November 1396. Therefore, we are continuing to make inroads in our arrearages in this department.

As Chairman of the Properties and Finance Committee, Mr. Whitacre moved that, in order to ameliorate financial problems in fiscal 1974-1975, the central library be closed on Wednesday and Friday evenings beginning in January, 1974. Mrs. Brandt seconded the motion. A discussion followed as some members suggested closing mornings instead of evenings, or perhaps closing an hour early each night, and some members being averse to closing at all if it is not absolutely necessary. It was Mr. Dumas' contention that the library must cut back on spending a little now so we won't have to cut back a lot later as the library could be in serious financial straits next year caused by the lowered tax levy figure passed by the City Council in August of this year. Mr. Farrell interposed that the tax levy figure passed by the Council was based on the budget amount submitted by the board last year, which was too low. Mr. Dumas stated that cutting library hours six hours a week would produce a saving of \$10,000 to \$12,000 this year in payroll and overhead expenses. He further stated that he has been cutting back staff by not rehiring when vacancies occur. However, it was felt by the board generally that more hard facts regarding actual savings would be helpful. Therefore, Mr. Farrell asked Mr. Dumas to present these facts at the next meeting of the board. Pending this, Mr. Whitacre withdrew his motion regarding the evening closings of the library.

Mr. Whitacre gave an information report on the summary of income and expenditures through October 31, 1973 and bills approved through October 31, 1973. The motion for approval of the report by Mr. Whitacre was seconded by Mr. Prince and was unanimously approved by a roll-call vote. Mr. Whitacre further moved that the bills and financial report for the month ending November 30, 1973, be approved. Mrs. Brandt seconded the motion and it was unanimously approved by a roll-call vote.

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Brandt moved that the library be closed on Monday, December 24, 1973, and that, in the spirit of the season, the Librarian extend to the staff the very best wishes of the Library Board of Directors. Mr. Lindsay seconded the motion and it was approved.

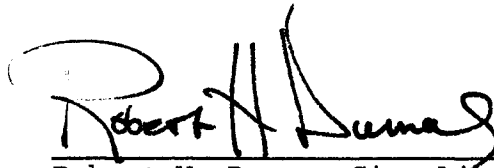
Mr. Farrell asked Mr. Prince what he had found regarding the insurance coverage of the library. Mr. Prince stated that he had talked to Irish-Behnke at length and believed the library to be adequately covered. Mr. Prince further stated that he had reported his findings to the City Librarian for the record.

Mr. Holcomb reported on his trip to the Niles, Illinois Public Library where a demonstration of a computerized circulation system was given. Mr. Holcomb stated that he was tremendously impressed by the new system, and added that conversion to the system would involve minimal costs. It was suggested by Mr. Farrell that it would be a good idea to see a system actually installed and used for a couple of years in a library before proceeding further.

It was remarked by Mr. Whitacre that he objected to some of the propaganda-type literature being forwarded by the Illinois Library Association regarding the "Freedom to Read" program.

Mr. Farrell suggested that work be begun on the library budget as soon as possible, so that there would be no last minute problems.

The meeting was adjourned at 5:45 P.M.

A handwritten signature in black ink, reading "Robert H. Dumas". The signature is written in a cursive style with a large initial "R".

Robert H. Dumas, City Librarian

For Secretary of the Board