

BOARD OF DIRECTORS MEETING

AGENDA

OCTOBER 21, 1976

- I. CALL TO ORDER
JON ROBINSON, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING SEPTEMBER 16, 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 CODE
- V. OLD BUSINESS
- VI. NEW BUSINESS
 - A. CITY LIBRARIAN'S SALARY
 - B. RECEPTION FOR STAFF
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - October 21, 1976

The regular meeting of the Board of Directors of the Decatur Public Library was held October 21, 1976 in the board room of the main library.

Members Present:

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

Members Absent:

Mrs. Perry

Others Present:

Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:35 P.M. by Mr. Robinson.

The minutes of the regular meeting of September 16, 1976 were approved.

In his statistical report to the Board, Mr. Dumas remarked that circulation is about on a par with last year this month, a gain of one book in our circulation, which really marks a situation that is disturbing because of the fact that we were able to maintain parity with the gains in Extension. The central library is showing marked declines in circulation - 5% in Home Reading, 12% in the Youth Department, and 22% in the Children's Department. Mr. Dumas stated he had had meetings with the department heads to see if the causes could be identified. For the explanation of the Home Reading loss, it was suggested that our orders and books received for this year are down about 25% over the same period of last year. We are spending almost as much money as the year before, but are receiving 25% fewer books because of inflation. Last year we budgeted the same as the year before in our book budget on the assumption that even though costs had been rising we had to hold the line because of our buying a lot more paper bound books instead of hard bound copies, and last year we showed a 15% loss in spite of this tendency and we only budgeted 12 or 13% more for this year. We didn't make up the difference and have another 15% loss in our book budget due to inflation, which means that next year we have got to make a very determined effort to substantially augment the book budget. We will have to see if we can augment it with a 20 or 25% increase in the budget for next year. This decrease in number of new books does affect circulation adversely, as new books attract people who may take out older books also. The Children's Department loss may be a result of larger circulation last year because of the reading emphasis program carried out by the schools. Additional emphasis was placed on reading because of this program. We don't know to what extent, but it certainly is a factor.

Registration is showing good gains over our registration compared with last year, Mr. Dumas stated. Registration is going up and a fair number of these are registered in the juvenile department, and the bookmobiles seem to be the principal source of juvenile registrations. We have two new bookmobile stops. The new Longview stop, contrary to our expectations, has turned out to be very good. This stop was tried this summer and circulation was so good that Mr. Seidl decided to continue it. Right now we have an average circulation at the Longview stop of 61 books an hour. Another stop was initiated in September at St. James School, which replaced the stop at Four Rays, and the response has been very good as we registered 162 youngsters there in September. This growing use of the bookmobiles by children may be having an effect on the use of the central Children's Department. It may be we have redistributed the circulation. We also now have service at Fairhaven Christian Home and we are introducing service at Decatur Manor in November. That will be the last of the nursing homes that have requested service at this time. Mr. Seidl was informed by Mrs. Getz at Decatur Memorial that the hospital could not supply a library cart at this time because of lack of volunteers. It is over three years now that we have had no service there. At first it was because of construction going on and they needed the space and we were asked to remove our books at that time. Mr. Perry gave us a call and asked us to leave the books there and get going again, but to this point we have not been able to give service there, and recently they have initiated two or three projects and say they have no volunteers who are available for this service. Mr. Prince interposed that perhaps this would be a good project for the Friends to take over.

The Reference Department has reported on their use of telephone directories in giving telephone reference. Mr. Dumas stated that approximately 23% of the total calls in the Reference Department require the use of telephone books. The total percentage is not high at the present time, as the total number of calls for September was 727. Mr. Holcomb remarked that he thought this was something that should be watched carefully as the service could easily get out of hand, and Mr. Lindsay requested that the statistics continue to be reported.

Mr. Dumas further reported that a copy of the Rolling Prairie Libraries financial statement has been received and is on file in the Administrative Office for anyone who might be interested in seeing it.

As a co-chairman of the Properties and Finance Committee, Mr. Prince stated that he and Mr. Lindsay had gone over the bills for the previous month. Mr. Prince asked some pertinent questions on the list, and then moved that bills be approved through September 30, 1976. Mr. Lindsay seconded the motion and it was unanimously approved by a roll-call vote.

Mr. Holcomb, as Chairman of the Policies, Public Relations and Personnel Committee, remarked that it had been suggested by Mr. Robinson for the board to have a luncheon or some type of reception for library employees in order that staff and library board members could become better acquainted. Mr. Dumas endorsed the idea and Mrs. Batterham stated she thought it was great. Discussion followed as to the type of reception to be held and as to its location. Mr. Robinson and Mrs. Batterham

offered their homes and Mr. Prince suggested perhaps that the Decatur Club would be a possibility. Mrs. Batterham moved that a reception be sponsored by the Board for library employees, and that the duties of organizing it be passed to the Policies, Public Relations and Personnel Committee. The motion was approved.

It was further reported by Mr. Holcomb that a letter has been sent to Mr. Don Wood of the City Data Processing Center asked about the possibility of changing the loan period, which had been a suggestion of Mr. Dumas to augment circulation of new fiction by having shorter loan periods and to decrease the peaks and valleys now existing due to the fixed loan period dates. A reply has not as yet been received from Mr. Wood on this matter.

An amendment to the Code of Library Policy, Article V, "Materials Selection and Collection Development" was moved by Mr. Holcomb. A copy of this change becomes a part of these minutes. The motion was seconded by Mrs. Batterham and was approved. The amended page will be forwarded to all members at a later date.


Mr. Robinson brought up the point that the press is no longer covering our monthly meetings, and he thought the library should be doing something about advertising our service. He suggested it might be nice if we could get cooperation from the press for more coverage especially in the newspaper for something like a book, music, and art page. Mr. Robinson requested the Policies, Public Relations and Personnel Committee to look into the matter to see what could be done along these lines.

The meeting was adjourned at 5:40 P.M. to go into executive session to discuss personnel matters.

The regular board meeting reconvened at 5:50 and Mr. Johnson made the following motion: That the salary of the City Librarian be increased by 6%, retroactive to the beginning of fiscal year 1976/1977. Mr. Lindsay seconded the motion and it was approved.

Mr. Prince posed the question of staff strength and asked if perhaps the library could get along with the staff we have rather than filling all vacancies as they occur. Mr. Dumas answered that we are not and cannot be staffed for absolute performance, only for relative performance. For example, we really are not staffed to take care of sick leave and vacation leaves at present. Mr. Dumas further remarked that our staff strength was increased last year for the first time in six years since we have been in the new building. We augmented our staff by part-time people. There was one full-time person that we asked for, but they didn't buy it at City Hall. Mr. Prince recommended that we keep on top of it and watch staff strength carefully.

The meeting was adjourned at 5:55 P.M.


Robert H. Dumas, City Librarian

For Secretary of the Board