



# DECATUR PUBLIC LIBRARY

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JAMES C. SEIDL, City Librarian



## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

### AGENDA

December 20, 1990 4:30 P.M.

- I. Call to Order - Barbara Ohlsen, President
- II. Approval of Minutes
  - A. Meeting of November 15, 1990
- III. Communication from the Public
- IV. City Librarian's Report
  - A. Report from Jerald Merrick, Reference Librarian
  - B. Report from the City Librarian
- V. Reports of Committees
  - A. Personnel, Policies, and Public Relations Committee
    1. Meeting of December 3, 1990
  - B. Finance & Properties Committee
    1. Approval of bills for November 1990
    2. Meeting of December 5, 1990
  - C. Rolling Prairie
    1. Report on December RPLS Board meeting
  - D. Foundation
  - E. Friends of the Library
    1. Minutes of November 8, 1990 meeting
    2. Meeting of December 13, 1990

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
December 20, 1990

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Barbara Ohlsen, President. Members present: Mrs. Ohlsen, Richard Lockmiller, Janna Lutovsky, Jerrodean Martin, Robert Oakes, Stanley Sitton, Robert Smith, and Mark Sorensen. Members absent: Dan Gaumer. Staff present: James Seidl and Linda Humphreys. In addition, several staff members as well as Reid Magney (Herald and Review) and Charlie Brown attended.

II. APPROVAL OF MINUTES

There were no corrections or additions to the November minutes; they stood approved as mailed.

III. COMMUNICATION FROM THE PUBLIC

Sharon Bakula, Catalog Librarian, addressed the Board and presented a report regarding proposed budget cuts.

Jerald Merrick, Reference Librarian, spoke about the Reference Department.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report had been previously mailed.

Mr. Lockmiller questioned providing the audiovisual materials the patrons are seeking with a reduced materials budget. Mr. Seidl said that the Audio-visual Librarian felt that he could provide a good selection of materials with a reduced budget.

The November statistical report lists four vacant positions. Another half-time clerk in the Circulation Department has since resigned.

The "Tree of Wishes" has brought in nearly \$2,200 to date. This program is an expansion of the memorial gift procedure.

Several libraries have requested additional printings of the Baby TALK publication "Babies and Books". The reprinting will be handled by the local printer at the requesting library's expense.

The number of video titles added will be included in the monthly statistical report beginning next month.

Proposals have been received for a microfilm reader printer for the Reference Department. The quoted price is \$6,805; the item was budgeted at \$7,000.

New proposals on the elevator contracts were also received and reviewed. Otis Elevator Company will continue to service the library elevators.

Mr. Sorensen asked why Mrs. Gibson presented programs about the National Issues Forum. Mr. Seidl said that she was asked by the Illinois State Library to present programs on the National Issues Forum because Decatur Public Library has participated in these programs and the state library would like to encourage more libraries to become involved.

#### V. REPORTS OF COMMITTEES

**Personnel, Policies, and Public Relations Committee:** The Committee met December 3 to finalize the City Librarian's goals for 1990/91. The minutes of the meeting were previously mailed.

Mr. Oakes made a motion to adopt Mr. Seidl's goals as listed below:

##### GOALS FOR 1990/91

1. Continue working with the Library and City attorneys on the union's litigation.
2. Continue work on the MARC conversion and upgrading of the computer equipment to facilitate an on-line catalog.
3. Reorganize the staff to more efficiently operate the library's programs with the resources available.
4. Write a disaster plan for the library as required by the State.
5. Work with the Foundation to seek funds for the library.
6. Improve morale and measure improvement through another evaluation by the staff in six months; prepare a plan to improve morale.
7. Improve in the area of consistency.
8. Continue to work for additional grant funds.

The motion to approve the City Librarian's goals was seconded by Mr. Lockmiller and unanimously approved.

Eligible staff voted for union representation by AFSCME (American Federation

Mrs. Ohlsen appointed Mr. Sitton as Chair of the Long Range Plan Review Committee.

Mrs. Lutovsky made a motion that the Board retire to executive session to discuss personnel matters. The motion was seconded by Mr. Lockmiller and unanimously carried on roll call vote. The Board reconvened from executive session at 6:05 p.m.

**Finance and Properties Committee:** Mr. Lockmiller made a motion to approve the November bills. The motion was seconded by Mr. Smith, and unanimously carried on roll call vote.

The Finance Committee met December 5 to review the library's financial situation. The minutes of the meeting were previously mailed. The budget must be submitted to the City on February 22, 1991, however, changes can be made until the middle of June.

Mrs. Lutovsky made a motion that a special Board meeting be held to discuss the library's financial situation. The motion was seconded by Mr. Lockmiller and unanimously approved. The special meeting will be Thursday, January 3, 1991 at 4:00 p.m.

**Rolling Prairie:** Mrs. Lutovsky was unable to attend the meeting.

**Foundation:** Jack Dolan and Bill Gerstner will be visiting various local industries seeking funds for the Foundation.

**Friends of the Library:** The minutes of the November 8 meeting were previously mailed. The Friends also met on December 13, but Mr. Sorensen was unable to attend the meeting. The Friends will be presenting another \$5,000 check to the Foundation at noon on January 9 in the Auditorium.

#### **VI. AVENUES TO EXCELLENCE II**

Chapter VI, Reference Service, was reviewed.

#### **VII. OLD BUSINESS**

There was no old business.

#### **VIII. NEW BUSINESS**

There was no new business.

#### **IX. ADJOURNMENT**

The meeting was adjourned at 6:25 p.m.