

Financial Committee Meeting

October 28, 1954

The meeting opened at 2:40 p.m.

Members present: Mr. Rollins, Mrs. Ridgley, Mrs. Bailey, Mr. Gore.

The members examined the Librarian's estimates item by item. She explained the manner of arriving at the proposed salary scale for Decatur - by using A.L.A. 1952 figures for professionals and filling in and adapting the figures for subprofessionals and clericals by combining features of A.L.A. and Mr. Rollins' schedules.

Mr. Rollins suggested the Librarian's salary be raised to \$6500. The Librarian explained she had rather have experienced professional Department Heads than a raise. The Committee agreed to ~~keep the present department heads at~~ let Mr. Rollins' figure stand.

Mrs. Howe's salary was placed at \$4940. with instructions to the Librarian that it be raised, if possible, in the 1955-56 projection to \$5299.

It was agreed to keep the present department heads at the proposed \$4300. If the Librarian had to pay \$4450. for new appointees, the former were to be raised to keep harmony.

The Bookmobile Driver Clerk was to be raised from \$3000. to \$3250. rather than to \$3400. as recommended by the Librarian. If he complained she was to tell him another raise was being considered for May 1, 1955.

Part time college graduates were to be raised from \$1.00 an hr. to \$1.10 p.h. rather than the recommended \$1.30 p.h.

Pages were to be kept at \$.40 an hour. If they were unhappy the Librarian was to replace them. She suggested that ~~th~~ such action would be expensive in the long run since it took a great deal of time to train them.

The janitors' increase from \$3100. to \$3200 and from \$2700. to \$2800. would bring them in line with comparable wages of public school janitors.

The members asked the Librarian to have a map showing Main, Evans and Bookmobile stops ready for the next Board meeting.

A discussion of Mrs. Hopkins' rating and salary took place. The Librarian said she wished to avoid releasing her for inefficiency until Mrs. Howe had been here long enough to rate her too. She was instructed to report back to the Board in three months from the time of Mrs. Howe's coming on duty as to the quality of Mrs. Hopkin's work.

She was to fill in the first two steps of the A.L.A. clerical scale before the next Board meeting.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

BOARD OF TRUSTEES
OCTOBER 29-1954

The regular October meeting was called to order at 3:50 p.m. Members present: Mr. Felts, presiding; Mrs. Bailey, Mrs. Gage, Mrs. Ridgley, Mr. Blackford, Mr. Burgess, Mr. Rollins, Mr. Schroeder.

The minutes of the previous meeting were read and approved.

The motion was made by Mr. Rollins, seconded by Mr. Burgess and unanimously passed that bills for operational expenses for \$5591.70, payroll \$5398.58, total \$10,990.28 be paid.

The Librarian brought to the attention of the Board members Mr. Spangler's bill for architectural services for \$1390.50

Mr. Felts asked Mr. Rollins for a report on the special committee for payroll and classification. Mr. Rollins gave a detailed report going down each figure on the suggested payroll beginning December, 1954 through April, 1955 (See report at end.)

There was much discussion and many questions. Mr. Felts asked if there were any objections to the payroll increases as they stood. There were none as they stood to this point.

The Librarian was instructed to continue with her work projecting figures for 1955-56 payroll to see if increases could be sustained or other steps added.

It was brought to the attention of the members that during the heavy rainfall the night of October 11th, rain had flooded the ceilings above the Auditorium and Lincoln rooms. The wall between these two rooms was soaked through and the ceiling in the Meeting room was badly stained.

Mr. Gates, the roofing contractor, had investigated after the storm and it was his opinion that the men had left the south-east area of the front of the building without caulking after removing the old pointing. The excessive leak was traced to the point where they were working at the time.

It was also discussed that the contractor had been using our electric current for his outside work and that on October 13th our circuits were continually overloaded.

The Librarian was instructed to report the leak and the use of our electricity to Mr. Spangler and to be guided by his advice regarding both the repair of the ceiling and reimbursement for electricity.

The Librarian asked the Board's opinion regarding payment for the outside renovations. Did they wish her to use first the items in the budget for current repairs and Special Projects before going into the building fund? It was the members' opinion that it would be wise to use the current budget first.

The matter of staff members to I. L. A. in Springfield the following week was discussed. The Board asked the Librarian what had been done the previous year. She reported that the Board had sent four assistants and the Librarian to Chicago. The Trustees had asked the assistants to check on delegate policies of other Libraries and report back so that a possible policy for Decatur might be considered. The reports submitted to the Librarian were not adequate.

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It was Mrs. Bailey's opinion that possibly it might be wiser not to have a policy for sending delegates to Conventions and to consider each instance as it arose. Mr. Felts asked the Librarian to bring Conventions to the Boards' attention early enough for them to consider what they would like to do.

The Members agreed to pay expenses for all assistants going to Springfield but the Librarian was to make it understood that no policy had been formulated.

The Librarian reported once more that she was greatly concerned about books being taken without charge. The matter of some method of overcoming this problem was briefly discussed.

There was a brief discussion of the survey. Mrs. Ridgley expressed the Boards' opinion when she said that she would prefer to study the survey first before having someone from the University come to discuss it. She thought that it would be the only way in which members might know the questions that they would like to ask.

The Librarian was instructed to inform Dr. Lancour of the University of Illinois that the Board would prefer to study the survey first before having anyone come to discuss it with them. They would like Dr. Lancour to set a date for such a meeting after the survey is submitted.

Mrs. Bailey asked the Librarian if she thought it would be possible to close the Evans Branch and give some type of service by Bookmobile to these other areas that ~~were~~^{are} asking for it before a second Bookmobile were added. The Librarian said that she hoped some service would be continued in the Evans area up to the time of the second Bookmobile, especially after the present branch is closed because the people in the area have had service and it seemed to her punishment to take away all services of any type.

Mr. Felts thought that time would not permit an adequate discussion and the Board agreed that it might be wise to wait until the survey is submitted.

The Librarian reported that Mrs. Mary T. Howe expects to come on duty as Assistant Librarian Tuesday, November 16.

The meeting adjourned at 5:20 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary