

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING, JULY 31, 1964

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Board Room, 457 North Main Street, Decatur, Illinois, July 31, 1964.

Members Present:

Mr. Francis Hart, president
Mr. Harold Koslofski
Mr. W.A. Sappington, vice-president
Mr. David Pilcher
Mr. Robert West
Mrs. Roger Pogue
Mrs. Jos. Russell
Mrs. Erich Stern

Members Absent:

Mrs. Dwight Nelson

Others Present:

Mayor Ellis Arnold
Mrs. Mary T. Howe, Secretary
Mrs. Edith McNabb
Mrs. Judi Hansen
Mr. Jon Woods, reporter from Herald newspaper

The meeting was called to order at 4:05 pm by Mr. Francis Hart, president. Mayor Ellis B. Arnold greeted the Board and said he was happy to meet this hard working group of people..."I am always impressed with the way people will serve the City in any way they are called upon to do. Congratulations to all of you. It is a pleasure to be here, Mr. Chairman." The Mayor gave Mr. Robert West a Certificate of Appointment to the Library Board. Mr. Hart welcomed Mr. West to the Board.

Minutes of the June meeting were considered. There were no additions or corrections. The minutes were approved as read.

Mr. Pilcher reported on the Properties Committee. A meeting was held July 16, 1964. All of the members were present. They went over the bids on the cabinets needed and accepted a bid from the Lincoln Supply Co. who was the lowest bidder. Mr. Pilcher said the accumulated building fund was discussed and the committee recommended that it be presented to the board to start approval of it. The committee also discussed a study needed for engineers to analyze use of the old building. Mr. Sweetnam is proceeding with instructions. Mr. Pilcher reported a leak in the roof early in July which has been repaired.

Mr. Hart explained the operations of the Board to Mr. West. The actual work of the Board is done in committee meetings. Mr. West is on the Finance and Policy committees.

Mr. Koslofski presented the financial report. He moved the payment of the bills for July 1964. The motion was seconded by Mrs. Pogue. Motion carried after roll call vote. All presented voted aye; Mr. Hart, Sappington, Koslofski, Mrs. Pogue, Russell, Stern, Mr. West and Mr. Pilcher.

Bills for July

Salaries.....	\$16,697.16
Operating Exp....	<u>9,230.00</u>
Total Exp....	\$25,927.16

Mr. Koslofski proposed a meeting for the special budget consideration. The City Council is almost ready to consider the 1965 levy that will be collected in 1966. A special board meeting will be necessary for tentative appropriation of the 65/66 budget but a detailed one will be presented March 1, 1965. The Board discussed a meeting date.

Mrs. Howe reported that she called Mr. Dever who was out and spoke with Mr. Kirk who then read the amount the Council had put down for the library...\$285,800.00. She said this was the maximum that we can get because of the appropriation. The Council will bring up the levy at the August 10th meeting. Mr. Kirk said we could send over papers or not just as we wished. We always do send papers. The Board of Directors decided to meet Monday at 4 pm (August 3, 1964) to discuss the matter.

Mrs. Edith McNabb reported on the library trustee's meeting at the American Library Association in St. Louis. (See attached pages).

The librarian gave her report. She had prepared a cost of service study for each agency including the total units of service performed. Personnel changes for the month include: four pages added, the handyman-driver-collector hired; Mrs. Martin Seidman began work on part-time basis (professional); two library assistant I employees began work; Miss Jones in reference department will return August 15, Since the article appeared in the newspaper Sunday, we have had increased use of the Lincoln Room. Mr. Wilbur Duncan, who wrote a history of postal services in Illinois, has made some contributions to the library. One of these is the earliest Decatur postmark known ...made in 1835. Mrs. Howe indicated she would take a vacation the second week in August.

Mr. Hart asked for the chain of command. Mrs. Howe said the person in charge is Mrs. Nellie McNabb, (2) Miss Stafford, (3) Miss Yamamoto, (4) Mrs. Leonard.

Mrs. Howe reported the library has received three tax collections: \$22,000 in May, \$28,000 in June, and \$60,000 in July. \$34,000 was invested in short term treasury bills. \$833.30 was collected in fines for July. Mr. Sappington asked about the payroll. The librarian said everyone who was supposed to be taken up to the next step has received this amount. Everyone is on the level they are supposed to be on. The Civil Service Commission hasn't presented another payroll schedule.

Mrs. Stern moved the meeting be adjourned. Mrs. Pogue seconded the motion. Meeting adjourned at 5:10 pm.

Respectfully submitted,

Mary T. Howe
Secretary