

# DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



## BOARD OF DIRECTORS MEETING

### AGENDA

FEBRUARY 20, 1975

- I. CALL TO ORDER  
EDWARD FARRELL, PRESIDENT
- II. APPROVAL OF MINUTES:
  - A. REGULAR BOARD MEETING JANUARY 16, 1975
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
  - A. PROPERTIES AND FINANCE
    1. APPROVAL OF BILLS
    2. PRESENTATION OF BUDGET
  - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

### MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT  
MR. FARRELL  
MR. HOLCOMB  
MR. JOHNSON  
MR. LINDSAY  
MR. ROBINSON

DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - February 20, 1975

The regular meeting of the Board of Directors of Decatur Public Library was held February 20, 1975 in the board room of the main library.

Members Present:

Mrs. Brandt  
Mr. Farrell  
Mr. Holcomb  
Mr. Johnson  
Mr. Lindsay  
Mr. Robinson

Members Absent:

Mr. Butler  
Mrs. Hedrick  
Mr. Prince

Others Present:

Mr. Dumas  
Miss Schwegman

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

The minutes of the regular board meeting of January 16, 1975, were approved.

In his monthly statistical report to the Board, Mr. Dumas stated that things are coming along beautifully. There is a general circulation increase this month of 18% - 12% in the central library and 32% in Extension. Juvenile circulation is showing the highest rate of increase with 56% over the previous year in the Extension Division and a 16% gain at the main library. Overall the system shows a 29% gain in juvenile and a 14% gain in adult. The Extension Division circulation has been showing a marked increase for the last 8 or 9 months, and this is a very encouraging thing. It can mostly be attributed to Mr. Yamashita's work as head of Extension Services. He is very good with publicity and is alert to the needs of people. Therefore, it now looks as if we are going to end the year with a slight increase in circulation - very close to 5%, which is very good, especially since public libraries' circulation in the country generally has been declining.

Mr. Dumas further reported that during the past month we had 4 of 5 scheduled programs on investment services conducted by Mr. Modlin of A. G. Edwards and Son, according to Miss Meyer, Supervisor of Adult Services. During the first week of January we had 78 pre-schoolers register for story hours. Mr. Hippenhammer says that had he been able to accommodate them, we could have registered three times as many youngsters. Mr. Hippenhammer plans to begin story hours for school age children soon and hopes he will be able to double the number of pre-school story hours in the near future.

Having made a trip to Springfield to the Surplus Warehouse managed by the State, Mr. Dumas asked the Board's authorization to apply for a warehouse privilege card. The warehouse contains mostly hard equipment - typewriters, old microfilm reader printers, hand tools, etc., and it might be that some articles of value may be found in the future.

At this time Mr. Farrell asked two guests attending the meeting to identify themselves and to make comments if they so desired. Miss Ellen Cox stated that she is a member of the Decatur Public Library staff and, having a free day, desired to attend a board meeting. Mr. Robert Fulk identified himself as a student at Millikin University in attendance to gain information for course work at the university.

As Chairman of the Properties and Finance Committee, Mr. Lindsay gave an informational report on the summary of income and expenditures through January 31, 1975 and bills approved through January 31, 1975. The motion for approval of the report by Mr. Lindsay was seconded by Mr. Robinson and was unanimously approved by a roll-call vote.

Mr. Lindsay further moved that \$1,210 be transferred from Code 402, Contingencies, to be distributed as follows: \$35.00 to Code 284, Professional Association Membership Fees; \$75.00 to Code 288, Rentals; \$500.00 to Code 324, Materials to Maintain Automotive Equipment; and \$600.00 to Code 423, Insurance. Mrs. Brandt seconded the motion and it was approved.

Mr. Lindsay then proceeded to ask for discussion and comments on the proposed 1975/1976 budget prepared by the Finance Committee, copies of which had been distributed previously to board members. Mr. Farrell stated that the budget as presented did not include a provision for a request of a 10% increase in the tax levy, which he had understood at the last meeting of the Finance Committee to be their intent. Mr. Farrell stated that with this omission he could not vote for approval of the budget. Mr. Farrell emphasized the fact that the library has a problem in that 100% of the Library's income comes from property tax, while other city agencies have varied sources of income. Mr. Farrell stated he would like to go on record as being in favor of a library tax levy increase of 10% in 1975. Mr. Robinson and Mr. Lindsay agreed that this indeed was the intent of the Finance Committee. Mr. Robinson moved, therefore, that the Chairman of the Finance Committee, or other member of that committee, affix a written addendum to the proposed budget specifying and explaining the fact that the Library Board is asking for a 10% increase in the 1975 tax levy over the 1974 levy and further moved that a member or a delegation from the Finance Committee take the budget with the addendum to one or more members of the staff of the City and explain it to them. Mr. Holcomb seconded the motion and it was approved.

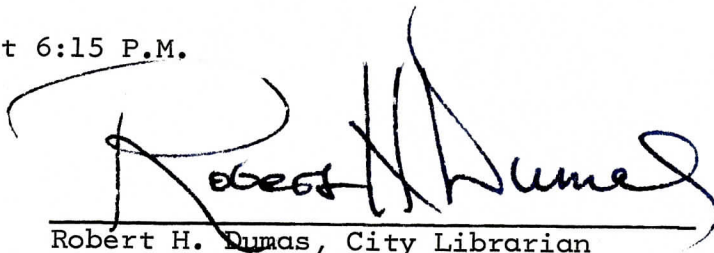
Mr. Lindsay moved that the budget as presented, along with the aforementioned attached addendum, be approved. Mr. Robinson seconded the motion and it was unanimously approved. A copy of this budget, with addendum attached, becomes a part of these minutes.

As a member of the Policies, Public Relations, and Personnel Committee, Mr. Holcomb moved that Mr. Dumas be given authorization by the Board to submit an application for permission to gain access to the State of Illinois Surplus Warehouse in Springfield. Mrs. Brandt seconded the motion and it was approved.

Under old business, Mr. Dumas reported that the water problem in the boiler room and in the south end of the Reference room has been solved, or cut down drastically. However, the problem on the north wall has not been solved. Mr. Farrell directed Mr. Dumas, with approval of the Chairman of the Finance Committee, to take whatever steps they deem necessary to take care of the problem.

Mr. Farrell welcomed Mr. Robley Johnson as a new member of the Board, and requested that he serve as a member of the Policies, Public Relations, and Personnel Committee.

The meeting was adjourned at 6:15 P.M.

A handwritten signature in black ink, appearing to read "Robert H. Dumas". The signature is written in a cursive style with a large, sweeping initial "R".

Robert H. Dumas, City Librarian

For Secretary of the Board