Financial Committee
February 20, 1953

A meeting of the Financial Committee was called to order at 3:45 o'clock.

Members present: Mr. Stafford, Mr. Owen, Mrs. Ridgley, Mr. Hull.

The purpose of the meeting was to continue exploring the possibilities of formulating a payroll schedule for the Library.

The Librarian had prepared personnel rating sheets and job specifications for the professional staff. These had been reviewed by Mrs. Ridgley previous to the meeting.

The members examined the cost of living index obtained from the local U.A.W.A.F.L. office and the "National Plan for position classification and salary administration in public libraries".

They asked the Librarian if the Staff understood that raises should be for meritorious work rather than automatic and that raises would always depend on the City Council's cooperation in passing budgets submitted by the Board; also that no salary schedule could be upheld in case of a business recession or depression or in years of inadequate tax collections. The Librarian replied that she felt sure the Staff understood these things since all librarians throughout the country understood that a payroll schedule was a plan operating only under normal conditions. It was her opinion that the Staff's request came from an understandable desire to know where they stood in terms of job status and advancement.

After a lengthy discussion Mr. Hull said it was his opinion that the preparation of a satisfactory payroll schedule was an administrative problem to be undertaken by the Librarian who should be aware of Staff needs and rights and the Board's desire for advancement of library service within the limitations of their authority.

The members agreed that Trustees should go before the City Council each year when the Library budget was under consideration to justify their figures.

The motion was made by Mr. Owen, seconded by Mr. Hull and unanimously passed that the Librarian draw up for their consideration a payroll schedule within the limitations of the 1953-54 salary budget.

The meeting adjourned at 4:55 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Trustees' Meeting
February 27, 1953

The regular meeting of the Board was called to order at 3:45 o'clock.

Members present: Mr. Stafford, presiding, Mrs. Bailey, Mrs. Gage, Messrs. Blackford, Felts, Gore and Owen.

The minutes of the previous meeting were approved as read.

The Librarian's report for January was examined and ordered filed.

The motion was made by Mr. Owen, seconded by Mr. Gore and unanimously passed that bills for maintenance to the amount of $3400.64 and payroll to the amount of $4907.38 be paid.

The report of the Financial Committee's meeting on February 21st was read.

The Librarian reported that Mr. Elden of the Christy Corporation had decided the column to the south of the main door would not be improved by bands to keep the plaster filling from falling out. He believes that it may remain intact indefinitely if the door can be kept from banging.

The Librarian's trip to A.L.A. Midwinter Convention brought no results in finding a cataloger. However, she reported having talked with Dr. Stone of the University of Illinois regarding the possibility of a survey of the Evans Branch by a team of his graduate students.

A letter received from Dr. Stone about the project was read and discussed. The members compared the public's protest in Peoria against closing some of their branches to the weak response in Decatur when a letter appeared in the newspaper recommending that the Evans Branch be closed.

Mr. Blackford said that it was apparent that the Peoria Branches were definitely serving the public. It was his opinion that Bookmobile service would do better for our area than the Branch.

Mrs. Bailey mentioned the requests for service from the Oak Grove section.

Mr. Gore was asked how much the Durfee School depended on the Branch. He said that library collections within the classrooms had been established and that Branch use decreased as these became larger.

Mr. Felts said that we needed actual statistics before any action was taken. It would be wiser to base closing the Branch on lack of use than on economy. He felt that a survey by the University of Illinois would be most profitable.

Mrs. Gage expressed the Board's consensus that it would be better to have an opinion from an outside authority before making any decision.

It was reported that the storm of February 20th had flooded the Evans Branch basement until water had risen around the heater. Action to correct this was postponed until the Board decided whether to continue or close the building.

The Librarian was instructed to obtain more definite information from Dr. Stone regarding the expense involved in the suggested survey. If the amount seems reasonable, she is to go ahead with it.

Mrs. Gage asked the Librarian if the public had ever requested that the main building be opened Sundays. The latter replied that Sunday opening had been terminated with the depression. Once-in-a-while someone asks if we will open again. In view of the added expense and the fact that the Staff cannot be stretched to cover the present weekly schedule adequately, no serious consideration has been given the subject.

The Librarian was instructed to investigate firms and prices for cleaning the main building and to report back.

She reviewed for the Board the objectives set up in 1947 as goals for the five year period ending in 1952. Of the ten items (Renovations on Main Building - Standard Salary Scale - Simple, accurate desk procedures - Service to Business and Industry - Bookmobile service - Service to Young Adults - Readers Advisory Services, Adult Education - Audio-Visual Service - Forum and lecture activities - Radio and public relations) the Renovations, Bookmobile, Young Adult Department and better desk routines are accomplished facts. Public Relations, including radio programs, and Audio-Visual Services are carried on within severe limitations. A standard salary scale is under consideration.

Such objectives provide a measuring stick for improved library service to Decatur, and although we fell short of our goal, we feel that the last five years have been fruitful.

The Librarian submitted to the members a set of By-Laws for their consideration at the next meeting.

The meeting adjourned at 5:00 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary