

# DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



## BOARD OF DIRECTORS MEETING

### AGENDA

FEBRUARY 16, 1978

- I. CALL TO ORDER  
MR. LINDSAY, VICE PRESIDENT
- II. APPROVAL OF MINUTES:
  - A. REGULAR BOARD MEETING JANUARY 19, 1978
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
  - A. PROPERTIES AND FINANCE
    1. Approval of Bills
    2. Presentation of Proposed Budget 1978/1979
  - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
    1. Amendment to Policy Code
    2. Transfer of Sick Leave Benefits
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

#### MEMBERS EXPECTED TO BE PRESENT:

Mrs. Batterham

Mrs. Cowan

DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - February 16, 1978

The regular meeting of the Board of Directors of the Decatur Public Library was held February 16, 1978 in the board room of the main library.

Members Present:

Mrs. Batterham  
Mrs. Cowan  
Mr. Holcomb  
Mr. Johnson  
Mr. Lindsay  
Mrs. Moore  
Mr. Stewart

Members Absent:

Mr. Prince  
Mr. Robinson

Others Present:

Mrs. Groves  
Mr. Dumas  
Miss Schwegman

The meeting was called to order at 4:30 p.m. by Mr. Lindsay, Vice President.

The minutes of the regular meeting of January 19, 1978, were approved.

Mr. Dumas reported that there is "good news tonight" with respect to circulation. We had a very sizeable gain in circulation in this January, 23% over January of last year; but it is really not that great as you will recall last January the weather was absolutely catastrophic. Mrs. Batterham interposed that the weather during this January was also not that great. Mr. Dumas stated he is very well satisfied with what has happened, and hopes circulation continues to grow as we come into the spring months. It was further reported by Mr. Dumas that the backlog in Technical Services is down about 150 volumes from last month, and it is hoped that when we get our new cataloger we will be able to make far greater inroads.

The great news I have to report, Mr. Dumas stated, is in relation to the conversion of the new circulation system, which has gone absolutely beautifully by and large. There was a slight problem in the operation when at the end of the first week the machines were down a day and a half, but once this was hurdled, all went well. While we can still expect problems for the next several months, Mr. Dumas stated, we are moderately hopeful that there will not be any severe problems from now on. Mr. Dumas further reported that the Extension Division has made its conversion to manual charging in time, and what is more, did it without extra help,

At this time Mr. Johnson presented the Library's budget for fiscal 1978/79, a copy of which was mailed to all board members. Mr. Johnson explained that the proposed budget contemplates paying off the computer terminals this year, which would save the Library \$9,000 in interest payments. Mr. Johnson further explained that the budget is predicated on the basis that the City will pick up the Library's retirement fund payment, as otherwise the Library would not have sufficient funds to operate during the first two months of fiscal 1979/80. Mr. Dumas stated that the budget this year is a little less than 9% over the budget request for last year. Mr. Holcomb recommended that these facts be included in the Board's supportive documents and letter of transmittal to the Mayor and City Council. Mr. Johnson moved that the budget as proposed be adopted by the Board, Mr. Holcomb seconded the motion, and it was approved. A copy of this budget becomes a part of these minutes.

It was further moved by Mr. Johnson that the following amounts be transferred from Code 402, Contingencies:

\$3,000.00 to Code 109, Temporary Salaries  
750.00 to Code 229, Other Professional Services  
152.29 to Code 423, Insurance

Mrs. Batterham seconded the motion, and it was approved.

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Batterham moved that Article V, Material Selection and Collection Development, of the Code of Library Policy be amended as indicated in the following sections of Paragraph D, "Selection Criteria by Format":

Section 9(a) is amended by the addition: "Acquisition is based upon favorable reviews, except that re-issues of works originally produced more than twenty years prior to the re-issued material may be acquired without benefit of review if judged by the Audio-Visual Librarian to be of current interest and to represent a typical aspect of the art form or cultural history of the period."

Section 11 is amended by the addition of the following: "Subsection (a)(vii): Materials that are reissued twenty years or more after the original production shall be assumed to meet standards of excellence for acquisition."

Section 11(b) is amended by the following addition: "except that such recordings shall be presumed to meet standards of excellence if the material is a re-issue or a reproduction of material originally produced more than twenty years before."

Mrs. Cowan seconded the motion, and it was approved.

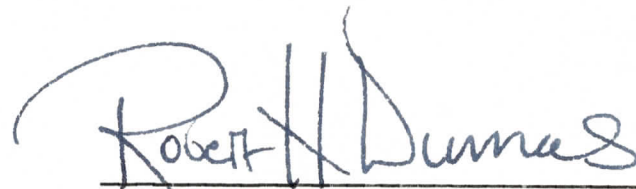
Mr. Lindsay stated that the Board had received a communication from Mr. Larrick representing the staff. The letter to the staff adopted by the Board at its last meeting established the principle that the City Librarian is the proper liaison between the staff and the Board. Since this letter is not in accordance with those guidelines, Mr. Lindsay continued, the letter is to be turned over to Mr. Dumas as an administrative matter. Mrs. Batterham commented it would appear that there is now an organized staff association of the Library. Mr. Lindsay concurred with this statement.

It was announced to the Board by Mr. Dumas that Mrs. Cowan will be leaving the Board inasmuch as her husband is being transferred. Mr. Dumas expressed his regrets and thanked Mrs. Cowan for the help she has given. Mr. Lindsay added his regrets.

Mr. Holcomb stated he has been concerned with the rate of turnover of library personnel, and requested some kind of report be made to isolate the problems. Mr. Lindsay suggested that statistics on why people leave might be helpful. Mr. Dumas stated this would be accomplished.

Under Old Business, the status of a committee appointed several months previously chaired by Mr. Stewart, with the idea of having a personnel consultant look over the benefits and salary scale of the Library, was questioned by Mrs. Batterham. Mr. Stewart commented that his appointment as Chairman had completely slipped his mind.

There being no further business to come before the Board, the meeting was adjourned at 5:30 p.m.

A handwritten signature in blue ink that reads "Robert H. Dumas". The signature is written in a cursive style with a large, sweeping initial "R".

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Robert H. Dumas, City Librarian

For Secretary of the Board