

January 8th, 1963

1/63

The Board of Trustees of the Webb City Public Library met in regular session January 8th, 1963, with Mr. Easley presiding. Other members present were: Mrs. Troxel, Mr. Cruse, Mr. Watson, Mrs. Labhart, Mrs. Palmer, and Mr. Bentley.

The minutes of the December meeting were read and approved.

The treasurer reported:

Balance 12-1-62	\$5,134.58
Receipts	5,024.34
Disburs.	<u>822.03</u>
Balance 1-1-63	\$9,330.89

Current vouchers in the amount of \$1,178.47 were read, and motion made that they be allowed.

The Librarian reported 545 over-due books on record during years 1949 to 1962, and it was agreed every effort be made to recover as many as possible. Also reported was the loss of two volumes of reference encyclopedis. The Librarian was given authority to replace reference books and to subscribe to Science Magazine. Need for gravel in the drive-way was discussed and agreed that we have Independent Gravel deliver same.

There being no further business, meeting adjourned.

Secretary

Approved this Fifth Day of February

President

2/63

February 5, 1963

The Board of Trustees of the Webb City Public Library met in regular session February 5th, 1963 with Mr. John Bentley presiding. Other members present were: Mr. Cruse, Mr. Watson, Mrs. Lebbert and Mrs. Palmer.

The minutes of the January were read and approved.

Current vouchers in the amount of \$979.22 were read and motion made by Mr. Watson that they be allowed.

The Librarian reported that a \$25.00 check had been received by the Library from the Business and Professional Women.

Among other business brought before the Board by the Librarian, the Board voted to pay the insurance premiums now due on the building. The Pigeon problem was discussed and suggestion made that we obtain the trained services of a man to relieve the situation. The Librarian was instructed to contact Mr. Cecil Petefish to repair the cap on the chimney. The Board was in agreement that we subscribe to the Antique Auto Magazine since there had been numerous requests for it.

In an effort to locate books long over-due, it was decided that we advertise free days during Library week and perhaps two or three days extra between now and Library Week.

The Treasurer reported:

Balance 1-1-63	\$ 9,330.89
Receipts	<u>5,841.00</u>
	\$15,172.49
Disbursements	<u>1,178.47</u>
Balance 2-1-63	\$13,994.02

There being no further business, meeting adjourned.

Harry Endley President

Deborah Libbey Secretary

3/63

March 5, 1963

The Board of Trustees of the Webb City Public Library met in regular session March 5, 1963 with Mr. Harry Easley Presiding. Other members present were: Mr. Bentley, Mr. Cruise, Mr. Watson and Mrs. Labhart.

The minutes of the February meeting were read and approved.

The vouchers in the amount of \$1,519.96 were read, motion made by Mr. Bentley that they be allowed.

The Treasurer reported:

Bal. Feb. 1st, 1963	\$13,994.02
Receipts	1,241.34
Disbursements	<u>372.22</u>
Total Bal. March 1st	\$14,266.74

Mr. Easley suggested to the Board that instead of capping the chimney a cover be made of hardware cloth. The Board was in agreement.

The question of insurance coverage on library and contents was discussed and found to be insufficient. The Board authorized Mr. Reitz to increase coverage on contents of building. Mr. Bentley was authorized to purchase three fire extinguishers - two for the upstairs rooms and one for the boiler room.

In other business the Board decided to have Mr. King continue to refinish the woodwork in Library Rooms. The possibility of installing air conditioning in the Library was taken into consideration.

The Librarian was authorized to have wiring checked and to have added, the necessary receptacles.

The Librarian's monthly book report was omitted in as much as it is now being published.

There being no further business, meeting adjourned.

Beverly Labhart Secretary

Harry Easley President

4/63

April 2, 1963

The Board of Trustees, of the Webb City Public Library met April 2, 1963, in regular session with Mr. Easley presiding. Others present were: Mr. Cruse, Mrs. Palmer and Mrs. Labhart.

The minutes of the March meeting were read and approved.

The Treasurer reported an April 1st balance of \$13,116.01.

The vouchers in the amount of \$2,152.83 were read, motion made by Mr. Cruse that they be allowed.

The Librarian reported on a recent trip to observe the operation of the Springfield Public Library.

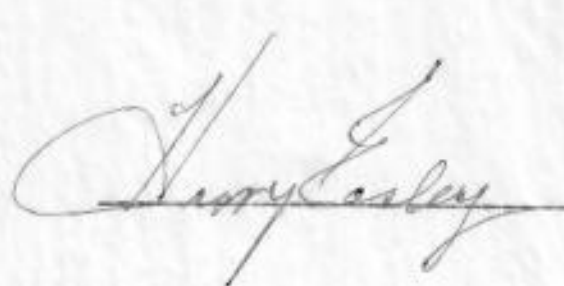
In view of recent abuses made of the Library Rest Rooms, the Board instructed the Librarian to purchase locks for the doors and Library patrons will obtain key from Librarian on duty.

The Librarian was asked to furnish a figure on the amount spent on books, magazines and newspapers during the present year.

The Board was in agreement with Librarian to furnish one corner of the Library to more adequately meet the needs of young children using the Library.

Motion was made by Mr. Cruse that Mr. Jack Reitz be retained on a permanent basis at an increase of \$25.00 per month. Motion was seconded by Mrs. Palmer.

There being no further business, meeting adjourned.

 President

 Secretary

5/63

May 6, 1963

The Board of Trustees of the Webb City Public Library, met in regular session May 6th, 1963, with Mr. Easley presiding. The minutes of the April meeting were read and approved.

The Treasurer reported:

Bal. April 1, 1963	\$13,115.01
Receipts	<u>258.16</u>
	\$13,373.17
Disbursements	<u>2,152.83</u>
Bal. May 1, 1963	\$11,220.34

The vouchers in the amount of \$1,405.84 were read and motion made that they be allowed.

It was noted that two new fire extinguishers have been delivered and installed in the Library. Also several additional electrical outlets have been added throughout the basement.

Mr. W. H. Perry's request to purchase the Encyclopaedia Britannica at the Library's cost, has been tabled.

The Librarian reported an error in the January, February and March vouchers. Items in the Free Public Library Accounts had been included in the vouchers. The Board was in agreement that the auditors would correct this book-keeping error.

The Librarian was instructed to get an estimate on a pamphlet rack to be installed on the present magazine rack.

There being no further business, meeting adjourned.

Beverly Roberts Secretary

Harry Easley President

6/63

June 4, 1963

The Board of Trustees of the Webb City Public Library, met in regular session June 4th, 1963 with Mr. Easley presiding. Other trustees present were; Mr. Dorsey Watson, Mr. Cruse, Mrs. Lebhart, Mrs. Troxel and Mrs. Palmer.

The minutes of the May meeting were read and approved.

The Treasurer reported:

Balance 5-1-63	\$11,220.34
Receipts	<u>190.02</u>
	\$11,410.36
Disbursements	<u>1,405.84</u>
Balance 6-1-63	\$10,004.52

Mr. Watson also reported that we have \$463.64 on time deposit at 3% interest, plus a savings account on 1% interest. The total amount in reserve at present being approximately \$7,000.00.

Mr. Easley informed the Board of several urgent repairs needed on the building. The Board was in agreement that immediate action be taken to repair the smoke stack on roof. It was suggested that Mr. Treman Galardo be contacted to make necessary repairs.

Joe Milligen, Air-conditioning firm in Joplin, has suggested two methods of air-conditioning the Library building. The condensing installation, would cost approximately \$3200.00, and would be less efficient than the second alternative. The most practical method being four (4), two ton window units placed at North and South exposures of building, plus one (1) one and one half ton window unit for the office area. The cost on the latter method being approximately \$2,100.00, plus the cost of wiring.

The vouchers in the amount of \$634.82 were read and motion made that a check be drawn to cover amount.

Mr. Jack Reitz, Librarian, reported that Curtis Kamler will build a new magazine rack at a cost of \$110.00. The unit will match one presently in use purchased from Remington Rand at a cost of \$457.00

There being no further business, meeting adjourned.

Approved this seventeenth day of June

Beverly Lebhart Secretary

Harry Easley President

10/63

October 1, 1963

The Board of Trustees of the Webb City Public Library met in regular session October 1, 1963 with Mr. Easley Presiding. Trustees present were: Mr. William Perry, Mr. Ernest Cruse, Mr. Dorsey Watson, Mrs. Ernest Palmer and Mrs. William Lebbert.

The minutes of the June meeting were read and approved.

The vouchers in the amount of \$948.53 were read motion made by Mrs. Palmer that they be allowed.

The Treasurer reported:

9-1-63	\$4,892.44
Receipts	82.14
	<u>\$4,974.58</u>
Disb.	1,730.50
10-1-63	<u>\$3,244.08</u>

Motion made by Mr. Watson that the Librarian be instructed to notify Camera Club that locks on Library will be changed and in the future the Library rooms to be used only during regular Library hours.

The Librarian was instructed to call Police Department when suspicion thefts concerning books belonging to library.

The Board voted to re-imburse the Librarian for expenses to attend Springfield Library meeting, also Mr. Reitz was instructed to draw expense check prior to meeting in Jefferson City, October 10th & 11th.

There being no further business, meeting adjourned.

Bruce Tappan Secretary
W. Easley President

11/63

November 5th, 1963

The Board of Trustees of the Webb City Public Library met in regular session November 5th, 1963 with Mr. Easley presiding. Other trustees present were: Mr. Cruse, Mr. Dorsey Watson, Mrs. Ernest Palmer, Mr. John Bentley and Mrs. Labhart.

Motion was made by Mr. Watson that the vouchers in the amount of \$1,471.46 be allowed.

Mr. Jack Reitz read correspondence addressed to the Camera Club informing them of the policy now in effect regarding the use of club rooms and dark room. In the future the use of Library club rooms will be confined to regular Library hours.

Motion was made by Mr. Watson that library cards be issued to Air Force personnel requesting same, providing the application bears the signature of Major Thompson. Major Thompson has stated that he will assume full responsibility for books loaned to his men and their families.

The November treasurer's report was omitted.

Motion was made by Mr. Bentley that the annual report as read at a special meeting in June, be accepted, and placed on file as permanent record.

Mr. Watson moved that the present officers serve until the expiration of the Spring term.

The hours the Library will be open for the remainder of the school year are as follows:

Monday through Thursday	12:30 to 9:00 P.M.
Friday	12:30 to 6:00 P.M.
Saturday	12:30 to 5:30 P.M.

Motion was made by Mr. Watson that Mr. Reitz be allowed two weeks paid vacation prior to January 1st, 1964.

The Board authorized the Librarian to purchase covers for the newly installed air-conditioners. Mr. Reitz was further authorized to contact Bill's Electric to have a flood light installed at the rear entrance to the building. The board granted permission to the librarian to begin Saturday afternoon childrens' story hours.

The librarian reported on his recent trip to Jefferson City. While there the M. L. A. assured Mr. Reitz that a representative would be in the library here sometime during the month of November to assist in bringing the filing system up to date. The board's expense for sending the librarian to Jefferson City was \$36.90

There being no further business, meeting adjourned.

Beverly Labbas Secretary

Harry Earley President

