



DECATUR PUBLIC LIBRARY

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JAMES C. SEIDL, City Librarian



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA

July 19, 1990 4:30 P.M.

- I. Call to Order - Barbara Ohlsen, President
- II. Approval of Minutes
 - A. Meeting of June 21, 1990
- III. Communication from the Public
- IV. City Librarian's Report
- V. Reports of Committees
 - A. Personnel, Policies, and Public Relations Committee
 1. No meeting
 - B. Finance & Properties Committee
 1. Approval of bills for June 1990
 2. Meeting of July 11, 1990
 - C. Rolling Prairie
 1. Report on July RPLS Board meeting
 - D. Foundation
 - E. Friends of the Library
- VI. Avenues to Excellence II
 - A. Chapter I, Structure and Governance
- VII. Old Business

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

July 19, 1990

I. Call to Order

The meeting was called to order at 4:30 p.m. by President Ohlsen. Members present: Mrs. Ohlsen, Mr. Gaumer, Mr. Lockmiller, Mrs. Lutovsky, Mrs. Martin, Mr. Oakes, Mr. Smith, and Mr. Sorensen. Members absent: Mrs. Shade. Staff present: Ms. Humphreys, Mrs. Gibson, Mr. Seidl, and Mrs. Brooks. Others present: Charlie Brown, Owen Balding, and the security guard.

II. Approval of Minutes

Mr. Sorensen asked that the fourth paragraph of "New Business" be changed to show that the motion was made by Mr. Sorensen and seconded by Mr. Oakes. There were no other changes and the minutes were approved as amended.

III. Communication from the Public

Owen Balding addressed the Board on a variety of his concerns.

IV. City Librarian's Report

The City Librarian's written report had been previously mailed.

Mr. Sorensen noted that he had recently completed extensive research on microfilm reader printers and volunteered to assist the library in preparing specifications for a new one.

Revisions for the annual appropriation ordinance were discussed.

Volunteers will begin working in the circulation department in August.

V. Reports of Committees

Personnel, Policies, and Public Relations Committee: This committee did not meet.

Finance and Properties Committee: Mr. Gaumer made a motion to approve the bills. The motion was seconded by Mr. Oakes and unanimously carried on roll call vote.

The Finance Committee met on July 11, 1990. The Committee agreed that implementation of the three plans listed below would save the library \$50,000. This will cover the revenue shortage anticipated from the corporate payroll

4.	reduce services to maintain office	2,000
5.	office supplies	1,000
6.	capital items*	<u>6,000</u>
		25,000
* typewriters (2)		1,200
	laser reader	2,500
	computer terminal	1,000
	tape recorder & globe	750
	safety storage cabinet	<u>550</u>
		6,000

(NOTE: The laser reader and the computer terminal could be purchased with Breckenridge Trust funds.)

PLAN 2

1. Increase the fine for overdue materials. The present rate of \$.05 per day for children's materials and \$.10 per day for adult materials was last changed in the early 1970's.

Fines generated \$46,580 in 1989/90
 8 months (September - April) fines = \$30,000
 Estimated additional revenue: \$5,000 - \$14,000

2. Reduce materials budget: \$7,000
 (increase Cantoni budget \$7,000)
3. Reduce security guard hours: \$3,000
 Cut Friday evenings and work only 4 hours Monday to Thursday
4. Do not paint bookmobile: \$1,000

Total saved and/or generated from plan 2: \$16,000 to \$26,000

PLAN 3

Try to persuade the city to give the library \$20,000 this fiscal year and \$10,000 next year for the materials budget, rather than the current plan of \$15,000 each year.

Mr. Gaumer made a motion to implement the three plans as listed above. The motion was seconded by Mr. Sorensen and unanimously approved.

Rolling Prairie: Mrs. Lutovsky attended the July Board meeting. She reported that the system will be developing a Long Range Plan.

VI. Avenues to Excellence II

Chapter I, Structure and Governance, was reviewed.

VII. Old Business

Mr. Seidl notified the Trustees of a seminar sponsored by the Decatur Leadership Institute on November 8 entitled "How to be a Better Board Member".

The Regional White House Conference on Libraries and Information Services will be held in October; more information will be available soon.

VIII. New Business

The fourth quarterly report on the Business Information Center grant had been previously mailed. Mrs. Gibson reported that all but \$286 of the grant money was spent. The contract for the second year has not yet been received. Jan Mandernach will begin her second year on August 25. A committee will meet July 23 to look for ways to fund the BIC after the second year. The estimated cost to continue BIC is \$65,000 per year.

Mrs. Ohlsen appointed the following committees for 1990/91:

Finance and Properties

Mr. Gaumer, Chairman
Mr. Lockmiller
Mrs. Martin
Mr. Smith

Personnel, Policy, and Public Relations

Mr. Oakes, Chairman
Mrs. Lutovsky
Mrs. Shade
Mr. Sorensen

Mr. Smith moved that the Board recess to closed executive session for the purpose of discussing pending litigation that has been filed by an administrative tribunal. The motion was seconded by Mr. Lockmiller and unanimously carried.

Following closed session, the meeting was re-opened to the public.

IX. Adjournment

Mrs. Ohlsen adjourned the meeting at 6:05 p.m.

Respectfully submitted,



Daniel Gaumer, Secretary
Decatur Public Library Board of Trustees