



# DECATUR PUBLIC LIBRARY

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JAMES C. SEIDL, City Librarian



## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

### AGENDA

October 18, 1990 4:30 P.M.

- I. Call to Order - Barbara Ohlsen, President
- II. Approval of Minutes
  - A. Meeting of September 20, 1990
- III. Communication from the Public
- IV. City Librarian's Report
- V. Reports of Committees
  - A. Personnel, Policies, and Public Relations Committee
    1. Meeting of October 1, 1990 - CANCELLED
  - B. Finance & Properties Committee
    1. Approval of bills for September 1990
    2. Meeting of October 11, 1990
  - C. Rolling Prairie
    1. Report on October RPLS Board meeting
  - D. Foundation
  - E. Friends of the Library
- VI. Avenues to Excellence II
  - A. Chapter IV, Library Image
- VII. Old Business
  - A. Business Information Center - First Quarterly Report
- VIII. New Business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
October 18, 1990

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Barbara Ohlsen, President. Members present: Mrs. Ohlsen, Richard Lockmiller, Janna Lutovsky, Jerrodean Martin, Robert Oakes, Robert Smith, and Mark Sorensen. Members absent: Daniel Gaumer and Stanley Sitton. Staff present: James Seidl, Carol Gibson, Linda Humphreys, Margaret Sommerfeldt, Karen Anderson, and Catherine Ritchie. Others present: Charlie Brown, Margaret Clark, and Reid Magney.

II. APPROVAL OF MINUTES

There were no corrections or additions to the minutes; they stood approved as mailed.

III. COMMUNICATION FROM THE PUBLIC

Margaret Clark addressed the Board on behalf of her husband, William Clark, pastor of the Baha'i Church. She presented each trustee with a publication entitled The Promise of World Peace.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report had been previously mailed.

Because of a glitch in the city's payroll program, the figure shown for regular salary expenditures is about \$3,000 high; temporary salary expenditures are the same amount too low.

Mr. Seidl reported that a new laser and terminal has been ordered for the Circulation Department.

The Long Range Planning Committee will be meeting soon to review and revise the goals and objectives in the Long Range Plan.

Terri Garren, who has worked at the library as a temporary page for one year, accepted a civil service 1/2 time Library Page position. This was just before the hiring freeze was implemented. Terri's former temporary page position is now vacant and frozen.

Karen Anderson addressed the Board on the new Altos computer system which went on line September 14.

## V. REPORTS OF COMMITTEES

**Personnel, Policies, and Public Relations Committee:** The October meeting was cancelled. The Committee will meet Monday, November 5 at 5:00 p.m. to complete the evaluation of the Director and set his goals for next year.

**Finance and Properties Committee:** Mr. Oakes made a motion to approve the September bills. The motion was seconded by Mr. Lockmiller and unanimously carried on roll call vote.

The Finance Committee met October 11; the minutes were previously mailed. Mr. Lockmiller noted that he agreed with Ms. Apley's statement that the materials budget should not be cut.

Mr. Sorensen stated that he had visited two libraries that rent the best sellers. The money from rentals could cover the cost of the books, but would not be significant revenue for the library.

A letter will be sent to the Mayor and City Council requesting the greater of \$1,935,135 or a millage rate of .4349 from the property tax. City staff also agreed to provide money for the library's carry-over balance until tax money is received in July.

**Rolling Prairie:** Mrs. Lutovsky did not attend the meeting.

**Foundation:** The Foundation fund is at \$3,500. At the meeting on October 17, the investment policy was revised. Sharon Alpi and Mark Sorensen were appointed for a second term. The brochure is being reprinted at no charge because of an error, and letterhead is also being ordered. The Foundation Board will be developing a "wish list" for the funding they receive.

**Friends of the Library:** The Friends did not meet. The book sale will be October 27 and 27.

## VI. AVENUES TO EXCELLENCE II:

Chapter IV, Library Image, was reviewed.

## VII. OLD BUSINESS

The Business Information Center first quarterly report was reviewed. Mrs. Gibson reported that she and Mrs. Mandernach visited the Department of Commerce and Community Affairs (DCCA) office in Springfield about possible funding. The Future Funding Committee has also met. Mrs. Gibson commended Mrs. Mandernach for giving the project a lot of her own time.

The White House Conference will be held October 20 and 27.



The contract for First Night has been received and will be approved.

Union business: The Hearing Officer's written report is complete and should be sent to the attorneys soon. The Labor Relations Board will hear the case sometime near the end of November. The election will be held before December 20.

After some discussion, it was decided to raise the fee for reserves from \$.20 to \$.25 effective October 22.

#### VIII. NEW BUSINESS

Mr. Seidl recommended that the Library close Monday, December 24 and Monday, December 31 to ease staffing shortages. Mr. Oakes made a motion to approve Mr. Seidl's recommendation. The motion was seconded by Mr. Lockmiller and unanimously approved.

The League of Women Voters registered 133 voters at the Library during one week. A candidates' forum will be held at the Library on October 18 and 25 at 7:00 p.m. WSOY will be broadcasting the forums.

The Library donated several books to the Salvation Army to be sent to the armed forces in Saudi Arabia.

#### IX. ADJOURNMENT

Mrs. Ohlsen adjourned the meeting at 5:30 p.m.

Respectfully submitted,



Daniel Gaumer, Secretary  
Decatur Public Library Board of Trustees