

City of Webb City, Missouri

Minutes of the Library Board of Trustees.

Date meeting held: January 10, 1978.

Place of meeting: Library.

Time: 5:15 p.m.

Members present: Mrs. Margaret Triemer, Mr. Harry Easley, Mr. Max Glover, Mr. Jack Simpson, Mrs. Louise Goade, Mrs. Eunice Wise, and the librarian, Mrs. Marguerite Green.

Members absent: Mr. Mike Orr, Mr. Jay Vineyard.

Minutes

The meeting was called to order by the president.

Secretary's Report The minutes of the December meeting were reviewed as presented in the printed report.

Because of a lack of a quorum of board members in the December meeting, a motion was made that the business conducted in the December meeting be approved. Motion seconded and carried.

Treasurer's Report The treasurer's report for December was presented in the printed forms.

The report was as follows:

Free Public Library	
Balance November 30, 1977	\$272.67
Receipts petty cash	131.59
Disbursements	270.02
Balance December 31, 1977	\$134.24
Webb City Public Library Savings	
Balance November 30, 1977	\$12,071.12
Withdrawal	1,800.00
Balance December 31, 1977	\$10,667.09
Special Account for Air-Conditioning	\$10,542.00
Webb City Public Library	
Balance November 30, 1977	\$181.81*
Receipts from savings	1,800.00
Disbursements	1,600.32
Balance, December 31, 1977	\$381.49

*Correction with bank

The Treasurer's report was approved as printed.

Old Business

The president of the board reported that the air-conditioning system had been installed and all work completed. Thourough inspections had been made and all installations seemed to be operating correctly. The heating units had been tried and seemed to have performed satisfactorily. The cooling system cannot be operated until it is 70° outside temperature. The contractor stated that the system would have to be put in operation by a professional air conditioning person.

Mr. Cooper, the contractor for the air-conditioning system, was invited to meet with the board and was present to answer questions. He presented a total bill of \$10,998.65. Mr. Cooper stated that all equipmant was under warranty, and that he would give the warranties to the board. He also stated that all equipment was carried by Joplin firms.

The motion was made and seconded that a \$10,000 payment be made at present on the bill, and that the remainder \$998.65 be paid after the cooling system can be run. This would be in the spring whenever the outside temperature is 70° or above. The motion carried.

Mrs. Green relayed a question from the custodial staff asking if the new heating equipmant could be put in operation long enough to allow the furnace to cool sufficiently to allow water to be added to the old system. Because of a regular loss of water it is necessary to replenish it. Mrs. Green was instructed to contact the plumber, Mr. Reeder, to see if it is necessary to cool the furnace for addition of water. If it is necessary to cool the furnace, then Mr. Cooper is to be obtained to activate the new heating system.

The Building and Grounds Committee suggested taht if funds obtained from the city were sufficient that the fixtures in the restrooms be replaced.

The committee also stated that additional library furniture is needed for the main floor. Mrs. Green ask about the stress tolerance of the building if new stocks are added.

There was no action concerning library cards issued to Webb City property holding non-residents.

Committee Reports

Complaints Committee--no report.

Building and Grounds Committee--see old business.

Books Committee--no report.

Personnel Committee--Mrs. Green said Pam Byler had quit at the end of the year and had been replaced by Becky Deems.

New Business

No new business was presented.

Librarian's Report Mrs. Green brought attention to the librian's written report.

She read the outstanding bills amounting to \$1,600.32.


The motion was made the bills be allowed and warrants drawn for payment. The motion was seconded and carried.

Adjournment

Because of no further business the motion was made and seconded the meeting adjourn. The motion carried.

Time: 5:45 p.m.

Date of next meeting: February 14, 1978.



President



Secretary

City of Webb City, Missouri

Minutes of the Library Board of Trustees.

Date meeting held: February 21, 1978.

Place of meeting: Library.

Time: 5:15 p.m.

Members present: Mr. Max Glover, Mrs. Eunice Wise, Mr. Jack Simpson, Mr. Harry Easley, Mrs. Margaret Triemer, Mrs. Margaret Cummings, Mrs. Louise Goade, and the librarian, Mrs. Marguerite Green.

Members absent: Mr. Mike Orr, and Mr. Jay Vineyard.

Minutes

The meeting was called to order by the president.

Secretary's Report The minutes of the January meeting were reviewed as presented in the printed report. The motion was made the report be approved. The motion was seconded and carried.

Treasurer's Report The treasurer's report for January was presented in the printed report as follows:

Free Public Library	
Balance December 31, 1977	\$134.24
Receipts Petty cash	85.75
State aid	551.33
Disbursements	99.33
Balance January 31, 1978	671.99

Webb City Public Library Savings	
Balance December 31, 1977	\$10,667.09
Withdrawal	1,800.00
Balance January 31, 1977	8,867.09

Special Savings-Air Conditioning	
Balance December 31, 1977	\$10,542.00
Withdrawal to pay Mr. Cooper	10,000.00
Balance January 31, 1978	566.55
Balance includes interest 24.55	566.55

Webb City Public Library	
Balance December 31, 1977	\$381.49
Receipts from savings	1800.00
Disbursements	1727.19
Balance January 31, 1977	454.30

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

Old Business

The city manager was present to discuss the statement of money owed to the city offices by the library for insurance premiums. The amount was \$2,657.00 for property and liability insurance on the building and contents and \$23.00 for workmen's compensation, totaling \$ 2,680.00. The increase in the premium was due to the increase of the building valuation. At the direction of the state the valuation had been increased to \$300,000.00 by a state assessor. The contents of the building are insured for \$30,000.00.

Because the premium is such a large sum in relation to the income of the library the board felt that such premiums could not be sustained in the future.

The president appointed three board members as a committee for the purpose of attempting to reassess the valuation of the building and contents bringing the premium payments within the means of the income. The committee is Mr. Harry Easley, Mrs. Margaret Cummings, and Mr. Jack Simpson.

Insurance
Committee
Appointed

Old Business
(Cont.)

The motion was made the library pay the city the cost of the insurance premium and the workmen's compensation, the sum of \$2,680.00. The motion was seconded and carried.

The premium is paid to 12:00 p.m. December 1, 1978.

The city manager noted that the city budget preparation begins in the month of July, and all adjustments to the insurance covering the property of the library should be made and presented to the city council in or before the July-August months.

Note to Board
Officers

The president requested that the secretary include in the minutes of each meeting a reminder to the officers of the library board that they should be in contact with the city administration concerning the property and liability insurance on the library building and contents. The data of the 1978 insurance is given under old business. The city manager was thanked for meeting with the board.

Old Business
(Cont.)

In other matters of old business the librarian was instructed to obtain the warranties for the new air-conditioning equipment from Mr. Harvey Cooper.

The librarian reported the furnace had been serviced by the custodian.

Addition
to
Old Business

Mrs. Green was instructed to send a copy of the documents needed to support the revenue showing ~~for~~ distribution to the city manager

The board discussed the question of issuing cards to property holder non-residents of the library district. The board determined such persons would be eligible for library cards under the customary requirements.

Committee Reports

Building and Grounds Committee- The committee reported that the radiator in the hall could not be repaired until the furnace could be turned off.

Complaints Committee- No report.

Personnel Committee- The committee ask the librarian to present the committee report. She stated that Betty Bridges had left the employ of the library, and that Martha O'Banion had replaced her. Mrs. O'Banion has proved quite satisfactory.

Book Committee- No report.

Librarian's
Report

Mrs. Green read outstanding bills amounting to \$1,727.19. The motion was made and seconded the bills be allowed. The motion carried.

Adjournment


The motion was made and seconded the meeting adjourn. The motion carried.

Time: 6:05 p.m.

Date of next meeting: March 14, 1978.



President



Secretary

City of Webb City, Missouri

Minutes of the Library Board of Trustees.

Date meeting held: March 14, 1978

Place of meeting: Library

Time: 5:20 p.m.

Members present: Mrs. Eunice Wise, Mr. Jay Vineyard, Mrs. Margaret Cummings, Mrs. Louise Goade, Mr. Max Glover, and the librarian, Mrs. Marguerite Green.

Members Absent: Mrs. Margaret Triemer, Mr. Harry Easley, Mr. Mike Orr, and Mr. Jack Simpson.

Minutes

The meeting was called to order by the president.

Secretary's Report The minutes of the February meeting were reviewed in the printed form. After corrections were made the minutes were accepted.

Treasurer's Report The treasurer's report for February was presented in the printed report as follows:

Free Public Library	
Balance January 31, 1978	\$671.99
Receipts-Petty cash	78.90
Disbursements	297.05
Balance February 28, 1978	\$453.84
Webb City Public Library Savings	
Balance January 31, 1978	\$8,867.09
Receipts from Webb City	15,649.73
from old savings account	19.59
No withdrawal in February	-0-
Balance February 28, 1978	\$24,536.41
Special Savings--Air Conditioning	
Balance January 31, 1978	\$566.55
Balance February 28, 1978	\$566.55
Webb City Public Library	
Balance January 31, 1978	\$454.30
Deposit (made March 3--shown on next report)	
Disbursements	\$1,542.81
Overdrawn	\$1,088.51

