

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

OCTOBER 16, 1970

- I. CALL TO ORDER
ROBERT L. SCHUERMAN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING SEPTEMBER 11, 1970
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - 1. Presentation of Annual Accountants' Report as of April 30, 1970
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 - C. NEW CENTRAL LIBRARY BUILDING
 - D. PROPERTIES DISPOSAL COMMITTEE
 - 1. Report of the Committee
 - 2. Opening of bids on present library property
- V. OLD BUSINESS
 - A. LIBRARIAN'S REPORT ON DISPOSITION OF HISTORICAL RELICS
- VI. NEW BUSINESS
 - A. ELECTION OF SECRETARY
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT
MR. BUTLER
MR. FARRELL
MR. MILLER
MR. SAPPINGTON
MR. SCHUERMAN

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - OCTOBER 16, 1970

The regular meeting of the Board of Directors of Decatur Public Library was held on October 16, 1970 in the Board Room of the main library.

Members Present:

Mrs. Brandt
Mr. Farrell
Mr. Miller
Mr. Sappington
Mr. Schuerman

Members Absent:

Mr. Butler
Mr. Dick
Mr. Olsen

Others Present:

Al Rowe (WSOY)
Dawn Ricchio (Herald Review)
Mr. Dumas
Miss Schwegman

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

The minutes of the regular board meeting of September 11, 1970 were approved.

Mr. Dumas reported that the statistics show that we are practically the same in circulation as for last year at this time. There has been a slight decrease in cataloging partly because we had a staff member on vacation. The Technical Services Department is working quite hard to get the work done in order to be ready for the move to the new building. Mr. Dumas further reported that the Children's Librarian is getting things in the Magic Carpet Room organized. She has begun a process of withdrawal - taking outdated or extraneous material from the collection and getting rid of it as necessary. Since the children's room now covers up to the 8th grade, the Children's Librarian, Mrs. Anderson, is making a list of books to buy to augment the reference collection. Mrs. Anderson is also making plans for a more comprehensive children's service in the new library. She hopes to begin a program of visiting in the schools and a pre-school story hour.

Mr. Miller gave an informational report on the summary of income and expenditures through September 30, 1970 and bills approved through September 30, 1970. Mr. Sappington moved that the report be accepted, Mrs. Brandt seconded the motion, and it was unanimously approved by a roll-call vote.

It was further moved by Mr. Miller that:

\$1,512.00 be transferred from Code 402, Contingencies, to Code 288, Rentals.

Mr. Sappington seconded the motion and it was approved.

The Accountants' Report of Financial Statements and Schedules through April 30, 1970 prepared by Peat, Marwick, Mitchell and Co. was discussed by the Board. Mr. Miller stated that the report shows a clean bill of health for the library; he therefore moved that the report be accepted as a matter of record. Mr. Sappington seconded the motion and it was approved.

As Chairman of the Policies, Public Relations and Personnel Committee, Mr. Sappington moved that the City Librarian be granted the authority to stop serving the public out of this building as of November 1, 1970. Mr. Miller seconded the motion and it was approved.

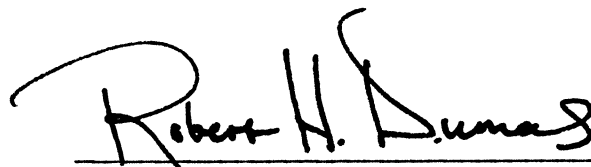
Mr. Sappington stated that the library dedication services are scheduled for 2:30 P.M., Sunday, November 22, 1970. He then moved that services out of the new building will be offered to the public starting at 9:00 A.M. Monday, November 23, 1970. Mr. Miller seconded the motion and it was approved.

In his capacity as Chairman of the Properties Disposal Committee, Mr. Miller reported that the City Librarian has taken all of the equipment and furnishing in this building and divided them into three groups as follows: (1) Group of items to be taken to the new library building; (2) Those items in this library which will have use in some other library about which there has been inquiry made. We will have a private sale of these library-type items; (3) This group contains the items that are left. Anything in Group 2 that has not been sold and all other items in Group 3 will be retained in this building and we will have a public sale in this building after we have moved out.

Mr. Miller announced that bids for the sale of the present library building are now to be opened. Mr. Ed Booth, Attorney, opened the one bid which was received and read the contents thereof to the board. The bid was made by the First Federal Savings and Loan Association in the amount of \$150,000. A certified check in the amount of \$15,000 was enclosed with the bid, representing 10% of the bid amount. Mr. Booth advised the Board that they would have 30 days to consider the bid proposal if they deemed it necessary. Mr. Miller moved that the bid be noted as received and placed on file. Mr. Sappington seconded the motion and it was approved. Mr. Schuerman stated that a special meeting of the Board would be called in the near future to act upon the bid received.

In accordance with the Board's motion of the previous monthly meeting, Mr. Dumas reported that he had disposed of historical relics belonging to the library to the Macon County Historical Commission. Signed itemized lists of the items given to the Commission become a part of these minutes. Mr. Dumas stated that he had asked the curator to prepare a concise list of the items received after the items have been cataloged and classified.

The meeting was adjourned at 5:30 P.M.


Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

September, 1970

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1970 -	23,027	2,665	12,555	38,247	209,732
1969 -	21,437	3,015	13,510	37,962	213,348

REGISTRATION

Resident	25,773	Non-Resident	1,845	
Added	<u>740</u>	Added	<u>36</u>	
	26,513		1,881	
Withdrawn	<u>574</u>	Withdrawn	<u>26</u>	
	25,939		1,855	<u>27,794</u>

TECHNICAL PROCESSING

Cataloging

New books added	641
New titles added	313
Books withdrawn	120
Books mended	376

Acquisitions

Books checked in	542
Pamphlets	169
Microfilm reels	9
Gifts	5