

decatur

library

public

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

SEPTEMBER 9, 1966

- I CALL TO ORDER
W. A. SAPPINGTON, PRESIDENT
- II ACTION ON MINUTES:
 - A. REGULAR BOARD MEETING AUGUST 12, 1966
 - B. SPECIAL BOARD MEETING AUGUST 25, 1966
- III COMMITTEE REPORTS
 - A. FINANCE
 - B. PERSONNEL
 - C. POLICY
 - D. PROPERTIES
- IV REPORT OF THE CITY LIBRARIAN
EDNA F. JONES, ACTING CITY LIBRARIAN
- V UNFINISHED BUSINESS
- VI NEW BUSINESS
 - A. SET DATE FOR OCTOBER MEETING
- VII ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MR. GROHNE
MR. OLSEN
MRS. POGUE
MRS. RUSSELL
MR. SAPPINGTON
MR. SCHUERMAN
MR. WEST

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS' MEETING - SEPTEMBER 9, 1966

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON SEPTEMBER 9, 1966 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MR. GROHNE
MR. OLSEN
MRS. RUSSELL
MR. SAPPINGTON
MR. SCHUERMAN
MR. WEST

MEMBERS ABSENT:

MR. MILLER
MRS. POGUE
MR. TEBUSSEK

OTHERS PRESENT:

MR. JOE WEBB
(DECATUR HERALD)
MISS EDNA F. JONES
MISS HELEN SCHWEGMAN

THE MEETING WAS CALLED TO ORDER AT 4:15 P.M. BY MR. SAPPINGTON.

THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 12, 1966 AND THE SPECIAL BOARD MEETING OF AUGUST 25, 1966 WERE APPROVED.

MR. OLSEN, CHAIRMAN OF THE FINANCE COMMITTEE, GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES OF THE LIBRARY THROUGH THE MONTH ENDING AUGUST 31, 1966. MR. GROHNE SUGGESTED THAT IF THERE ARE OVERAGES IN ANY ACCOUNTS THAT PERHAPS THE SURPLUS SHOULD GO INTO THE BOOK ACCOUNT AS THAT IS THE ACCOUNT THAT IS MOST OFTEN BORROWED FROM. MR. SAPPINGTON FELT, HOWEVER, THAT AT THE PRESENT TIME THERE WAS NO NEED TO REALLOCATE FUNDS.

MR. OLSEN, CHAIRMAN OF THE PERSONNEL COMMITTEE, REPORTED THERE ARE STILL MANY UNFILLED POSITIONS WITHIN THE LIBRARY AND EXPRESSED CONCERN OVER THE LIBRARY'S NEED FOR PROFESSIONAL LIBRARIANS. HE STATED THAT THE CLERK-STENOGRAPHER POSITION HAD BEEN FILLED BY MISS SCHWEGMAN.

MR. OLSEN ANNOUNCED THE RESIGNATION OF MISS CATHERINE YAMAMOTO, CHILDREN'S LIBRARIAN. THE BOARD APPROVED A MOTION TO ACCEPT HER RESIGNATION AND TO WISH HER THE BEST OF LUCK AND SUCCESS IN THE FUTURE.

MR. SAPPINGTON STATED THAT WE CANNOT GET PEOPLE TO FILL THE VACANCIES PRIMARILY BECAUSE OF LOW SALARIES. MR. GROHNE STATED THAT NOBODY IS PARTICULARLY INTERESTED IN THE JOBS WE HAVE TO OFFER AT OUR PRESENT WAGE SCALE. IT WAS ANNOUNCED THAT WITHIN THE NEXT COUPLE OF WEEKS THERE ARE TO BE MEETINGS OF THE PERSONNEL COMMITTEE AND THE FINANCE COMMITTEE SO THAT VACANCIES AND SALARIES CAN BE DISCUSSED. THE SUGGESTION WAS MADE THAT POSSIBLY THE BOARD COULD TAKE PROFESSIONAL LIBRARIANS OUT OF CIVIL SERVICE, OR EVEN PERHAPS SELL THE CIVIL SERVICE COMMISSION ON THE IDEA THAT PAY RATES OF THESE PARTICULAR JOBS MUST BE INCREASED. MR. SAPPINGTON STATED THAT IT WAS THE INTENT OF THE BOARD TO HAVE A JOB ANALYSIS AND JOB EVALUATION STUDY MADE OF THE LIBRARY EARLIER IN THE YEAR, BUT THIS HAD BEEN HELD UP PENDING THE APPOINTMENT OF A NEW LIBRARIAN.

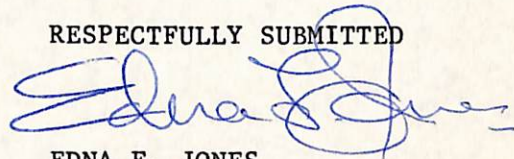
IN THE REPORT OF THE CITY LIBRARIAN, MISS JONES INDICATED THAT THE LIBRARY HAD RESUMED ITS REGULAR SCHEDULE OF OPERATIONS EFFECTIVE SEPTEMBER 6, WITHOUT ANY SERIOUS PROBLEMS. SHE FURTHER STATED THAT THE CHILDREN'S PROGRAM IN THE MAGIC CARPET ROOM WILL CONTINUE MUCH THE SAME AS IN PREVIOUS YEARS. SHE INDICATED THAT ON SEPTEMBER 27 THE ADULT GREAT BOOKS SESSION WILL START, RUNNING THROUGH MAY OF NEXT YEAR. THESE ADULT DISCUSSION GROUPS WILL MEET THE SECOND AND FOURTH TUESDAYS OF EACH MONTH.

MR. SAPPINGTON REPORTED THAT NO WORD HAD YET BEEN RECEIVED BY THE BOARD WHETHER THE ADVISORY COMMITTEE OF THE ILLINOIS STATE LIBRARY HAD APPROVED THE AUTOMATION PROJECT INVOLVING THE TWO GROUPS. HE SAID THAT THE ADVISORY COMMITTEE HAD BEGUN MEETING THURSDAY IN CHICAGO AND WAS REPORTEDLY STILL IN SESSION ON FRIDAY. HE HOPES TO HAVE AN ANSWER BY THE EARLY PART OF NEXT WEEK. THERE IS A POSSIBILITY THAT MR. DE LAFAYETTE REID WILL COME TO DECATUR FOR A SPECIAL MEETING WITH THE BOARD IF THE PROJECT IS APPROVED.

OCTOBER 14TH WAS APPROVED AS THE DATE OF THE NEXT REGULAR BOARD MEETING.

THE MEETING WAS ADJOURNED AT 5:05 P.M.

RESPECTFULLY SUBMITTED



EDNA F. JONES
ACTING CITY LIBRARIAN

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending August 12, 1966:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
04723	La Salle National Bank	Certificate of Time Deposit	25,000.00
04727	Postmaster Decatur	Postage	90.00
04741	La Salle National Bank	Certificate of Time Deposit	75,000.00
04743	Treasurer-City of Decatur	Payroll	275.50
04779	Michael Daly	Lawn Care at Dill Branch	3.00
04781	Treasurer-City of Decatur	Payroll	5,252.32
04793	Treasurer-City of Decatur	Payroll	230.71
04796	Treasurer-City of Decatur	Payroll	331.23
04831	Decatur Herald & Review	Advertising	22.80
04832	Illinois Power Co	Electric & Gas Service	236.59
04833	Gus Sobottka	Lawn Care at Evans Branch	8.25
04836	Decatur Refrigeration Co	Service Air Conditioning at various locations	146.68
04837	Chalmers Fire Equipment	Service Fire Extinguishers	30.00
04838	IBM Corporation	Equipment Rental	1,321.32
04839	IBM Corporation	IBM Cards	119.48
04840	IBM Corporation	Machine Ribbons	3.83
04841	Decatur Credit Bureau	Personnel Report	4.00
04842	Illinois Bell Telephone	Phone Service	192.15
04843	Dash Disposal Service	Service to 9/1/66	4.00
04844	Industrial Towel Service	July Service	11.30
04845	H & H Disposal Service	Dill Branch Service	5.00
04846	American Library Association Books		18.00
04847	R.R. Bowker Co	Books	7.45

DECATUR PUBLIC LIBRARYBills to be approved for the period ending August 12, 1966:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
04848	Baker & Taylor Company	Books	2,606.86
04849	The Canadian Forum	Books	5.35
04850	Chilton Books Inc	Books	20.91
04851	Citizens Information Serv	Books	12.50
04852	Commerce Clearing House	Books	115.00
04853	Doubleday & Co	Books	68.60
04854	Educational Film Library	Books	15.00
04855	A.C. McClurg Inc	Books	24.40
04856	McNaughton Book Service	Books	240.00
04857	R.R. Bowker Co	Books	16.00
04858	Panorama Publications	Books	2.15
04859	Scarecrow Press Inc	Books	7.65
04860	Weekly Underwriter	Books	13.45
04861	Westervelt Paper Co	Paper Towels	22.27
04862	Decatur Electric Supply	Lamps, Fuses, Ballasts	58.35
04863	General Tire Service	Vehicle Tire & Service	60.38
04864	Consumers Oil Station	Gas Cap	1.98
04865	Classic Printing Co	Application Forms	23.50
04866	E.A. Dobry Agency	Transfer Paper	9.48
04867	Gaylord Bros. Inc	Identification Cards	16.00
04868	Sanks Insurance	Exibition Floater Ins.	33.00
04869	Decatur Window Cleaners	July Service	995.28
TOTAL			<u>\$112,681.72</u>

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

Bills to be Approved for the period ending August 26, 1966:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
04788	Treasurer-City of Decatur	Payroll	5,437.57
04835	Treasurer-City of Decatur	Payroll	256.33
04890	Marathon Oil Company	Gasoline	14.72
04891	Irish Behnke Insurance	Insurance	3,059.03
04894	Treasurer-City of Decatur	Payroll	277.78
04915	Postmaster Decatur	Postage	1.25
04916	Treasurer-Petty Cash	Reimburse Petty Cash Items	22.76
04918	Treasurer-City of Decatur	Payroll	247.17
04919	Decatur Refrigeration Co	Service Air Conditioner	30.78
04920	Michael Daly	Lawn Care-Dill Branch	3.00
04921	Illinois Bell Telephone	Phone Service	15.78
04922	Ambassador Motor Inn	Travel Expense	24.99
04923	Robert H. Dumas	Travel Expense	162.88
04924	Pitney-Bowes Inc	Postage Meter Rental	18.00
04925	A.M. Best Co	Books	35.55
04926	American Library Assoc.	Books	21.58
04927	Baker & Taylor Company	Books	832.76
04928	Collier-Macmillan Co.	Books	51.09
04929	Doubleday & Co.	Books	60.15
04930	Library of Congress	Books	140.00
04931	A.C.McClurg Co	Books	24.95
04932	McGraw-Hill Book Co	Books	24.50
04933	Scarecrow Press Co	Books	25.50
04934	V O I D		

DECATUR PUBLIC LIBRARY

Bills to be Approved for the period ending August 26, 1966(cont'd):

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
04935	University Microfilms Inc	Microfilm Service	43.75
04936	H.W. Wilson Co	Books	286.00
04937	Decatur Electric Supply	Lamps	128.19
04938	Gaylor Bros. Inc	Book Covers, Binders, etc.	399.60
04939	Sanks Insurance Co	Insurance	49.00
04940	Bennett & Shade Co	Insurance	132.00
TOTAL LIBRARY FUND VOUCHERS			<u>\$11,826.66</u>

CITY OF DECATUR
AUGUST 31, 1966
Statement of Cash and Investments

Name of Fund	All Funds Cash on Hands (Deficit)	Investments	Fund Balance
General Fund	\$ 152,030.13	\$ 416,357.15	\$ 568,387.28
Water Fund	\$ 28,512.40	\$1,249,706.83	\$1,278,219.23
Motor Vehicle Parking System Revenue	\$ 58,961.21	\$ 153,718.62	\$ 212,679.83
<u>Other Agencies</u>			
Central Park	\$ 3,176.42	\$ 1,000.00	\$ 4,176.42
Civil Defense	280.88	4,000.00	4,280.88
Municipal Band	562.33	0.00	562.33
Playground & Recreation	2,434.36	0.00	2,434.36
Public Library	<u>24,342.87</u>	<u>125,000.00</u>	<u>149,342.87</u>
<u>Total Other Agencies</u>	\$ 30,796.86	\$ 130,000.00	\$ 160,796.86
Motor Fuel Tax	\$ 40,368.01	\$ 210,000.00	\$ 250,368.01
1961 Street Improvement Bond	1,640.68	209,000.00	210,640.68
1963 Street Improvement Bond	1,063.20	0.00	1,063.20
1966 Street Improvement Bond	70,082.01	2,675,000.00	2,745,082.01
1963 Downtown Traffic Signal	4,540.75	100,178.25	104,719.00
1966 Traffic Control Bond	5,512.90	90,000.00	95,512.90
1966 Bridge Bond	4,789.78	95,000.00	99,789.78
Urban Renewal-Performance	105,701.50	0.00	105,701.50
<u>Trust Funds</u>			
Illinois Municipal Retire.	\$ 32,938.91	\$ 0.00	\$ 32,938.91
Public Benefit	11,330.78	32,500.00	43,830.78
Employment	7,084.16	0.00	7,084.16
Withholding Tax	16,804.80	0.00	16,804.80
Right of Way Acquisition	2,017.09	1,000.00	3,017.09
Unclaimed Rebate	830.77	6,000.00	6,830.77
Firemen's Pension	11,351.14	0.00	11,351.14
Police Pension	<u>15,918.31</u>	<u>0.00</u>	<u>15,918.31</u>
<u>Total Trust Funds</u>	\$ 98,275.96	\$ 39,500.00	\$ 137,775.96

SUMMARY OF INCOME AND EXPENDITURES
FOURTH MONTH ENDING AUGUST 31, 1966

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ACTIVITY: 940 DECATUR PUBLIC LIBRARY

<u>REVENUE</u>	<u>ESTIMATED REVENUE</u>	<u>RECEIVED TO-DATE</u>	<u>% OF EST.</u>
Surplus May 1st 1966	17,556.00	21,636.31	123.24
Tax Levy Receipts-Current	303,800.00	195,739.50	64.43
Tax Levy Receipts-Prior	4,600.00	0.00	0.00
Fines & Fees	13,000.00	4,679.40	36.00
Non-Resident Fees	676.00	140.00	20.71
Interest on Investments	600.00	220.48	36.75
Illinois State Library Reimbursement	400.00	0.00	0.00
Lost & Damaged Books	694.00	126.38	18.21
Reserves	108.00	4.25	3.94
Memorial Books	35.00	0.00	0.00
Prints Made on Copy Machine	317.00	84.30	26.59
Plastic Bags	90.00	1.96	2.18
Postage	366.00	71.50	19.54
Rolling Prairie Libraries	3,000.00	0.00	0.00
Miscellaneous	2,028.00	96.78	4.77
 TOTAL REVENUE	 <u>347,270.00</u>	 <u>222,800.86</u>	 <u>64.16</u>

1966 - 1967 BUDGET
ACTIVITY: 940 DECATUR PUBLIC
LIBRARY

<u>OBJECT CODE NO.</u>	<u>OBJECT OF EXPENDITURES</u>	<u>APPROPRIATION</u>	<u>EXPENDITURES TO-DATE</u>	<u>UNENCUMBERED BALANCES</u>
940.101	Regular Salaries	200,276.94	47,425.01	152,851.93
940.109	Temporary Salaries	25,415.00	4,897.27	20,517.73
	<u>CONTRACTUAL SERVICES</u>			
940.201	Advertising	100.00	89.06	10.94
940.202	Printing & Binding	2,500.00	0.00	2,500.00
940.211	Service to Maintain Buildings	10,750.00	3,257.55	7,492.45
940.212	Service to Maintain Improvements Other Than Buildings	150.00	60.75	89.25
940.214	Service to Maintain Office Equipment	924.00	230.42	693.58
940.215	Service to Maintain Automotive Equipment	600.00	36.07	563.93
940.221	Auditing Services	600.00	0.00	600.00
940.229	Other Professional Services	2,000.00	4.00	1,996.00
940.231	Electricity	3,000.00	827.06	2,172.94
940.233	Telephone & Telegraph	2,446.36	814.76	1,631.60
940.241	Travel Expense	610.00	187.87	422.13
940.244	Freight & Cartage	200.00	33.30	166.70
940.245	Postage	1,400.00	466.70	933.30

1966 - 1967 BUDGET
ACTIVITY: 940 DECATUR PUBLIC
LIBRARY

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OBJECT CODE NO.	OBJECT OF EXPENDITURES	APPROPRIATION	EXPENDITURES TO-DATE	UNENCUMBERED BALANCES
940.284	Professional & Technical Service Fees & Costs	342.50	0.00	342.50
940.288	Rentals	11,400.00	1,708.17	9,691.83
940.299	Contractual Services Not Otherwise Classified	150.00	95.22	54.78

COMMODITIES

940.302	Books, Publications, and Maps	41,040.00	7,476.92	32,208.37
940.310	Gas, Oil, & Anti-Freeze	303.00	72.90	230.10
940.312	Janitorial Supplies	25.00	5.37	19.63
940.320	Materials to Maintain Buildings and Other Improvements	1,300.00	1,155.89	144.11
940.324	Materials to Maintain Automotive Equipment	600.00	69.21	530.79
940.330	Medical & Laboratory Supplies	15.00	0.00	15.00
940.345	Office Supplies	5,600.00	1,421.46	4,178.54

OTHER CHARGES

940.402	Contingencies	3,000.00	0.00	3,000.00
940.423	Other Insurance	4,500.00	3,273.03	1,226.97

TOTAL - OPERATING EXPENDITURES	319,247.80	73,607.99	243,721.17
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CAPITAL OUTLAY

940.515	Office Machinery and Equipment	2,516.50	0.00	2,516.50
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TOTAL - CAPITAL OUTLAY	2,516.50	0.00	2,516.50
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GRAND TOTAL	321,764.30	73,607.99	246,801.60
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SUMMARY OF INCOME AND EXPENDITURES
FOURTH MONTH ENDING AUGUST 31, 1966

ACTIVITY: 955 MUNICIPAL BAND FUND

REVENUE	ESTIMATED REVENUE	RECEIVED TO-DATE	% OF EST.
Surplus May 1st 1966	418.00	418.37	100.09
Tax Levy Receipts-Current	18,200.00	11,782.90	64.74
Tax Levy Receipts-Prior	300.00	0.00	0.00
TOTAL REVENUE	18,918.00	12,201.27	64.50

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF SPECIAL BOARD OF DIRECTORS' MEETING - SEPTEMBER 19, 1966

A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON SEPTEMBER 19, 1966 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MR. GROHNE
MR. MILLER
MR. OLSEN
MRS. RUSSELL
MR. SAPPINGTON
MR. TEBUSSEK
MR. WEST

MEMBERS ABSENT:

MRS. POGUE
MR. SCHUERMAN

OTHERS PRESENT:

MR. DALE BROWN
MR. NED BOSLER
(IBM REPRESENTATIVE)
MR. GARY WISBY
(DECATUR HERALD)
MISS EDNA F. JONES
MISS HELEN SCHWEGMAN
MRS. KAY WEIDNER

THE MEETING WAS CALLED TO ORDER BY MR. SAPPINGTON AT 4:15 P.M.

MR. SAPPINGTON STATED THAT THE SPECIAL MEETING HAD BEEN CALLED FOR THE PURPOSE OF RECEIVING RECOMMENDATIONS ABOUT THE DATA PROCESSING INSTALLATION FROM MR. DALE BROWN. MR. SAPPINGTON TURNED THE MEETING OVER TO MR. OLSEN, CHAIRMAN OF THE FINANCE COMMITTEE; WHO, IN TURN, INTRODUCED MR. DALE BROWN TO THE BOARD.

MR. BROWN STATED THAT HIS STUDY HAD BEEN CONDUCTED TO DETERMINE WHETHER THE DATA PROCESSING EQUIPMENT AS PRESENTLY INSTALLED WERE TRULY ECONOMICAL, BOTH FOR THE PRESENT AND IN THE FUTURE; AND TO SEE WHAT COULD BE DONE BECAUSE OF THE CURRENT ALLOCATION OF FUNDS IN THE PRESENT BUDGET. HE SUGGESTED THAT THE PRESENT SITUATION COULD BEST BE HANDLED BY THE RELEASE OF SOME OF THE EQUIPMENT AND THE ORDERING OF SOME SLOWER MODELS OF OTHER EQUIPMENT. HE STATED THAT THE REDUCED VOLUME OF WORK THAT THE LIBRARY WILL HANDLE BECAUSE OF THE WITHDRAWAL OF ROLLING PRAIRIE LIBRARIES SYSTEM WOULD JUSTIFY THE RELEASE OF SOME OF THE HARDWARE WITHIN 30 DAYS. HOWEVER, HE STATED THAT THE REPLACEMENT OF THE COLLATERAL WOULD TAKE MORE TIME, AS THIS MACHINE IS ON A 6 MONTHS DELIVERY SCHEDULE BASIS. THE PRESENT RENTAL COST OF THE DATA PROCESSING EQUIPMENT IS \$1,067. MR. BROWN STATED THAT WITH THE RELEASE OF SOME OF THE EQUIPMENT AND THE CHANGING OF OTHER MODELS THIS RENTAL AMOUNT COULD BE DECREASED TO \$678 PER MONTH.

ANOTHER PLAN WHICH MR. BROWN CONSIDERED WAS HAVING THE DATA PROCESSING WORK DONE AT A SERVICE BUREAU. HE DETERMINED THAT THE TOTAL COST OF SENDING THE WORK OUT WOULD BE \$2,852, CONSIDERABLY MORE THAN THE PRESENT COST OF RENTAL AND SALARIES (\$2,033).

MR. BROWN CONSIDERED A THIRD ALTERNATIVE--THAT OF CONVERTING TO THE MANUAL METHOD. HE CONCLUDED THIS WOULD REQUIRE AN ADDITION OF 6 CLERICAL POSITIONS; AND THAT HIS BEST ESTIMATE, IF A CONTINUING LEVEL OF SERVICE WERE MAINTAINED, WOULD BE AROUND \$3,500 PER MONTH FOR THE CONVERSION TO THE MANUAL SYSTEM.

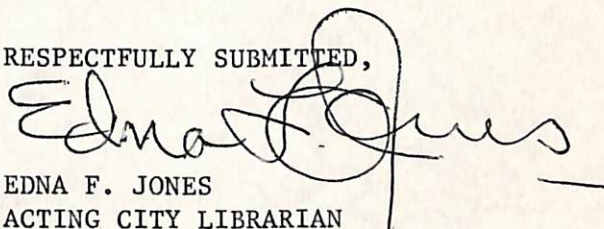
THEREFORE, MR. BROWN CONCLUDED THAT THE PRESENT DATA PROCESSING EQUIPMENT, WITH THE SUGGESTED MODIFICATIONS, WOULD BE THE MOST ECONOMICAL. HE STATED THAT CLERICAL COSTS ARE INCREASING AND DATA PROCESSING COSTS WILL BE LOWER IN THE FUTURE. HE FURTHER RECOMMENDED THAT THE LIBRARY FORM A COMMITTEE WITH A MEMBER OF THE BOARD AS CHAIRMAN, COMPOSED OF DATA PROCESSING PEOPLE FROM DECATUR INDUSTRY AS MEMBERS, TO START A 5 YEAR PLAN OF ACTION WITH RESPECT TO THE USE OF DATA PROCESSING EQUIPMENT AT THE DECATUR PUBLIC LIBRARY.

A MOTION AS PROPOSED BY THE FINANCE COMMITTEE, TO ACCEPT THE RECOMMENDATIONS OF MR. BROWN, WAS MADE AND WAS APPROVED.

IBM REPRESENTATIVE, MR. NED BOSLER, WAS INTRODUCED TO THE BOARD BY MR. SAPPINGTON. MR. BOSLER STATED THAT HE WOULD DO HIS BEST TO CARRY OUT THE RECOMMENDATIONS OF THE BOARD AND THAT THERE WAS A GOOD POSSIBILITY OF GETTING BETTER THAN A 6 MONTHS DELIVERY ON THE COLLATER. HE STATED THAT A LETTER TO THE IBM CORPORATION SHOULD BE WRITTEN STATING THE CHANGES DESIRED IN THE PRESENT CONTRACT. A MOTION WAS MADE AND APPROVED THAT THE PRESIDENT OF THE BOARD WRITE SUCH A LETTER TO THE IBM CORPORATION.

THE MEETING WAS ADJOURNED AT 5:00 P.M.

RESPECTFULLY SUBMITTED,

A handwritten signature in dark ink, appearing to read 'Edna F. Jones', is written over the typed name. The signature is fluid and cursive, with a long horizontal stroke at the end.

EDNA F. JONES
ACTING CITY LIBRARIAN