

DECATUR PUBLIC LIBRARY  
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING

April 27, 1962

The regular meeting of the Board of Directors of the Decatur Public Library was held April 27, 1962 in the Board Room, 457 North Main Street, Decatur, Illinois.

Members Present:

Mr. Jack Burnett, President	Mr. Harold Koslofski
Mr. Francis Hart, Vice President	Mrs. Erich Stern
Mrs. Harry Moothart	Mr. John Cheeks
Mrs. Mary T. Howe, Secretary-Librarian	

Members Absent:

Mr. David Pilcher  
Mr. James Sommer  
Mrs. Roger Pogue

Others Present:

Mr. Robert Kirchgraber, Assistant City Librarian  
Miss Sandy Salenski, reporter from Herald-Review.

The meeting was called to order at 4:05 PM by Mr. Burnett, President. The minutes of the March 30, 1962 meeting were read by Mrs. Howe, Secretary. Mr. Burnett suggested two corrections - "as chairman he could not make a motion for approval of the Area Trustee's Meeting in the library", and "the minutes make it appear as though Mr. Irwin, City Planner, was present at the Board Meeting instead of the Properties Meeting of March 13, 1962". Mr. Burnett asked if there were any other corrections to be made, if not, the minutes would stand approved as corrected.

Mr. Harold Koslofski reported on the Finance Committee Meeting. The committee met April 26, 1962 at 4 PM and checked all bills through April 27. He made the motion that bills for April 1-27 be approved for payment. Mrs. Moothart seconded the motion. Roll call was taken, Mr. Burnett, Mrs. Moothart, Mr. Hart, Mrs. Stern and Mr. Koslofski voted aye. No abstentions or noes were recorded. Motion carried.

Mr. Burnett said we need a resolution for designating the National Bank of Decatur as our depository for the Fiscal Year 1962/63. We have followed the procedure of transferring our account every three years so the library doesn't pick out one bank and stay with it all the time. That way we are being fair to all banks. Mrs. Moothart made the motion that the National Bank of Decatur be designated for the depository of the Decatur Public Library funds for this Fiscal Year 1962/63. Mr. Koslofski seconded the motion. All present voted aye. There were no abstentions or noes recorded. Motion carried.

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Mr. Burnett asked for authority from the Board to hold a special meeting Monday, April 30, 1962 to approve the remainder of the bills which will come in after April 27, and authority be given to the Finance Committee to approve payment of these bills. Mr. Hart moved the motion. Mrs. Moothart seconded the motion. Roll call was taken. Mr. Burnett, Mrs. Moothart, Mr. Hart, Mrs. Stern, and Mr. Koslofski voted aye. No abstentions or noes were recorded. Motion carried.

Mr. Francis Hart made the report for the Properties Committee. Mr. Irwin, City Planner, has not sent his report. The front doors were finished. The book slide is in operation. Everything is completed except the fire alarm system. This will be done in the new year.

Mr. Burnett stressed the need for active participation and attendance at all Board Meetings. He reminded members that 3 consecutive absences call for a resignation. Illness or out-of-town absence cannot always be avoided. It was suggested that absent members be urged to attend.

The librarian discussed the success of the International Fair and reported it due to the hard work of Rabbi Turitz and Mr. Kirchgraber of the Rotary Club and the Public Library. Bills were paid by the Rotary Club.

The Annual Meeting of the Board and Staff of the Decatur Public Library will be held at noon May 11 in the Decatur Club. The election of officers will be held at that time. The Area Trustees Meeting will be held May 18 or 25. Mr. Heffington, president of ILTA should be notified. The librarian will speak on certification at the Charleston district Illinois State Library meeting.

The audit has been completed through April 1, 1962. The remainder will be checked Monday and Tuesday by Mr. Ray Pinkley of Murphy, Jenne and Jones. The statement will be ready for publication in the printed Annual Report which the library distributes to its patrons. The Financial Statement will be published May 11 or May 14 in one alphabetical listing of vendors. The city will run their publication later.

The Dill Branch was reported doing a booming business. Fine bills continue to be sent and a few complaints have been received but these clarify the accounts and correct errors.

Mr. John Cheeks made the report for the Personnel Committee. He reported Mr. Bodnar, Civil Service Secretary has completed the library classification survey which emphasizes the work performed and not the individual. These will be used for recruiting purposes. The Personnel Committee has accepted the report and asked the Board accept the Classification Plan. Mr. Hart seconded the motion. All present voted aye. Motion carried.

The next step is to have the pay grade recommendation made by Mr. Bodnar. Mr. Cheeks moved a letter be written to the Commission commending Mr. Bodnar for his fine work. Mr. Hart seconded the motion. All present voted aye. Motion carried. This letter to be composed by Mrs. Howe and sent to Mr. Burnett.

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Mrs. Howe reported a position as clerk-typist might have to be filled-the time of this person to be divided between Technical Processes and the Library Office. The Position is part-time now and is held by an office occupation student.

Mr. Burnett expressed the need to hold the salary figures to 2/3 of the budget as recommended by ALA.

Mrs. Moothart moved for adjournment. Mr. Cheeks seconded the motion. The meeting adjourned at 4:55 PM.

Respectfully submitted,

Mary T. Howe,  
Secretary.