

*Library Copy*

CITY OF WEBB CITY, MISSOURI

Minutes of Library Board of Trustees

Date Meeting Held: January 10, 1972 Time: 5:15 P.M. Place: Library

Members Present: Mrs. Rosamond Andersen, Harry Easley, Guy Jeffries,  
Mrs. Ernest Palmer, Mrs. W. W. Waggoner, Mrs. Eunice Wise,  
Mrs. Alpha Lee

Members Absent: John Campbell, Alfred Jenkins, Jack Simpson

Minutes

Minutes

The meeting was called to order by the vice president, Harry Easley.

The minutes of the meeting of December 13, 1971, were read and approved.

Tress. Report

Mrs. Lee read the following treasurer's report:

Balance Forward November 30, 1971	\$6,472.44
Receipts	8,002.03
Disbursements	1,867.25
Balance December 31, 1971	\$12,607.22

Bills Allowed

Bills totaling \$1,365.03 were read by Mrs. Lee. Mrs. Andersen moved and Mrs. Wise seconded that the bills be allowed. Motion carried.

OLD Business

Mr. Easley discussed the budget. He and Mr. Wilbur, accountant for the board, have been working on it. When completed, the proposed budget will be presented to the board for discussion and suggestions. It is hoped that expenditures between the present time and May, 1972 can be reduced.

The 3M Copying Machine was discussed. There has been some difficulty with the machine. Mr. Easley asked that the final discussion on the purchase of the machine be made by the entire board rather than the Building and Grounds Committee.

Committee Reports

There being no new business, the vice president called for committee reports. Mr. Jeffries, of the Building and Grounds Committee, reported that a gas line had to be replaced. There were no other committee reports at this time.

Adjournment

There being no further business, Mrs. Palmer moved and Mrs. Andersen seconded that the meeting adjourn. Adjournment was at 6:15 P. M.

Next Meeting February 14, 1972, 5:15 P.M.

Minutes of Library Board of Trustees

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*Mary Louise Haggard*  
Secretary

*Harry Fisher*  
President

CITY OF WEBB CITY, MISSOURI

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Members Present: Mrs. Rosamond Andersen, Mr. Harry Easley, Mr. Guy Jeffries,  
Mr. Alfred Jenkins, Mrs. W. W. Waggoner, Mrs. Eunice Wise,  
Mrs. Alpha Lee

Members Absent: Mr. John Campbell, Mrs. Ernest Palmer, Mr. Jack Simpson

Minutes

The meeting was called to order by the vice president, Mr. Easley.

Minutes

The minutes of the meeting of January 10, 1972, were read and approved.

Treas. Report

Mrs. Lee read the following treasurer's report:

Balance Forward December 31, 1971	\$ 4,605.19
Receipts	8,002.03
Disbursements	1,365.03
Balance Forward January 31, 1972	11,242.19

Bills Allowed

Bills totaling \$1,332.72 were read by Mrs. Lee. Mrs. Anderson moved and Mr. Jenkins seconded that the bills be allowed. Motion carried.

Old Business

The 3M Copying Machine was discussed. It was decided that Mrs. Lee will call the company and get a figure for rental for the time the machine has been in the library.

Committee Reports

There being no new business, the vice president called for committee reports.

Personnel: It was reported that a policy manual is being compiled which will be presented to the board for approval upon its completion.

Budget: Copies of the suggested budget, compiled by Elmore Wilbur, library accountant, were distributed to board members. The budget was discussed. It was suggested that a simplified yearly budget be prepared for the policy manual.

Book: Mrs. Lee asked for suggestions from board members for books to be ordered. Several suggestions were made.

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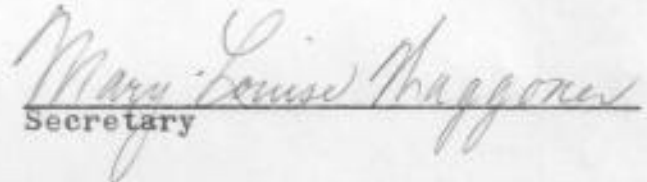
Building and Grounds: Mr. Jeffries reported that he had checked on the laying of the new gas line. Some cleaning up needs to be done. Mr. Jeffries will talk with Bill's Electric, who dug the ditch, about getting this done.

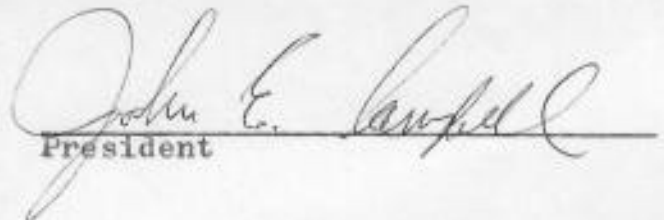
Personnel: Mr. Jenkins asked if the board felt that the new employee to replace Lou Ann Franklin, who has resigned, should be hired for fewer hours. Due to the necessity of cutting expenses, this may be necessary. The board agreed that the committee should work this out.

There being no further business, Mr. Jenkins moved and Mr. Jeffries seconded that the meeting adjourn. Adjournment was at 6:30 P.M.

Next Meeting March 13, 1972, 5:15 P.M.

Adjournment

  
Secretary

  
President

CITY OF WEBB CITY, MISSOURI

Minutes of Library Board of Trustees

Date Meeting Held: March 13, 1972 Time: 5:15 P.M. Place: Library

Members Present: Mrs. Rosamond Andersen, Mr. John Campbell, Mr. Harry Easley, Mr. Guy Jeffries, Mr. Alfred Jenkins, Mr. Jack Simpson, Mrs. W. W. Waggoner, Mrs. Eunice Wise, Mrs. Alpha Lee

Members Absent: Mrs. Ernest Palmer

Minutes

The meeting was called to order by the president, Mr. Campbell.

Minutes

The minutes of the meeting of February 14, 1972, were read and approved.

Treas. Report

Mrs. Lee read the following treasurer's report:

Balance Forward January 31, 1972	\$11,242.19
Receipts	1,743.73
Disbursements	1,332.72
Balance February 23, 1972	11,653.20

Bills Allowed

Bills totaling \$928.38 were read by Mrs. Lee. Mr. Jenkins moved and Mr. Easley seconded that the bills be allowed. Motion carried.

Old Business

Mrs. Lee reported that she had talked with the man from 3M about paying for the rental on the machine for the time it has been in the library. He said he would discuss the matter with Mr. Easley. Mr. Campbell suggested that the possibility of a lease agreement be discussed with the 3M salesman.

Committee Reports

There being no new business, the president called for committee reports.

Personnel: Mr. Jenkins said that a girl is being interviewed this evening to work part time. This will reduce the time being worked by Teresa Niel who wants more time off. The committee has been trying to complete a schedule which will enable the hired personnel to get the work done and keep the salaries within the amount the budget can allow for salaries.

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Building and Grounds: Mr. Jeffries reported that Mr. Bohnstedt brought dirt to smooth the place dug up to lay the new gas line. Mr. Jeffries and the custodian helped smooth the dirt. Mr. Jeffries moved and Mr. Jenkins seconded that a letter of appreciation be sent from the board to Mr. Bohnstedt. Motion carried. The outside light on the north is loose and will have to be fixed. The committee will have this done.

Book: Mrs. Andersen reported on the progress to date in the compilation of a policy manual.

Mr. Jenkins reported that he had visited with Mrs. Palmer who has been ill for some time. She will be moving to Oregon and will be unable to serve on the board.

There being no further business, Mr. Jenkins moved and Mr. Jeffries seconded that the meeting adjourn. Motion carried. Adjournment was at 6:10 P.M.

Next Meeting April 10, 1972, 5:15 P.M.

Visit to  
Mrs. Palmer

Adjournment

*Mary Louise Haggover*  
Secretary

*John E. Campbell*  
President



Library

CITY OF WEBB CITY, MISSOURI

Minutes of Library Board of Trustees

Date Meeting Held: April 10, 1972 Time: 5:15 P.M. Place: Library

Members Present: Mrs. Rosamond Andersen, Mr. John Campbell, Mr. Harry Easley, Mr. Guy Jeffries, Mr. Alfred Jenkins, Mr. Jack Simpson, Mrs. W. W. Waggoner, Mrs. Eunice Wise, Mrs. Alpha Lee

Members Absent: Mrs. Ernest Palmer

Minutes

The meeting was called to order by the president, Mr. Campbell.

Minutes

The minutes of the meeting of March 13, 1972 were read and approved.

Treas. Report

Mrs. Lee read the following treasurer's report:

Balance Forward February 29, 1972	\$11,653.20
Receipts	491.27
Disbursements	928.31
Balance March 21, 1972	\$11,216.09

Mrs. Andersen moved and Mr. Jeffries seconded that the report be accepted. Motion carried.

Bills Allowed

Bills totaling \$1,219.81 were read by Mrs. Lee. Mr. Jenkins moved and Mrs. Andersen seconded that the bills be allowed. Motion carried.

Old Business

Mrs. Lee reported that she had talked with a representative of the 3M Company. He has brought another machine to try. The rental on the new machine is \$15.00 per month.

3M Machine

Mr. Easley reported he had talked with the 3M salesman. The rental for the period of time the machine has been in the library will be \$75.00. Mr. Easley moved that the second machine be returned and the rental fee be paid. Mr. Jenkins seconded the motion. Motion carried.

Correspondence

The secretary reported that a letter had been written to Mr. Bill Bohnstedt thanking him for his help in filling the lawn of the library building.

A card was sent to Mrs. Palmer in the hospital.

A letter from Mrs. Palmer was read, submitting her resignation as a member of the board.

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Committee Reports

Building and Grounds: Mr. Simpson reported that the outside light had been repaired by Lloyd Kilgore. Mr. Easley reported that Sam Barr will repair the inside lock on the door later.

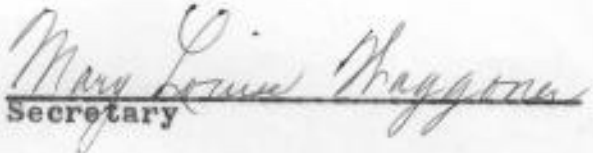
Complaints: A letter from a patron of the library was read. The letter had to do with the reading material available for adults. The book committee will handle the complaint.

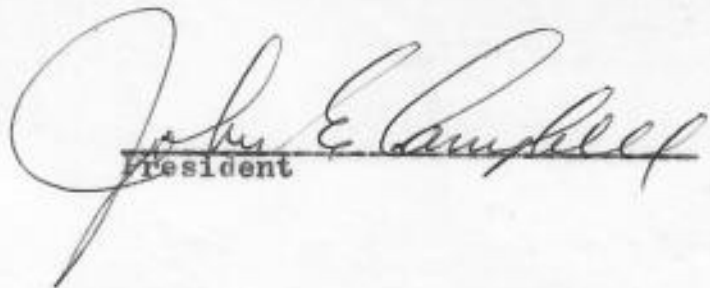
Persomnel: Mr. Jenkins reported that progress is being made on the compilation of the policy manual. The resignation of Debbie Francisco was reported. The committee will interview an applicant to replace Debbie.

Adjournment

There being no further business, Mrs. Andersen moved and Mrs. Wise seconded that the meeting adjourn. Motion carried. Adjournment was a 5:50 P.M.

Next Meeting May 8, 1972.

  
Secretary

  
President



