

CITY OF WEBB CITY, MISSOURI

Minutes of Library Board of Trustees

Date meeting held: January 13, 1976  
Place of meeting: Library  
Time: 5:15 p.m.

Members present: Mrs. Louise Goade, Mrs. Eunice Wise, Mrs. Margaret Cummings, Mr. Jay Vineyard, Mr. Mike Orr, Mr. Jack Simpson, Mr. Max Glover, and the Librarian, Mona Moore.

Members absent: Mr. Harry Easley.

Minutes

The meeting was called to order by the president.

Secretary's Report

The minutes of the December meeting were read and were approved as read.

Treasurer's Report

The librarian read the treasurer's report as follows:

Webb City Free Public Library

Balance November 20, 1975	963.04
Receipts	17.06
Disbursements	64.68
Balance December 31, 1975	915.42

Webb City Public Library

Balance November 20, 1975	5721.18
Receipts	4636.52
Disbursements	1320.12
Balance December 20, 1975	9037.58

After discussion concerning the difference in calendar dates in reporting of the two accounts, a motion was made and seconded the report be accepted. Motion carried.

Old Business

Mr. Glover gave the following report:

1. The safety deposit box had not been inventoried but will be before the next meeting.
2. He reported that he is to meet with an Orkin Exterminating representative in the future.
3. (See Personnel Committee report)

In the absence of the chairman of the special committee for refurbishing the library floor, Mrs. Moore reported the vinyl tile on the floor has been stripped once and waxed twice. She stated that after a few days wear the finish was not pleasing in appearance and slick to walk upon.

Committee Reports

Building and Grounds Committee - No Report.

Personnel Committee - The committee had no report.

Mr. Glover informed the committee he had received an inquiry concerning future vacancies in the library staff.

Book Committee Mrs. Goade moved the librarian be given the authority to dispose of duplicate copies of books by sale. Motion was seconded and carried.

New Business

Mrs. Moore wanted a clarification of an adult person being on duty by herself. She referred to the September, 1974 minutes.

The chairwoman of the personnel committee stated it was her understanding that two persons should be on duty at all times, one who is to be a mature person. The exception would be when the librarian or assistant librarian is on duty.

Mrs. Moore was asked to <sup>compile</sup> ~~review~~ the schedule of hours worked by the library staff and the wages earned. The schedule is to be reviewed at the February meeting for possible revisions to assure that adequate personnel would be on duty and that wages and salaries are satisfactory to board members.

Mrs. Moore inquired about the minutes of October, 1974 meeting concerning the report of the Personnel Committee. The committee had discussed setting up a program of training for prospective staff. She wondered if this had been acted upon.

Librarian's Report

The librarian read outstanding bills amounting to \$1490.45. The motion was made the bills be paid. Motion was seconded and carried.

Mrs. Moore reported that she had gone over the list of duties with the custodian; and she expressed satisfaction in the way the work is being done. She also reported the clock was not running properly. She was instructed to call it to the attention of the building and grounds committee.


Adjournment

Upon no further business, meeting adjourned.

Time: 5:45 p.m.

Date of next meeting: February 10, 1976

  
President

  
Secretary

CITY OF WEBB CITY, MISSOURI

Minutes of Library Board of Trustees

Date meeting held: February 10, 1976

Place of meeting: Library

Time: 5:15 p.m.

Members present: Mrs. Margaret Triemer, Mr. Harry Easley, Mrs. Margaret Cummings, Mr. Max Glover, Mr. Jay Vineyard, Mrs. Louise Goade, Mrs. Eunice Wise, and Librarian, Mrs. Mona Moore.

Members absent: Mr. Jack Simpson, and Mr. Mike Orr.

Minutes

The meeting was called to order by the president.

Secretary's Report

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

Treasurer's Report

The librarian read the following treasurer's report:

Webb City Free Public Library

Balance December 31, 1975	915.42
Receipts	539.18
Disbursements	263.99
Balance January 31, 1976	1190.61

Webb City Public Library

Balance December 20, 1975	9037.58
Receipts	10,120.28
Disbursements	None
Balance January 31, 1976	19,157.86

The librarian explained that due to circumstance she could not report any disbursements, and they would be included in next month's report. A motion was made and seconded the report be accepted. The motion carried.

Old Business

Mrs. Moore was asked to remind the custodian to dust the lower hall hat rack.

Mr. Glover reported that the Orkin Exterminating Company had agreed to fix the holes left in the floor from the termite treatment and to repair the tile.

The contents of the safety deposit box had been inspected and the contents is listed on attached sheet. Mrs. Moore reported the clock that had not been running was working satisfactorily.

The chairman of the special committee for the renovating of the library floor gave the following report: As yet no bids had been asked for carpeting. The Joplin Janitor Supply had been consulted as to the proper treatment of the vinyl tile. A representative of the Supply house said that with stripping of the old wax, application of the right type of wax, and buffing properly done, the finish would be satisfactory.

As chairman of the Building and Grounds Mr. Easley continued the report: He, with the custodian, had inspected the library building. The women's restroom had writing on the walls and the custodian will paint the room.

Mrs. Moore stated that the restroom had been kept locked but users did not have to sign their name to obtain the key. She said, in the future, those using the restroom would be required to sign their name.

Mr. Easley continued the Building and Grounds Committee Report. He said there is a large tree on the northeast corner of the grounds that needs topping and trimming.

The committee was instructed to act upon the matter.

Mr. Easley also reported that an old, unused typewriter could be sold.

The librarian gave an oral report of the schedule of working hours of the staff. Because of the difficulty of having an adult on duty at all times she was asked to give to the personnel committee a written schedule to be reviewed. The Personnel Committee was asked to work toward a solution of the problem.

#### Committee Reports

Building and Grounds Committee- Included in Old Business

Personnel Committee - Included in Old Business

Book Committee - An elementary school in the district had received some old copies of books that were to be discarded.

Complaints Committee - No Report

#### New Business

There was no new business.

#### Librarian's Report


The librarian read outstanding bills totaling \$2284.77. The motion was made the bills be allowed and warrant drawn for same. A second was made and motion carried.

The motion was made to adjourn.

Time: 5:45 p.m.

Date of next meeting: March 9, 1976.

  
President

  
Secretary

CITY OF WEBB CITY, MISSOURI

Minutes of Library Board of Trustees

Date of meeting held: March 9, 1976

Place of meeting: Library

Time: 5:15 p.m.

Members Present: Mrs. Margaret Triemer, Mrs. Louise Goade, Mr. Harry Easley, Mrs. Margaret Cummings, Mr. Max Glover, Mr. Mike Orr, Mrs. Eunice Wise, and Librarian, Mona Moore.

Members absent: Mr. Jay Vineyard, Mr. Jack Simpson.

Minutes

The meeting was called to order by the president.

Secretary's Report

The minutes of February meeting were read and approved as read.

Treasurer's Report

The librarian read the following treasurer's report:

Webb City Free Public Library

Balance January 31, 1976	\$1,190.61
Receipts	14.41
Disbursements	178.39
Balance February 29, 1976	1026.63

Webb City Public Library

Balance January 31, 1976	\$19,157.86
Receipts	1,943.70
Disbursements	February 2,284.77
	January 1,490.45
Balance February 29, 1976	17,326.34

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

Old Business

The president reported that because the Orkin Exterminating Company has a new manager there was a delay in repairs being done to the lower floor of the library.



Committee Reports

BUILDING AND GROUNDS COMMITTEE - The chairman of the committee gave the following report:  
The women's restroom is almost completely painted. The floor of the lower back room will also be painted. The floor of the main room of the library was inspected by a representative of Joplin Janitor Supply. He said that if the floor covering is properly maintained it would give satisfactory service.

A tree-trimmer had looked at the tree in the northeast corner of the grounds and had given a bid of \$75.00 for removal of the tree. Because of telephone lines running through the tree Southwestern Bell Telephone Company would be contacted concerning removal of the tree.

The sidewalk in front of the building will be repaired after cold weather has past.

The chairman of the committee said that the custodian had expressed interest in buying the surplus typewriter. He moved that the board sell it to the custodian for the price of \$10.00.

The motion was seconded and carried.

COMPLAINT COMMITTEE - No report.

<sup>Personal</sup>  
PERSONAL COMMITTEE - The chairperson of the committee gave the following report:

The committee had met and received the written wage and hour schedule compiled by the librarian.

After reviewing the schedule and suggestions of the librarian for changes in wage and hour schedules the committee answered the suggestions as follows:

1. Increased hours for assistant librarian - the number of hours and schedule is to be worked out by the librarian.
2. Library closed on Sunday and Monday - Library will be open on Monday. The hours are to be maintained the same as present.
3. Increased salaries of student help, assistant librarian and librarian. Salaries are to remain the same.
4. Staffing of library with adult on duty at all times. Librarian will work out staff schedule.

BOOK COMMITTEE - The committee reported old juvenile books were being sent to the elementary schools.

New Business

Mr. Easley asked the librarian if the custodian had finished placing felt pads on bottom of the chair legs in the library. A report of this is to be given at the next meeting.

Librarian Report

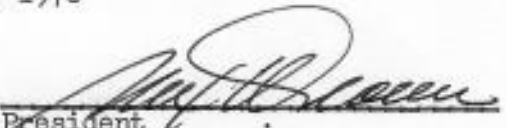
The librarian read outstanding bills amounting to \$1,710.99. The motion was made, seconded and approved that the bills be allowed and warrant drawn for same.

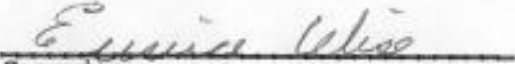
Adjournment

The motion was made to adjourn.

Time: 5:45 p.m.

Date of next meeting: April 13, 1976

  
President

  
Secretary

