



BOARD OF DIRECTORS MEETING

AGENDA

AUGUST 19, 1976

- I. CALL TO ORDER
JON ROBINSON, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JULY 15, 1976
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 1. APPROVAL OF BILLS
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 1. MOTION APPROVING MRS. TURNBO'S TERMINAL VACATION LEAVE
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BATTERHAM
MR. HOLCOMB (TENTATIVE)
MR. LINDSAY
MRS. PERRY
MR. PRINCE
MR. ROBINSON

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - August 19, 1976

The regular meeting of the Board of Directors of the Decatur Public Library was held July 19, 1976 in the board room of the main library.

Members Present:

Mrs. Batterham
Mr. Holcomb
Mr. Lindsay
Mrs. Perry
Mr. Prince
Mr. Robinson

Members Absent:

Mr. Butler
Mrs. Hedrick
Mr. Johnson

Others Present:

Miss Meyer
Miss Schwegman

The meeting was called to order at 4:30 P.M. by Mr. Robinson.

The minutes of the regular board meeting of July 15, 1976 were approved.

Mr. Robinson announced that we have a "much prettier stand-in" today to give the statistical report - Miss Margaret Meyer, Supervisor of Adult Services. Miss Meyer reported that circulation is down slightly this month, the reason for which she did not know. The only place that circulation was up was in the central library in the adult section. Miss Meyer commented that one of the items not shown on the statistical report is that services to patrons were up again very strongly in the adult section, which we feel is a very significant sign. This includes professional-type services and non-professional or informational and directional-type services, Miss Meyer explained.

Mr. Holcomb stated that he was more concerned with the telephone services than anything else, as he felt this type service can very easily get out of hand, especially the questions regarding names, telephone numbers and addresses taken from telephone directories. Mr. Prince asked if this type of service is burdensome to the staff. Miss Meyer stated that we do have a lot of calls for telephone directory information, mostly from out of the city. She stated she has been fighting for a couple of years to get somebody in reference to answer the telephone, and free the rest of the staff in Reference to help patrons. Miss Meyer went on to say that there are mornings with the number of staff we now have when there is only one person on duty in the basement to answer calls and help patrons, and it is almost impossible to do a good job at both, as she feels the patron who comes into the Library should have priority. Mr. Holcomb asked if this was a service typical of most libraries, and Miss Meyer replied that most metropolitan libraries have a telephone reference section with their own set of reference tools at hand and do nothing but telephone reference. Miss Meyer remarked that the library owns approximately 300 telephone directories which are given to them by the telephone company and cover all states in the union and all larger cities. Also, some

patrons are unhappy when we give only three answers over the telephone at one time. Mr. Prince moved that statistics on the number of telephone directory calls be kept starting September 1, and a report made to the Board of the findings at the September or October meeting. Mr. Holcomb seconded the motion and it was approved.

It was reported by Mrs. Batterham that a grand-daughter of Mr. Webber Borchers who helps in a nursery school had related to her mother that they could not bring their children from the nursery to the library without an appointment. Mr. Prince stated he had had a similar call and that he was told the nursery school children had been excluded from the library when they came to visit. Miss Meyer explained that the reason Mr. Hippenhammer asks for appointments to be made is to insure the children's room will be staffed at the time of the visit, and the children will have someone to help them or tell them a story at that time. Miss Meyer stated she was not aware that children had ever been excluded from the library and would discuss the matter further with Mr. Hippenhammer.

The lack of new fiction books on the shelves of the library was voiced by Mr. Holcomb, which he felt was a legitimate objection. He requested that more titles be added if we have the money. Mr. Holcomb said he would like to know why the shelves are almost always bare, and what the policy is on new fiction book selection. Mrs. Perry concurred and stated that the only complaints she hears about the library are the ones concerning the lack of new fiction. Miss Meyer stated that the present policy of the library is to add 200 new fiction titles a year. Mr. Robinson commented that perhaps it would be a good idea to spend a little more of our book budget on new fiction to try to alleviate the problem, as he too had heard complaints from friends and neighbors. He stated that the number of copies to be bought of each title had been recommended by the Board, but this was done in the hope of building quality rather than quantity into the selection. It was suggested by Mr. Holcomb, that Mr. Dumas, after reading these minutes, come up with some recommendations at the next meeting of the board regarding this policy.

As Co-chairman of the Properties and Finance Committee, Mr. Lindsay gave an informational report on the summary of income and expenditures through July 31, 1976 and bills approved through July 31, 1976. The motion for approval of the report by Mr. Lindsay was seconded by Mrs. Batterham and was unanimously approved by a roll-call vote.

Mr. Holcomb, as Chairman of the Policies, Public Relations and Personnel Committee, moved that the claim of Mrs. Dorthia Turnbo for two weeks terminal vacation leave is valid and the City Librarian is authorized to make payment for such leave. Mrs. Batterham seconded the motion and it was approved.

At 5:10 P.M. Mr. Robinson asked that the Board go into Executive Session to discuss personnel matters. The regular meeting of the Board was then reconvened at 5:25 P.M.

Under Old Business, as a member of the Computerization Committee, Mr. Lindsay stated that the Committee could not make a decision at this time, as it is his personal opinion that we are not in a position to make a decision as to whether we are going the City route or the CLSI route which Rolling Prairie is adopting, until we have more figures available. Mr. Lindsay explained that the City system would net out at approximately \$51,000 a year. Mr. Holcomb pointed out that the City system would not give us a tie-in with extensive collections from other libraries and that the CLSI system is a tremendously well accepted system where it has been tried. Mrs. Batterham remarked that CLSI has spent a great deal of money and many years in developing their system for libraries and to see Mr. Wood and the City staff try to develop a similar system in a short period of time did not seem feasible to her. Mr. Lindsay stated that as a governmental unit he did not see how the Decatur Library could own a third of the RPL system and that he felt this an important consideration. He had asked Mr. Ewick to come up with some lease payment figures for the system, he stated.

Mr. Prince remarked that the Board has worked on this computerization thing for two years and we are no closer than when we started. He suggested that before the City makes any move or incurs any expense to build up something, that we give this Rolling Prairie CLSI system a chance. After they have experience, then we can see if we should tie in. Mr. Robinson remarked that the City Council has the final say over the money, whichever way we go, and obtaining the money for the CLSI system could be a problem, as there would still be services of accounting, payroll, etc. which the City would be performing. Mr. Prince stated that if the Rolling Prairie system is successful, we would have something to show the Council. Mr. Prince moved that we request the City to hold up on any expenditures by way of a computer program, with our ultimate goal in mind of possible utilization of the CLSI system, until the system has either proven or disproven itself over a reasonable period of time, and that we also advise Rolling Prairie of our interest in the system, leaving the door open to join them in the future if we think it advisable. Mrs. Batterham seconded the motion, and it was approved. It was requested that Mr. Johnson write to Mr. Wood of the City advising him of this Board action.

The meeting was adjourned at 6:05 P.M.



Carol Batterham, Secretary of the Board