

DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET • DECATUR, ILLINOIS 62523-1128 • (217) 428-6617

JAMES C. SEIDL, City Librarian



COMBINED ANNUAL MEETING FOR 1986/87

AND MONTHLY MEETING FOR MAY, 1987

AGENDA

May 28, 1987

- I. Call to Order - John Mueller, President
- II. Approval of Minutes
Regular Board Meeting of April 16, 1987
- III. City Librarian's Report
- IV. Reports of Committees
 - A. Finance and Properties
 1. Approval of bills
 - B. Policies, Public Relations & Personnel
 - C. Evaluation Committee
 - D. Endowments Committee
 - E. Rolling Prairie Library System
- V. Old Business
- VI. New Business
- VII. Adjournment

ANNUAL MEETING

- I. Call to Order
- II. Annual Report to the Illinois State Library
- III. Annual Report of the City Librarian
- IV. Election of Officers
- V. Adjournment

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

May 28, 1987

I. Roll Call

The meeting was called to order at 4:35 p.m. by President Mueller. Members present: Mr. Akin, Mrs. Lutovsky, Mrs. Martin, Mrs. Rossiter, Mr. Seidman and Mr. Sorensen. Members absent: Mrs. Alpi and Mrs. Murphy. Staff present: Ms. Humphreys, Mr. Seidl and Mrs. Brooks. Others present: Mike O'Connor, Decatur Herald and Review.

II. Minutes

Mr. Sorensen requested the following corrections to the minutes: on page one, section III, second paragraph, add "over the same month last year" to the first sentence; on page 2, paragraph 8, sentence 7, change "questioned" to "inquired about".

III. City Librarian's Report

Mr. Seidl introduced Grace Veach, the new cataloger, who started work on May 18. Ms. Veach stated that she had been working in Wheaton College for the past five years as a cataloger. She completed her master's degree in library science this month at Northern Illinois University. She is originally from Arcola, and enjoys being back in central Illinois.

In addition to the librarian's written monthly report, Mr. Seidl noted that Mr. Peter Hsu will not be able to assume the position of YA-AV Librarian on June 1 as originally scheduled. His starting date has been extended until November 1 to allow him to make arrangements for his mother who has had a stroke.

Mrs. Martin asked Mr. Seidl about the articles in the newspaper regarding patrons who owe the library large sums of money. Mr. Seidl stated that when the total owed for books and fines exceeds \$200, it is by state statute a felony theft. After no response to several notices (including one letter sent by registered mail), a police report is filed and the State's Attorney prosecutes the case. Mrs. Lutovsky felt the Board should be informed whenever such a case is turned over to the police. Mr. Sorensen felt that an attempt should be made to contact the in-

ins, conduct local history interviews, and index the obituaries, among other duties. Mr. Seidman thought the Board had been traditionally invited to the teas to express their appreciation. Mr. Seidl was not aware of that practice, but said he would check into it.

IV. Reports of Committees

Finance and Properties: Mrs. Rossiter made a motion to approve the April bills. The motion was seconded by Mr. Sorensen. Mrs. Rossiter noted that the following checks were voided by the City: 7886, 7894 and 7900. The air conditioners were repaired, but another problem was discovered with the unit. Mr. Sorensen asked if the trusts receive interest. Mrs. Rossiter informed him that they do. Mr. Sorensen asked where the carry-over from the end of the year went. Mr. Seidl explained that it goes into the the next fiscal year to start out the year. There were no other questions. The motion was unanimously carried on roll call vote. A meeting was scheduled for June 11 at 7 p.m. to prepare the Annual Report of the Board of Trustees to the City Council.

Policies, Public Relations and Personnel: Mrs. Alpi was not present; however, the committee and some other Board members met on May 7 to continue the discussion of the Material Selection Policy. The minutes of this meeting and draft of the policy changes discussed had been mailed to the Board.

Evaluation Committee: The committee met on May 14. The minutes of the meeting and draft of possible suggested goals had been mailed to the Board. The committee invited Board members to submit suggested goals for next year's evaluation. Mr. Sorensen moved that the committee report be accepted. Motion was seconded by Mr. Seidman and carried. Mr. Sorensen stated that the committee is pleased with the way the new evaluation process worked and with the performance of the new City Librarian. Mr. Seidman felt that any goals should be specific and measurable. Mr. Sorensen reported that the committee will meet prior to the next board meeting and finalize the goals for the City Librarian for the next fiscal year.

Rolling Prairie: Mrs. Alpi was not present. The need for a new representative was discussed. Mr. Seidl said that Mr. Plotzke has advised that the representative must be a current Board member, therefore, Mrs. Rossiter will not be able to serve. None of the other Board members could volunteer to serve because of the meeting time (2:00 p.m.). Mrs. Lutensky said that she would

VI. New Business

The next meeting to discuss the material selection policy will be Saturday, June 13 from 9 a.m. until 11 a.m.

VII. Adjournment

There was no further business. The President declared a recess of the regular May meeting at 5:50 p.m.

ANNUAL MEETING

I. Call to Order

President Mueller called the annual meeting of the Library Board of Trustees to order at 6:00 p.m.

II. Annual Report to the Illinois State Library

Mr. Sorensen made a motion to approve the "Annual Report of the Illinois State Library" as previously mailed. Motion was seconded by Mrs. Rossiter and carried. A copy of this report becomes a part of these minutes.

III. Annual Report of the City Librarian

Mr. Sorensen made a motion to approve the "Annual Report of the City Librarian", as previously mailed. Motion was seconded by Mrs. Martin and carried. Mr. Seidl stated that the staff has worked well with all the changes of the past year. There has also been a lot of automation. The staff has not increased as the circulation has. Mr. Mueller asked the secretary of the Board to write a letter to the staff thanking them for their outstanding year.

Mrs. Lutovsky asked if Ms. Apley was recognized for her efforts in the catalog department when both professional catalogers resigned. Mr. Seidl stated that it was noted on her evaluation.

IV. Election of Officers

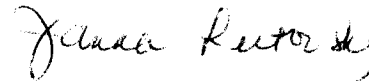
Prior to the election of officers, Mr. Mueller noted that through the years the staff has accepted more and more job assignments; however, the Board must recognize that they can't continue to rely on the staff's good nature to continue to take on increasing tasks. Increased staffing must be addressed in the coming

man made a motion to cast a unanimous ballot for this slate of officers. Motion was seconded by Mrs. Rossiter and unanimously carried.

V. Adjournment

Mr. Mueller adjourned the annual meeting at 6:25 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Janna Lutovsky".

Janna Lutovsky, Secretary
Decatur Public Library Board of Trustees