DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE PERSONNEL COMMITTEE MEETING
March 17, 1961

Mr. John Cheeks, chairman of the Personnel Committee of the Board of Directors of the Decatur Public Library called the meeting to order at 4 PM in the Librarian's Office.

Members present were: Mr. Cheeks, Mrs. Moothart, Mr. Hart, Mrs. Stern and Mrs. Howe.

The librarian reported that Mr. Bodnar was advertising for additional applicants to fill the college graduate positions. The closing date for application was set at March 27 and the examination would be administered March 30, 1961. About 8 persons have applied thus far.

The general personnel situation was discussed. It was agreed to suggest to the policy committee that a recommendation to concide more closely with City policies be made to the Board of Directors.

The recognition dinner for the staff members serving 35 years will be held April 22, 1961 in the Surrey. Board members will be urged to be present.

The meeting adjourned at 5:30 PM

Respectfully submitted

Mary T. Howe

Mary T. Howe
Secretary

Dever, John

March 20, 1961

Mr. John Dever, City Manager,
City of Decatur,
County Building,
Decatur, Illinois.

Dear Mr. Dever:

This is to confirm a conversation the Properties Committee had with Mr. Nolan concerning the black-topping of several areas adjacent to the bookmobile stops, the Main Library and the Evans Branch.

1. Pennsylvania Avenue in Northland Heights - across from 115 Pennsylvania Avenue. This is the area in front of the plug fastened on the pole in said location.

2. East Garfield and North Water Streets. Space for parking on the lot owned by the City and additional space for the patrons (10 spaces). This should be at the back of lot near pole.

3. Resurface the area back of the Main Library - widen and include driveway from street through to area outside of Youth Room.

4. Black top south side of Evans - around to city line at back and driveway up west side of firehouse - for bookmobiles to drive into Evans.

The Pennsylvania Avenue space needs blacktopping just long enough for patrons to walk the length of the bookmobile (25 feet) and the width of a sidewalk.

Thank you for this consideration.

Yours very truly,

Mary T. Howe (Mrs. H.L.)
Librarian.

MTH:pag
c.c. Messr. Nolan. Madden, Hart.

COPY

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Decatur, Illinois

MINUTES OF THE PROPERTIES COMMITTEE MEETING
March 23, 1961

Mr. Francis Hart, chairman of the Properties Committee of the Board of Directors of the Decatur Public Library called the meeting to order at 3 PM in the Board Room.

Members present were: Mr. Hart, Mr. Burnett, Mrs. Greider, and Mrs. Howe.

The letter from Mr. Dever concerning the the paving was read. He has agreed to pave the Northland Heights strip along side the Bookmobile stop, to pave around Evans and the Main Bldg but the Garfield and North Water , property will be sold and the Firehouse no. 4, next to the Evans Branch.

Petitions from the residents of Northland Heights were received.

Hart
Burnett
aye.

Mrs. Howe asked the Committee to recommend to the Board that permission be given to purchase another Reader-Printer if the situation demands it after the receipt of the first shipment of micro-films for periodicals. She also said she would need to place an order for another micro-film case. The cost would be $182.00. + phone —

Hart
Koslozski
aye

A change in telephones has been considered and it is being studied by the telephone company. The cost of changes and the additional service charges will be submitted and then the City will see if the amount can be absorbed by the City fund for telephones under the franchise.

The check-out desk has been placed in the lobby as an experiment to use during rush periods. No machine is in the Youth Room.

It was announced the Fairview Plaza merchants asked the bookmobile to consider relocation of the Watson Court stop and bring it to the site of the old minature golf course in the Plaza. The Power Company agreed to bring power from the transformer by the service station across to a pole nearby. The change will be made Tuesday March 28, 1961.

The Committee instructed Mrs. Howe to send a "thank you" letter to the Plaza merchants.

The meeting adjourned at ~~4 PM.~~ 6:30 PM.

Send Inter-Com
to Council.

Respectfully submitted,

Mary T. Howe

Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Minutes of the Board of Director's Meeting, March 31, 1961

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Board Room at the Main Library, 457 North Main Street, on March 31, 1961. The meeting was called to order at 4:05 PM by Mr. Dean Madden, president.

Members of the Board present:

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

Others present:

Mrs. Bernie L. McNabb	
Mrs. Kay Weidner	Norm Weimholt, newspaper reporter

The minutes of the February 24, 1961 meeting were approved as submitted.

Mr. Burnett, chairman of the Finance Committee reported the Finance Committee had met and examined all of the bills. He recommended the bills be approved for payment. Mrs. Greider seconded the motion. All present voted aye. Motion carried. A discussion on the branch library was held. It was decided that it was up to the Board to decide whether to build a branch library. Petitions from the Northland Heights' residents were presented. Mr. Burnett pointed out that the library has to satisfy where the demand is made: "we are not here to sell service but to give service where the demand arises. Mr. Hart suggested we decide how to interpret the demand and our own statistics. Mrs. McNabb said, " the bookmobile stops are taken off where branch service is given. We consider the service to the community as a whole. People in the City as a whole share in all the services." Mr. Cheeks was told by a reader that a person in Evans Branch could not go in and sit down to read. This was denied by Mrs. McNabb and Mrs. Howe.

Mr. Pilcher said that from statistics the library boards have not kept up to the population and demands. Mrs. Howe said the plan for branches and long range goals would help. ~~Mr. Madden observed that library service gives more for the tax dollar than many other agencies.~~ Mr. Pilcher said we should adopt a policy and live with it. deleted 4/28/61 see May 1961 minutes

Mr. Hart suggested the subject of long range goals merits special meetings. Mr. Madden said he was not convinced that tax is the only way to finance library service, suggested gifts, etc. Mr. Burnett was asked about getting the Friends organized as a incorporated non-profit ~~tax reduction~~ group. changed 4/28/61 - See May 1961 minutes.
Mr. Burnett asked if the point of fines and fees should be clarified. An open end ordinance was proposed.

Mrs. Greider moved the long range plan be developed and ready July 31st. Mr. Cheeks seconded the motion. All present voted aye. Motion carried.

Mr. Burnett also reported on the Central Illinois Trustees meeting. Most of those present were in favor of certification but were not agreed as to method. It will be 1962/63 before proposal will come before the legislature. He thought it a good thing for the librarians to up-grade themselves.

Mr. Cheeks, chairman of the Personnel Committee reported on the meeting held March 17, 1961. Members present for the meeting were: Mr. Cheeks, Mrs. Moothart, Mr. Hart, Mrs. Stern and Mrs. Howe. He said the Civil Service Commission had filled one position and were trying to fill the other positions. A recommendation was considered by the Personnel Committee and turned over to the Policy Committee. Miss White and Miss Larmon, two staff members have served thirty five years with the library. A recognition dinner will be held April 22nd in the Surrey. All Board members are invited to attend.

Mr. Koslofski, chairman of the Policy Committee reported on the meeting held March 23, 1961. Members present were: Mr. Koslofski, Mr. Cheeks, Mrs. Stern and Mrs. Howe. The Committee discussed changing some conditions of employment. It was proposed that the Board of Directors revise the personnel policy to agree with the City's personnel policy and the first change recommended is to make the Library holidays coincide with the City holidays and to close the library the days when the City offices are closed. After much discussion Mr. Hart moved the adoption of the proposal. Mr. Cheeks seconded the motion. All present voted aye. Motion carried. Mr. Cheeks also moved to instruct Mrs. Howe to liquidate the accumulated over-time as fast as possible. Mr. Hart seconded the motion. All present voted aye. Motion carried. A report should be made at the next Board meeting. Mrs. Greider said she would like the Board to go on record as indicating that the Board appreciates the extra time the employees put in their jobs. Cheeks seconded the motion. All present voted aye. Motion carried.

Mr. Hart, chairman of the Properties Committee reported on the meeting held March 23, 1961. Members present were: Mr. Hart, Mr. Burnett, Mrs. Greider and Mrs. Howe. The letter from Mr. Dever was read concerning the paving the Northland Heights' strip on Pennsylvania Ave., around Evans Branch, and the back of the Main Building. The firehouse no 4 will be sold in the near future and the properties on North Water and Garfield Avenue will be sold. Therefore no paving can be done in these areas as previously planned. Permission was given to Mrs. Howe to purchase a new Reader-Printer if the situation demands it after the shipment of 65 periodicals on microfilm is received. Mr. Hart moved the permission granted. Mr. Burnett seconded the motion. All present voted aye. Motion carried. Mr. Hart recommended another micro-film case (182.00) and a record-player (112.00) be purchased. Mr. Koslofski seconded the motion. All present voted aye. Motion carried. The new check out desk in the lobby is an experiment to use during rushing hours. Some changes are contemplated in the location of telephones. The Fairview Plaza merchants asked the bookmobile to park in the parking lot on Plaza and made the arrangements. The change was made March 28, 1961.

Mrs. Howe was instructed to send the Inter-Comm to the Council members as well as the newspapers.

The meeting adjourned at 6:30 PM.

Bills approved for payment: March 1961

Salaries, staff	$14,394.28	
" , janitors	493.09	$14,887.37
Operating expenses		8,285.62
Total		$23,172.99

Respectfully submitted,
Mary T. Howe
Mary T. Howe
Secretary

MINUTES
Additions and corrections,
Board of Director's Meeting
March 31, 1961

Mr. Cheeks moved that the Board of Directors ask Mr. Merris to write an ordinance incorporating the following:

In order to maintain the library collection, protect public property it has become necessary to be aware of the penalty constituting a misdemeanor. While it is a privilege of the patrons of the public library to receive all of the services thereof, it is their responsibility to protect their free useage of library materials and are encouraged to do so. Therefore be it enacted:

right and privilege

DESTROYING OBJECTS IN LIBRARY OR EXHIBITION. Every person who maliciously cuts, tears, defaces, breaks, or injures any book, map, chart, picture, engraving, statue, coin, model, apparatus or other work of literature or art, or mechanics, or objects of curiosity; deposited in any public library, gallery, museum, collection, fair, or exhibition, shall be guilty of a misdemeanor.

FAILING TO RETURN BOOK TO PUBLIC LIBRARY. Whoever wilfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum or other educational institution, for thirty (30) days after notice in writing to return the same, given after the expiration of the time which by the rules of such institution such articles or other property may be kept shall be guilty of a misdemeanor, and shall be punished accordingly with a fine of not more than one hundred dollars nor less than twenty-five dollars or/and the cost of collection and damages, and or by imprisonment for not more than thirty days, at the discretion of the Court.

The members of the Board of Director's discussed the problem of overtime in connection with the holidays and Mr. Madden expressed an opinion that the staff should not carry over time from one calendar year to the next. There were several complications to this proposed policy so Mrs. Greider moved the original motion be struck off. Mr. Burnett seconded the motion. Mr. Koslofski removed the motion. No further action on was taken on the matter.

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