

DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

APRIL 19, 1984

- I. CALL TO ORDER
SHARON ALPI, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING MARCH 15, 1984
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES
 - A. FINANCE AND PROPERTIES
 1. Approval of Bills
 - B. PERSONNEL AND PUBLIC RELATIONS
 - C. AD HOC - RELATIONS WITH RPL
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Alpi
Mr. Grieve
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Mueller
Mrs. Rossiter
Mr. Seidman
Mr. Susler

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - April 19, 1984

The regular meeting of the Board of Directors of the Decatur Public Library was held April 19, 1984 in the board room of the main library.

Members Present:

Mrs. Alpi
Mr. Grieve
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Mueller
Mrs. Rossiter
Mr. Seidman
Mr. Susler

Members Absent:

None

Others Present:

Mrs. Brooks
Mr. Dumas
Mr. Hale
Miss Schwegman

The meeting was called to order at 4:35 p.m. by the President, Sharon Alpi.

The minutes of the regular monthly board meeting of March 15, 1984, were approved as printed and mailed.

In his monthly report to the Board, Mr. Dumas noted that circulation was down last month in all areas except the Children's Department, and we are looking into it and will try to correct it. Mr. James Scholtz, our new A-V Young Adult Librarian, began his tour at the Library April 9. He is a very pleasant person and will be here next month at our meeting to become acquainted with the Board, Mr. Dumas advised.

Further reporting, Mr. Dumas stated the computer was down this month for 78 hours while we were being upgraded and getting some new software. Many problems were encountered. At any rate, because of the downtime there was a large back-up of work in the Circulation Department, on the bookmobiles and in Technical Services. They had 500 sheets of manual check-outs in the Circulation Department alone. This downtime also had something to do with the decline in circulation, Mr. Dumas noted, as materials were not back on the shelf and available.

Mr. Dumas called to the Board's attention another major problem that is facing the Library in the next few years. That is, in three years this Board will be completely gone except for one person, Mr. Mueller. He will be the sole person going into the fourth year and that means, of course, rapid turn-over of this Board, and I can't tell you what a serious critical thing this is, Mr. Dumas stated. New members of a Board become adjusted to boardsmanship by observation and seeing what other members do with respect to the actions of the Board, the quality of thought that is given, the various standards they have, and how solution of problems and establishment of

policies are determined. Mr. Grieve asked if extended service of present board members or early retirement of others would help solve the problem, and Mr. Dumas answered those are exactly the two things he thought the Board should give some thought to, and that also the City Council and Mayor should be made aware of the problem. Mrs. Rossiter asked what had brought this about and Mr. Dumas replied it was primarily due to a rash of board resignations about eight or nine years ago. We now have a good Board, and I think it is very important that that kind of dissolution doesn't take place again, Mr. Dumas concluded. Mrs. Alpi asked members to give the matter serious thought as to what the solution might be.

Departing from the order of the Agenda, Mrs. Alpi at this time presented Dr. Charles Hale, Director of the Millikin University Library, and one of the two RPL consultants. Mr. Hale stated he and Mr. Hugh Atkinson, Director of the University of Illinois Library, had considered two primary questions: (1) authority control of the basic data base entries and (2) considerations relating to retrospective expansion of the existing data base and if retrospective conversion seemed in order, and how it could best be accomplished. After talking to many librarians, vendors, and catalogers, we recommended that retrospective conversion take place by one of several methods, Mr. Hale stated. RPL should search for the best possible vendor and then establish an authority control committee composed of catalogers whose decisions would be binding. One recommendation made is that if indeed the library did not find any commercial vendor appropriate that could do what they wanted, that RPL contract with DPL and use their authority control file. Funding and buying the equipment for that retrospective conversion project here at DPL with a micro-computer type of application available at RPL and here would allow DPL the kind of monitoring of that record that would be put into the data base. If DPL would not contract to become involved in this particular project and if no vendor were found acceptable to DPL, the recommendation was that the retrospective conversion project take place without DPL, Mr. Hale concluded. Mr. Marshall asked Mr. Hale if he would venture as to the length of time the on-line catalog might finally be in place. Mr. Hale stated after all the reading he had done, he would venture it would be a minimum of five years - from five to ten years - as there are many ramifications of an on-line catalog.

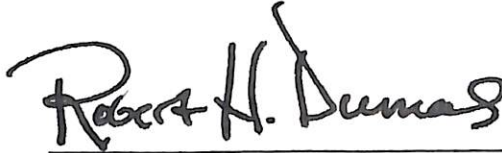
As Chairman of the Finance and Properties Committee, Mr. Marshall moved the approval of bills through March 31, 1984, Mrs. Moore seconded the motion, and it was unanimously approved by roll-call vote.

Calling attention to the March financial statement, Mr. Marshall noted several items of significance. Virtually every revenue category is well within the budgeted amount. Interest on investments for the 11 months is approximately \$40,000 over what we had forecast. As we look at the expenditures for the 11 months, it appears that we will again have a relatively significant under-expenditure of the appropriation, Mr. Marshall concluded.

As Chairman of the Ad Hoc Committee, Mr. Susler informed he had appeared at a Hearing in Springfield on the proposed Rules for the conversion of multitype libraries and made a presentation voicing our objections. We also received a copy of a letter from the library director of the public library in Wheaton sent to the State Librarian, and it was nice to see because they agreed substantially with us, and virtually took the same position on the Rules, even with a couple of additions, Mr. Susler noted.

Under New Business, Mrs. Alpi appointed the following nominating committee to present a slate of officers at the Annual Meeting on the fourth Thursday of May: Mr. Mueller, Chairman, Mrs. Jackson, Mrs. Rossiter, and Mr. Seidman.

The meeting was adjourned at 5:35 p.m.

A handwritten signature in dark ink, reading "Robert H. Dumas". The signature is written in a cursive style with a large, stylized "R" and "D".

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

March, 1984

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Months to Date</u>
Total Books, 1984 -	33,100	2,389	23,624	59,113	630,454
1983 -	34,774	2,852	24,498	62,124	611,504
A-V Materials, 1984 -	4,291	--	474	4,765	43,915
1983 -	3,394	--	365	3,759	32,121
Total Circulation, 1984 -	37,391	2,389	26,487	63,878	674,369
1983 -	38,168	2,852	24,863	65,883	643,625

TECHNICAL PROCESSING

Cataloging

New books added	989
New titles added	331
Books withdrawn	1,795
Books mended	1,076

Acquisitions

Books checked in	1,086
Telephone Directories	51
Pamphlets	389
Gifts	145

Materials in the State of Processing

Materials (physical items) -	998
Titles -	867

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1982/83</u>	<u>YTD Expended 1983/84</u>	<u>Unencumbered</u>
Personal Services	1,081,520	893,496	905,210	176,310
Operating	212,741	167,706	200,368	12,373
Capital and Books	221,400	178,667	196,188	25,212

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	6	--	--	6
Library Assistants	7 + 6 (480 hrs)	--	--	7 + 6 (480 hrs)
Clerical	21 + 19 (1402 hrs)	1	--	20 + 19 (1410 hrs)
Maintenance	3½	--	--	3½

Current Vacancies: 1 Supervisor, Technical Services, 1 A-V Youth Librarian,
1 Bookmobile Clerk Driver, 1 Library Clerk I

Computer Downtime for Month: 78 hours

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

03/01/84 THRU 03/31/84

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
12062	TREAS PAYROLL FUND	PAYROLL	32,625.38
12075	ART IN AMERICA	BOOKS	7.45
12076	BETTER HOMES & GARDENS	BOOKS	34.97
12077	DAY'S PAINT	PAINT	101.52
12078	DECATUR PAINT & VARNISH	PAINT	42.42
12079	GATES & JOHNSON LUMBER CO	LUMBER	27.50
12080	GAYLORD BROS	OFFICE SUPPLIES	91.43
12081	G K HALL & CO	BOOKS	73.50
12082	HIGHSMITH CO INC	DISPLAY CASE	1,127.05
12083	IBM CORP	OFFICE SUPPLIES	36.82
12084	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	187.21
12085	KING LAR	REPAIR SERVICE	60.19
12086	MEANS SERVICE CENTER	LAUNDRY SERVICE	28.61
12087	MOTHER JONES	BOOKS	18.00
12088	NEW YORK PUBLIC LIBRARY	BOOKS	7.00
12089	OCEANIC SOCIETY	BOOKS	30.00
12090	POPULAR COMPUTING	BOOKS	11.97
12091	POSTMASTER	POSTAGE	300.00
12092	ROLLING PRAIRIE LIBRARIES	MAINTENANCE	2,102.56
12093	TREAS GNL OPERATING FUND	OFFICE SUPPLIES	77.07
12094	JAMES SCHOLTZ	REIMB EXPENSE	199.00
12095	SCOTTY'S, INC	BOOKS	2.00
12096	TREAS WATER FUNDS	WATER BILL	116.36
12097	UBA INC	BOOKS	12.50
12151	HERALD & REVIEW	ADVERTISING	5.28
12159	ILL POWER CO	POWER FOR MONTH	9,001.65
12198	TREAS PETTY CASH FUND	REIMBURSEMENT	75.05
12213	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	561.34

TOTAL OF ALL VOUCHER CHECKS = 46,963.83

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03/01/84 THRU 03/31/84

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
12260	AGENCY FOR INSTRUCT TELE	AUDIO VISUAL	122.50
12268	POSTMASTER	POSTAGE	29.90
12294	ALVA MUSEUM REPLICAS INC	BOOKS	211.21
12295	BETTER INVESTING	BOOKS	32.00
12296	BOLAND ELECT SUPPLY CO	ELECT SUPPLIES	238.74
12297	BULLFROG FILMS INC	AUDIO VISUAL	103.00
12298	CHURCH & SYNAGOGUE	BOOKS	3.50
12299	CHURCHILL FILMS	AUDIO VISUAL	292.00
12300	CURRICULUM INNOVATIONS	BOOKS	9.90
12301	DER SPIEGEL	BOOKS	108.63
12302	DOWNTOWN DECATUR COUNCIL	PARKING	320.00
12303	FOLKWAY RECORDS	AUDIO VISUAL	7.30
12304	GAYLORD BROS	DISPLAYER	2,560.41
12305	GREANIAS AND BOOTH	PROF SERVICES	603.40
12306	GROLIER YEAR BOOK INC	BOOKS	18.45
12307	HERALD & REVIEW	BOOKS	168.60
12308	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	426.67
12309	LIBRARIANS VIDEO SERVICE	AUDIO VISUAL	55.00
12310	LIBRARIANS VIDEO SERVICE	AUDIO VISUAL	596.00
12311	MACON CO HISTORICAL SOC	BOOKS	44.00
12312	MONEY	BOOKS	54.00
12313	NATL GEOGRAPHIC SOCIETY	BOOKS	7.55
12314	PBS VIDEO	AUDIO VISUAL	655.00
12315	PITNEY BOWES	METER RENTAL	59.25
12316	PRAIRIE PAPER & PACKAGING	PAPER SUPPLIES	292.25
12317	SCRIBNER BOOK CO INC	BOOKS	346.12
12318	TREAS CENTRAL SERVICE FND	GASOLINE	183.71
12319	TROPIC ISLE PUBLISHERS	BOOKS	13.50
12320	YORK RADIO & TV	SMALL PARTS	11.04
12339	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	170.88
12340	READER'S DIGEST FND BLIND	BOOKS	8.95
12501	TREAS 2MED INS ESCROW	INSURANCE	2,475.00

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
12502	TREAS %NON MED INS ES	INSURANCE	1,401.00
12503	TREAS GNL OPERATING FUND	ADM FEE	1,362.00

TOTAL OF ALL VOUCHER CHECKS = 12,991.46

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

03/01/84 THRU 03/31/84

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
12534	TREAS PAYROLL FUND	PAYROLL	34,051.30
12651	INTL MED ASSOC OF DECATUR	PROF SERVICES	40.00
12703	ADDISON WESLEY PUBL CO	BOOKS	16.26
12704	ALVA MUSEUM REPLICAS INC	AUDIO VISUAL	209.86
12705	AUDIO BUFF CO INC	AUDIO VISUAL	1,215.94
12706	BAKER & TAYLOR CO	BOOKS	517.97
12707	BAKER & TAYLOR CO	BOOKS	8,464.59
12708	BLACK & CO	HARDWARE	92.66
12709	BOLAND ELECT SUPPLY CO	ELECT SUPPLIES	4.68
12710	CENTER MAGAZINE	BOOKS	66.00
12711	COBBLESTONE	BOOKS	16.50
12712	COMMERCE CLEARING HOUSE	BOOKS	13.86
12713	CONSUMER UNION NEWS DIG	BOOKS	85.00
12714	CROWN PUBLICATIONS	BOOKS	7.03
12715	DECATUR CIVIC CENTER AUTH	ROOM RENTAL	24.00
12716	DOUBLEDAY & CO INC	BOOKS	416.39
12717	ESQUIRE	BOOKS	102.00
12718	FIELD & SHORB CO	PLUMBING SUPPLIES	26.89
12719	HAINES & ESSICK CO	OFFICE SUPPLIES	5.78
12720	HOUSE & GARDEN	BOOKS	66.00
12721	HUSTON PATTERSON CORP	FORMS	184.63
12722	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	28.48
12723	IRVINGTON PUBLISHERS	BOOKS	17.73
12724	LIBRARIANS VIDEO SERVICE	AUDIO VISUAL	56.00
12725	LUGARI'S	REPAIR SERVICE	40.68
12726	MALJACK PRODUCTIONS INC	AUDIO VISUAL	46.65
12727	MEANS SERVICE CENTER	LAUNDRY SERVICE	6.35
12728	PARENTS	BOOKS	28.00
12729	PENNY POWER	BOOKS	9.00
12730	REGENT BOOK CO INC	BOOKS	96.79
12731	SCIENCE DIGEST	BOOKS	95.88
12732	SCRIBNER BOOK CO INC	BOOKS	10.64

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
12733	SCRIBNER BOOK CO INC	BOOKS	116.76
12734	SEABURY SERVICE CTR	BOOKS	10.40
12735	SEVENTEEN	BOOKS	98.55
12736	SCHOLASTIC MAGAZINE	BOOKS	39.00
12737	TIME INC	BOOKS	327.60
12738	TREAS ILL MUNI RETIREMENT	RETIREMENT	9,227.06
12739	U S GEOLOGICAL SURVEY	BOOKS	29.00
12740	WEST PUBL CO	BOOKS	187.00
12741	ZIFF-DAVIS	BOOKS	25.97
12800	CERAMICS MONTHLY	BOOKS	40.00
12801	DASH DISPOSAL	DISPOSAL SERVICE	33.00
12802	POSTMASTER	POSTAGE	300.00

TOTAL OF ALL VOUCHER CHECKS = 56,497.88