

CITY OF WEBB CITY, MISSOURI

Minutes of Library Board of Trustees

Date Meeting Held; January 8, 1973 Time: 5:15 p.m. Place: Library

Members Present: Mr. Guy Jeffries, Mr. Jack Simpson, Mr. John Campbell, Mr. Alfred Jenkins, Mrs. Eunice Wise, and Librarian, Mrs. Loretta Frazier.

Members Absent: Miss Nina Shellhorn, Mrs. Margaret Cummings, Mrs. Rosamond Andersen.

Minutes

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

Secretary's Report

The minutes of the meeting of December 18 and November 13 were read and approved by common assent.

Treasurer's Report

Mr. Jeffries read the following report:

Balance	November 30, 1972	\$4904.84
Receipts in transit		5472.63
Disbursements	November	1357.25
Disbursements	December	1933.85
Balance	December 31, 1972	\$7086.37

After discussion the motion was made and seconded by Simpson-Jenkins that the report be accepted.

Bills allowed

Mrs. Frazier read bills due. Mr. Jenkins moved and Mr. Simpson seconded that bills be allowed.

Committee reports

Personnel:

Mr. Jenkins reported the present custodian will be given a two weeks notice of his replacement; because of advancing age he is becoming unable to perform his duties. A note of thanks for his services was included.

Mrs. Frazier is to contact the man that is to be trained for the job.

Book:

No report.

Complaints:

No report.

Building and grounds:

Mr. Jeffries reported Mr. Schmid gave an ^{estimate} of \$1286.50 for the construction of a ramp and metal canopy at the rear entrance of the library. This is including materials.

Mr. Schmid's bid for repair of the basement room floor was \$1347.50. This included tile removal, necessary repair to the floor,

(Correction)

Minutes of Library Board of Trustees

Continued

Page 2

and installation of a Torginol surface.

Mr. Jeffries reported the plumber has advised him the water heater installation needs improvement to meet code requirements. Mr. Jeffries was advised to take care of it in the immediate future.

A bid for a new furnace from R. Reeder was requested by members.

New business

Correspondence concerning the Palmer Memorial was read to the board.

Upon query Mr. Campbell stated and board members concurred that a copy of the minutes of board meetings be sent to the City Council.


Librarian's Report


Mrs. Frazier commented on a summary of actual expenditures. She suggested showing the figures against the proposed budget.

Mrs. Frazier proposed the book purchases should stay within previous expenditures for books.

Upon a motion by Mr. Jenkins and a second by Mr. Simpson the meeting adjourned.

Time: 5:15 p.m.


Eunice Wise, Secretary


John E. Campbell, President

CITY OF WEBB CITY, MISSOURI

Minutes of Library Board of Trustees

Date Meeting Held: February 12, 1973 Time: 5:15 p.m. Place of Meeting: Library

Members Present: Mr. John Campbell, Mr. Jack Simpson, Mr. Guy Jeffries, Mrs. Margaret Cummings, Mrs. Eunice Wise, Miss Nina Shellhorn, Mr. Alfred Jenkins, and Librarian, Mrs. Loretta Frazier.

Members Absent: Mrs. Rosamond Andersen.

Minutes

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

Secretary's Report

The minutes of the January meeting were read. After a correction was made in the wording of the building and grounds committee report, the minutes were approved.

Monthly Bills

Mrs. Frazier read bills that were due---total \$981.96. Mr. Jeffries moved and Mrs. Cummings seconded bills be allowed. Motion carried.

Treasurer's Report

Mr. Jeffries gave the following report:

Bal. Dec. 31, 1972	7086.37
Receipts	8688.13
Disbursements	1212.23
Bal. Jan. 31, 1973	14562.27
Funds in transit	1590.86

Mr. Simpson moved and Miss Shellhorn seconded the report be accepted. Motion carried.

Committee Reports

BUILDING AND GROUNDS

Mr. Jeffries reported that 3 notices were given for bids for the reconstruction of the rear entrance. The committee was instructed to check out bids, comparing them to type of construction wanted, and proceed according to the judgment of the committee.

PERSONNEL


No report from the committee. In reference to library personnel, Mrs. Frazier reported being well satisfied with the new custodians. She also reported the 2 N. Y. C. workers were not available. Lisa Daniels had been hired in place of the 2 youth corp workers.

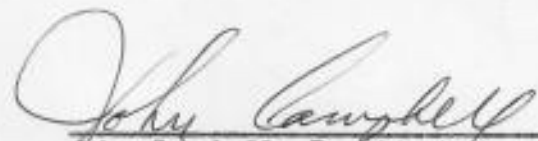
Mr. Campbell brought up the necessity of salary increases for Helen Lee and Teresa Niel. After discussion the board decided to increase the salary of Helen Lee to the yearly maximum income allowed by recipients of social security and to increase the wages of Teresa Niel to \$1.75 an hour. The decision was presented in the form of a motion by Mr. Jenkins and seconded by Miss Shellhorn. The motion was approved.

Minutes of Library Board of Trustees

Page 2

	BOOK COMMITTEE No report.
	COMPLAINT COMMITTEE No report.
Old Business	None.
New Business	None.
Librarian's Report	Mrs. Frazier wanted to know how to dispose of discarded publications. She was instructed to dispose of them through the trash collection service. It was suggested she might contact the Carthage Ecology Club if she desires.
Adjournment	Upon the call for the motion Mr. Jenkins moved and Mr. Simpson seconded that the meeting adjourn. Meeting adjourned at 5:50 p.m. Next meeting date: March 12, 1973 Time: 5:15 p.m.


Eunice Wise, Secretary


John Campbell, President

CITY OF WEBB CITY, MISSOURI

Minutes of Library Board of Trustees

Date Meeting Held: March 12, 1973

Time: 5:15 p.m.

Place of Meeting: Library

Members Present: Mr. John Campbell, Mr. Guy Jeffries, Miss Nina Shellhorn, Mrs. Margaret Cummings, Mrs. Eunice Wise, Mr. Alfred Jenkins, and Librarian Mrs. Loretta Frazier.

Members Absent: Mrs. Rosamond Andersen, Mr. Jack Simpson.

The meeting was called to order by the President of the board, Mr. John Campbell.

Secretary's report

Minutes of the February 12 meeting were read and accepted.

Treasurer's report

Mr. Jeffries gave the following report:

Balance on hand Jan. 31	14,562.27
Receipts February	1,592.86
Disbursements February	981.96
Balance February 28	15,173.17

Monthly bills

Mrs. Frazier read bills that were due; total \$992.05. Mr. Jeffries moved and Mrs. Cummings seconded that the bills be paid. Motion carried.

Committee reports

BUILDING AND GROUNDS

Mr. Jeffries reported that 2 bids were returned on ramp and canopy at the rear entrance: H. Schmid bid of \$1386.50 and Jones Construction bid of \$2350.00. The bid of H. Schmid was accepted and work is presently in progress. Discussion concerning filling and seeding that is needed on the grounds brought the directive by the president that the committee proceed according to the needs.

The committee and the plumber had decided to move the water heater into the place of the shower stall.

A member of the board suggested that the rest rooms have an outside vent installed. This was held for further study.

PERSONNEL

No report

BOOK

No report

COMPLAINTS

No report

Old Business

Mrs. Frazier reported that Mr. ^{Palmer}~~Frazier~~ had inspected the card catalogue file case in ~~conjunction~~ ^{connection} with the Palmer memorial.


New Business

None.

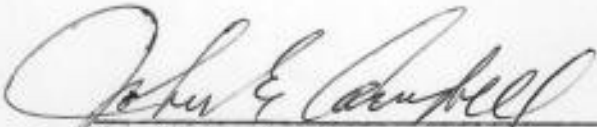
Minutes of Library Board of Trustees

Page 2

Librarian report	Circulation figures show an increase over the figure of a year ago.
General	A discussion concerning the value of a budget, and the fiscal year of the library, and how it affects the budget was held.
Adjournment	Upon call for the motion Mr. Jenkins moved and Mr. Jeffries seconded the motion that the meeting adjourn.
	Time: 5:46 p.m.



Eunice Wise, Secretary



John Campbell, President

CITY OF WEBB CITY MISSOURI

Minutes of Library Board of Trustees

Date meeting held: April 9, 1973

Time: 5:15 p.m.

Place of meeting: Library

Members present: Mr. John Campbell, Miss Nina Shellhorn, Mr. Alfred Jenkins, Mrs. Eunice Wise, Mr. Guy Jeffries, and Librarian, Mrs. Loretta Frazier.

Members absent: Mr. Jack Simpson, Mrs. Margaret Cummings, and Mrs. Rosamond Andersen.

Minutes

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

Secretary's report

Minutes of March 12th meeting were read and approved by common assent.

Treasurer's report

Mr. Jeffries read the following report:

Balance on hand Feb. 28	15,173.17
Receipts--March	379.63
Disbursements--March	992.05
Balance March 31	14,560.75

Mr. Jeffries moved and Mr. Jenkins seconded report be approved; motion carried.

Monthly bills

Mrs. Frazier read the bills that were due-- total 1414.53.

Mr. Jenkins moved and Miss Shellhorn seconded that the bills be allowed; motion carried.

Committee reports

BUILDING & GROUNDS

Mr. Jeffries gave the report of the committee on the improved approach to the rear entrance to the library. After discussion concerning restraining railing or fence along the sides of the ramp for safety purposes, the committee was instructed that the restraint be installed at added cost if necessary.

Mr. Jeffries reported the water heater had been moved to comply with the plumbing code. Because the heater had been put in place of an unused shower stall, the stall was excessive equipment. The president ask Mr. Jenkins to contact the Fire Department or Police Department to see if they could use it.

Mr. Jeffries further reported that dirt left from excavation was being used to fill low areas in the lawn. He said Herman Schmid would remove dirt not used.

Mrs. Frazier was ask by the committee to remind the custodian to remove the air conditioner's coverings whenever they are to be operative. Mention was made of the possibility of using excess money from rear entrance improvement for installing vents in the restrooms.

Minutes of Library Board of Trustees

PERSONNEL

No report.

BOOK

No report.

COMPLAINTS

No report.

Librarian report

Mrs. Frazier reported a Mrs. Miller, from Joplin, Mo., had given \$10.00 to the library in appreciation of the services. The money was to be used for books.


Mrs. Frazier commented on the comparative table of expenditures and budget in March. She suggested that \$75.00 be allowed for binding in next year's budget. Discussion ensued on the necessity of a fiscal budget to be used for guidelines by new personnel on the board.

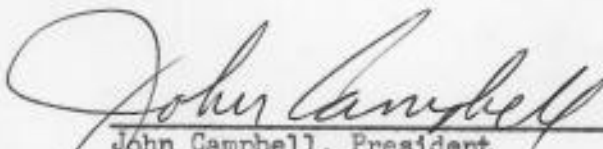
Adjournment

No further business impending, Mr. Jenkins moved and Miss Shellhorn seconded meeting adjourn; motion carried.

Time: 5:45 p.m.

Date of next meeting: May 14, 1973.


Eunice Wise, Secretary


John Campbell, President

