

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS MEETING
January 27, 1961

The regular meeting of the Board of Directors of the Decatur Public Library was held in the AnneBoyd Room of the Main Library, 457 North Main Street, on January 27, 1961. The meeting was called to order at four o'clock by Mr. Jack Burnett, vice-president in the absence of Mr. Dean Madden, president.

Members of the Board present were:

Jack Burnett, vice-president	Mr. Francis Hart
Mrs. Erich Stern	Mrs. David Greider
Mr. John Cheeks	Mr. Harold Koslofski
Mr. David Pilcher	Mr. Dean Madden, president
Mrs. Harry Moothart	Mrs. Mary T. Howe, librarian -secretary

Others present were:

Mr. Weimholt, Herald newspaper
Mrs. Pat Goff, Librarian's secretary
Mrs. Nellie McNabb, Chief Extension Div.
Mrs. Miriam Meek, Head Reference Room
Mrs. Kay Weidner, Head Data Processes Dept.

The minutes of the November 25, 1960 meeting were approved as received by mail.

Mr. Burnett reported the Finance Committee met at three o'clock, January 27, 1961 and inspected the bills for payment in January. The members found them to be in order. Mr. Cheeks moved the payment of the bills. Mr. Koslofski seconded the motion. All present voted aye. Motion carried.

The budget meeting held January 14, 1961 in the Decatur Club was reported. Mr. Burnett said he is quite proud that the budget presented is less than the one presented last year. Mrs. Howe estimated a cash carry over of \$15,982.00 to the next fiscal year.

The budget figure for salaries is \$10,000. less than last year due to vacancies. A branch library was discussed. The cost was not included on the budget presented. The branch is recommended for North of Pershing Road.

Mrs. Howe presented a detailed and illustrated report on the progress of Decatur and the growth of the library within the period of 1858 to date. She described the need for branch libraries in each of the four geographical areas of the City. Estimated cost of the North branch is \$15,000. The bookmobile cost \$18,000. She reported a conference with Chuck Ford, City planner who assured her the City is growing North and West but chiefly Northwest. The branch development program would take some of the pressure off of the Main Building. Books and shelving are available for branch use.

Mr. Hart moved that the Branch be included in the 1961/62 budget as a capital expenditure. Mr. Koslofski seconded the motion. All present voted aye. Motion carried.

January Bills Presented for Payment:

Staff salaries	\$14,743.67	
Janitor's salaries	450.79	
Total salaries		\$ 15,194.46
Operating expenses		4,868.21
Total		\$ 20,062.67

Mr. Hart reported on the Properties Committee meeting which discussed the moving of Extension Division to the Evans Branch. Mrs. Howe said she made this recommendation at the Allerton Institute, 1960. Mr. Burnett recommended that the Library Properties Committee meet with the City Engineer before the February meeting and bring in recommendations for the various paving projects the library would like to have written into the City contract.

Mr. Hart called Mr. Ater and the IBM report will be ready by the February Board meeting.

Mr. Cheeks made the report for the Personnel Committee. Mr. Bodnar still believes there are some employees in the lower clerical brackets that do not need a high school education. Mrs. Howe put all of the tasks on IBM cards and figured the percentages.

Mr. Madden asked if the entire staff was satisfied with the Civil Service Commission. He suggested the staff be asked to sign a petition requesting the Illinois State legislature to make an exception for library employees in Decatur. He said if the staff were to present a petition to the Board, the Board would be sympathetic.

A discussion was held on fines and fees. It was agreed that a report on fines outstanding and delinquent books would be made at the next Board meeting.

Mrs. Meeks gave a detailed summary of IN PROGRESS REPORT NO. 14 on the use of the reference books to answer questions taken from a four month's sampling during 1960. Mr. Madden commended Mrs. Meeks for the report.

The meeting adjourned at 5:45 PM.

Respectfully submitted,

Mary T. Howe
Secretary

COMBINED BUDGET AND BILL LIST - JANUARY 1961

Code	Expense Allocation	Amt. for yr.	For Jan.	Year-to-date	Balance
100	SALARIES S	18500000		11414999	7085001
	BL CR AND		18404✓		
	CITIZENS N		214250✓		
	DEC CITY C		10000✓		
	STAFF SALA		1141956✓		
	TREAS CITY		88191✓		
	UNITED FUN		1566✓		
100		18500000	1474367✓	12889366	5610634*
113	PART TIME			2190	2190
113				2190	2190*
118	TEMP SALAR			3300	3300
118				3300	3300*
150	SALARIES B	552000		365980	186020
	BLDG SALAR		36975✓		
	CITIZENS N		5310✓		
	TREAS CITY		2794✓		
150		552000	45079✓	411059	140941*
153	PART TIME			122	122
153				122	122*
	Total	19052000	1519446✓	13306037	5745963*
201	BINDING SU	140000		10707	129293
201		140000		10707	129293*
202	CAT MATERI	45000		120630	75630
	GAYLORD BR		3190✓		
202		45000	3190✓	123820	78820*
203	FREIGHT EX	55500		5522	49978
	AMSTERDAM		215✓		
203		55500	215✓	5737	49763*
204	IBM SUPPLI	500000		377086	122914
	INTNL BUSN		38500✓		
	BARNES C E		300✓		
204		500000	38800	415886	84114*
205	OFFICE SUP	380000		199326	180674
	ALLED OFF		1500✓		
	AMSTERDAM		1500✓		
	CHILDRENS		300✓		
	DEC PAPER		472✓		
	DEC PAPER		2321✓		
	GAYLORD BR		1950✓		
	HAINES & E		45 CR		
	HAINES & E		390✓		
	HAINES & E		40✓		
	PAXTON SER		1380✓		
	PFILES CAM		810✓		

Code	Expense Allocation	Amt. for yr.	For Jan.	Year-to-date	Balance
	P FILES CAM		50 ✓		
	RECORDAK C		4557 ✓		
	SPNGFD THR		500 ✓		
	VERIFAX PR		589 CR <i>Gashen</i>		
205		380000	15336	214662	165338*
206	POSTAGE	100000		87972	12028
	L OF C CAR		300 ✓		
	POSTMASTER		6800 ✓		
	POSTMASTER		23 ✓		
	POSTMASTER		51 ✓		
	POSTMASTER		83 ✓		
	POSTMASTER		41 ✓		
	POSTMASTER		56 ✓		
	POSTMASTER		72 ✓		
	POSTMASTER		327 ✓		
	POSTMASTER		2000 ✓		
	POSTAGE		14 CR - <i>see 700</i>		
206		100000	9739	97711	2289*
207	PRINTING	100000		81600	18400
207		100000		81600	18400*
208	REP TO EQU	160000		31747	128253
	HEISE ELEC		300 ✓		
208		160000	300	32047	127953*
209	TEL TOLLS	19800		8448	11352
	ILL BELL T		1155 ✓		
	STANDARD		220 ✓		
209		19800	1375	9823	9977*
210	TEL SERVIC	205700		148811	56889
	ILL BELL T		15925 ✓		
	ILL BELL T		1265 ✓		
210		205700	17190	166001	39699*
211	TEL ALARM	3600		2700	900
	ILL BELL T		300 ✓		
211		3600	300	3000	600*
212	RENT OF MA	30000		46716	16716
	GAYLORD BR		5000 ✓		
	GAYLORD BR		5000 ✓		
212		30000	10000	56716	26716*
213	SERV CONTR	30000		24900	5100
213		30000		24900	5100*
220	PROF DEVEL	110000		69633	40367
	HOWE MRS M		8500 ✓		
	WEIDNER MA		8500 ✓		
	YAMAMOTO M		8500 ✓		
220		110000	25500	95133	14867*
221	COMM SERVI	10000		12370	2370
	YAMAMOTO M		214 ✓		
221		10000	214	12584	2584*

Code	Expense Allocation	Amt. for yr.	For Jan.	Year-to-date	Balance
222	EXHIBIT EX EISNERS	6800	219✓	4914	1886
222		6800	219	5133	1667*
223	HANDLING C AMER TECH CHICGO UNI CHICGO UNI FIDELER CO HACKER ART HACKER ART SPNGFD THR WOMANS DAY	2500	24✓ 49✓ 29✓ 49✓ 44✓ 39✓ 56✓ 10✓	2519	19
223		2500	300	2819	319*
224	ADVERTISING	10000		1360	8640
224		10000		1360	8640*
225	AUDITING	50000		68860	18860
225		50000		68860	18860*
299	MISC	5000		3722	1278
299		5000		3722	1278*
	Total	1963900	122678	1432221	531679*
301	BLDG SUPPL BLACK & CO BLACK & CO BLACK & CO DAY G E SO WESTERVELT	100000	50✓ 387✓ 270✓ 92✓ 4795✓	120770	20770
301		100000	5594	126364	26364*
302	CLEANING S	15000		12223	2777
302		15000		12223	2777*
303	CONTRACT R	706000		707925	1925
303		706000		707925	1925*
304	GARBAGE & MAXEDON E FRED ROHMA	10000	250✓ 600✓	6350	3650
304		10000	850	7200	2800*
305	HEAT & FUE STANDARD O STANDARD O STANDARD O	35000	2764✓ 2591✓ 2785✓	13927	21073
305		35000	8140	22067	12933*
306	INSURANCE	290000		148807	141193
306		290000		148807	141193*

Code	Expense Allocation	Amt. for yr.	For Jan.	Year-to-date	Balance
7	LIGHT & PO	240000			240000
	TREAS CITY		20000 ✓		
307		240000	20000	20000	220000 *
308	BLDG REPAI	50000		62015	12015
	BURDICK PL		3375 ✓		
308		50000	3375	65390	15390 *C
309	TRAVEL	70000		37679	32321
	CONSUMER S		440 ✓		
	CONSUMER S		455 ✓		
	CONSUMER S		541 ✓		
	CONSUMER S		541 ✓		
	CONSUMER S		585 ✓		
	CONSUMER S		79 ✓		
	CONSUMER S		345 ✓		
	CONSUMER S		308 ✓		
	CONSUMER S		632 ✓		
	CONSUMER S		590 ✓		
	CONSUMER S		640 ✓		
	CONSUMER S		165 ✓		
309		70000	5321	43000	27000 *
310	HEALTH & S	5000		20	4980
310		5000		20	4980 *
1	CONTRACT C	402000		339745	62255
	DEC WINDOW		33500 ✓		
311		402000	33500	373245	28755 *
312	ARCHITECT	70600		84720	14120
312		70600		84720	14120 *C
313	REP AUTO E	1000000		136874	36874
	BLACK & CO		72 ✓		
	EL BAUER		2488 ✓		
	EL BAUER		415 ✓		
	EL BAUER		2525 ✓		
313		1000000	5500	142374	42374 *C
314	CLEANING S	2500		4566	2066
	NORMANS		176 ✓		
314		2500	176	4742	2242 *C
399	MISC	5000		5556	556
399		5000		5556	556 *C
Total		2101100	82456	1763633	337467 *
401	BINDING	250000		209964	40036
	GAYLORD BR		10715 ✓		
	STAPPENBEC		15491 ✓		
	STAPPENBEC		1754 ✓		
	BINDING		2000 CR		
401		250000	25960	235924	14076 *

Code	Expense Allocation	Amt. for yr.	For Jan.	Year-to-date	Balance
402	BOOKS	3628000		2225027	1402973
	AMER TECH		360✓		
	CHICGO UNI		2249✓		
	CHICGO UNI		1350✓		
	DOUBLEDAY		1049✓		
	DOUBLEDAY		224✓		
	FIDELER CO		1230✓		
	HACKER ART		1500✓		
	HACKER ART		1150✓		
	HAINES & E		347✓		
	HAINES & E		1222✓		
	HAINES & E		193✓		
	HAINES & E		1750✓		
	ILL BELL T		3515✓		
	IMPERIAL B		610✓		
	IMPERIAL B		2185✓		
	IMPERIAL B		17372✓		
	MCCLURG A		9282✓		
	MCCLURG A		19419✓		
	MCCLURG A		2404✓		
	MCCLURG A		21111✓		
	MCCLURG A		11828✓		
	MCCLURG A		9778✓		
	MCCLURG A		3195✓		
	MCCLURG A		7874✓		
	MCCLURG A		7677✓		
	MCCLURG A		8142✓		
	MCCLURG A		9136✓		
	MCCLURG A		9549✓		
	MCCLURG A		1055✓		
	NEW METHOD		310✓		
	NEW METHOD		296✓		
	NEW METHOD		1528✓		
	NEW METHOD		243✓		
	NEW METHOD		1400✓		
	NEW METHOD		2088✓		
	NEW METHOD		692✓		
	NEW METHOD		2170✓		
	NEW METHOD		418✓		
	NEW METHOD		848✓		
	NEW METHOD		1240✓		
	NEW METHOD		1062✓		
	SCARECROW		360✓		
	WHITNEY PU		2920✓		
	L AND DAMA		3290CR		
	STAFF BOOK		7211CR		
402		3628000	161830	2386857	12411,43*
405	FILMS 16MM	1000000		5664	94336
	AUDIO VISU		265✓		
	AUDIO VISU		180✓		
405		1000000	445	6109	93891*
405	FILMS SLID	5000		800	4200
406		5000		800	4200*

Code	Expense Allocation	Amt. for yr.	For Jan.	Year-to-date	Balance
407	FILMS CP	10000		9925	75
407		10000		9925	75*
408	FILMS MICR	50000		38084	11916
	DEC HERLD		1809✓		
408		50000	1809	39893	10107*
409	FILMS RENT			6106CR	6106
	FILM RENTA		1342CR 700		
409			1342CR	7448CR	7448*
410	PAMPHLETS	40000		14803	25197
	PRINCE H R		300✓		
	WOMANS DAY		135✓		
410		40000	435	15238	24762*
412	PICTURES			100CR	100
412				100CR	100*
414	RECORDS LP	50000		36961	13039
414		50000		36961	13039*
416	RECORDS SR			4878	4878
416				4878	4878*
419	PERIODICAL	300000		316238	16238
	AM CHEMICA		6500✓		
	AMER ACDMY		800✓		
	CGO DAILY		1650✓		
	CHAMP NEWS		800✓		
	CHICAGO SU		2500✓		
	CHICAGO TR		2000✓		
	CONGRESS D		1000✓		
	ILL STATE		1300✓		
	INDUS ARTS		400✓		
	L OF C CAR		26000✓		
	NAT COUN T		400✓		
	SAN FRAN C		3900✓		
	DEC HERLD		300✓		
419		300000	47550	363788	63788*0
421	MEMBERSHIP			25400	25400
421				25400	25400*0
422	SERVICES			27500	27500
	MOODYS INV		33300✓		

Code	Expense Allocation	Amt. for yr.	For Jan.	Year-to-date	Balance
422	PRENTICE H		5100 ✓		
	PRENTICE H		6600 ✓		
			45000	72500	72500 * C
	Total	4433000	281687	3190725	12422.75 *
502	ADD TO EQU	700000		688600	11400
502		700000		688600	11400 *
	Total	700000		688600	11400 *
	Totals	28250000	2006267	20381216	7868784 *

Balance in checking account January 24, 1961

\$ 25,270.23

Bills presented for Payment

Approved for payment

Mary T. Howe
Jack R. Burnett
J. D. Pilcher
John S. Cheeks

Finance Committee

700	BAL LAST M	4455455
	FINES	65752
	NON RESIDE	11550
	L AND DAMA	3290
	RESERVES	530
	STAFF BOOK	7211
	FILM RENTA	1342
	VERIFAX PR	389
	BINDING	2000
	POSTAGE	14
	CASH CREDI	14246 CR
	OCT PAYROL	3
	BILL LIST	2006267 CR
700	Balance in checking account	2527023

BUDGET MEETING JANUARY 14, 1961

Present were: Jack Burnett, Mr. Cheeks, Mr. Hart, Mrs. Greider, Mr. Madden, Mr. Koslofski, Mrs. Howe, and Mrs. Goff. Absent Mr. Pilcher Mrs. Stern.

Mrs. Howe said we would advertise for 4 professional and Mr. Bodnar has been notified. Three at a salary of \$4750 and then the Asst. Librarian. Also we will need two college graduates in town to replace Miss Jones and Mrs. Robison at salaries of \$3898.

Mr. Madden said maybe we start a building fund foundation in place of fines. Mr. Madden asked if the school stayed open after school hours and provide service in such a manner as the public library. Mrs. Howe said "yes, but Mr. Goldhor found it was unwise and public money should not be used.

Mr. Burnett asked if we need to hire all of these people (meaning the 4 professionals). Mrs. Howe said" yes, we do as everyone is working much too hard.

Mr. Burnett asked if we could reduce the hours.

Mrs. Howe felt that if we opened at 10 o'clock in the morning this would not work a hardship on anyone.

Mr. Burnett said we should in order to maintain our salary expenditure cut the hours in order to reduce staff.

Mrs. Howe said the staff is putting in extra time in order to get the work done.

Mr. Madden felt the library hours should be cut but not the hours of the staff.

Mr. Burnett said then this would not save us any money.

Mrs. Howe suggested closing all day on GOOD FRIDAY but did not recommend shutting down for vacations.

Mrs. Howe said we have to move the extension dept from the Main Library to the Evans Branch to give these people more room and provide parking space for the bookmobiles.

Mr. Madden said that he was told by a city council member that it is more important to house a \$20,000 bookmobile than a \$5,000 truck. He also felt that we should open up the downstairs for public use.

Mr. Hart said we should decide something right away with regard to housing the bookmobiles because the city will pave the area for us. This should come up for Board action at the January Board Meeting.

Mr. Madden brought up the IBM and Mrs. Howe suggested we should not give our records to the city to compile should they go into IBM because of the confidential nature and also we would not be able to get reports etc. done when we need them.

Mr. Madden said it might be wise to subscribe to our periodicals for three years instead of two. Mrs. Howe said we should work toward trying to do this.

Mr. Cheeks expressed his approval of the service contracts.

Mr. Burnett asked why is Micro-film so large for 61/62 and Mrs. told him we are going to try to put our magazines on micro-film. He also asked why the LP records are so large and Mrs. Howe said the records bought in 1959 need to be replaced they wear out just like books.

Mr. Madden said maybe we could use tapes and rent out machines. What would be the possibility of people donating records to the library.

Mr. Burnett said a donor could deduct this from his income tax if he could receive a fair market appraisal at the time the gift was given. Used records don't have much value. The value is intangible.

The reduction of building repairs is due to the fact of there being no major repairs Mr. Burnett mentioned. He said there would be a carry over of \$20,000.

Mrs. Howe said the Branch is recommended for Windsor Village, (Northland Heights) and South Shores.

Mr. Cheeks mentioned that the price of a Branch would be cheaper than the cost of a bookmobile.

Mrs. Howe said we could build the first building and allow enough space in which to add on later.

Mrs. Howe said this would be a building with a concrete slab and no basement.

Mr. Madden said we need to know what the city council will do even though we are sold on the idea. However, he felt that we will need some other Branches and should plan toward that.

Mrs. Howe asked if the Friends of Library could present the Budget to the City Council. Mr. Madden said it might look as if we were lobbying.

Mr. Madden said we have to decide if we want a Branch and then defend.

Mr. Burnett said that after we present the Budget to the city council we should accept whatever they say and if they cut the budget announce in the paper at that time that we will open the library at 10'oclock.

Mr. Madden said that we should have an article appear in the paper about the Branch. Mr. Burnett said that it should state that we had this meeting today and are considering a Branch Library. This would give us an idea of the public reaction.

Mrs. Moothart said we might mention that due to the growth of Decatur we need a Branch.

Mr. Madden said we have to be the leaders toward getting a Branch.

Mr. Hart favorable comment from the newspaper is remote.

Mr. Madden said the Woodale Branch affected our thinking because of the public reaction.

Mr. Burnett said we have two weeks to go and then we should make up our minds about the Branch. If we want it it should be voted on so it can be presented as part of the Budget.

Mrs. Moothart said we will not mention curtailment of hours.

Mr. Madden asked Mrs. Howe to prepare a report on all the reasons why we need a Branch and be able to justify.

Meeting was adjourned at 2:45 PM.

Respectfully submitted,

Mary T. Howe

Mary T. Howe,
Secretary.

decatur

library

public

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

GIFT LIST FOR JANUARY 1961

DONOR

THANK YOU SENT

AUTHOR AND TITLE

Crain, Jennie B

Crain, Jennie B - STORIES IN RHYME

W. K. Kellogg Foundation
Battle Creek, Michigan

1/9/61

W.K.Kellogg Foundation Annual report

L. Ruskin
5141 Lee Road
Maple Hts. 37, Ohio

1/9/61

Kettner, F - Spiritual purpose in life
" " Biosophy and character
education
" " The need for a thousand year
plan
" " The synthesis of science and
religion
" " Life and spirit

Columbia Broadcasting System 1/9/61

Klapper, Joseph T
The effects of mass communication

Directory of automatic merchandising 1/9/61
7 South Dearborn St.
Chicago 3, illinois

Directory of automatic merchandising -
1960

Defenders, Inc.
Wichita 1, Kansas

1/25/61

Winrod, Gerald - Great religions of
the world
" " - Brain building and
soul growth
" " - The great christian
pledge

Bell, Hermon F
Ronald Press Company
15 East 26th Street
New York 10, N.Y.

1/25/61

Bell, Hermon - Reminiscences of a
Certified Public Account.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS MEETING
January 27, 1961

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Mr. John Cheeks	Mr. Harold Koslofski
Mr. David Pilcher	Mr. Dean Madden, president
Mrs. Harry Moothart	Mrs. Mary T. Howe, librarian -secretary

Others present were:

Mr. Weimholt, Herald newspaper
Mrs. Pat Goff, Librarian's secretary
Mrs. Nellie McNabb, Chief Extension Div.
Mrs. Miriam Meek, Head Reference Room
Mrs. Kay Weidner, Head Data Processes Dept.

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The meeting adjourned at 5:45 PM.

Respectfully submitted,

Mary T. Howe
Mary T. Howe
Secretary

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Mr. Madden talked about the payroll schedule and the use of the merit increases. When Mr. Merris came in Mr. Madden asked for clarification on certain questions for the new board members. Mr. Merris said the library personnel is under Civil Service except the Librarian. This does not include the library administrative aide. All employees who have been employed two years prior to the date of acceptance are frozen prior to Civil Service and any employees after July 17, 1957 have to take the examinations. There is no connection between the Illinois State Civil Service and the Municipal Civil Service Commission. They are a different act. There are no general rules that govern everything. The local Civil Service Board has to establish its own rules and at present all they have are the questionnaires. If any employees employed within the last two years should fail this examination they would have to be dismissed.

Mrs. Howe asked when the staff is considered city employees. Mr. Merris answered that the library personnel are employees of the city for Civil Service purposes but that the Trustees have sole power to spend the funds. The city makes a tax levy and appropriates it for the Library Board but how the money is spent is up to the Board of Directors. The city hasn't a word to say about that. As long as you fix your own salaries here within the amount of money the city appropriates it will not be necessary for the library positions to be related to the whole city pay scale. Mr. Merris said the Board could take an independent attitude, legally. "You can use the money any way you see fit to for the public library. The City has no more to say on how that money should be spent except that it be for library purposes." ... "The appropriation ordinance should include extra monies that the tax levy ordinance does not include."

The Directors asked Mrs. Howe to contact the Civil Service Commission and work out the personnel problems. It was further suggested the personnel committee might meet with the commission as soon as feasible.

Mrs. Ridgley questioned the fact that Mr. Chastain for example said he didn't have anything to do with this and he said that Mr. Merris never did tell them that the City Council had to give a minimum of money. Mr. Madden referred to the Peoria letter. Mr. Merris said the corporation counsel in Peoria is in direct contradiction to his own belief. Mrs. Greider asked if we can take the \$12,000 of fines and fees and make the appropriation high enough so that next year we can have the money to spend. Mr. Merris said "yes" the appropriation should be higher than the tax levy. Mr. Merris said he would look into the cases cited by the Peoria Counsel.

There was a consensus that the Board of Directors should start budget talks earlier this next year so the City Council will understand the Library problems. Mrs. Howe suggested the Directors attend the Council meeting in which the budget is discussed and approved.

The Librarian's salary was increased to \$8835 beginning September 1, 1959.

The Directors adjourned to the Decatur Club for dinner and further discussion of the Blueprint for the Library which includes the general purpose of the Decatur Public Library, at 7:30 PM.

Respectfully submitted,

Mary T. Howe
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Secretary