DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

COMMITTEES OF THE BOARD OF DIRECTORS

APRIL, 1973

NAME	TERM OF OFFICE	TELEPHONE	ADDRESS	ZIP CODE #
MR. HORACE H. BUTLER PRESIDENT	1970-1973	428-5753 (H) 428-2138 (B)	2025 RAMSEY DRIVE 900 E. DIVISION ST	62526 62526
MRS. GALE C. HEDRICK SECRETARY	1970-1973	422-4372 (H) 429-4216 (B)	136 POINT BLUFF 363 SOUTH MAIN	62521 62521
MRS. JAMES A. BRANDT	1972-1975	877-2007 (H)	345 OAK LANE	62526
MR. EDWARD J. FARRELL	1970-1973	422-3296 (H)	305 BAY SHORE	62521
MR. DEAN HOLCOMB	1973-1974	428-2798 (H) 424-4155 (B)	55 Southwood Drive N. 22ND STREET	62521 62526
MR. WILBUR B. LINDSAY	1972-1975	428-8383 (H) 877-9510 (B)	1527 W. MACON 2001 E. MOUND	62522 62526
MR. ROSWELL C. PRINCE	1972-1975	422-1515 (H) 429-4453 (B)	2096 W. WILLIAM 250 N. WATER	62522 62523
MR. JON ROBINSON	1973-1974	428-6923 (H) 429-4296 (B)	2060 BROWNLOW COURT 500 MILLIKIN COURT	62521 62523
MR. WILLIAM D. WHITACRE	1971-1974	428-7237 (H) 429-5432 (B)	1854 W. RIVERVIEW AVE 132 SOUTH WATER	62522 62523

POLICIES, PUBLIC RELATIONS, AND PERSONNEL COMMITTEE:

Mrs. Brandt, Chairman
Mrs. Hedrick
Mr. Farrell
Mr. Holcomb

FINANCE AND PROPERTIES COMMITTEE:

Mr. Whitacre, Chairman
Mr. Lindsay
Mr. Prince
Mr. Robinson

DECATUR PUBLIC LIBRARY
247 EAST NORTH STREET DECATUR, ILLINOIS 62523
ROBERT H. DUMAS, City Librarian

BOARD OF DIRECTORS MEETING

AGENDA

APRIL 13, 1973

I. CALL TO ORDER
HUGH BUTLER, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING MARCH 16, 1973

III. STATISTICAL REPORT

IV. REPORTS OF COMMITTEES:

A. PROPERTIES AND FINANCE
1. Approval of Bills
2. Transfer of Funds
3. Presentation of 1973-74 Budget

B. POLICIES, PUBLIC RELATIONS AND PERSONNEL

V. OLD BUSINESS

VI. NEW BUSINESS

A. APPOINTMENT OF NOMINATING COMMITTEE

VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT
MR. BUTLER
MR. FARRELL
MRS. HEDRICK
MR. HOLCOMB
MR. LINDSAY
MR. PRINCE
MR. ROBINSON
MR. WHITACRE

DECATUR PUBLIC LIBRARY
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MINUTES OF BOARD OF DIRECTORS MEETING - APRIL 13, 1973

The regular meeting of the Board of Directors of the Decatur Public Library was held April 13, 1973 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mrs. Brandt	None	Cheryl Peck (Herald & Review)
Mr. Butler		Jean P. Tertocha (WDZ)
Mr. Farrell		Mr. Dumas
Mrs. Hedrick		Miss Schwegman
Mr. Holcomb		
Mr. Lindsay		
Mr. Prince		
Mr. Robinson		
Mr. Whitacre		

The meeting was called to order at 4:35 P.M. by Mr. Butler.

The minutes of the regular meeting of March 16, 1973 were approved.

In his statistical report to the Board, Mr. Dumas stated that circulation is up again this month by roughly 8% as compared to March of 1972, which carries through an increase for the year-to-date somewhere between 25 or 30,000 more circulations than we had last year. Registration is continuing to increase at a more substantial rate than the circulation. There seems to be no relationship, Mr. Dumas said, to the number of people registering in a given time to circulation, but certainly increased registration has to have a positive effect on circulation in the long run. About 1,500 books were added to the collection the previous month and a total of over 700 new titles. During the month we withdrew over 1,100 volumes which represents a sizeable increase over what we have been withdrawing and is mainly due to the fact that weeding of the Evans Branch collection is currently in process. Mr. Dumas mentioned the fact that in the Technical Services Division we have completely reorganized the lay-out of the department, which hopefully will make for greater efficiency and better work flow. It is too early to evaluate the move completely, but it seems to have had a positive effect.

Mr. Dumas called to the Board's attention a communication from the City, of which each member was given a copy, regarding the Affirmative Action Program proposal. The Board's consideration of the program is requested by the City Manager. Mr. Dumas suggested that the study of this program be turned over to the Policies, Personnel and Public Relations Committee, and asked that the Committee come up with a recommendation relative to the acceptance or rejection of the program by the library board at the next monthly board meeting. Mr. Butler so directed the Committee.

This is the final day in a week which occurs annually called National Library Week, Mr. Dumas stated, when all over the country those interested in libraries set aside a time for librarians to congratulate themselves. Mr. Dumas went on to say that this week is primarily considered as a focal point during the year for public relations and an information effort to be made by libraries. A good public relations program designed to acquaint the people of the community with the resources of the library should be a continuing thing through the year, Mr. Dumas stated, in order that library materials have the greatest possible dissemination. Mr. Larrick, our staff artist, has been very busy this past month in preparing exhibits, signs, display materials, radio spots and newspaper articles and the like. Mr. Dumas reported that Mrs. Brandt, Mrs. Hedrick, Mr. Lindsay, Mr. Whitacre and he had attended Legislative Day at the state capitol, which is designed to focus the legislators' attention on the bills that the State Library has submitted, and to increase the support of libraries throughout the state.

Mr. Dumas stated that during this past week a member of the Board had asked him about the furnishing to board members of a simple listing of the powers, duties and responsibilities of board members according to the statutes. Mr. Dumas said he had no such listing, but would look into the manner as to how such a document could best be drawn up, and that perhaps the State Library could be helpful in this matter, or that the library's counsel or the City's corporation counsel could also help. Mr. Dumas suggested also that a pamphlet published by the State Library, Illinois Library Laws, might be helpful to board members in this respect. Mr. Whitacre stated that perhaps the document could be prepared by the corporation counsel of the city, even if a little biased, rather than spending a large sum of money for the preparation.

Mr. Butler announced that if the new board members, Mr. Holcomb and Mr. Robinson, would like to see the inner workings of the library, Mr. Dumas would be happy to take them on a tour of the facility at 4:00 P.M., preceding the next regularly scheduled board meeting.

The question of Sunday afternoon opening of the library was posed by Mrs. Hedrick. Mr. Dumas commented that a tight staff budget at this time makes it impossible to consider Sunday opening for at least a year.

Mr. Whitacre explained that in the past, two members of the Finance Committee have gone over the library bills paid each month and initialed them. Since this policy if a little cumbersome and there are no rules making it mandatory, Mr. Whitacre stated that only one person from his Committee will check the bills each month. However, any member of the board is welcome to go down and look over the bills at any time.

As Chairman of the Properties and Finance Committee, Mr. Whitacre gave an informational report on the summary of income and expenditures through March 31, 1973 and bills approved through March 31, 1973. The motion for approval of the report by Mr. Whitacre was seconded by Mrs. Brandt, and was unanimously approved by a roll-call vote.

Mr. Whitacre further moved that the following amounts be transferred from Code 101, Regular Salaries: $300.00 into Code 245, Postage; $400.00 into Code 320, Materials to Maintain Buildings; and $2,000.00 into Code 345, Office Supplies. Mr. Lindsay seconded the motion and it was approved.

Because of a conflict of two budgets' figures, the Library's proposal and the City's, reported by Mr. Whitacre, the Finance Committee was asked to discuss the matter with the City and report its findings to the Board at the next meeting.

Mr. Butler appointed the following nominating committee for the slate of new officers of the board to be voted upon at the annual meeting to be held in May:

Mrs. Hedrick, Chairman
Mr. Lindsay
Mr. Holcomb

The two new members of the board were appointed to the following committees by Mr. Butler: Mr. Robinson, Properties and Finance; Mr. Holcomb, Policies, Public Relations and Personnel.

The meeting was adjourned at 5:40 P.M.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board