

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

OCTOBER 16, 1970

- I. CALL TO ORDER
ROBERT L. SCHUERMAN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING SEPTEMBER 11, 1970
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - 1. Presentation of Annual Accountants' Report as of April 30, 1970
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 - C. NEW CENTRAL LIBRARY BUILDING
 - D. PROPERTIES DISPOSAL COMMITTEE
 - 1. Report of the Committee
 - 2. Opening of bids on present library property
- V. OLD BUSINESS
 - A. LIBRARIAN'S REPORT ON DISPOSITION OF HISTORICAL RELICS
- VI. NEW BUSINESS
 - A. ELECTION OF SECRETARY
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT
MR. BUTLER
MR. FARRELL
MR. MILLER
MR. SAPPINGTON
MR. SCHUERMAN

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - OCTOBER 16, 1970

The regular meeting of the Board of Directors of Decatur Public Library was held on October 16, 1970 in the Board Room of the main library.

Members Present:

Mrs. Brandt
Mr. Farrell
Mr. Miller
Mr. Sappington
Mr. Schuerman

Members Absent:

Mr. Butler
Mr. Dick
Mr. Olsen

Others Present:

Al Rowe (WSOY)
Dawn Ricchio (Herald Review)
Mr. Dumas
Miss Schwegman

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

The minutes of the regular board meeting of September 11, 1970 were approved.

Mr. Dumas reported that the statistics show that we are practically the same in circulation as for last year at this time. There has been a slight decrease in cataloging partly because we had a staff member on vacation. The Technical Services Department is working quite hard to get the work done in order to be ready for the move to the new building. Mr. Dumas further reported that the Children's Librarian is getting things in the Magic Carpet Room organized. She has begun a process of withdrawal - taking outdated or extraneous material from the collection and getting rid of it as necessary. Since the children's room now covers up to the 8th grade, the Children's Librarian, Mrs. Anderson, is making a list of books to buy to augment the reference collection. Mrs. Anderson is also making plans for a more comprehensive children's service in the new library. She hopes to begin a program of visiting in the schools and a pre-school story hour.

Mr. Miller gave an informational report on the summary of income and expenditures through September 30, 1970 and bills approved through September 30, 1970. Mr. Sappington moved that the report be accepted, Mrs. Brandt seconded the motion, and it was unanimously approved by a roll-call vote.

It was further moved by Mr. Miller that:

\$1,512.00 be transferred from Code 402, Contingencies, to Code 288, Rentals.

Mr. Sappington seconded the motion and it was approved.

The Accountants' Report of Financial Statements and Schedules through April 30, 1970 prepared by Peat, Marwick, Mitchell and Co. was discussed by the Board. Mr. Miller stated that the report shows a clean bill of health for the library; he therefore moved that the report be accepted as a matter of record. Mr. Sappington seconded the motion and it was approved.

As Chairman of the Policies, Public Relations and Personnel Committee, Mr. Sappington moved that the City Librarian be granted the authority to stop serving the public out of this building as of November 1, 1970. Mr. Miller seconded the motion and it was approved.

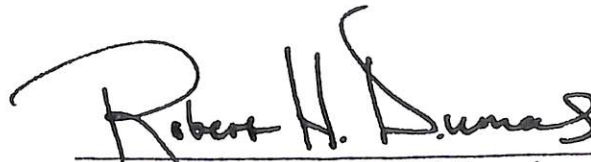
Mr. Sappington stated that the library dedication services are scheduled for 2:30 P.M., Sunday, November 22, 1970. He then moved that services out of the new building will be offered to the public starting at 9:00 A.M. Monday, November 23, 1970. Mr. Miller seconded the motion and it was approved.

In his capacity as Chairman of the Properties Disposal Committee, Mr. Miller reported that the City Librarian has taken all of the equipment and furnishing in this building and divided them into three groups as follows: (1) Group of items to be taken to the new library building; (2) Those items in this library which will have use in some other library about which there has been inquiry made. We will have a private sale of these library-type items; (3) This group contains the items that are left. Anything in Group 2 that has not been sold and all other items in Group 3 will be retained in this building and we will have a public sale in this building after we have moved out.

Mr. Miller announced that bids for the sale of the present library building are now to be opened. Mr. Ed Booth, Attorney, opened the one bid which was received and read the contents thereof to the board. The bid was made by the First Federal Savings and Loan Association in the amount of \$150,000. A certified check in the amount of \$15,000 was enclosed with the bid, representing 10% of the bid amount. Mr. Booth advised the Board that they would have 30 days to consider the bid proposal if they deemed it necessary. Mr. Miller moved that the bid be noted as received and placed on file. Mr. Sappington seconded the motion and it was approved. Mr. Schuerman stated that a special meeting of the Board would be called in the near future to act upon the bid received.

In accordance with the Board's motion of the previous monthly meeting, Mr. Dumas reported that he had disposed of historical relics belonging to the library to the Macon County Historical Commission. Signed itemized lists of the items given to the Commission become a part of these minutes. Mr. Dumas stated that he had asked the curator to prepare a concise list of the items received after the items have been cataloged and classified.

The meeting was adjourned at 5:30 P.M.

A handwritten signature in dark ink, reading "Robert H. Dumas". The signature is fluid and cursive, with a large, stylized "R" at the beginning and a long, sweeping underline that extends across the name.

Robert H. Dumas, City Librarian

For Secretary of the Board

- 1 Framed Business Sign, painted on glass - "Myer & Son"
- 10 Lincoln Tablets - Low Relief
- ~~1 Mask - Lincoln (1860)~~
- 1 Bust - Lincoln - Plaster Paris, apparently cast from death mask
- 12 GAR Reunion Badges
- 1 Photo of W. Hodges leading last parade of GAR in Washington, D.C.
- National Union Club Ribbon
- Old tablespoon - used by Lincoln's step-mother
- Piece of watch chain - worn by Lincoln
- Lace veil worn by Lincoln's mother and other members of family
- Relief of Lincoln on metal shield of stars and stripes
- (2) Pieces of tree which grew from cellar of store where Lincoln clerked
- Bark from log at Warnick House
- Tile from floor of Lincoln's tomb
- Piece of cloth from Lincoln Bier
- Piece of candle that burned while Lincoln lay in State
- Clay pipe belonging to Lincoln's aunt
- Ear ring of Mrs. Lincoln worn for period of mourning for Willie
- Campaign button (1864) with Lincoln's picture
- Pen stalk made from floor, from Lincoln home in Springfield
- Leather flask, divided, w/glass necks
- Chimney rock from Lincoln cabin

(2) 50th Anniversary ribboned medals - Lincoln Douglas Debates

Piece of Lincoln's original coffin

Piece of Lincoln's funeral coach

Piece of joist from Lincoln's home in Springfield

Piece of Lincoln rail brought into Wigwam at Illinois Republican Convention 1860

Piece of slate from Lincoln's monument in Springfield

Piece of fence rail carried Wide-Awake Rorch Parade in Cairo, Illinois,
campaign of 1860

Badge worn by woman - Campaign of 1860 (Lincoln recto, Hamlin Verso)
pictures missing

Received by Macon County Historical Commission

Alvin R Cooper
chairman

10/2/70
Date

Cannonball recovered from field at Gettysburg

Plate, souvenir, with portrait of Lincoln used at Centennial birthday banquet in Springfield

Casts of Lincoln's hands - 2 sets; one taken in 1860, the other after 4 years in presidency

Walking stick, walnut, from rail split by Lincoln

1 Display case, glass, containing
22 medals, variously casted or stamped, in observance of various Lincoln anniversaries
5 badges, GAR encampments

1 Display case, glass, containing
Antique key wound watch
2 buttons/studs for GAR uniform
17 medals, casted or stamped, in observance of various Lincoln anniversaries

Bust, plaster, of Governor Oglesby w/pedestal

Bust, plaster, of James Millikin w/pedestal

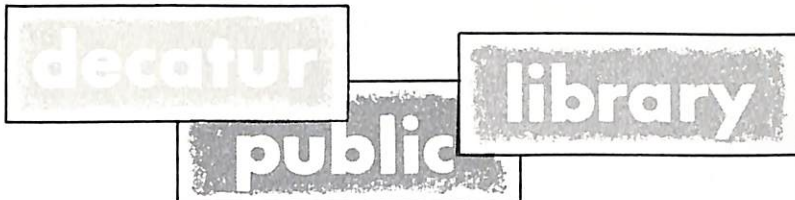
Bust, plaster, of Lincoln, approx 15" high

Table, used at organization of GAR, 1866

Plaque, bronze, of Lincoln, cast by Y.D. Brenner (1907)

Macon County Historical Commission

By William M. Tanguay
Date 10/16/70



ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

SPECIAL BOARD OF DIRECTORS MEETING

AGENDA

OCTOBER 23, 1970

- I. Call to Order
Albert L. Miller, Vice President
- II. Discussion of the sale of the present library building and the
offer to purchase received at the regular meeting on October 16, 1970
- III. Adjournment

Members Expected to be Present:

Mrs. Brandt
Mr. Butler
Mr. Dick
Mr. Farrell
Mr. Miller
Mr. Sappington

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF SPECIAL BOARD OF DIRECTORS MEETING - OCTOBER 23, 1970

A special meeting of the Board of Directors of the Decatur Public Library was held October 23, 1970 in the Boyd Room of the main library.

Members Present:

Mrs. Brandt
Mr. Butler
Mr. Dick
Mr. Farrell
Mr. Miller
Mr. Sappington

Members Absent:

Mr. Olsen
Mr. Schuerman

Others Present:

Ron Ingram (Herald Review)
Dawn Ricchio (Herald Review)
Dave Anderson, WdZ
Mr. Oakes, City Schools Supt.
Mr. Strobe, First Federal
Mr. Burtschi, First Federal
Mr. Denz, First Federal
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:35 P.M. by Mr. Miller, Vice President.

Mr. Miller stated that notice of this special meeting had been publicly announced and was published in the newspapers, and was also posted on the bulletin board of the main library.

Mr. Miller announced that he understood School District No. 61 desired to be heard; therefore, he asked to hear from Mr. Robert Oakes, City School Superintendent, at this time. Mr. Oakes stated that the Board of Education had authorized him to come to this special meeting to offer a bid on the present library building, realizing that the deadline for the submission of bids had passed, in the amount of \$150,000 for the building and site. Mr. Oakes stated that if the School District is successful in the purchase of the building, they plan to move part of their central office facilities here.

Mr. Miller asked Mr. Oakes if the Board of Education was not aware of the bid deadline. Mr. Oakes answered: "Not as a board. It was not discussed until yesterday." Mr. Oakes stated that he personally was not aware of the date. Mr. Miller stated that school district representatives had toured the building on October 2, but did not submit a bid. "If the Board of Education was interested, they should have determined the procedure for submitting a bid", Mr. Miller stated.

As Vice President of the Board and as Chairman of the Disposition Committee, Mr. Miller then reviewed the chronological events leading up to the offer of the building for sale. He stated that from the time we decided to build a new library, a number of news releases were given to the media stating that the property would be disposed of. From these, some individuals and organizations contacted this board showing an interest in the property. The Board met with the City Council and indicated to it that the parking lot next to the old library would not be sold with the building, as the lot is presently leased by the city. We contacted adjoining property owners, namely, Illinois Bell Telephone Company and First Federal, to see if they would be interested. Someone in St. Louis contacted our attorney about the sale. Following more

informal discussions with the City Council, the Library Board gave the city a chance to buy the building, as this is required by law since the library board is under the jurisdiction of the Council.

Continuing, Mr. Miller stated that the Library Board went through the public offering routine and advertised for bids on three separate occasions - September 15, September 22 and September 29, 1970, and indicated that the bids would be opened on October 16, 1970. One such bid was received and that was in the amount of \$150,000 from First Federal Savings and Loan Association. The Board had a professional appraisal done on the property by W. J. Rothmus, MAI, with the value being placed at \$147,856.50, including the parking lot. Therefore, the bid by First Federal was \$2,143.50 over the appraised evaluation.

The Library Board attorney, Ed Booth, explained that the Board did not have to advertise for bids on the property, but could have sold it without such advertising. The only restriction on the Library Board, he said, was that the property had to be offered to the City Council first.

Mr. Miller stated that since the indication by the School District that they are interested in the building, following the public opening of the bids and the disclosure of the price that was offered, the library has received another bid from Mr. Real Estate, Inc., Kenneth Huston, President, in the amount of \$165,000, which was given to our attorney, Mr. Ed Booth, this afternoon.

In further discussion, Mr. Miller stated that he did not think it would be ethical for anyone on the Library Board to follow any procedure other than the one established. Mr. Dick agreed that the advertising was done strictly in accordance with legal methods. Mr. Miller stated, "If we accept late bids, we would negate any bid offerings made by future Library Boards."

Mr. Burtschi of First Federal Savings and Loan stated that their offer was submitted in good faith and in all sincerity and that they are ready and desirous to close the deal. "If the property is sold to First Federal, there are no definite plans for its future use", he stated.

Mr. Butler moved:

That the President and Vice President and the Secretary and temporary Secretary be authorized and directed in the name of the Board to sell and convey to First Federal SAVings and Loan Association for the sum of \$150,000 the present library building and grounds, 457 North Main Street, Decatur, Illinois, and be authorized and directed in the name of the Board to execute any and all instruments necessary to effect said sale and conveyance.

Mr. Farrell seconded the motion and it was unanimously approved by a roll-call vote of the Board.

Upon the recommendation of the Board, Mr. Miller instructed Attorney Ed Booth that the sale should be completed as soon as possible to apply the cash received to the mortgage on the new building and to get the old building on the tax rolls.

The meeting was adjourned at 5:00 P.M.

A handwritten signature in dark ink, reading "Robert H. Dumas". The signature is fluid and cursive, with a large, stylized "R" and "D".

Robert H. Dumas, City Librarian

For Secretary of the Board

NOTICE OF SPECIAL MEETING

There will be a special meeting of the Board of Library Directors of the City of Decatur, Illinois on Friday, October 23, 1970 at 4:30 P. M. at the Decatur Public Library, 457 North Main, Decatur, Illinois.

The purpose of the meeting is to discuss the sale of the present library building and the offer to purchase received at the regular meeting on October 16, 1970.

R. L. SCHUERMAN
President

STATISTICAL REPORT

October, 1970

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1970 -	23,825	2,758	13,624	40,207	249,939
1969 -	21,913	3,008	15,363	40,284	253,632

REGISTRATION

Resident	25,736	Non-Resident	1,843	
Added	<u>757</u>	Added	<u>61</u>	
	26,493		1,904	
Withdrawn	<u>600</u>	Withdrawn	<u>24</u>	
	25,893		1,880	<u>27,773</u>

TECHNICAL PROCESSING

Cataloging

New books added	500
New titles added	264
Books withdrawn	466
Books mended	362

Acquisitions

Books checked in	538
Pamphlets	30
Telephone directories	18
Microfilm reels	9
Gifts	6

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

PERIOD MAY 1, 1970 THRU OCTOBER 31, 1970

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% of ESTIMATE
Fund Balance, May 1st	18,000.00	0	38,131.75	(20,131.75)	
Tax Levy Receipts - Current	604,686.00	101,413.41	548,369.96	56,316.04	
Tax Levy Receipts - Prior	4,450.00	0	0	4,450.00	
Fines & Fees	11,000.00	907.71	5,230.79	5,769.21	"
Non-Resident Fees	275.00	0	119.00	156.00	
Interest on Investments	5,000.00	1,943.77	5,700.58	(700.58)	
Lost & Damaged Books	600.00	32.32	345.80	254.20	
Memorial Books	40.00	0	0	40.00	
Prints Made on Copy Machine	385.00	66.36	254.86	130.14	
Miscellaneous	273,800.00*	109,299.13	218,713.32	55,086.68	
D.P.L. Corp (Const Loan Proceeds)	741,911.00	32,680.50	407,403.74	334,507.26	
TOTAL REVENUE	<u>1,660,147.00</u>	<u>246,343.20</u>	<u>1,224,269.80</u>	<u>435,877.20</u>	73.74

Includes Progress Payments
from State Building Grant.

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1970-1971 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
101	Regular Salaries	273,188.00		18,792.44	117,772.37	155,415.63
107	Hospitalization,					
	Medical & Life Insurance	4,056.00		292.71	1,916.16	2,139.84
109	Temporary Salaries	24,118.00		1,599.84	15,986.23	8,131.77
201	Advertising	200.00		14.80	55.50	144.50
202	Printing & Binding	3,000.00		253.61	794.67	2,205.33
211	Service to Maintain					
	Buildings	21,900.00		1,010.78	6,177.63	15,722.37
212	Service to Maintain Improve-					
	ment Other Than Buildings	225.00		14.37	60.14	164.86
214	Service to Maintain					
	Office Equipment	650.00		0	300.24	349.76
215	Service to Maintain					
	Automotive Equipment	1,000.00		24.50	508.60	491.40
221	Auditing	600.00		0	0	600.00

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

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PERIOD MAY 1, 1970 THRU OCTOBER 31, 1970

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1970-1971 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
229	Other Professional Services	36,000.00		3,430.23	16,451.45	19,548.55
231	Electricity	19,000.00		357.73	1,401.42	17,598.58
233	Telephone & Telegraph	5,800.00		198.79	1,208.29	4,591.71
241	Training, Travel and Conferences	998.00		0	402.85	595.15
245	Postage	1,900.00		12.07	710.02	1,189.98
284	Professional Association Membership Fees	686.00		0	15.20	670.80
288	Rentals	165,811.00		0	83,148.90	82,662.10
310	Gas, Oil & Anti-Freeze	275.00		0	153.27	121.73
312	Janitorial Supplies	200.00		10.92	95.16	104.84
320	Materials to Maintain Buildings & Improvements	4,000.00		.63	65.75	3,934.25
324	Materials to Maintain Automotive Equipment	800.00		90.17	474.32	325.68
330	Medical & Laboratory Supplies	10.00		0	0	10.00
345	Office Supplies	6,485.00		1,200.04	1,950.39	4,534.61
402	Contingencies	13,488.00		0	0	13,488.00
415	Service Recognition Payroll	0		270.00	525.00	(525.00)
423	Insurance	1,400.00		0	521.06	878.94
TOTAL OPERATING EXPENDITURES		<u>585,790.00</u>		<u>27,600.81</u>	<u>250,694.62</u>	<u>335,095.38</u>
<u>CAPITAL OUTLAY</u>						
502	Buildings	275,200.00			350.00	274,850.00
502A	DPL Corporation	741,911.00		39,550.81	523,471.05	218,439.95
515	Office Machinery	1,000.00		0	0	1,000.00
525	Books	56,246.00	25,595.87	3,843.79	21,563.43	9,086.70
TOTAL CAPITAL OUTLAY		<u>1,074,357.00</u>	<u>25,595.87</u>	<u>43,394.60</u>	<u>545,384.48</u>	<u>503,376.65</u>
GRAND TOTAL		<u>1,660,147.00</u>	<u>25,595.87</u>	<u>70,995.41</u>	<u>796,079.10</u>	<u>838,472.03</u>

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending October 30, 1970

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
17506	Treasurer, City of Decatur % Forest Knolls Sewer Fund	Due Other Funds - Investment	\$ 2,000.00
17507	Treasurer, City of Decatur % Payroll Fund	Per End 9/30/70	307.45
17508	Treasurer, City of Decatur % Capital Improvement Fund	Investment Purchase	26,533.53
17509	Illinois Power Company	September Electrical Service	357.73
17510	Treasurer, City of Decatur % Payroll Fund	Sept Service Recognition Payroll	270.00
17511	Treasurer, City of Decatur % Payroll Fund	Per End 10/9/70	9,708.91
17512	Treasurer, City of Decatur % 1969 Street Improvement Bond Fund	Investment Purchase	102,473.97
17513	Treasurer, City of Decatur % General Operating Fund	September Services	2,958.33
17514	Texaco, Inc.	Gasoline	26.87
17515	Treasurer, City of Decatur % Payroll Fund	Per End 10/14/70	338.88
17516	Chicago Title & Trust Co.	Payments to Contractors	32,680.50
17517	Aetna Life Insurance Co.	Hospitalization & Life Insurance	292.71
17518	Decatur Herald & Review	Classified Ads	14.80
17519	Treasurer, City of Decatur % Payroll Fund	Per End 10/23/70	9,725.20
17520	W.J. Barrow Restoration Shop, Inc.	Map Restoration	125.00
17521	R E A Express	Freight for Map Restoration	10.01
17522	Wood Printing Service	Printing of Book Requests	118.60
17523	Decatur Window Cleaning Co.	September Janitorial Service	1,010.78
17524	Bud's Disposal	Sept Service - Main	6.25
17525	R. E. Gadberry Disposal	Aug & Sept Service - Evans	7.00
17526	Normans Laundry	Sept. Service	1.12
17527	Bob's Repair Service	Bookmobile Parts & Service	12.10

VOU NO: PAYMENTS MADE TO:FOR:A MOUNT:

17528	Glass Specialty Co., Inc.	Replace Glass on Bookmobile	\$ 13.20
17529	Greanias, Booth & Lieberman	Sept Services Rendered	471.90
17530	Illinois Bell Telephone Co.	October Service	198.79
17531	Decatur Industrial Towel	September Service	9.25
17532	General Tire Service	Bookmobile Tire & Tube	83.05
17533	Decatur Paper House	Office Supplies	18.42
17534	Fordham Equipment Co.	Book Jacket Covers	914.08
17535	Pegg Rottman Wordgravers	Plastic Name Signs	9.90
17536	3 M Business Products Sales, Inc.	Microfilm Reader Printers and Office Supplies	7,086.35
17537	Haines & Essick Co.	Office Equipment	29.76
17538	American Library Association	Subscription Renewal	5.00
17539	The Baker & Taylor Co.	Books	1,450.76
17540	A. M. Best Company	Books	60.00
17541	R. R. Bowker Company	Subscription Renewal	29.95
17542	Doubleday & Company	Books	270.00
17543	General Microfilm Company	Books	99.54
17544	Journal of Commerce	Subscription Renewal	36.00
17545	The Lion Press	Books	20.35
17546	Mansell Information/Pub. Ltd,	Books	1,496.40
17547	McGraw-Hill Publications	Subscription Renewal	15.00
17548	National Observer	Subscription Renewal	7.00
17549	Peter Eaton Ltd.	Books	26.82
17550	Standard & Poor's Corporation	Books	105.00
17551	Standard Rate & Data Service, Inc.	Subscription Renewals	133.50
17552	Television Digest, Inc.	Books	29.40
17553	University Microfilms	Books	41.25
17554	Vocational Guidance Manuals	Books	3.37
17555	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement	47.29

VOU NO: PAYMENTS MADE TO:

17556 Treasurer, City of Decatur

FOR:

Per End 10/28/70

AMOUNT:

\$ 311.84

TOTAL LIBRARY VOUCHERS

\$ 202,002.91