



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

JULY 21, 1977

- I. CALL TO ORDER
JON ROBINSON, PRESIDENT
 - II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JUNE 16, 1977
 - III. STATISTICAL REPORT
 - IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - 1. Presentation of Financial Statement
 - 2. Approval of bills
 - 3. Receipt of Library Audit Statement
 - 4. Approval of Magazine Contract Vendor
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 - 1. Discussion of Placement of Book Returns
 - 2. Approval of Contract with RPL for joint acquisition of CLSI equipment and service
 - 3. Approval of Contract with CLSI for acquisition of terminals for computer system
- EXECUTIVE SESSION OF BOARD
- V. OLD BUSINESS
 - VI. NEW BUSINESS
 - VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - July 21, 1977

The regular meeting of the Board of Directors of the Decatur Public Library was held July 21, 1977 in the board room of the main library.

Members Present:

Mrs. Batterham
Mrs. Cowan
Mr. Holcomb
Mr. Prince
Mr. Robinson

Members Absent:

Mr. Johnson
Mr. Lindsay
Mrs. Perry
Mr. Stewart

Others Present:

Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:45 p.m. by Mr. Robinson.

The minutes of the regular meeting of June 16, 1977 were approved.

In his statistical report to the Board, Mr. Dumas remarked that last month there was a slight decrease in circulation which didn't mean too much since May is always a light month. This month there is, however, a very substantial increase - 14% - which is an enormous increase. This is not likely to continue, Mr. Dumas stated, simply because of the size of it, but we are very proud of it. This brings the year-to-date circulation up so that if we have some bad months, it won't have a disastrous effect. The greatest increase was in the Children's Department which was up by 40% this month. The sizeable increase in Extension is in the juvenile area also. The sizeable increase in the Children's Department has to be attributed to the Summer Reading Program. The children have been tripping in here like it was a candy store, and that is partly because of the prize we are offering to the child who reads the most books - a ten-speed bicycle and a smaller bike for the younger children, which were furnished by McDonald's Restaurants. The Library has to come up with the second prize. (It was the consensus of the Board that the Library should spend \$45 or \$50 for a second prize so that the disparity between the first and second prizes would not be extreme.) Mr. Dumas further reported that the children have to report orally on the books they have read, and that he hoped the expensive prizes do not backfire because of the very stiff competition which exists between the children and their parents. Professional statistics are also up in Adult Services by 19% which is very considerable. Mr. Dumas continued that we are this summer giving story hours in the parks for the first time and also story hours are being held at the Macon Street stop during June. Mrs. Marshall Susler has volunteered her services for these stories. A second meeting will be held on July 28, 1977.

the City Engineers but was told the location was public property and is perfectly legal. Mr. Dumas read an extensive report on autopage location prepared by Mr. Seidl, Extension Librarian, in which he recommended that the location of the autopage not be changed. Mr. Holcomb commented that we cannot play musical chairs with our autopage locations, and Mr. Prince suggested that a copy of Mr. Seidl's report be forwarded to Mr. Brown so that he could better understand our problems. The Board agreed with this suggestion.

Mr. Dumas stated that Mr. Puricelli and Mr. Seidl have been striving to find ways to make connection with the public and better public relations. They have been sending copies of our calendar of library events to WSOY, WDZ and WAND, and the response has been very good. In addition, Mrs. Lukasik and Mr. Poertner have appeared on the Channel 17 program "Looking In", and we hope that appearances of library staff can be scheduled monthly. The Cardiopulmonary Resuscitation classes scheduled by Mr. Puricelli have been filled to capacity, and because of the strong response, three more sessions are scheduled. The film program "Around the World in 90 Days" has been attended by 192 people for the four Mondays scheduled in June and it has been successful enough that we are planning another series in the Fall. Mr. Dumas showed to the Board a sample of a library display rack which will be posted on grocery store bulletin boards in the area to publicize library programs. The President of the Friends has also reported that a public relations committee has been appointed to work with Mr. Larrick, the Library's Staff Artist. Mr. Robinson commented that these are the kind of PR things we should be doing.

From a newspaper article he had read two weeks ago, Mr. Dumas stated he had learned that the City's insurance costs are going up radically. Mr. Dumas phoned Joe DeMichael, City Finance Director, and asked about increasing our appropriation to cover the amount. Mr. DeMichael said not to worry, that the matter could be handled by a special appropriation later in the year if necessary.

As Co-chairman of the Properties and Finance Committee, Mr. Prince gave an informational report on the summary of income and expenditures through June 30, 1977 and bills approved through that date. Mr. Prince stated that Mr. Lindsay had checked all bills and found them in order. The motion for approval of the report by Mr. Prince was seconded by Mrs. Batterham and was unanimously approved by a roll-call vote.

Mr. Robinson noted that copies of the Library's annual audit report were received by the Board and would be placed on file. Mr. Robinson stated that if any questions arise regarding the report, they could be asked at the next meeting of the Board.

Mr. Robinson reported that he had met with the Computerization Committee, Mr. Dumas, the Director of RPL, Ed Booth, Library Attorney, and the RPL attorney to negotiate the final agreement with RPL on computerized services, and had come up with an agreement which seems to meet our approval. Mr. Holcomb moved that the President of the Board be and is authorized to sign on behalf of the Decatur Public Library the contract entitled "Agreement for Computerized Services" setting forth the terms and conditions under which the Decatur Public Library and the Rolling Prairie Libraries shall jointly acquire and operate the LIBS-100 computer system, developed and marketed by C L Systems, Inc., for the performance of specified library operations. Mrs. Cowan seconded the motion and it was approved. A copy of this agreement becomes a part of these minutes.

It was further reported by Mr. Robinson that after careful and extensive negotiations between the Board, its attorney, and the CLSI attorney, a contract had now been worked out between the Library and the C L Systems, Inc. Therefore, Mr. Holcomb presented the following resolution:

RESOLVED, that the Board of Library Directors enter into a System Lease Agreement, dated June 15, 1977, with C L Systems, Inc. for the lease of a system described as two remote keyboard/display stations, one remote light pen station, and one remote composite station.

BE IT FURTHER RESOLVED that the said System Lease Agreement is approved and any officer of the Board is authorized and directed in the name of the Board to execute said System Lease Agreement.

BE IT FURTHER RESOLVED that any officer of this Board is hereby authorized to sign on behalf of this Board any schedule issued under the provisions of said System Lease Agreement and any other instrument or document which may be necessary or expedient in connection with the fulfillment of the provisions of said System Lease Agreement.

BE IT FURTHER RESOLVED that said C L System, Inc. may rely on this Resolution until the same has been rescinded and C L Systems, Inc., notified thereof in writing.

Mrs. Batterham moved that this Resolution be approved, Mrs. Cowan seconded the motion and it was approved. A copy of this Agreement becomes a part of these minutes.

At 6:05 p.m. Mr. Robinson requested that the Board go into Executive Session to discuss personnel matters.