



ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

## BOARD OF DIRECTORS MEETING

### AGENDA

AUGUST 16, 1968

- I. CALL TO ORDER  
WILLIAM L. OLSEN, PRESIDENT
- II. APPROVAL OF MINUTES:
  - A. REGULAR BOARD MEETING JULY 12, 1968
- III. COMMUNICATIONS
- IV. STATISTICAL REPORT
- V. REPORTS OF COMMITTEES:
  - A. PROPERTIES AND FINANCE
  - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
  - C. NEW CENTRAL LIBRARY BUILDING
- VI. OLD BUSINESS
  - REPORT OF EXAMINATION FOR FY 1967/1968  
MURPHEY, JENNE & JONES
- VII. NEW BUSINESS
- VIII. ADJOURNMENT

#### MEMBERS EXPECTED TO BE PRESENT:

MRS. BRALLEY  
MR. BUTLER  
MR. FREYFOGLE  
MR. MILLER  
MR. OLSEN  
MRS. RUSSELL  
MR. SAPPINGTON

DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - AUGUST 16, 1968

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON AUGUST 16, 1968 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MRS. BRALLEY  
MR. FREYFOGLE  
MR. MILLER  
MR. OLSEN  
MRS. RUSSELL  
MR. SAPPINGTON

MEMBERS ABSENT:

MR. BUTLER  
MR. DICK  
MR. SCHUERMAN

OTHERS PRESENT:

LINDA HUGHES  
(HERALD & REVILW)  
MARY O'CONNELL  
(HERALD & REVIEW)  
MRS. LEONARD  
MISS SCHWEGMAN

THE MEETING WAS CALLED TO ORDER AT 4:30 P.M. BY MR. OLSEN.

THE MINUTES OF THE REGULAR BOARD MEETING OF JULY 12, 1968 WERE APPROVED.

MR. OLSEN ANNOUNCED A TRUSTEE CONFERENCE TO BE HELD SEPTEMBER 13-15, 1968 AT URBANA, ILLINOIS FOR ALL TRUSTEES WHO HAVE NOT ATTENDED A CONFERENCE SPONSORED BY THE ILLINOIS STATE LIBRARY AND THE GRADUATE SCHOOL OF LIBRARY SCIENCE, UNIVERSITY OF ILLINOIS. ON OCTOBER 18, 1968 A TRUSTEE DAY ILA MEETING IS TO BE HELD IN CHICAGO, ILLINOIS. MR. SAPPINGTON URGED ATTENDANCE AT THESE MEETINGS.

A COMMUNICATION FROM THE J. J. SWARTZ COMPANY REQUESTING THAT AN EASEMENT AGREEMENT BE SIGNED BY THE PRESIDENT AND SECRETARY OF THE BOARD GIVING PERMISSION TO RUN A SEWER LINE THROUGH THE PARKING AREA OF THE DILL BRANCH LIBRARY WAS READ BY MR. OLSEN. MR. MILLER MOVED THAT THE EASEMENT AGREEMENT BE SIGNED, MR. FREYFOGLE SECONDED, AND THE MOTION CARRIED.

MRS. MILDRED LEONARD, ACTING CITY LIBRARIAN, NOTED THAT BOOK CIRCULATION IN JULY WAS UP 6,000 FROM JUNE, A FAIRLY SUBSTANTIAL INCREASE. CIRCULATION IN JULY WAS 47,761. THIS ALSO IS AN INCREASE OVER JULY 1967, WHEN CIRCULATION WAS 44,181.

MR. MILLER GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES THROUGH JULY 31, 1968 AND BILLS APPROVED THROUGH JULY 29, 1968. THE MOTION FOR APPROVAL OF THE REPORT BY MR. MILLER WAS SECONDED BY MR. FREYFOGLE AND WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

AS RETIRED CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, MR. MILLER MOVED THAT THE BOARD ACCEPT THE REPORT OF EXAMINATION OF MURPHEY, JENNE & JONES, CERTIFIED PUBLIC ACCOUNTANTS, OF THE STATEMENT OF REVENUE, EXPENDITURES AND BALANCE ON A CASH BASIS OF THE DECATUR PUBLIC LIBRARY FOR THE FISCAL YEAR ENDED APRIL, 1968. MRS. BRALLEY SECONDED THE MOTION AND IT WAS APPROVED.

MR. MILLER STATED THAT THE AUDITOR'S REPORT DID MENTION THAT PROPERTY CONTROL RECORDS WERE NOT MAINTAINED BY THE DECATUR PUBLIC LIBRARY. MR. MILLER FURTHER STATED THAT HE COULD APPRECIATE THE MANY REASONS WHY WE DID NOT ATTEMPT TO RESURRECT PROPERTY RECORDS AT THIS LATE DATE AS IT IS VIRTUALLY IMPOSSIBLE TO REFLECT PROPERTY COSTS OR VALUE OF MUCH OF THE EQUIPMENT WE HAVE IN OUR PRESENT LIBRARY, BUT IF WE EVER GET A NEW PUBLIC LIBRARY IN DECATUR, IT SEEMS THAT OUR LIBRARY SHOULD BEGIN MAINTAINING PROPERTY RECORDS. THESE WOULD BE MOST HELPFUL IF WE EVER HAD LOSSES WHICH WOULD RESULT IN AN INSURANCE CLAIM.

THE NEXT REGULARLY SCHEDULED MONTHLY BOARD MEETING WILL BE HELD SEPTEMBER 13, 1968 AT 4:30 P.M. IN THE BOARD ROOM OF THE MAIN LIBRARY.

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

  
MILDRED LEONARD (ACTING CITY LIBRARIAN)

FOR SECRETARY OF THE BOARD