

Webb City Public Library

101 S. LIBERTY
WEBB CITY, MISSOURI 64870

Minutes of the Webb City Public Library Board of Trustees

Date of Meeting: January 9, 1990
Time of Meeting: 5:15 p.m.
Place of Meeting: Webb City Public Library

Members Present: Martha Rutherford, Louise Goade, Sue Gosch, Jim Kellett, Phil Richardson, Jeanie Talley, Marge Auld, Steve Benjamin, Nancy Spaeth, Librarian Shirley Campbell

The meeting was called to order by President Phil Richardson. A motion was made by Martha Rutherford, seconded by Sue Gosch, to approve the minutes of the last meeting, the treasurer's report for December, and the Library statistics report for December. The vote was pro.

A motion to approve and pay the bills for January was made by Sue Gosch, seconded by Louise Goade and passed.

Committee Reports:

Building and Grounds: Steve Benjamin reported the work on the soffit, eaves and guttering was completed and looks satisfactory. Wiring and electric outlets were inspected and are satisfactory. Phil Richardson asked that the Building and Grounds Committee review structural and contracting needs and report to the Board by July or August. The Finance Committee will need to meet and advise the Board on financing plans for these projects.

New Business:

A two day seminar will be held in Jefferson City on helping to form committees to aid the Libraries. Steve Benjamin moved that up to \$75.00 be allowed to Friends of the Library if one of them would like to attend.

Shirley passed out applications for a delegate to the Missouri Governor's Conference to Libraries to be held on November 16 and 17, 1990. Two hundred delegates will be chosen and the state will pay all expenses. Any Trustee who is interested may send in an application. These applications will also be available to Friends of the Library.

The City Council may approach the Board and ask to store Jane Chinn Hospital records at the Library. We, as a Board, should be prepared to discuss this issue.

Meeting adjourned: 5:40 p.m.
Date of Next Meeting: February 13, 1990
Time of Next Meeting: 5:15 p.m.
Place of Next Meeting: Webb City Public Library



President



Secretary

Webb City Public Library

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Minutes of the Webb City Public Library Board of Trustees

Date of Meeting: February 13, 1990
Time of Meeting: 5:15 p.m.
Place of Meeting: Webb City Public Library

Members Present: Martha Rutherford, Sue Gosch, Phil Richardson, Nancy Spaeth, Marge Auld, Jim Kellett, Shirley Campbell, Librarian

The Meeting was called to order by President Phil Richardson. A motion was made by Sue Gosch and seconded by Martha Rutherford to approve the January minutes. Motion carried.

A motion was made by Nancy Spaeth and seconded by Martha Rutherford to approve the Treasurer's Report and the payment of the current bills. Motion carried.

Committee Reports:

Building and Grounds Emergency Lights (Exit) were discussed. The Fire Chief will be asked to give his recommendations on City Code, placement, and type of lights. We will use these specs when we ask for bids on the lighting. The treasurer was asked to include \$1,500.00 to \$2,000.00 in the 1990 budget for the lighting.

We discussed a storage shed and the purchase of a new lawn mower. The treasurer was asked to put money in the budget for a new mower. We will table the purchase until a mowing contract with Dean Salchow has been discussed.

Personnel Doloris Conway's employment was terminated and Kristi Swafford-Hartford was hired to take her place at \$3.50 per hour. Denise Hostetter will be leaving soon. Sue Gosch moved, seconded by Jim Kellett, that we place an ad in the Sentinel and also one at Missouri Southern for Denise's position. It was also moved that we place an ad for someone to place all of the books in the library in the computer. This would be a temporary position, until the listing is complete. Money for the computer operator should be put into the budget.

Book Committee We discussed a formal complaint (letter) from Dan and Virginia Ryan concerning four children's books they felt had too much about the occult in them. Three of these books were reviewed by the Book Comm. The 4th book is checked out and will be reviewed when it comes into the library. The committee felt the three book were not offensive if the entire book was taken into consideration. The books will stay on the shelves. It is the responsibility of the parents to decide what their children will read when they are choosing books from the library.

New Business:

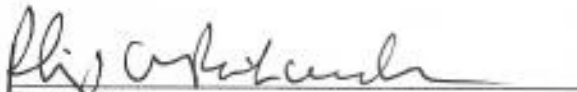
Shirley will look into the feasibility of using a Security System by 3M. She will also write the State Library Association and inquire about a Grant for the Security System. If it is possible to make application by March 13 we will do so, otherwise, we will wait until next year to apply.

President Phil Richardson will write to the State Library Board asking that they carry to Washington D.C. a letter stating our objections to large budget cuts in funds to support state libraries.

The Finance Committee will look into the changes in Minimum Wage Law so we can make accurate assessment of monies needed for wages in 1990-1991.

Economic Security will send us a young person 15 years old to assist in the library for 10 hours a week. Shirley will oversee their work. They will be paid by Economic Security.

Meeting Adjourned:	6:30 p.m.
Date of Next Meeting:	March 13, 1990
Time of Next Meeting:	5:15 p.m.
Place of Next Meeting:	Webb City Public Library



President



Secretary

Minutes of the Webb City Public Library Board of Trustees

Date of Meeting: March 13, 1990
Time of Meeting: 5:15 p.m.
Place of Meeting: Webb City Public Library

Members Present: Martha Rutherford, Jim Kellett, Steve Benjamin, Marge Auld, Jeanie Talley, Nancy Spaeth, Sue Gosch, Phil Richardson, Librarian Shirley Campbell

The meeting was called to order by President Phil Richardson. A motion was made by Steve Benjamin, seconded by Sue Gosch, to approve the February minutes. Motion carried.

A motion was made by Sue Gosch, seconded by Marge Auld, to approve the Treasurer's Report. Motion carried. A motion to approve payment of the bills was made by Martha Rutherford, seconded by Steve Benjamin. The motion passed.

Committee Reports:

Finance Treasurer Jeanie Talley suggested taking \$12,000.00 to \$15,000.00 and putting it into a CD. She will check interest rates at the two banks here in Webb City. The audit report for the year ended Oct. 31, 1989 was passed to Board Members. We will operate under a temporary budget for six months and plan for our next budget to carry from November 1, 1990 through October 31, 1991. This will bring our fiscal year in line with Federal and City requirements. There will not be any major changes in the temporary budget, which will be presented at the next meeting.

Personnel A discussion was held on the temporary position of computer operator. It was moved by Sue Gosch, seconded by Steve Benjamin, that we hire someone to fill this position. Motion carried. Four applications for the position were studied and discussed. It was moved by Steve Benjamin, seconded by Jeanie Talley, that we hire Wayne Leake for the position. The pay will be \$4.50 per hour for a 30 day probation period. If his work is satisfactory the pay will go to \$5.00 per hour after the probationary period. He will work approximately 20 hours per week. The hours will be flexible.

Jim Kellett brought a letter to the meeting outlining his recommendations for improving the selection process for part-time workers in the library.

Shirley passed out copies of "Guidelines for Library Procedures" compiled by Gileen Nichols several years ago. We were asked to take this home, study it and bring our comments and recommendations to the next Board meeting.

Building and Grounds Shirley passed out a diagram for location of emergency lights. We will discuss this at our next meeting.

Old Business:

It is too late to apply for a Grant for a security system. We will try again next year. 3-M will contact us about the cost of their system.

New Business:

It was moved by Marge Auld, seconded by Martha Rutherford, that we purchase 40 red plastic magazine holders at \$3.95 each. Motion carried.

Meeting Adjourned:	6:20 p.m.
Date of next meeting:	April 10, 1990
Time of next meeting:	5:15 p.m.
Place of next meeting:	Webb City Public Library



 President



 Secretary

Oct

Webb City Public Library

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Minutes of the Webb City Public Library Board of Trustees

Date of Meeting: April 9, 1990
Time of Meeting: 5:15 p.m.
Place of Meeting: Webb City Public Library

Members Present: Martha Rutherford, Nancy Spaeth, President-Phil Richardson, Jeanie Talley, Steve Benjamin, Marge Auld, Shirley Campbell-Librarian

The meeting was called to order by President Phil Richardson. A motion was made by Martha Rutherford, seconded by Jeanie Talley, to approve the Treasurer's Report and the minutes for March. Motion passed.

A motion to approve payment of the bills was made by Jeanie Talley, seconded by Nancy Spaeth. Motion passed.

Committee Reports: Finance Treasurer Jeanie Talley passed out copies of the 1990 budget. The 1990-1991 budget will be reworked in October. A motion to approve the budget as presented was made by Martha Rutherford, seconded by Nancy Spaeth. Motion passed.

Personnel Wayne Leake will begin work next week.

Book Members of the committee had taken some children's videos home to view and comment on. They decided the content was not good and the price too high. The videos will not be purchased.

Old Business: The Policy Paper was discussed. Members will do further study and return to the subject at the next meeting.

Phil Richardson will want a Capital Improvement Budget in late summer (90). The cost should not exceed \$3,000.00 to \$5,000.00.

Phil will be resigning from the Library Board next week before he is sworn in as Mayor. Nancy Spaeth (Vice President) will become President. The Board will need to appoint a new Vice President.

Steve Benjamin moved to hire Dean Salchow to take care of the lawn from March through September. The motion was seconded by Nancy Spaeth. Motion passed.

Steve Benjamin moved we pay Joe Grosse \$25.00 for work moving adult card file and building book shelf. The motion was seconded by Jeanie Talley. Motion passed.

Shirley told about plans for the 75th anniversary of the library. An Open House will be held on Sunday, April 22. There will be a "special event" every day during the week to follow.

The meeting was adjourned at 6:10 p.m.

Date of next meeting: May 8, 1990
Time of next meeting: 5:15 p.m.
Place of next meeting: Webb City Public Library

Nancy H. Speth
President

Margie Auhl
Secretary

026

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Minutes of the Webb City Public Library Board of Trustees

Date of Meeting: May 8, 1990
Time of Meeting: 5:15 p.m.
Place of Meeting: Webb City Public Library

Members Present: Martha Rutherford, Jim Kellett, Sue Gosch, Marge Auld, President Nancy Spaeth, Steve Benjamin, Librarian Shirley Campbell.

The meeting was called to order by President Nancy Spaeth. Steve Benjamin was asked to serve as Vice President pro-tem for one month until new Board members are appointed.

The April minutes were corrected with the addition of the sentence: "A motion was made and approved to allow Shirley Campbell \$100.00 for expenses for the 75th Anniversary celebration that was held in April." A motion to approve the corrected minutes was made by Jim Kellett, seconded by Martha Rutherford. Motion carried.

The Treasurer's report was incomplete. It will be finished at the June meeting. A motion was made by Marge Auld, seconded by Sue Gosch, to pay the bills. Motion passed.

Committee Report: Books A report will be made in June on an offer to purchase Special Volumes of Classics for \$350.00. The committee will decide if we need these books or already have an adequate number of these books on our shelves.

Building and Grounds The drainpipe in the back over the canopy is dripping. It will be repaired.

Old Business: The Policy Paper needs further attention.

It was moved by Sue Gosch, seconded by Steve Benjamin, that Wayne Leake will work whatever hours he can manage, not to exceed 40 hours a week.

Only 2 exit lights will be needed. We will get a revised estimate on this.

The board moved that Jim Kellett be our delegate to the Governor's Conference on Libraries on November 16 and 17. The motion was made by Steve Benjamin and seconded by Marge Auld.

Jean Newby needs a copy of the land survey from our parking lot. The land was purchased from Jean's parents. Shirley will give her a copy of the survey.

The Book Sale will be June 2nd. Children's Hour will start June 19th.

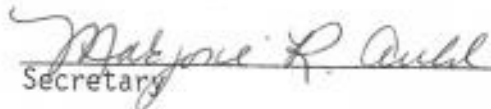
The meeting was adjourned at 6:30 p.m.

Date of next meeting:

June 12, 1990



President



Secretary