

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

August 20, 1987

I. Roll Call

The meeting was called to order at 4:30 p.m. by President Sorensen. All Board members were present. Staff present: Ms. Humphreys, Ms. Ballinger, Mr. Seidl, and Mrs. Brooks.

II. Minutes

There were no additions or corrections to the minutes; they stood approved as mailed.

III. City Librarian's Report

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

Additionally, Mr. Seidl reported that Mr. Richard Weatherby is working in the reference/home reading departments through a program sponsored by the American Association for Retired Persons (AARP).

Mr. Sorensen clarified that the report on the tax levy is for fiscal year 1988-89 which will begin May 1, 1988. Also, the ideas suggested on how to meet the \$75,000 reduction are only suggestions; the Board will make final determinations.

Arthur Gross, Assistant Head of the Home Reading Department, was hired on July 21. He was introduced to the Board.

The library was closed at 1:30 p.m. on Monday, August 17 because some staff members were ill from a flea spray which was spilled. One staff member was taken to the hospital, but she returned to work on Wednesday, August 19. The library is currently searching for a company which will spray on a Sunday, which will hopefully allow the spray to dissipate. It was suggested that Scotty's Pest Control might do the job on Sunday.

IV. Reports of Committees

Finance and Properties: Mr. Akin made a motion to approve the July bills. The motion was seconded by Mrs. Lutovsky, and unanimously carried on roll call vote.

Mr. Seidl noted that the FCC has proposed a 40% increase on the phone rates, which will have an impact on communicating by computer to OCLC.

Policies, Public Relations and Personnel: Mrs. Martin announced that the committee has changed their regularly scheduled meeting time to immediately follow the Board meetings, effective this month.

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

August 20, 1987

I. Roll Call

The meeting was called to order at 4:30 p.m. by President Sorensen. All Board members were present. Staff present: Ms. Humphreys, Ms. Ballinger, Mr. Seidl, and Mrs. Brooks.

II. Minutes

There were no additions or corrections to the minutes; they stood approved as mailed.

III. City Librarian's Report

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

Additionally, Mr. Seidl reported that Mr. Richard Weatherby is working in the reference/home reading departments through a program sponsored by the American Association for Retired Persons (AARP).

Mr. Sorensen clarified that the report on the tax levy is for fiscal year 1988-89 which will begin May 1, 1988. Also, the ideas suggested on how to meet the \$75,000 reduction are only suggestions; the Board will make final determinations.

Arthur Gross, Assistant Head of the Home Reading Department, was hired on July 21. He was introduced to the Board.

The library was closed at 1:30 p.m. on Monday, August 17 because some staff members were ill from a flea spray which was spilled. One staff member was taken to the hospital, but she returned to work on Wednesday, August 19. The library is currently searching for a company which will spray on a Sunday, which will hopefully allow the spray to dissipate. It was suggested that Scotty's Pest Control might do the job on Sunday.

IV. Reports of Committees

Finance and Properties: Mr. Akin made a motion to approve the July bills. The motion was seconded by Mrs. Lutovsky, and unanimously carried on roll call vote.

Mr. Seidl noted that the FCC has proposed a 40% increase on the phone rates, which will have an impact on communicating by computer to OCLC.

Policies, Public Relations and Personnel: Mrs. Martin announced that the committee has changed their regularly scheduled meeting time to immediately follow the Board meetings, effective this month.

Evaluation Committee: Mrs. Lutovsky reported that the committee will meet prior to the next Board meeting to set the goals for the City Librarian, which will be forwarded to the Board for approval.

Endowments Committee: The bylaws and articles of incorporation draft has been returned from the attorney, and should be ready for discussion next month.

Rolling Prairie: No one attended the meeting. Mrs. Ohlsen will not be able to serve as the Board representative. Mr. Mueller volunteered for that position.

V. Avenues to Excellence

Mrs. Murphy reported on Chapter 8 of Avenues to Excellence. Decatur Public Library does comply with standards set for reference services. Special service for specific populations are also provided, including large print books, delivery to the home-bound, etc. One staff member should be particularly knowledgeable about services for the disabled. However, even though many special services are available, the citizen's survey showed that the general population is basically not aware of those services. More attention should be given to publicizing the services offered.

Mr. Sorensen assigned chapter 9 to Mr. Smith for September, chapter 10 to Mrs. Shade for October, and chapter 11 to Mrs. Ohlsen for November.

VI. Old Business

Mr. Seidl recommended a change to the June Board minutes. On page 2 in the paragraph regarding the salary increase, the word "classified" should be changed to "library". Mrs. Lutovsky made a motion to approve the change as suggested. Motion was seconded by Mr. Mueller and carried.

The citizen's survey was discussed. The survey will be required for next year's per capita grant, however, it was already planned for fiscal year 1986-87 when the state changed its regulations to require it in 1988-89. The survey was compiled by the University of Illinois School of Library and Information Science. Fifty-five percent of those surveyed had library cards, however, only 40 percent of the population is actually registered. The difference is in the fact that only people over sixteen years of age were surveyed, and only people with telephones were contacted.

Mrs. Shade suggested that the Herald & Review might be interested in doing a story which could include their staff taking the survey.

A committee will be set up this fall to write the library long range plan. It is suggested that some outside businessmen, etc. be included on the committee.

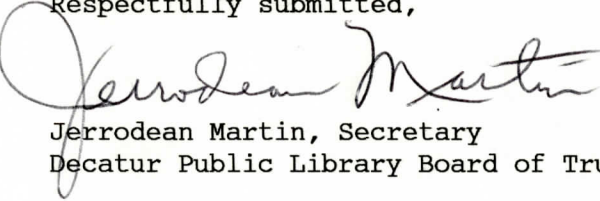
VII. New Business

There was no new business.

VIII. **Adjournment**

Mr. Sorensen adjourned the meeting at 5:50 p.m.

Respectfully submitted,



Jerrodean Martin

Jerrodean Martin, Secretary
Decatur Public Library Board of Trustees