



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

FEBRUARY 16, 1973

- I. CALL TO ORDER
HUGH BUTLER, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JANUARY 12, 1973
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 1. Opening of bids
 2. Presentation of bills paid
 3. Presentation of financial statement
 4. Presentation of annual audit report
 - 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. LINDSAY
MR. PRINCE
MR. WHITACRE

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DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - FEBRUARY 16, 1973

The regular meeting of the Board of Directors of the Decatur Public Library was held February 16, 1973 in the board room of the main library.

Members Present:

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

Members Absent:

None

Others Present:

Sylvia Thompson
(Herald & Review)
Jean P. Tertocha (WDZ)
Mr. Dumas
Miss Schwegman

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

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

In his statistical report to the board, Mr. Dumas stated that there were no surprises in the report this month. He commented that circulation nationally seems to go in waves. There was a tremendous improvement in libraries nationally, but public libraries generally began to experience a circulation decline about ten years ago. The Decatur Public Library participated in this decline for two or three years, but in 1967 this library reversed its trend and started making substantial circulation gains until last year, when it appeared that a plateau had been reached. So far this year, however, we are showing a modest increase over last year and for this month it shows something like a 10% increase over the same month last year. This is especially encouraging since we were just operating one bookmobile for a number of months.

Mr. Dumas further reported that in Technical Services we have been adding books at a considerable rate. We have a considerable number of books backlogged, but we keep picking away at it and the backlog is somewhat smaller now. The big problem that we are going to have in the immediate future is in buying books. We have augmented our book budget so that it now approaches the national standards for cities of this size, but we have come into this new building with more service points to staff and a far greater area to cover. There is some indication that we are not going to be able to spend our book budget if our staff continues at the present level. We may be forced to add some people to the staff in public service to see if we can bring some kind of relationship between the staff and the amount of book selection that needs to be done. Since we have had our larger book budget, our service to the public is suffering somewhat, and there has been a decline in reference assistance recently of approximately 30%. What we probably need is a couple of people - one on a professional level and another in a pre-professional position as there is also a need for a municipal or governmental collection in the library in the Reference Department.

It was further explained by Mr. Dumas that the idea of the Decatur library providing a basic collection of legal reference materials to area correctional institutions is being explored. The state Department of Corrections is looking forward to establishing a legal reference library in area institutions for inmate use, and we are trying to find out if there is a way this library could provide the service. Mr. Dumas further reported that we have recently added a library assistant to take charge of the bookmobile to replace Mrs. Schultz, who is expecting a baby. Mr. George Roberts, a graduate of Eastern University, will take over this position. We have also engaged Mr. Richard Sherman of Oak Park, Michigan as Assistant Cataloger in a position which has been funded by the Rolling Prairie Library system. Rolling Prairie has agreed to pay Mr. Sherman's salary.

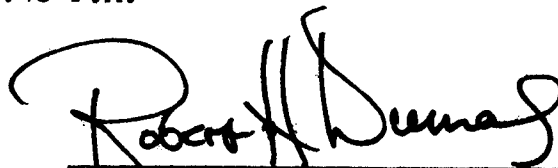
As Chairman of the Properties and Finance Committee, Mr. Whitacre, with the aid of Mr. Prince, conducted a formal bid opening for the sale of the two library bookmobiles which are no longer in service. Bids were received from Robert L. Williams, Joseph R. Pinkleton, C & W Enterprises, and Lloyd Templeton, copies of which are attached to these minutes. The high bid was made by C & W Enterprises in the amount of \$900.00 for the two bookmobiles. Therefore, Mr. Whitacre moved that the board accept the bid of C & W Enterprises for the purchase of the two bookmobiles for the total cost of \$900.00, and see that they be notified by registered mail that they were the successful bidder and arrange a convenient time for them to pick up the titles and the bookmobiles, and at the same time producing a certified check for the total amount of the bid, and that the equipment should be removed from the premises not later than 30 days from date. Mrs. Hedrick seconded the motion and it was approved.

Mr. Whitacre gave an informational report on the summary of income and expenditures through January 31, 1973 and bills approved through January 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.

The yearly audit report of the library prepared by Murphey, Jenne & Jones, copies of which were given to each board member at the last regular meeting, was discussed by the board and no criticisms were offered.

As Chairman of the Policies, Public Relations, and Personnel Committee, Mrs. Brandt moved that fines for library materials be forgiven providing the materials are returned within seven days of the due date; if materials are kept past seven days overdue, fines will accrue and be payable from the due date of the material. Mr. Prince seconded the motion and it was approved. Mr. Butler requested that the Personnel Committee further explore the fine structure of the library to see if further changes are in order.

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



Robert H. Dumas, City Librarian

For Secretary of the Board