Financial Commitee Meeting
November 23, 1954

The meeting opened at 4:00 p.m.

Members present: Mr. Rollins and Mrs. Bailey. At the Librarian's request Mrs. Howe, the new Assistant Librarian, was present.

After examination of the Librarian's reports and estimates the following decisions were reached

1. That a letter from the Chairman of the Board be sent to the City government asking for confirmation of their decision about action regarding collection fees for our 1955-56 budget.

2. That the Committee recommend to the Board that the salary scale considered at the previous Board meeting for operation from December 1, 1954 to April 30, 1955 be adopted.

3. That the Committee recommend to the Board that they move toward adopting the new salary scale for Decatur as rapidly as possible. The Librarian was cautioned that if such action were adopted and she posted the salary scale for the staff that she should emphasize that the Board "was moving toward it not adopting it".

4. That the Committee recommend to the Board the adoption of a policy that the Librarian is not to increase the salaries of more than two people without the Board's consent.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees
November 26, 1954

Re: Survey

The regular meeting of the Board was called to order at 3:35 p.m.

Members present: Mr. Felts presiding, Mrs. Gage, Messrs. Blackford, Burgess, Gore, Rollins and Schroeder.

Mr. Lancour and Mr. Stone of the University of Illinois Survey Team were present to discuss the Survey report. Mr. Felts thanked them for coming and turned the meeting over to them.

Mr. Stone explained there were seven short chapters (possibly 50 pages) on community and adult services still to come.

The Library was below average in its services but there was no problem that couldn't be solved with vision and planning.

Mr. Rollins asked if our income were adequate. Mr. Stone replied that our $1.44 p.c. income was below the $1.50 p.c. necessary for minimum service. The Surveyors thought one-half to three-fourths again might be adequate.

They also stated that no more money should be spent on the present main building but all our energies spent toward a new building within the next ten years at the most. Under the law the Library can assess more money. There can be contributions from citizens and industry. Success will be based on good fund raising techiques plus building on the good status of the Library in the community. Our location is magnificent.

Survey recommendations included:

1. Closing the Evans Branch immediately.
2. Adding one or two more Bookmobiles.
3. Trading in present Bookmobile for a new one of 4000 vol. capacity.
4. Adding to the staff sufficient personnel for good service.
5. Experimenting with a North West Branch.
6. Beginning to plan for County Service (Out-of-town borrowers total 4% of present registrations)

To Mr. Rollins' question they replied that we should consider Sunday Bookmobile service.

The Librarian was asked her opinion of the Personnel recommendations. She replied that the Survey Team had reached conclusions apparently on insufficient research or knowledge of actual conditions. There was a personal element in many of the reports that approaches animousity. She believed that if the Staff were to read it the present high morale would be destroyed. She reminded the Board that even under the best conditions it would take several years to achieve standard service.

At this point Mr. Lancour and Mr. Stone retired and the Board held their regular meeting.

BOARD MEETING.

It was unanimously agreed to dispense with the reading of the previous meeting's Minutes.

The motion was made by Mr. Rollins and seconded by Mr. Burgess that bills for operational expenses totaling $2561.08; for payroll $5558.17, a grand total of $8119.25 be paid.
Rollcall: All voted "aye".

Mr. Rollins made a report for the Payroll and Classification Committee. He explained each figure in the Payroll Scale and how the members had arrived at it. He said that it allows for reward for merit but like all scales must be revised as necessary.

The motion was made by Mr. Blackford and seconded by Mr. Burgess that the Payroll Schedule as presented be approved. By roll call it was unanimously passed.

Mr. Felts asked the Board's pleasure concerning the Survey. It was agreed that the Librarian should ask Mrs. Howe to read it and express her opinion of it and that it was to be reviewed at the next meeting.

The Librarian made a progress report on the outside renovations. Regarding the Meeting Room ceiling, damaged by rain when the caulking was removed from the building exterior, she was instructed to discuss the matter with Mr. Spangler and be guided by his advice.

It was decided to omit the December meeting.

The Librarian reported that she expected to take her vacation beginning December 13th.

At this time Mr. Lancour and Mr. Stone returned to the room.

Mrs. Gage asked them if a history of developments could be appended to the Survey to cover the gaps. She also asked what use they expected to make of it. Miss Perry had said they expected to use it in their graduate classes.

Both Mr. Lancour and Mr. Stone said that it would not be used by their students and that it would not be published by the Survey Team.

The meeting adjourned at 5:50 p.m.

Respectfully submitted,
Muriel E. Perry
Muriel E. Perry
Secretary