

THE DECATUR PUBLIC LIBRARY
Decatur, Illinois

Minutes of the Board of Trustees Meeting
June 6, 1958

The postponed May meeting of the Board of Trustees was called to order at four o'clock, June 6, 1958 by Mr. Roy Rollins, president. Members present were: Mrs. Bailey, Mr. Burgess, Mr. Felts, Mr. Gore, Mr. Madden, Mrs. Moothart, Mrs. Ridgley, Mr. Rollins, Mr. Schroeder, and Mrs. Howe. Mr. Richard Hoffman, reporter from the Herald newspaper was present.

The minutes of the annual meeting were approved, by a motion from Mrs. Bailey, seconded by Mr. Gore and a unanimous vote by those present.

Mr. Schroeder, chairman of the Properties Committee presented information on a station wagon for the library. All of the major makes of cars had been examined and after discussion the following motion was made: Specifications should be made for a new station wagon with standard gear shift which would carry 8 passengers and be used to haul books and equipment. Furthermore the Library should advertise for bids with power to purchase the vehicle. Mr. Felts seconded the motion. All present voted aye. Motion was carried.

Mr. Madden presented a careful analysis of the IBM program suggestions for the Decatur Public Library. This program would facilitate placement of book orders, cataloging, circulation control, registration, budgetary control, reader interest information, etc. Discussion was followed by a motion to refer back to the Properties Committee and members of the Board for further study. Mrs. Ridgley seconded the motion. All present voted aye.

The Librarian recommended the purchase of a Gestetner duplicator machine for \$675. Mr. Gore moved the purchase be authorized. Mr. Madden seconded the motion. All present voted aye. Motion carried.

Mrs. Bailey presented the May 1958 bills for payment. Mr. Burgess seconded the motion. All present voted aye. Motion carried.

Staff salaries -	\$11,963.81	
Janitor's " -	735.41	\$12,699.22
Operating Expenses		<u>22,581.50</u>
Total Bills.....		\$31,588.22

Approval was asked for an allowance of \$520 to send five persons to the American Library Association conference in San Francisco, July 13-19. Mr. Burgess made the motion to allow the expense. Mr. Gore seconded the motion and all present voted aye. Motion carried.

A photograph was taken of the Trustees at the request of Mr. Felts for the local newspaper.

Mr. Gore made the motion for adjournment at 5:15 PM.

Respectfully submitted,

Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Minutes of Trustees' Meeting
June 27, 1958

The regular meeting of the Board of Trustees of the Decatur Public Library was called to order by Roy Rollins, President, at 4 P.M. June 27, 1958, in the Board Room. Those present were: Mr. Rollins, Mr. Schroeder, Mrs. Ridgley, Mrs. Bailey, Mrs. Moothart, Mr. Gore, Mr. Madden, Mr. Felts, Mrs. Howe and Mr. Albright, a newspaper reporter.

Mr. Madden made the motion to approve the minutes of the May meeting as received by mail. Mr. Schroeder seconded the motion. All present voted aye. Motion was carried.

Mr. Madden examined the bills presented for payment and made the motion for approval of the following:

Staff Salaries	\$ 13,156.15
Janitors Salaries	<u>707.12</u>
Total Salaries	\$ 13,863.27
Operational Expense	<u>9,801.86</u>
Total Bills	<u>\$ 23,665.13</u>

Balance in checking account \$ 8,474.96

Mr. Felts seconded the motion. All present voted aye. Motion was carried.

Mr. Gore presented the report from the Policy Committee. The following points of policy were read:

1. Book reviews, talks and services in Decatur will be given on library time when schedules permit. If library time cannot be allowed, organizations and individuals may contract with individual staff members for their services outside library hours.
2. Minor and urgent repairs up to \$500 in any one month will be acted upon immediately by the librarian. The longer term planning for the library will be made with department heads, and presented by the librarian to the Properties Committee who in turn will make their recommendations to the Board of Trustees.
3. Personnel appointments and separations will be reported monthly to the Board of Trustees.
4. a. Financial estimates for the management of the library are incorporated in budget proposals submitted by the librarian to the Finance Committee in January of each year. The Finance Committee will recommend the budget to the Trustees in February of each year.

b. Bequests, gifts and funds for the Library may be accepted by the librarian for the Trustees but only without special commitments. A list of donors will be reported to the Board each month together with the wholesale cost evaluation of the gift when it exceeds \$25. The library will continue to accept memorial books.

- 4.c. Lost books will be charged for at the current replacement price.
- d. Illinois residents residing outside the corporate limits of Decatur who do not pay city property tax will pay a fee computed each fiscal year on the basis of the budget tax appropriation, beginning July 1, 1958. \$3.50
5. The Hours of Service -
The Staff shall work 40 hours a week for full time employment. This includes janitorial service. People who work more than 40 hours will be given compensatory time off.
The Main Library shall be open -
Mon - thru - Friday 9 a.m. - 9 p.m.
Saturdays - 9 a.m. - 6 p.m.
All agencies will be closed on the following holidays: and the Staff given a
Christmas Eve and New Year's Eve - 1 o'clock p.m. free day.
Christmas and New Year's Day
Good Friday - 12-3 p.m.
Memorial Day
Independence Day
Labor Day
Thanksgiving
February 12, 22 and November 11 the staff shall rotate their services and be given another free day when it becomes their turn to work.
- Emergency closing in time of disaster shall be at the discretion of the person in charge.
6. All materials belonging to the Decatur Public Library and services from such materials will be available without charge. *Inter-library loan materials at cost to the library.
- The library will not maintain a rental book collection.
7. The Librarian may grant permission for non-profit clubs and organizations to meet in the library. A request must be made and duly signed by a responsible member of each group for the meeting space. This is for groups other than library sponsored groups which shall always be given priority. A charge will be made for the room if meetings continue 30 minutes after the library closes.
8. A 15 minute break for every four hours of work will be given each staff member - usually one in the morning - one in the afternoon - and one in the evening - non-cumulative.

*Mr. Felts moved to approve as amended with exception of No.6. Mr. Schroeder seconded the motion. All present voted aye. Motion was carried.

The meeting adjourned at 5:15 P.M.

Respectfully submitted,

Mary T. Howe
Secretary

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Mary T. Howe
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appeals

DECATUR PUBLIC LIBRARY
BILLS PRESENTED FOR PAYMENT
JUNE, 1958

<u>BOOKS:</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
*American Library Association	\$ 4.53		
American Technical Society	4.76		
Arco Publishing Co., Inc.	3.00		
Argosy Book Stores	6.50		
The British Book Centre, Inc.	.60		
The Combined Book Exhibit, Inc.	2,650.18		
Consumers Union of United States, Inc.	4.50		
Custom House Guide	30.75		
Doubleday and Company, Inc.	3.62		
Frederick J. Drake and Co.	7.50		
*Drawer Account	2.60		
The Institute for Research	9.50		
The Macmillan Company	9.30		
A. C. McClurg and Co.	2,660.56		
McKnight and McKnight	2.25		
Mertle Publishing Co.	30.00		
Micro-Photography Co.	285.00		
New Method Book Bindery Inc.	12.00		
Ralph J. Shoemaker	5.00		
L. C. Swanson	3.00		
Taplinger Publishing Co.	5.85		
Trail-R-Club of America	1.68		
Charles E. Tuttle Company	1.80		
Vocational Guidance Manuals	3.20		
			\$ 5,747.68
<u>PERIODICALS:</u>			
*American Library Association	.25		
*Drawer Account	2.80		
The British Book Centre, Inc.	19.69		
The H. W. Wilson Company	206.75		
West Publishing Co.	50.00		
			279.49
<u>AUDIO-VISUAL:</u>			
Mrs. Lowell O. Gill	35.00		
Mental Health Film Board, Inc.	125.00		
Portafilms	190.00		
Roger Turner	15.40		
			365.40
<u>BINDING:</u>			
Stappenbeck Bookbindery, Inc.	372.31		
			372.31
<u>REPAIRS/MAINTENANCE:</u>			
Frank Hubbard Electric Co.	72.79		
Sablotny Furniture Refinishing	272.00		
			344.79
<u>FURNITURE/EQUIPMENT:</u>			
*Gaylord Bros., Inc.	50.00		
*Linxweiler Office Supply Co., Inc.	675.00		
*Recordak Corporation	339.00		
*Remington Rand	12.75		
Sears, Roebuck and Co.	298.22		
			1,374.97

Appendix

BILLS PRESENTED FOR PAYMENT - JUNE, 1958

	<u>Debit</u>	<u>Credit</u>	<u>-2- Balance</u>
<u>TELEPHONE:</u>			
Illinois Bell Telephone Company	\$ 165.00		\$ 165.00
<u>POSTAGE:</u>			
Audio-Visual	.50		
Books	2.82		
*Drawer Account	31.93		
Office Supplies	.55		
Peoria Cartage Company	20.85		
Periodicals	.48		
Postmaster, City of Decatur, Illinois	28.00		85.13
<u>PRINTING:</u>			
Industrial Printing, Inc.	51.00		51.00
<u>BUILDING SUPPLIES:</u>			
Black and Company	18.65		
George Edw. Day Sons	26.45		
Decatur Builders Supply Co.	2.00		
Decatur Paint and Varnish Company	3.46		
*The Decatur Paper House, Inc.	18.62		69.18
<u>OFFICE SUPPLIES:</u>			
Bro-Dart Industries	11.25		
Cardmaster Company	21.00		
*The Decatur Paper House, Inc.	23.40		
*Drawer Account	.81		
*Gaylord Bros., Inc.	503.03		
Haines and Essick Company	5.22		
*Linkweiler Office Supply Co., Inc.	8.51		
*Recordak Corporation	31.07		
*Remington Rand	166.10		770.39
<u>BOOKMOBILES:</u>			
Bowers Implement Company	60.00		
Consumers Service Stations	26.67		
*Drawer Account	.70		
Kilborn's	10.50		
Tru Temp	11.08		108.95
<u>TRAVEL:</u>			
Ralph Bushee	20.06		
*Drawer Account	1.25		
Mrs. W. E. Houck	15.84		
Emery H. Ward	5.12		
Yellow Cab Company	1.30		43.57
<u>MISCELLANEOUS:</u>			
Otto Dash Disposal	2.75		
*Drawer Account	21.25		24.00
Total Operational Expenses			\$9,801.86

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BILLS PRESENTED FOR PAYMENT - JUNE, 1958

	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
Total Operational Expenses carried forward			\$ 9,801.86
<u>SALARIES:</u>			
Staff	\$13,156.15		
Janitor	<u>707.12</u>		<u>13,863.27</u>
Total Bills Presented for Payment			<u>\$23,665.13</u>
Balance in checking account after above bills are paid -			<u>\$ 8,474.96</u>

PRESENTED FOR PAYMENT _____
AUTHORIZED FOR PAYMENT _____

FINANCE COMMITTEE

* The separate amounts under each heading are not necessarily the amounts of the checks.