



# DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



## BOARD OF DIRECTORS MEETING

### AGENDA

SEPTEMBER 16, 1976

- I. CALL TO ORDER  
JON ROBINSON, PRESIDENT
- II. APPROVAL OF MINUTES:
  - A. REGULAR BOARD MEETING AUGUST 19, 1976
- 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 SCHEDULE
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

#### MEMBERS EXPECTED TO BE PRESENT:

MRS. BATTERHAM  
MRS. COWAN  
MR. HOLCOMB  
MR. LINDSAY  
MR. PRINCE  
MR. ROBINSON  
MR. STEWART

DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - September 16, 1976

The regular meeting of the Board of Directors of the Decatur Public Library was held September 16, 1976 in the board room of the main library.

Members Present:

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

Members Absent:

Mr. Johnson  
Mrs. Perry  
Mr. Prince

Others Present:

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 August 19, 1976, were approved.

In his statistical report to the Board, Mr. Dumas stated that circulation is down somewhat this month, about 2.7%; however, we are still maintaining an increase for the year-to-date. The Children's Department was down slightly and Extension showed a slight gain. The other figures are fairly consistent as they have been for the past few years, with a slight drop in the number of books processed and an increase of books in the state of processing. Mr. Dumas stated this leads him to the unfortunate situation in the Library which will cause the amount of material in the state of processing to continue to increase, and there will be a backlog for the next several months - and it may be a considerable backlog.

Further reporting, Mr. Dumas gave the following account: In June we had the retirement of Mrs. Turnbo, Head of the Order Department. We held a promotional examination and promoted Miss Williams to this position and she is doing a good job. However, Miss Williams was the Senior Clerk in the Cataloging Department. With her promotion, it left a senior position vacant and no one with the amount of experience needed to step into her place. A promotional examination was given and we promoted the periodicals clerk. Therefore, we have two new people in the Order Department. Miss Williams is very orderly and alert and she is managing fairly well to hold things together. With the transfer of the periodicals clerk to the Catalog Department, we have somebody who never worked in cataloging before doing the work, and it will be some time before she acquires the expertise that Miss Williams had acquired in over 18 years of experience in Technical Services. We can look for a drop-off in productivity, at least initially.

Then in the latter part of June, Mrs. Ensign, who was the Chief of the Mendery and Book Processing Unit, retired which left a vacancy there. Mrs. Ensign was an extraordinary person who worked long hours and had a natural talent for the position. She seldom took breaks and often worked through her lunch period. We held a promotional examination and Mrs.



Colebar, who was a clerk in the Cataloging Department, was promoted to the job. We had previously held training sessions and Mrs. Colebar showed the most aptitude for the work. Once again this had the result of decreasing the expertise in the Cataloging Department. The upshot is that we are going to be developing a certain amount of backlogging, and it has already started.

At the end of August, Mrs. Vogler, Chief Cataloging Clerk, elected to take early retirement after 15 years service, and there is no one at all available for promotion to that position. We are initiating a training program over the next 8 or 9 months in the hope of training people for that position and other positions which will be coming up. We have in the meantime hired a Technical Services Clerk I to keep the department at numerical strength, and when we feel sufficient training has been achieved, we will offer the promotional examination for Technical Services Clerk III, Mrs. Vogler's job. This will be 8 or 9 months in the future. Therefore, we have a compounding situation in the Technical Services Division of the Library.

Continuing, Mr. Dumas stated that were that not enough, last Thursday Mr. Kratzner, our Maintenance Man who has been commended on a number of occasions, came into the office and stated he had sold his house and furniture and was leaving town for Fort Worth, Texas. It is highly unlikely we are going to be able to replace him with anyone of his competence. We are going to have to take the best we can get.

The next day Miss Meyer came in and said "you probably won't like this; you had better sit down". Miss Meyer stated she had decided to take an early retirement. Mr. Dumas stated he asked her why and she said she was worn out, that her legs hurt at night and she was unable to sleep. Mr. Dumas told her she probably had arthritis and would she please see a doctor. She said she would; however, the next week she came in and stated her sister was having serious eye problems, and she had decided to resign as originally scheduled. This means we are in a very bad position here. The decision will have to be made as to whether we can hire from within the staff on a promotional basis or go to the national market, which would take months to accomplish. It will be a difficult decision to make as the Supervisor of Adult Services position is one of two key positions in the Library. This vacancy will cause a gradual deterioration of service, but there is not expected to be a radical change over the short term, Mr. Dumas stated. He does not believe the book collection will suffer significantly. However, we are expecting a rapid deterioration and serious backlogging in Technical Services because of the personnel problems there.

Mr. Dumas added a happy note to his comments by reporting that Mr. Poertner, the new Young Adult-AV Librarian, is working out very well and is getting a lot of things going. Mr. Dumas further commented that he had received a letter from an Elizabeth Turnell, a retired Professor of DePauw University, who is offering her services to the Library to begin recording programs of oral history on video tapes. We are going to give it a try. The only expense will be the tapes.

As Chairman of the Properties and Finance Committee, Mr. Lindsay gave an informational report on the summary of income and expenditures through August 31, 1976 and bills approved through August 31, 1976. The motion for

approval of the report by Mr. Lindsay was seconded by Mr. Holcomb, and was unanimously approved by a roll-call vote.

Mr. Holcomb, as Chairman of the Policies, Public Relations and Personnel Committee submitted a recommendation for the amending of Article V, Paragraph D, Section 11(a) of the Policy Manual covering selection of musical items for the Library. Mr. Dumas explained that at the time this portion of the Policy was prepared, Mr. Poertner, an AV specialist, was not on the staff. Therefore, Mr. Poertner prepared a draft replacement dealing with musical recordings which is a little bit finer and easier to work with. He treats music as music and puts in a few words what we tried to do with many. This replacement will broaden considerably the acquisition potential with respect to "Pop" music. Mr. Dumas recommended that the Policy be thus amended. Mr. Holcomb so moved, Mrs. Batterham seconded the motion, and it was approved. A copy of this replacement becomes a part of these minutes. Mr. Dumas explained that board members will be receiving the corrected copies for their manuals.

The scarcity of new fiction on the shelves which was discussed at the August Board meeting was the subject of several meetings of the Policies Committee Mr. Holcomb stated. However, no firm recommendations can as yet be made. Mr. Dumas commented that he has been checking the new fiction shelves periodically since the last board meeting and finds generally the number of new titles to be 29 to 30 and as low as 22 at times. The Committee is considering the duplication of books which are not best sellers, thereby augmenting the collection. After talking to his staff, Mr. Dumas stated it was felt by the staff that perhaps this problem began about the time the grace period on loaned material was initiated. This extension of the loan period cuts down availability of new fiction by something like 30%. Therefore, there is the possibility of cutting down the loan period on these books.

Mr. Robinson suggested that a solution for getting long overdue books back might be to have the City Council pass an ordinance making the willful failure to return books borrowed as a violation of city ordinance which would make it a criminal misdemeanor. Mr. Dumas stated he felt this would be difficult to administrate and would be bad for public relations, as bringing people into a court of law could have serious repercussions.

Under Old Business, Mr. Dumas read a letter prepared by Mr. Johnson to Don Wood of the City Data Processing Center in which was stated the Board's request that "the City incur no further expense" with respect to library computerization until a future date. A copy of this letter becomes a part of these minutes.

The meeting was adjourned at 6:10 p.m.



Robert H. Dumas, City Librarian

For Secretary of the Board