

CITY OF WEBB CITY, MISSOURI

Minutes of Library Board of Trustees

Date meeting held: January 14, 1975
Place of meeting: Library
Time: 5:15 p.m.

Members present: Mrs. Louise Goads, Mr. Max Glover, Mr. Harry Basley, Mrs. Margaret Triemer, Mr. Jack Simpson, Mrs. Margaret Cummings, Mrs. Eunice Wise, and Librarian, Mrs. Mona Moore.

Members absent: Miss Nina Shellhorn

Minutes

The meeting was called to order by the president, Mrs. Cummings.

Secretary's Report

The minutes of the previous meeting were read and stood approved as read.

Treasurer's Report

The following treasurer's report was read by the librarian:

Webb City Public Library

| | |
|----------------------|-------------------|
| Balance, November 30 | \$5866.71 |
| Receipts | 4873.79 |
| Disbursements | <u> </u> |
| Balance, December 31 | \$10,740.50 |

Webb City Free Public Library

| | |
|----------------------|-------------------|
| Balance, November 30 | 917.18 |
| Receipts | <u> </u> |
| Disbursements | 617.82 |
| Balance, December 31 | 299.36 |

The motion was made and seconded the report be accepted.
Motion carried.

Committee Reports

BOOK COMMITTEE- No report

COMPLAINTS COMMITTEE - No report

BUILDING AND GROUNDS COMMITTEE

Mr. Simpson said the utility bill for the gas for November was an estimated bill because the gas company personnel could not find the meter.

PERSONNEL COMMITTEE

Mr. Easley reported that the librarian had the schedule ready of the library staff's working hours. The librarian was asked to comment on this, and she suggested that since the staff had been reduced 1 person that an increase of salary be given to the staff member who was earning \$1.00 per hour. Because of the staff member's duties the librarian suggested the girl be given \$1.75 an hour in place of the \$1.00. After discussion Mr. Easley moved the increased salary be paid and Mrs. Goade seconded the motion. Motion carried.

New Business

A letter was read from the Webb City Council instructing the board to file all reports, that are to be submitted to the Council, with the Special Review Committee of the Council, during the week prior to the Council meeting.

Election of Treasurer

Mrs. Cummings had reported that Mr. Elmore Wilbur declined acting as treasurer for the board and asked for nominations for treasurer. The motion was made that Mrs. Cummings serve as treasurer in addition to her present duties. The motion was seconded and carried.

Librarian's Report

The librarian read the outstanding bills. The motion was made and seconded the bills be allowed as read. Motion carried.

The librarian presented the schedule of working hours of the staff as follows:

Nona Moore

Mon., Tues., Wed., - 12:30 to 6:00

Fri. - 12:30 to 6:00

Sat. - 12:30 to 5:30

Helen Lee

Mon., Tues., Wed., - 3:00 to 5:00, 6:00 to 9:00

Thurs. - 12:30 to 6:00

Cathy Pritchett

Every other Monday 5:00 to 9:00

Wed. 5:00 to 9:00

Thurs. 5:00 to 9:00

Every other Friday 4:00 to 6:00

Every other Saturday 12:30 to 5:30

Julie Niel

Every other Monday 5:00 to 9:00

Tues. 5:00 to 9:00

Thurs. 5:00 to 9:00

Every other Fri. 4:00 to 6:00

Every other Saturday 12:30 to 5:30

Adjournment

Because of no further business Mr. Glover moved meeting adjourn.

Time: 5:55 p.m.

Date of next meeting: February 11, 1975

Nina Shellhorn
Vice-President

Eunice Wise
Secretary

CITY OF WEBB CITY, MISSOURI

Minutes of Library Board of Trustees

Date meeting held: February 11, 1975

Place of meeting: Library

Time: 5:15 p.m.

Members present: Miss Nina Shellhorn, Mrs. Eunice Wise, Mrs. Louise Goade, Mr. Max Glover, Mr. Jack Simpson, and the librarian, Mrs. Mona Moore.

Members absent: Mrs. Margaret Cummings, Mrs. Margaret Triemer, and Mr. Harry Easley.

Minutes

The meeting was called to order by the vice-president, Miss Shellhorn.

Secretary's Report

The secretary's report was read and stood approved as read.

Treasurer's Report

In the absence of the treasurer, the librarian read the treasurer's report as follows:

Webb City Public Library

| | |
|---------------------------|-------------|
| Balance December 27, 1974 | \$10,740.50 |
| Receipts | 9713.48 |
| Disbursements | 2302.00 |
| Balance January 31, 1975 | 18,151.98 |

Webb City Free Public Library

| | |
|---------------------------|--------|
| Balance December 31, 1974 | 203.40 |
| Receipts | 67.14 |
| Disbursements | 217.17 |
| Balance January 31, 1975 | 53.37 |

The motion was made and seconded the report be accepted. Motion carried.

Committee Reports

BOOK COMMITTEE- No report.

PERSONNEL COMMITTEE - No report.

BUILDING AND GROUNDS COMMITTEE - No report.

The librarian commented the drinking fountain on the main floor was leaking, and that the janitor wished to consult the chairman of the Building and Grounds Committee concerning this matter.

COMPLAINTS COMMITTEE - No Report.

Librarian's Report

The librarian read outstanding bills. The motion was made and seconded bills be allowed. Motion carried. The librarian said the bank personnel had suggested the board have a third person sign a bank card authorizing this person to sign checks on the library account. Mr. Glover moved and Mrs. Goade seconded the motion that Mr. Simpson be designated as assistant treasurer and to sign the bank account card to authorize his signature on checks, where the other two are unable to sign checks. Motion carried. Mrs. Moore said the Missouri State Library Association was wanting information concerning depositories for government documents. Mrs. Moore passed the letter to board members to examine. After discussion the board moved that the librarian answer questionnaire and return to the State Library. Mrs. Goade, in behalf of the Missouri Writer's Guild, Joplin Chapter, presented the book, The Promise Land by Norval M. Matthews to the library in memory of Mrs. Vinnie Holman.

Adjournment

Because of no further business, Mr. Glover moved and Mrs. Goade seconded meeting adjourn.

Time: 5:30

Date of next meeting: March 11, 1975

Margaret Cummings
President

Eunice Wise
Secretary

CITY OF WEBB CITY, MISSOURI

Minutes of Library Board of Trustees

Date meeting held: March 18, 1975
Place of meeting: Library
Time: 5:15 p.m.

Members present: Mrs. Margaret Cummings, Mrs. Margaret Triemer, Miss Nina Shellhorn, Mrs. Eunice Wise, Mrs. Louise Goade, Mr. Max Glover, and the librarian Mrs. Mona Moore.

Members absent: Mr. Harry Easley, Mr. Jack Simpson.

Minutes

The meeting was called to order by the president, Mrs. Cummings.

The secretary's report was read and stood approved as read.

The librarian read the treasurer's report as follows:

Webb City Public Library

| | |
|---------------------------|-------------|
| Balance January 31, 1975 | \$18,151.98 |
| Receipts | 1,784.65 |
| Disbursements | ----- |
| Balance February 28, 1975 | \$19,936.63 |

Webb City Free Public Library

| | |
|---------------------------|--------|
| Balance January 31, 1975 | 53.37 |
| Receipts | 78.26 |
| Disbursements | ----- |
| Balance February 28, 1975 | 131.60 |

The motion was made and seconded the report be accepted.
Motion carried.

BOOK COMMITTEE - No report

COMPLAINTS COMMITTEE - No report

BUILDING AND GROUNDS COMMITTEE - A member of the committee noted the front walk was in need of repairs. The president asked the committee to look into the cost and what would be involved to repair effectively.

Secretary's Report

Treasurer's Report

Committee Reports

Mrs. Moore reported to the building and grounds committee that upon opening the library on a Monday that water was leaking from the radiators. It was caused from failure to close a valve in the boiler. The plumber was called and made necessary repairs.

Mrs. Moore was asked to have Mr. Bramlett, custodian, to check the water fountain for leaking.

PERSONNEL COMMITTEE - No report

Mrs. Moore read the outstanding bills amounting to \$1,329.24. The motion was made and seconded the bills be allowed. Motion carried.

After the board had heard a representative of the steering committee of the coming bond issue for housing city offices, it was suggested that as a board, a policy of non-endorsement be continued.

Because of no further business the motion was made, meeting adjourn.

Time: 5:30

Date of next meeting: April 8, 1975

Margaret Cummings
President

Ernie Wise
Secretary

Librarian's Report

New Business

Adjournment

CITY OF WEBB CITY, MISSOURI

Minutes of Library Board of Trustees

Date of meeting held: April 8, 1975

Place of meeting: Library

Time: 5:15 p.m.

Members present: Miss Nina Shellhorn, Mrs Louise Goade, Mrs Eunice Wise, Mr. Jack Simpson, Mr. Harry Easley, Mrs. Margaret Cummings, Mrs Margaret Treimer, Mr. Max Glover, and the librarian, Mrs. Mona Moore.

Members absent: None

Minutes

The meeting was called to order by the president, Mrs. Cummings.

Secretary's Report

The Secretary's report was read and stood approved as read.

Treasurer's Report

The librarian was instructed to read the treasurer's report as follows:

Webb City Public Library

| | |
|---------------------------|-------------|
| Balance February 28, 1975 | \$19,936.63 |
| Receipts | 329.76 |
| Disbursements | 1,471.96 |
| Balance March 31, 1975 | \$18,794.43 |

Webb City Free Public Library

| | | |
|---------------------------|-------------------|--------------------------|
| Balance February 28, 1975 | 431.60 | <i>Correction</i> 131.60 |
| Receipts | 284.55 | 288.55 |
| Disbursements | ----- | 7.00 |
| Balance March 31, 1975 | 916.15 | 411.15 |

The motion was made and seconded the report be accepted.
Motion carried.

Committee Reports

BOOK COMMITTEE-No Report

COMPLAINTS COMMITTEE-No Report

BUILDINGS AND GROUNDS COMMITTEE- The chairman reported that termites had been found swarming in a basement room. The committee had obtained bids from 2 exterminating companies. One was a bid of \$950.00, the other of \$1500.00 for approximately the same services.

The representative for the Orkin Company, which had submitted the \$950.00 bid, met with the board to explain his findings. He stated he had observed a bad infestation, and was certain of structural damage. The treatment would carry a 2 year guarantee. The third year inspection and treatment would be made for \$95.00 fee, paid yearly thereafter. He stated the initial treatment would be of approximately a 3 day duration.

Upon excusing the representative from the meeting, the board discussed the submitted bid.

The motion was made and seconded that the Orkin Company be hired to treat the building for termites.

The Building and Grounds Committee stated that bids would be obtained to properly repair the front cement walkway.

The committee was further instructed to obtain prices of a new air-conditioner to replace one and to have the others checked.

NOMINATING COMMITTEE- The president appointed the nominating committee for officers of the board for the following year as follows:

Ms. Louise Goade, Miss Nina Shellhorn, Mr. Jack Simpson.

Librarian's report

Mrs. Moore read the bills outstanding totaling \$1263.27. The motion was made and seconded bills be allowed. Motion carried.

Adjournment

Upon no further business the motion was made and ^{seconded} meeting adjourned.

Time: 6:00 p.m.

Date of next meeting: May 13, 1975.

Marysue Cummings
President

Eunice Wise
Secretary

CITY OF WEBB CITY, MISSOURI

Minutes of Library Board of Trustees

Date meeting held: May 13, 1975

Place of meeting: Library

Time: 5:15 p.m.

Members present: Mr. Harry Easley, Miss Nina Shellhorn, Mrs. Margaret Cummings, Mrs. Louise Goade, Mr. Max Glover, Mrs. Eunice Wise, and the librarian, Mrs. Mona Moore.

Members absent: Mr. Jack Simpson, Mrs. Margaret Triemer.

Minutes

The meeting was called to order by the president, Mrs. Cummings.

Secretary's Report

The secretary's report was read. Attention was called to an error in the funds in the Free Public Library. Corrections were made and the secretary's report was approved.

Treasurer's Report

Mrs. Moore read the treasurer's report as follows:

Webb City Public Library

| | |
|------------------------|------------|
| Balance March 31, 1975 | \$18794.43 |
| Receipts | 120.54 |
| Disbursements | None |
| Balance April 30, 1975 | \$16322.46 |

Webb City Free Public Library

| | |
|------------------------|--------|
| Balance March 31, 1975 | 411.15 |
| Receipts | 26.55 |
| Disbursements | 5.00 |
| Balance April 30, 1975 | 432.70 |

Because of a discrepancy in the figures of the report of the Webb City Public Library, the treasurer's report was tabled until corrected.

Committee Reports

B. K. COMMITTEE- No Report

COMPLAINTS COMMITTEE- No Report

PERSONNEL COMMITTEE- No Report

BUILDING & GROUNDS COMMITTEE- Bids had been recieved for a replacement of an air conditioner of \$479.00 from Cooper Service & Repair, and of \$500.00 from Home Appliance Co. Both bids included installation. After the board discussed the bids the members voted to honor the bid of the Cooper Service and Repair.

The committee reported that the extermination work had been done and the bill had been received.

There was no report concerning the repair of the front cement walkway.

NOMINATING COMMITTEE- The following slate of officers for the coming year was presented to the board:

President: Mrs. Margaret Triemer

Vice President: Mr. Max Glover

Secretary: Mrs. Eunice Wise

The motion was made and seconded the report be accepted and the officers declared be elected. The nominating committee was instructed to submit a name for treasurer.

Librarian's Report

Mrs. Moore read the outstanding bills totaling \$1499.37. The motion was made and seconded the bills be allowed. The librarian commented that because of a theft of the sign declaring the hours the library was open, a sign painter had been hired to replace the sign.

Mrs. Moore reported a set of World Books had been vandalized by the removal of pages and sections of pages. It was agreed that a letter protesting the vandalism be sent to the principal of the school in which the person who might have been involved in it enrolled. The vandalism was thought to be done because of a school assignment.

Mrs. Cummings suggested that the theft and the vandalism be submitted to the insurance company.

Adjournment

Upon no further business the meeting was adjourned.

Time: 5:50 p.m.

Date of next meeting: June 10, 1975.

President

Secretary

