

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING
May 25, 1962

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Boyd Room of the Main Library, 457 North Main Street, May 25, 1962 at 3:45 PM.

Members Present:

Mr. Jack Burnett, President	Mr. Harold Koslofski
Mr. Francis Hart, Vice-President	Mr. John Cheeks
Mrs. Erich Stern	Mr. David Pilcher
Mrs. Roger Pogue	Mrs. Mary T. Howe, Secretary

Members Absent:

Mrs. Harry Moothart
Mr. James Sommer

Others Present:

Mr. Icen, reporter Decatur Herald
Mr. Robert Kirchgraber, Assistant Librarian

The Librarian read the Minutes of the April 27, 1962 Meeting and the Properties Committee meeting held May 24, 1962. Other minutes submitted to the Board were: The Annual Board Meeting held May 11, 1962, Special Finance Meeting held April 30, 1962, Personnel Committee Meeting held May 24, 1962. A correction on the April 27, 1962 Minutes, page 2 last line, was made to read "sent to Mr. Burnett for signature". There were no other corrections, therefore, the minutes were declared approved as read and submitted.

Mr. Burnett asked for authorization for the officers to sign the check for the dormant account in the National Bank on the Library Book Fund 1913 and to transfer the amount to the Decatur Public Library checking account. Mr. Cheeks made the motion. Mr. Koslofski seconded the motion. All present voted aye. Motion carried.

Mr. Koslofski presented the May bills for payment. Mrs. Stern seconded the motion. Roll call was taken, Mr. Burnett, Mrs. Stern, Mrs. Pogue, Mr. Koslofski, Mr. Hart, Mr. Cheeks, and Mr. Pilcher voted aye. No abstentions or noes were recorded. Motion carried.

Staff Salaries	\$14,326.30	
Janitors Salaries	<u>398.77</u>	
Total Salaries		\$14,725.07
Operating Expenditures		<u>3,641.51</u>
Total Expenditures		\$18,366.58

Mr. Hart gave the report for the Properties Committee. He made the motion to refer the following repairs to Mr. Sweetnam, Architect:

Repair masonry wall at existing basement steps of Main Library with new hand rails.	\$210.00
Caulk all joints of concrete coping, west wing-Main Library	150.00
Clean brick, paint up motor and spray with silicone-west wing-Main Library.	750.00
Exterior painting-window sills and fire escapes	850.00

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Paint toilets, coatroom, vestibule	191.00
Paint Technical Processes	<u>90.55</u>

Mr. Pilcher seconded the motion. All present voted aye. Motion carried.

The black topping of Main Library (approx. \$2,138.30) awaits 1962 bids from the City. The Evans Bookmobile ramp needs permission from the City to proceed with work.

Mr. Hart moved the library purchase a bicycle rack for Dill Branch at the best possible price to fill our needs. (18 capacity-10 ft. length-approx. cost \$63.50). Mr. Pilcher seconded the motion. All present voted aye. Motion carried.

Mr. Cheeks reported for the Personnel Committee. (see minutes for the Committee, May 24, 1962). He advised the Board that the Pay Grade Plan for the Library Employees Classifications had been received from Mr. Bodnar, Secretary to Civil Service Commission. The Committee is working on it to see whether the Library can afford it. Mrs. Howe is making an analysis which will be distributed to the members for discussion at a later date.

Mr. Burnett appointed the following committees to serve during 1962/63:

<u>Properties</u>	<u>Finance</u>	<u>Policy</u>	<u>Personnel</u>
Mr. Hart, Chairman	Mr. Koslofski, Chair.	Mr. Pilcher, Chair.	Mr. Cheeks, Chair.
Mr. Cheeks	Mr. Pilcher	Mr. Koslofski	Mrs. Pogue
Mrs. Stern	Mr. Sommer	Mrs. Stern	Mr. Hart
Mr. Sommer	Mrs. Moothart	Mrs. Pogue	Mrs. Moothart

Mrs. Howe reported on her vacation which will begin June 11 and end July 16, 1962. Mr. Kirchgraber will be in charge while the Librarian is gone and he will attend the June Board Meeting.

Mr. Burnett reported on the Area Meeting of the Trustees. There were representatives from Pana, Urbana, East Peoria, Centralia, Decatur and the Illinois State Library. The Library Laboratory was on display from 10AM-3PM. Audio visual material, class facilities, and basic reference books were displayed. DeLafayette Reid, Assistant State Librarian and Harold Rath, Library Consultant talked about new library laws, National Library Week, and financial problems. Mr. Burnett urged all Directors to attend these meetings when they are held. He pointed out the IIA meeting in Springfield October 25, 26, 27, 1962. Mr. Pilcher is a Director of the ILTA Division.

Mrs. Howe announced the medium sized library institute at the University of Chicago August 8,9, 10. She said four members of the staff would attend and offered to reserve places for two Directors. Staff Institute will be held October 12, 1962 in the Hott Memorial House in Monticello. The University of Illinois Conference will be held November 12,13,14 in Allerton House. This will emphasize medium sized libraries too. She said Decatur people drive back

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and forth to Allerton and do not stay overnight.

Mr. Burnett entertained a motion to adjourn. Mr. Pilcher moved adjournment. Mrs. Pogue seconded the motion. Meeting adjourned at 5:20 PM.

Respectfully submitted,

Mary T. Howe,
Secretary.