



ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

FEBRUARY 18, 1967

- I. CALL TO ORDER
W. A. SAPPINGTON, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JANUARY 13, 1967
- III. COMMUNICATIONS
- IV. CITY LIBRARIAN'S REPORT
- V. STATISTICAL REPORT
- VI. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
- IX. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MR. MILLER
MR. WEST
MR. OLSEN
MR. TEBUSSEK

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - FEBRUARY 18, 1967

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD FEBRUARY 18, 1967 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MR. MILLER
MR. OLSEN
MR. SAPPINGTON
MR. TEBUSSEK
MR. WEST

MEMBERS ABSENT:

MR. GROHNE
MRS. RUSSELL
MR. SCHUERMAN

OTHERS PRESENT:

MR. DUMAS
MISS SCHWEGMAN

THE MEETING WAS CALLED TO ORDER AT 10:45 A.M. BY MR. SAPPINGTON.

THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 13, 1967 WERE APPROVED.

MR. OLSEN, CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES AND BILLS APPROVED THROUGH THE MONTH ENDING JANUARY 31, 1967. THE REPORT WAS UNANIMOUSLY APPROVED BY ROLL-CALL VOTE.

THE CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE FURTHER MOVED THAT \$5,206 BE TAKEN FROM OBJECT CODE NO. 109, TEMPORARY SALARIES AND BE TRANSFERRED AS FOLLOWS:

\$1,339 TO OBJECT CODE NO. 107, HOSPITALIZATION, MEDICAL AND LIFE INSURANCE
\$ 410 TO OBJECT CODE NO. 201, ADVERTISING
\$ 987 TO OBJECT CODE NO. 211, SERVICES TO MAINTAIN BUILDINGS
\$1,970 TO OBJECT CODE NO. 288, RENTALS
\$ 500 TO OBJECT CODE NO. 320, MATERIALS TO MAINTAIN BUILDINGS AND IMPROVEMENTS

AND ALSO MOVED THAT \$15,000 BE TRANSFERRED FROM OBJECT CODE NO. 101, REGULAR SALARIES, TO OBJECT CODE NO. 302, BOOKS, PUBLICATIONS AND MAPS. THE MOTION WAS APPROVED BY THE BOARD.

MR. OLSEN ALSO MOVED THAT MEMBERSHIP OF THE CITY LIBRARIAN IN THE ASSOCIATION OF COMMERCE OF DECATUR BE PAID FOR BY THE LIBRARY. THE MOTION WAS TABLED SUBJECT TO A SUGGESTION BY MR. MILLER THAT INQUIRIES BE MADE AS TO THE POSSIBILITY OF SECURING AN "HONORARY" MEMBERSHIP FOR THE CITY LIBRARIAN IN THE ASSOCIATION.

UPON THE RECOMMENDATIONS OF MR. WEST OF THE POLICIES, PUBLIC RELATIONS AND PERSONNEL COMMITTEE, THE FOLLOWING MOTIONS WERE ADOPTED BY THE BOARD:

THAT PROFESSIONAL LIBRARY MEETINGS BE ATTENDED AS FOLLOWS:

1. ALA ANNUAL MEETING - THE BOARD OF LIBRARY DIRECTORS WILL SEND WITH ALL EXPENSES PAID THE CITY LIBRARIAN, ONE DIRECTOR, AND ONE ALA MEMBER ON THE STAFF.
2. ALA WINTER MEETING - THE BOARD OF LIBRARY DIRECTORS WILL SEND WITH EXPENSES PAID EITHER THE CITY LIBRARIAN OR THE DIRECTOR. IN THE ABSENCE OF EITHER OF THOSE TWO, ANOTHER MEMBER OF THE STAFF, WITH PROFESSIONAL COMMITMENTS AT THE MEETING, WOULD BE SENT AT THE DIRECTION OF THE CITY LIBRARIAN.
3. ILA ANNUAL MEETING - THE BOARD OF LIBRARY DIRECTORS WILL SEND WITH ALL EXPENSES PAID THE CITY LIBRARIAN, A DIRECTOR, AND ONE ILA MEMBER ON THE STAFF OF THE LIBRARY. THE CITY LIBRARIAN HAS THE AUTHORITY TO CHOOSE WHO MAY ATTEND AND MAY SEND MORE THAN ONE ON A PARTIAL BASIS.

THAT TAX PAYERS RESIDING OUTSIDE OF THE CITY BE REGISTERED FOR 3 YEAR PERIODS AS ARE THE RESIDENT TAX PAYERS, AND THAT 90 DAYS PRIOR TO THE EXPIRATION OF THEIR CARD THEY BE NOTIFIED OF THE EXPIRATION DATE AND ADVISED THAT TAX RECEIPTS ARE REQUIRED FOR THEIR RE-REGISTRATION.

THAT THE FOLLOWING POLICY WITH RESPECT TO ACCRUAL OF OVERTIME BE ENACTED: IN THE FUTURE, ACCRUAL OF VACATION OR COMPENSATORY TIME AT THE END OF THE CALENDAR YEAR WILL NOT BE PERMITTED EXCEPT AT THE REQUEST OF THE CITY LIBRARIAN. ACCRUAL MAY NOT IN ANY CIRCUMSTANCE BE ACCRUED PAST THE SECOND YEAR.

THAT THE LINCOLN PLEADINGS IN THE CUSTODY OF THE LIBRARY BE DEPOSITED WITH JOHN T. CURRY, CIRCUIT CLERK OF THE CIRCUIT COURT OF MACON COUNTY ILLINOIS, AND OBTAIN A RECEIPT THEREFOR.

THAT THE LIBRARY WILL NOT ACCEPT MATERIALS ON INDEFINITE OR PERMANENT LOAN. MATERIALS ON LOAN TO THE LIBRARY FOR EXHIBIT PURPOSES MAY NOT BE KEPT LONGER THAN 90 DAYS. GIFT MATERIALS WILL BE ADDED IN ACCORDANCE WITH LIBRARY BY-LAWS.

MR. SAPPINGTON ANNOUNCED THAT THE FRIENDS OF THE LIBRARY ARE GIVING A COMMUNITY DINNER HONORING MR. DUMAS ON WEDNESDAY, MARCH 15, AT 7:00 P.M. IN THE DECATUR CLUB. MR. DUMAS WILL BE THE SPEAKER OF THE EVENING.

THE MEETING WAS ADJOURNED AT 11:30 A.M.



ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD

30-1142

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending January 31, 1967:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
05634	V O I D E D	Duplicate Payment	(20.00)
05669	Treasurer-City of Decatur	Payroll	6,362.13
05666	Treasurer-City of Decatur	Payroll	207.51
05670	Postmaster, Decatur	Postage	90.00
05672	Treasurer-City of Decatur	Payroll	242.26
05704	Postmaster, Decatur	Postage	90.00
05710	Secretary of State	License for (3) vehicles	7.50
05745	V O I D		
05746	Illinois Power Co	Electric & Gas Service	288.87
05747	Treasurer-City of Decatur	Reimburse Petty Cash Items	45.38
05749	Treasurer-City of Decatur	Payroll	236.63
05752	Treasurer-City of Decatur	Payroll	6,158.18
05761	Industrial Towel Service	December Service	20.65
05762	Gadberry Disposal Service	Service thru January 1967	5.00
05763	Decatur Window Cleaning Co	December Service	1,053.78
05784	Sullivan Texaco Service	Service Vehicle	8.75
05785	Sov Ford Inc	Vehicle Service & Repair Parts	36.22
05786	Illinois Bell Telephone	Phone Service	204.73
05787	Patterson Publishing Co	Books	5.00
05788	Americal Technical Society	Books	5.51
05789	American Library Assoc.	Books	1.80
05790	Apple Tree Press	Books	14.15
05791	Baker & Taylor Company	Books	1,509.29

DECATUR PUBLIC LIBRARY(cont'd)

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
05792	R.R.Bowker Company	Books	10.25
05793	Maxwell Scientific Inc	Books	5.40
05794	Chilton Books Inc	Books	28.71
05795	Collier-Macmillan Library	Books	80.51
05796	Doubleday and Company	Books	55.64
05797	Gourmet Distributing Co	Books	22.60
05798	CLIO Press Inc	Books	59.90
05799	Institute for Research	Books	9.76
05800	A.C.McClurg & Co	Books	11.20
05801	McGraw-Hill Book Co	Books	24.50
05802	McNaughton Book Service	January 1967 Service	120.00
05803	National Council of English Teachers	Books	7.00
05804	Oceana Publications	Books	12.50
05805	Tatham Stamp & Coin Co	Books	1.00
05806	U of I Press	Books	2.96
05807	University Microfilms Inc	Microfilm Service	94.50
05808	Vital Speeches Co	Books	4.00
05809	Vocational Guidance Manuals	Books	4.89
05810	Westervelt Paper Co	Paper Towels	22.50
05811	Decatur Electric Supply	Lamps	27.28
05812	Tolly's Market Inc	Christmas Decorations	7.50
05813	Shippers Dispatch Inc	Freight	5.18
05814	Moore Business Forms Inc	(10,000) Past Due Notices	170.80
05815	Wallender Dedman Co	Misc. Office Supplies	46.52
05816	Jefferson Stationers Inc	Verifax Supplies & Paper	61.14

DECATUR PUBLIC LIBRARY(cont'd)

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
05817	Shyer Christmas Tree Farm	Christmas Tree	7.00
05818	Industrial Printing Co	Print Letterhead	42.10
05819	Aero Mayflower Transit Co	Moving Furniture	10.50
05820	Bennett & Shade Co	Workmens Comp. Insurance	326.50
05821	Treasurer-City of Decatur %General Operating Fund	Service rendered by City of Decatur	500.00
05827	Gale Research Co	Books	25.00
05828	American Library Assoc.	Books	5.40
05829	Baker & Taylor Company	Books	225.08
05830	Collier-Macmillan Library	Books	11.01
05831	Doubleday & Company	Books	106.51
05832	University Microfilms Inc	Microfilm Service	3.50
05833	LaSalle National Bank	Certificate of Time Deposit	100,000.00
05850	Treasurer-City of Decatur	Payroll	238.92
05869	Marathon Oil Co	Gasoline	16.77
05847	Baker & Taylor Co	Books	2,056.21
05848	Collier-Macmillan Co	Books	11.61
05871	Columbia University Press	Books	5.60
05872	Doubleday & Company	Books	7.73
05873	A.C.McClurg & Co	Books	8.55
05874	A.N.Marquis Co	Books	23.50
05875	Scarecrow Press Inc	Books	4.25
05876	Soy Ford Inc	Vehicle Service & Repair Parts	20.34
05877	American Library Assoc.	Membership-Head Librarian	40.00
05878	Library of Congress	Books	403.00
05879	B.F.Goodrich Store	Vehicle Repair Parts	21.44

DECATUR PUBLIC LIBRARY(cont'd)

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
05880	Haines & Essick Co	Office Supplies	4.21
05881	I.B.M. Corporation	Typewriter Ribbons & IBM Cards	83.53
TOTAL LIBRARY VOUCHERS			<u>\$121,677.84</u>