

DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

JULY 15, 1982

- I. CALL TO ORDER
SHIRLEY MOORE, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JUNE 17, 1982
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - 1. Prevailing Wage Rate Resolution
 - 2. Approval of Bills
 - B. PERSONNEL AND PUBLIC RELATIONS
 - 1. Amendment to Policy Code
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Mueller
Mrs. Rossiter
Mr. Seidman
Ms. Taylor

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

COMMITTEES OF THE BOARD OF DIRECTORS

JULY, 1982

NAME	TERM OF OFFICE	TELEPHONE	ADDRESS	ZIP CODE #
MRS. DANIEL MOORE, JR. PRESIDENT	1982-1985	422-2565 (H)	418 WOODHILL DRIVE	62521
MR. DAVID H. MARSHALL VICE PRESIDENT	1982-1985	422-0824 (H) 424-6288 (B)	155 SOUTH GLENCOE 1184 WEST MAIN	62522 62522
MR. WILLIAM GRIEVE SECRETARY	1980-1983	422-8830 (H) 875-7200 (B) (Ext. 265)	1411 SOUTH 31ST 2425 FEDERAL DRIVE	62521 62526
MRS. CHARLIE JACKSON	1980-1983	423-3970 (H) 424-3245 (B)	206 DOVER DRIVE 2115 S TAYLOR ROAD	62521 62521
MR. JOHN W. MUELLER	1982-1985	877-2634 (H) 424-3196 (B)	632 KAREN DRIVE 400 SOUTH MAFFIT	62526 62521
MRS. WILLIAM ROSSITER	1981-1984	877-7082 (H) 429-2436 (B)	18 MONTEZ DRIVE 248 WEST MAIN	62526 62523
MR. MARTIN SEIDMAN	1981-1984	428-0644 (H) 423-4411 (B)	346 WEST MACON NORTH 22ND	62522 62521
MR. MARSHALL SUSLER	1980-1983	428-4204 (H) 428-4385 (B)	2431 FOREST AVE. 132 SOUTH WATER	62522 62522
MS. SHARON TAYLOR	1981-1984	423-8423 (H) 562-2161 (B)	511 WEST MACON WKXK, PANA	62522

PERSONNEL AND PUBLIC RELATIONS COMMITTEE:

Mrs. Jackson, Chairman
Mr. Mueller
Mr. Seidman
Mr. Susler

FINANCE AND PROPERTIES COMMITTEE

Mr. Marshall, Chairman
Mr. Grieve
Mrs. Rossiter
Ms. Taylor

ROLLING PRAIRIE LIBRARIES REPRESENTATIVE
Mr. Susler

FRIENDS OF THE LIBRARY REPRESENTATIVE
Mr. Seidman

LIBRARY COUNSEL - Edward Booth - 423-6076

LIBRARY - 428-6617 CITY LIBRARIAN - 428-0529 (H)

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - July 15, 1982

The regular meeting of the Board of Directors of the Decatur Public Library was held July 15, 1982 in the board room of the main library.

Members Present:

Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Mueller
Mrs. Rossiter
Mr. Seidman

Members Absent:

Mr. Grieve
Mr. Susler
Ms. Taylor

Others Present:

Ms. Burch
Mr. Dumas
Mr. Kidd
Miss Schwegman

The meeting was called to order at 4:30 p.m. by the President, Shirley Moore.

Mrs. Moore asked that the order of the agenda be changed to elect a secretary pro tem for this meeting as we have an official document which needs to be signed today and our secretary is absent. Mr. Marshall moved that John Mueller be elected to serve as secretary pro tem, Mr. Seidman seconded the motion and it was approved.

Two guests at the meeting were welcomed by Mrs. Moore: George Kidd, a former library employee auditing the meeting for a course he is taking and Ms. Leta Burch, Library Staff Artist, who Mrs. Moore noted has recently shown her paintings in the Library's stairway mini gallery.

The Minutes of the regular meeting of June 17, 1982 were approved as mailed.

In his monthly report to the Board, Mr. Dumas stated circulation is down this month, but he was surprised it was not down more substantially since June of 1981 circulation figures included six days of circulation from the month of May due to computer downtime.

While attending the ALA yearly convention in Philadelphia, Mr. Dumas reported he had attended several meetings of the Reference and Subscription Books Review Committee of which he is a member, and other meetings on evaluation of material selection and maintaining control of collection development, which were rewarding.

Mr. Dumas also attended the CLSI Users Group Meeting while there and afterward talked privately to Susan Stern, a CLSI Vice President, about our particular problems here in Decatur - the possibility of our going on line with an electronic catalog and the difficulties of maintaining collection and subject control while having a shared data base. CLSI is committed to our staying with Rolling Prairie, Mr. Dumas informed. Ms. Stern told me that Release 27, of which there has been considerable publicity during the last year, and which is due for release in the Spring of 1984, will have changes in it which she thought would affect our purview. In the first place the number of fields will go from 30 to 256, which means that DPL will be able to have its own set or block of fields for its particular subject headings and need not share these fields with other member libraries. She also told me, Mr. Dumas stated, which I had never heard mentioned before, that the context of Release 27 is also going to provide for the possibility of a library sharing a data base to screen off the holdings of other libraries, so that patrons would see just the holdings of that library alone, and would not be confused with entries from other libraries. Continuing, Mr. Dumas stated Ms. Stern also told him that at that time they are going to establish a local authority control program which means we could maintain subject control. I am not quite sure why these very important developments have never been mentioned before as they are clearly of great importance to all libraries, and would ease our worries and concerns, Mr. Dumas stated. It would be my recommendation based upon this new information we have received, that we not do anything at present and I withdraw my previous recommendation to get our own processor next year, pending the issuance of Release 27. When this Release becomes available, we can evaluate it in terms of what it actually produces before making any decision about our own needs as it would seem, if all this comes to pass, that our objections about sharing a data base would be solved, Mr. Dumas concluded. Mr. Marshall asked if there would be additional hardware requirements, and Mr. Dumas answered this would be taken care of in the upgrading at RPL scheduled within the next two weeks.

Continuing, Mr. Dumas reported to the Board the death of a good friend of the Library - Ellen Cantoni, who died at the end of May; her husband preceded her in death the year before. The Cantonis were active members of a library book discussion group and of the Friends of the Library organization for many years. Mrs. Cantoni chose to remember the Library in her Will providing for the Peter and Ellen Cantoni Library Fund - the earnings from which are to be used to supplement the book budget. The estate has just been admitted to probate. Mr. Dumas will report more fully after the estate has been settled.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved a Resolution Determining Prevailing Wage Rates, previously mailed, be adopted, Mr. Mueller seconded the motion and it was approved. A copy of this Resolution with accompanying documentation becomes a part of these minutes.

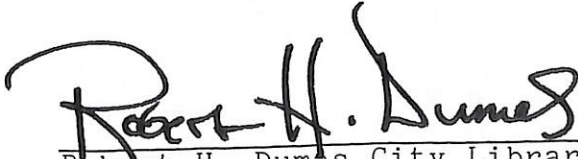
Mr. Marshall further moved on behalf of his Committee the approval of library bills through June 30, 1982, Mr. Seidman seconded the motion, and it was unanimously approved by a roll-call vote.

As Chairman of the Personnel and Public Relations Committee, Mrs. Jackson moved that the Code of Library Policy be amended in Paragraph D of Article V, "Material Selection and Collection Development", by the addition of a section covering selection of video materials. Mr. Mueller seconded the motion and it was approved. A copy of this amendment becomes a part of these minutes.

Under Old Business, Mr. Marshall stated he would like the minutes to show, since CLSI Release 27 has the promise of resolving any issues of our concern, that the Committee appointed by the President to study computer problems not meet until more information is received six or eight months from now. Mrs. Moore concurred in this recommendation.

Mr. Mueller wondered if it would not be wise to have parents sign for young adults, as well as children, the provision of using the entire collection. Mr. Dumas stated there is essentially the same statement on the young adult registration that parents sign for children up to the freshman year of high school or age 14. Mrs. Moore commented this is a problem we need to be constantly aware of.

The meeting was adjourned at 5:25 p.m.


Robert H. Dumas City Librarian

For Secretary of the Board

STATISTICAL REPORT

June, 1982

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1982 -	27,887	2,972	25,023	55,882	97,388
1981 -	30,252	3,006	25,532	58,790	97,857
A-V Materials, 1982 -	2,021	--	324	2,345	4,584
1981 -	2,423	--	265	2,688	4,835
Total Circulation - 1982	29,908	2,972	25,347	58,227	101,972
1981	32,675	3,006	25,797	61,478	102,692

TECHNICAL PROCESSING

Cataloging

New books added	1,604
New titles added	566
Books withdrawn	281
Books mended	616

Acquisitions

Books checked in	1,840
Telephone Directories	101
Pamphlets	617
Gifts	215

Materials in the State of Processing

Materials (physical items) -	952
Titles	748

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended</u> <u>1980/81</u>	<u>YTD Expended</u> <u>1981/82</u>	<u>P.O.'s</u> <u>Out</u>	<u>Unencumbered</u>
Personal Services	1,037,535	136,236	147,362	00	890,173
Operating	196,737	19,944	25,119	00	171,618
Capital and Books	225,965	23,131	25,306	00	200,659

STAFF STRENGTH

	<u>Strength</u> <u>Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present</u> <u>Strength</u>
Professional	6	--	--	6
Library Assistants	7 + 6 (480 hrs)	--	--	7 + 6 (480 hrs)
Clerical	21 + 15 (960 hrs)	--	--	21 + 15 (872 hrs)
Maintenance	3	--	1½	3½

Current Vacancies: 2 Technical Services Clerks I, 1 Supervisor, Technical Services

Computer Downtime for Month: 9 hours, 45 minutes.

7/21/87

Copy of Resolution
with Certification forwarded
to Dept. of Labor & Secretary
of State this date. Registrar for
Publishing notice in Herald & Review
forwarded.

H.S.

investigate and

RESOLUTION DETERMINING PREVAILING WAGE RATES

WHEREAS, the State of Illinois has enacted "AN ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended, being Sections 39s-1 through 39s-12, Chapter 48, Illinois Revised Statutes, and

WHEREAS, the aforesaid act requires that the Board of Directors of the Decatur Public Library investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality the Decatur Public Library employed in performing construction of public works for the Decatur Public Library, exclusive of maintenance work,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY:

SECTION 1: To the extent and as required by "AN ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Decatur Public Library is hereby ascertained to be the same as the prevailing rate of wages for construction work in Macon County as determined by the Department of Labor of the State of Illinois as of June, 1982, a copy of that determination being attached hereto and incorporated herein by reference. The definition of any term appearing in this Resolution which is also used in the aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the Decatur Public Library to the extent required by the aforesaid Act.

SECTION 3: The Secretary of the Board of Directors shall publicly post or keep available for inspection by any interested party in the main office of the Decatur Public Library this determination of such prevailing rate of wage.

SECTION 4: The Secretary of the Board of Directors shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed, or hereafter file their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Secretary of the Board of Directors shall promptly file a certified copy of this Resolution with the Secretary of State and the Department of Labor of the State of Illinois.

SECTION 6: The Secretary of the Board of Directors shall, within thirty (30) days, cause to be published in a newspaper of general circulation within the area that this determination is effective a notice of this determination of the prevailing wage rates: and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

ADOPTED BY THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY
ON THE 15th DAY OF July, 1982.

Shirley M. Moore
President

ATTEST:

John W. Mueller
Secretary Pro Tem

CERTIFICATE

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

I, the undersigned, Secretary of the Board of Directors of the Decatur Public Library, do hereby certify that the above and foregoing is a true, perfect and correct copy of the Resolution Determining Prevailing Wage Rates duly adopted at a meeting of the Board of Directors of the Decatur Public Library held on July 15, 1982.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Decatur Public Library this 15th day of July, 1982.

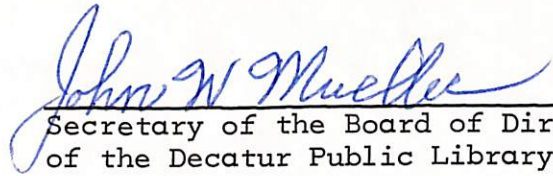

Secretary Pro Tem



NOTICE OF DETERMINATION OF PREVAILING WAGE RATES

TAKE NOTICE that on the 15th day of July, 1982, the Board of Directors of the Decatur Public Library adopted a Resolution Determining Prevailing Wage Rates for public works in accordance with paragraph 39s-9, Chapter 48, Illinois Revised Statutes; and said determination is available for inspection by any interested party at 247 East North Street, Decatur, Illinois 62523.

DATED the 15th day of July, 1982.


Secretary of the Board of Directors
of the Decatur Public Library. Pro Tem