

DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

JANUARY 19, 1978

- I. CALL TO ORDER
JON ROBINSON, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING DECEMBER 15, 1977
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 1. Approval of Bills
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 1. Amendment to Policy Code
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Batterham
Mrs. Cowan
Mr. Holcomb
Mr. Johnson
Mr. Lindsay

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - January 19, 1978

The regular meeting of the Board of Directors of the Decatur Public Library was held January 19, 1978 in the board room of the main library.

Members Present:

Mrs. Batterham
Mrs. Cowan
Mr. Holcomb
Mr. Johnson
Mr. Lindsay
Mrs. Moore
Mr. Robinson
Mr. Stewart

Members Absent:

Mr. Prince

Others Present:

Mr. Larrick
Mrs. White
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:40 p.m. by Mr. Robinson

The minutes of the regular board meeting of December 15, 1977 were approved.

Reporting to the Board on the monthly statistics, Mr. Dumas stated that in December everything is rather slow in the Library with people on vacation and getting ready for Christmas, also augmented by inclement weather, so that what we have left are only the hard-core patrons, resulting in a slight circulation decline. Mr. Dumas commented that there was a slight decrease in the backlog of materials unprocessed in Technical Services, but this is not too meaningful in that there were fewer receipts in the Order Department, giving that department a chance to make a dent in their backlog of the filing of LC's. It was reported by Mr. Dumas that a Civil Service examination was given last week for a bookmobile clerk driver, and we can probably expect to have that position filled by the end of the month.

For the record, Mr. Dumas noted that library attorney Ed Booth has forwarded copies of the board meeting schedule for the coming year to all news media and the schedule is posted in the main library in accordance with the statutes.

Copies of brochures printed by the Library were distributed by Mr. Dumas, one on the framed art prints available in the Library, and the other announcing to patrons the coming of the new computerized circulation

Decatur Public Library with other libraries in the state in the same population or budgetary bracket. These tables, Mr. Dumas stated, show DPL in a fairly favorable light and reflect creditably on the staff. Mr. Dumas requested the Board in their leisure to compare the various tables versus one another to get a better composite picture.

As Chairman of the Properties and Finance Committee, Mr. Johnson gave an informational report on the summary of income and expenditures through December 31, 1977 and bills approved through that date. After discussion, the motion for approval of the report by Mr. Johnson was seconded by Mr. Lindsay and was unanimously approved by a roll-call vote.

It was further moved by Mr. Johnson that the Library elects to finance its payment for State of Illinois Unemployment Insurance by the contributory method and authorizes the President of the Board of Directors to sign and certify the Bureau of Unemployment Insurance's Report to Establish Liability for Local Government Entities Under the Illinois Unemployment Insurance Act. Mr. Dumas explained that the contributory method had been recommended by the Finance Director and the Director of Personnel of the City. Mr. Lindsay seconded the motion and it was approved.

Mrs. Patricia White asked to be heard by the Board at this time concerning a poster she wished to post in the Library. Mr. Dumas stated that according to Library rules the poster could not be displayed, and made an appointment with Mrs. White to come to his office so that he could discuss the matter with her.

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Batterham moved that Article III, "Personnel", Paragraph F, "Wages, Salaries, and Perquisites of Employment" of the Code of Library Policy be amended in the following manner:

Section 2, Subsection (a): Delete "for all full-time employees" and substitute "for all permanent part-time and full-time employees"; add clause (xiv) "Permanent part-time employees shall accrue vacation credit pro-rated in accordance with their normal work week." Provisions with respect to vacation leave for part-time permanent employees are effective as of the employee's last anniversary of employment with the Library.

Section 2, Subsection (b): Delete "full-time staff members" and substitute "permanent staff members"; in clause (i), delete "Washington's Birthday" and substitute "Employee's own birthday".

Section 2, Subsection (c): Delete "full-time staff members" and substitute "permanent part-time and full-time staff members"; in clause (i) after "disabling accidents" add "where such illness or

In discussion of the motion, Mr. Holcomb wondered if "immediate family" should not be more specifically spelled out. Therefore, Mr. Lindsay moved that part 3 of the above motion be amended to include after the phrase "immediate family" the following: "(Mother and father, sisters and brothers, children and spouse)". Mr. Holcomb seconded the amendment to the motion and it was approved. The motion as amended was then approved.

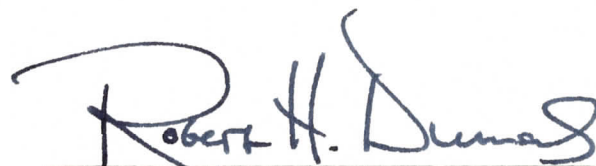
Mrs. Batterham further moved that the Policies, Public Relations and Personnel Committee respond to the letter from the Decatur Public Library staff dated December 7, 1977. Mr. Stewart seconded the motion and it was approved. A copy of this memorandum to the staff becomes a part of these minutes.

Under Old Business, Mr. Holcomb queried Mr. Dumas as to the current situation with respect to downtime on the CLSI computer system. Mr. Dumas replied that we are still being plagued with considerable downtime, but that now RPL and DPL are both keeping records as to the amount of downtime and the reasons therefor, to be used when presenting the case to CLSI.

Mr. Robinson stated he would be in Puerto Rico during February and asked Mr. Lindsay as Vice President to take over for him at the February 16 meeting.

Notes made in a meeting with Professor Goldhor of the University of Illinois some three years ago were offered for perusal of the Board by Mr. Robinson, who stated he felt the Board had come a long way since that time.

There being no further business to come before the Board, the meeting was adjourned at 5:40 p.m.

A handwritten signature in blue ink that reads "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