



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

DECEMBER 15, 1977

- I. CALL TO ORDER
JON ROBINSON, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING NOVEMBER 17, 1977
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 1. Approval of Bills
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Batterham
Mrs. Cowan
Mr. Lindsay
Mr. Prince (Tentative)
Mr. Robinson

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - December 15, 1977

The regular meeting of the Board of Directors of the Decatur Public Library was held December 15, 1977 in the board room of the main library.

Members Present:

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

Members Absent:

Mr. Holcomb
Mr. Johnson
Mrs. Moore
Mr. Prince

Others Present:

Marc Meltzer
Herald & Review
Miss Cox
Mr. Dumas
Miss Schwegman

The meeting was called to order at 5:00 p.m. by Mr. Robinson.

The minutes of the regular meeting of November 17, 1977 were approved.

In his statistical report to the Board, Mr. Dumas stated that there is a small increase in circulation this month, which is gratifying, and an increase of approximately 3½% for the year-to-date. Mr. Dumas reported that this is the time of year for sickness on the staff, partly due to the lack of humidity in the building which we have been plagued by from the start. The original plans for the building called for an 8 x 12 steamer, but a steamer only half this size was installed and was approved by the architects. Mr. Dumas stated he would look into the matter more thoroughly this summer to see what might be done.

It was further reported by Mr. Dumas that a bookmobile clerk driver resigned effective December 1, and the other driver, Mrs. Fetrow, is ill and may be out for two or three weeks, which leaves us with no drivers, except Mr. Seidl, the Head of the Extension Department. What we will probably do, Mr. Dumas remarked, is to take one bookmobile out of service during the week between Christmas and New Years. The Home Service Program of the Extension Division was the subject of a three minute news feature on WAND in November, which was good publicity and has helped spread the word. This feature was also picked up by the local radio stations and the Herald and Review. Mr. Seidl also had a small Christmas party for the Home Service volunteers, which enjoyed a good turnout.

Mr. Dumas related that the target date for the new circulation sur

As a member of the Properties and Finance Committee, Mr. Stewart lodged a mild complaint about the non-receipt of the bill list and financial statement usually mailed to board members before the monthly meeting. Mr. Stewart requested that the Accounting Department of the City be asked to make an effort to have these documents prepared early enough for distribution before the monthly meeting. Mr. Stewart gave an informational report on the summary of income and expenditures through November 30, 1977 and bills approved through that date. He noted that some of the pink long distance call slips were not signed by library employees making the calls, and suggested that this should be done wherever possible. The motion for approval of the report by Mr. Stewart was seconded by Mrs. Cowan and was unanimously approved by a roll-call vote.

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Batterham moved:

That the Code of Library Policy be amended, effective with the implementation of the CLSI circulation system, to provide for the following revisions, to wit:

Article II, Paragraph B, Loan Period. Strike Sections 1, 2, 3, 4, and 5, and add in their place the following new section:

"Section 1. All materials loaned by the Library are due a fixed number of days after they are borrowed, unless that day falls on a holiday when the Library is closed, in which case the materials are due the following business day of the Library.

"Section 2. The normal loan period for circulation of Library materials is twenty-one (21) days.

"Section 3. Some classes of materials so designated by the City Librarian are loaned for an abbreviated period of seven (7) days.

"Section 4. During the period May 15 through September 15, certain materials in low demand may, at the discretion of the City Librarian, be circulated for an extended period of forty-two (42) days for vacation use.

"Section 5. Upon being returned to the Library, an item may be renewed by a patron in good standing provided the item is presented for renewal on or before the due date and further providing that the item has not been reserved by another patron."

Article II, Paragraph D, Fines and other charges.

Article II, Paragraph E. Restrictions on delinquent patrons.

Section 1. Patrons who have accumulated outstanding fines or other charges in the amount of \$4.20 or more may not borrow more materials until the outstanding charges have been cleared.

Section 2. Patrons who have overdue materials may not borrow more material from the Library until the overdue items have been returned or paid for.

Mrs. Batterham noted that the primary charges to the Code now allowed for the renewal of borrowed books, which had not been done in the past, and changed the fine for juvenile patrons of the Library from 10¢ to 5¢ per day per item. Mr. Stewart seconded the motion for amendments to the Policy Code and the motion was approved.

It was further moved by Mrs. Batterham that a retroactive pay increase of 7% for the period May 1 through August 18, 1977, be granted to former employee Linda Humphreys Madding who transferred to a promotional position with the City of Decatur. Mr. Stewart commented that at the November meeting of the Board, a letter had been received from a former employee who requested retroactive pay, and the request had been denied, with the only difference between the two women being that Mrs. Madding had taken a promotional position with the City upon her termination from the Library. Mr. Dumas stated that if Mrs. Madding were not given the retroactive pay, she would be the only person in the classified service not to receive it. Mr. Stewart responded by asking if the Board would not be "muddying the waters" with respect to the situation of City employees and Library employees. Mr. Robinson agreed with Mr. Stewart stating that we have set a precedent in the first case, and it would be inconsistent for us now to pay Mrs. Madding. After further discussion, Mrs. Cowan seconded the motion. Mrs. Batterham and Mrs. Cowan voted yes, and Mr. Stewart and Mr. Lindsay voted no. The Chair voted negatively; therefore, the motion was not approved.

Under New Business, Mr. Robinson stated he had received only the day before a letter from DPL staff regarding personnel matters, copies of which have been distributed to all board members. Mr. Robinson referred the letter to the Chairman of the Policies, Public Relations and Personnel Committee, and requested the Committee to make recommendations at the January meeting of the Board.

The meeting was adjourned at 5:55 p.m.

