

City of Webb City, Missouri

Minutes of the Library Board of Trustees.

Date meeting held: January 9, 1979.
Place of meeting: Library
Time: 5:20 p.m.

Members present: Mr. Emmett Hughes, Mrs. Eunice Wise, Mr. Sam Peek,
Mrs. Margaret Cummings, Mrs. Louise Goade, and the
librarian, Mrs. Marguerite Green.

Members absent: Mr. Jack Simpson and Mr. Max Glover.

Minutes

The meeting was called to order by the president.

Secretary's Report The minutes of the December meeting were reviewed by the board as presented in the printed report of the meeting. After a correction, the minutes stood approved as read.

Treasurer's Report The treasurer's report was reviewed as in the printed report. It read as follows:

Free Public Library	
Balance November 30, 1978	\$318.19
Disbursements for December	287.10
Balance December 31, 1978	\$31.09
Public Library Savings	
Balance November 30, 1978	\$10,247.99
Deposit from Webb City	728.63
Interest	395.85
Withdrawal for December	1,400.00
Balance December 31, 1978	\$9,972.47
Public Library	
Balance November 30, 1978	\$206.07
Receipts from savings	1,400.00
Disbursements	1,403.93
Balance December 31, 1978	\$202.14

The motion was made and seconded that the report be accepted as in the printed form. The motion carried. Mrs. Green noted that the report is subject to the bookkeeper's possible correction.

Old Business

The question of acquiring a different copier was discussed. Two copiers had been used by the staff on trial basis. One was a new machine of German make sold by the Copy Systems Company of Joplin, Mo. The other machine was used as a demonstrator, with the name of Toshiba, sold by the Horton Co. of Joplin, Mo. The price for the new copier was \$1195.00. The copier is a dry copier; the carbon comes with the paper. The Copier is easier to operate than the other machines. Local service is available for the machine. The company representatives said there was no need for a service contract. (A Doubt was expressed that a copier could withstand constant use and not need servicing). The paper the copier uses is lighter than that the other copier uses, and is easily written upon.

The Toshiba copier was priced at \$695.00. It is a liquid copier and not as easy to operate.

The board came to the decision to purchase the new machine thinking it would be more satisfactory in the long run, and that the used copier might need immediate servicing.

The motion was made and seconded that the board purchase the new copy machine from the Copy Systems Co. and apply to Revenue Sharing Funds for the cost of the machine. The motion carried.

There was discussion as to the position of the library concerning the Revenue Sharing Funds that have been reported to be available to the library. Mrs. Green reported she had presented paid bills for the application for the funds, but no action has been taken.

A suggestion was presented to the board that a finance committee be appointed to oversee the expenditures of the library in relationship to the income. There is no one serving in that capacity at the present time. The treasurer should be on the committee was the opinion. The board agreed such a committee is needed, and with a show of hands expressed their approval of the appointment of a finance committee.

The president appointed the following board members to serve on a standing finance committee: Jack Simpson, chairman; Margaret Triemer, and Sam Peek. The committee was instructed to look into the finances in general and investigate the matter of the revenue sharing funds.

Committee Reports

Building and Grounds Committee-The committee referred the board to the librarian's report for December, 1978.

The chairman is to contact Mr. House concerning any necessary work to be done to the windows. The committee reported that the roofing company in Carthage, Mo., had not submitted a bid for roofing the building. Another man in Webb City had been asked to submit a bid, and he is to do so when the weather permits.

The welder making the gates for stairs and iron hand rail for basement stairway will have them installed in the near future.

Personnel Committee-The committee reported that the schedule of vacations and holidays had not been studied, and that their report concerning this be tabled until the February meeting.

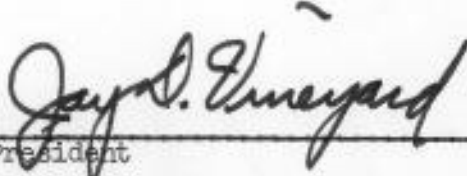
Complaints Committee-A question had been asked by a patron if all large print books could be placed together. Mrs. Green answered that the problem of finding space for such a collection was the main deterrent. The staff will consider the matter to see what can be done.

Librarian's Report The librarian read outstanding bills amounting to \$1,403.93. The motion was made and seconded the bills be allowed. The motion carried.

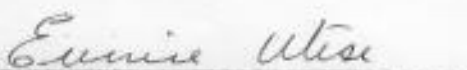
Upon no further business the motion was made and seconded that the meeting adjourn. Motion carried.

Time: 6:15 p.m.

Date of next meeting: February 13, 1979.



President



Secretary

City of Webb City, Missouri

Minutes of Library Board of Trustees.

Date Meeting Held: February 13, 1979
Place of Meeting: Library
Time: 5:20 p.m.

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

Members Absent: Mr. Jack Simpson

Minutes

The meeting was called to order by the president.

The minutes of the January meeting were reviewed by the board as presented in the printed report of the meeting. After correction the minutes stood approved as printed.

The treasurer's report was reviewed by the board as presented in the printed report of the meeting. It read as follows:

Free Public Library	
Balance December 31, 1978	\$31.09*
Receipts petty cash	193.99
state aid	591.11
Disbursements	197.82
Balance January 31, 1979	\$618.30
Public Library Savings	
Balance December 31, 1978	\$9,972.47
Receipts from Webb City	5,800.42
withdrawals	3,000.00
Balance January 31, 1979	\$12,772.89
Public Library (corrections of December report marked *)	
Balance November 30, 1978	\$206.07
Receipts from savings	1,400.00
Disbursements for December	1,404.03*
Balance December 31, 1978	202.04*
Receipts from savings	3,000.00
Refund of service charge-bank	3.00
Disbursements for January	3,014.56
Balance January 31, 1979	\$190.48

Mrs. Green called attention to the receipts received from the city. The motion was made and seconded that the treasurer's report be approved. The motion carried.

Old Business

A question was asked concerning the renovation of the front door. Mrs. Green answered that all the glass had been removed. The strips were replaced, and all broken glass replaced. The wood had been repainted. This not only included the front door but also the partition door and side panels.

It was asked if any revenue sharing funds had been received. Mrs. Green responded that the paid bills that had been presented were reimbursed by revenue sharing funds. Several bills for renovation of the building have been paid and will be presented to the city for reimbursement by revenue sharing funds.

Mrs. Green said the copier is being paid for in installments and the paid bill could not be presented for revenue sharing funds in the coming month.

The building and grounds committee reported reluctant to contract roofing for the library building until a report is received from the finance committee.

The finance committee had no report. The chairman of the committee had not contacted the members concerning committee action. The president of the board said that he would talk to the chairman to see what had been done. The roofing of the building was brought up again; it was noted that one bid had been received. Mrs. Green urged the roofing be done as soon as weather permitted. The building and grounds committee chairman said that the adverse weather had prevented roofing contractors from inspecting the roof in view of bidding. (Discussion of the roofing continued after committee reports.)

Committee Reports

The building and Grounds committee--Much of the report is contained in old business. The committee reported that the wrought iron gates at the stairways had been installed. The chairman said that the leak along the west wall could be caused by a drain spout not being secure. Mrs. Green wondered if the leak was from a sewer.

The building and grounds committee chairman reported having been on the 2nd floor and noticed cracks in the wall. He had described the condition to Mr. Hughes, an architect, who said it wouldn't be dangerous, but should have reinforcement.

Mrs. Green said the air-conditioners had been moved from the windows, and the windows replaced.

There was discussion as to when the air-conditioners should be offered for sale. An opinion was given there would be more of a market in the spring. The sale of the conditioners should be by advertising publicly for sealed bids. As a guideline for acceptable prices Cooper Refrigeration had estimated a selling price @\$100. for four Carrier air-conditioners and \$150.00 for one Western Auto Brand.

See September
1978 Minutes

Personnel Committee--The committee recommended that the holiday schedule as Mrs. Green prepared be accepted. The motion was made and seconded that the schedule be adopted as the committee recommended. The motion carried. Mrs. Green asked if this schedule

was just for the coming year, or was it to set the policy for the future. The chairman of the personnel committee answered that it is to be used as long as it is workable with modification for Christmas holidays.

Complaints Committee--No report. Mrs. Green informed the committee that the large print books had been shelved together at eye level. The committee thanked Mrs. Green for the efforts of the staff to accomodate those who need large print.

Because of the urgency of repairing the roof of the library building a suggestion was made that when the weather breaks a special meeting be called to review bids and finances before next scheduled meeting. After discussion it was decided that if there is action on part of the roofers in next week or so perhaps a special meeting can be called.

The bill for the insurance premium had been presented. Mrs. Green was instructed to pay it.

Mrs. Green read the outstanding bills totaling \$3,014.56.

A question was asked about the Howard House bill, and it was explained that the bill was for two repair jobs. The motion was made and seconded the bills beallowed and warrants drawn for the payments. The motion carried.

Mrs. Green said she is ready to present several more paid bills for renovation for revenue sharing funds.

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

Time: 5:55 p.m.

Date of next meeting: March 13, 1979.

Louise Lode
Vice President

Margaret Cumming
Secretary Pro Tem

