

## MINUTES

### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

September 17, 1987

#### I. Roll Call

The meeting was called to order at 4:30 p.m. by Vice-President Lutovsky. Members present: Mrs. Martin, Mrs. Murphy, Mrs. Ohlsen, and Mrs. Shade. Staff present: Ms. Ballinger, Mr. Seidl, and Mrs. Brooks.

#### II. Minutes

It was determined that the minutes were not previously mailed. CORRECTIONS: second page, second paragraph, after the word "The" should be added "bylaws and articles of incorporation". Also on page 2, Section V, the fifth sentence should be deleted. The minutes were approved as corrected.

#### III. City Librarian's Report

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

Additionally, Mr. Seidl reported that the Friends of the Library will have a booth at the Decatur Leadership Conference on October 7 at the Civic Center. Also in October, the Friends are also sponsoring "Those Radiant Ladies of Hollywood", the fall film series.

A book exhibit from the Museum of Science and Industry will be on display in the library beginning September 29 for two weeks. Fliers will be sent to the school teachers.

The League of Women Voters' forum on country government has been postponed until at least the end of November or maybe the first of next year. The League is sending questionnaires to the upcoming election candidates; the library will print and distribute the results of the questionnaire.

On September 19, Eagle Food Store is presenting a set of books to the children's department to commemorate the constitution.

A report was received from Mr. Serber on the Read in the Parks program. Mrs. Murphy moved that the Board continue to support the program. Motion was seconded by Mrs. Shade and carried.

#### IV. Reports of Committees

##### A. Finance and Properties Committee

Mrs. Shade made a motion to approve the bills for August. Motion was seconded by Mrs. Martin, and unanimously carried on roll call vote.

B. Policies, Public Relations & Personnel Committee

Mrs. Martin made a motion to change the Code of Library Policy as follows:

Current Article III F, Section 2, part C, sub-part ii:

Sick leave accrues at the rate of 8 hours per month to a maximum of 135 days, except that accrual of sick leave for permanent part-time employees shall be on a pro-rated basis to a maximum of 68 days.

Proposed:

Sick leave accrues at the rate of 8 hours per month to a maximum of 240 days, except that accrual of sick leave for permanent part-time employees shall be on a pro-rated basis.

Current sub-part viii:

Upon retirement from the library, an employee may be paid \$5.00 for each day of his/her unused accumulated sick leave up to 135 days, or unused sick days can be applied toward IMRF pension service credit.

Proposed sub-part viii:

Upon retirement from the library service, an employee shall be allowed to use accumulated sick leave days up to 240 days for credit in the Illinois Municipal Retirement Fund.

Mrs. Martin proposed deleting the word "service" in proposed sub-part viii, and made a motion to approve the change as corrected. The motion was seconded by Mrs. Ohlsen and carried.

C. Evaluation Committee

The draft of goals and objectives for the City Librarian was presented. Mrs. Murphy asked that any other suggestions be submitted to her prior to the next Board meeting. At that point, the Board should be able to vote on the goals.

D. Endowments Committee

Mr. Akin was not present. The report was tabled until the next meeting.

E. Rolling Prairie

Mr. Mueller did attend the Board meeting; however, he was not present to report on it.

V. Avenues to Excellence

Mr. Seidl reviewed Chapter 9, Personnel. The standards include community involvement by the staff, personnel policies, written job descriptions,

orientation of new staff, workshops and continuing education, and staff institute days. It was agreed that the library meets these standards.

**VI. Old Business**

Regarding the publicity for the citizen survey, Ms. Ballinger is working on the press release.

Mrs. Lutovsky suggested an article to the newspaper on the new Board officers.

**VII. New Business**

Mrs. Martin asked if some of the Board committees could be consolidated. There was discussion on making a Public Relations committee separate from the other committees; also combining the Policies, Public Relations and Personnel Committee with the Goals and Evaluation Committee. The Board asked Mr. Seidl to discuss a revision of the committee structure with Mr. Sorensen. The need for additional meetings to work on the Material Selection Policy was discussed. Preparation of the long range plan will also be a priority.

Mrs. Shade suggested a window display for American Education Week. A teacher appreciation day was also discussed.

**VIII. Adjournment**

Mrs. Lutovsky adjourned the meeting at 6 p.m.

Respectfully submitted,



Jerrodean Martin, Secretary  
Decatur Public Library Board of Trustees