

Minutes of the Webb City Public Library Board of Trustees

Date of Meeting: January 15, 1991
 Time of Meeting: 5:40 p.m.
 Place of Meeting: Webb City Public Library

Members Present: Nancy Spaeth, Ron LaMere, Marjorie Auld, Jim Kellett, Steve Benjamin, and Shirley Campbell, Librarian.

The meeting was called to order by President Nancy Spaeth. A motion was made by Jim Kellett, seconded by Ron LaMere, to approve the minutes of the November 20 meeting. Motion carried. A motion was made by Jim Kellett, seconded by Steve Benjamin, to approve the payment of the December bills. Motion carried.

A quorum was not present for the December meeting. The Treasurer's report for December was not accepted because the books were at the auditor's and the report was not complete. A motion was made by Ron LaMere, seconded by Jim Kellett, to pay the January bills. Motion carried.

Committee Reports: Building and Grounds Steve Benjamin asked Shirley Campbell to check the exterior of the building and if any damage from the ice storm was noted to let him know about it.

Personnel A report from Sue Gosch on the employee evaluation meetings held by the Personnel Comm. with Shirley Campbell, Helen Lee, and Lucille Kent was given to each board member. Board members also received copies of the Organizational Flow Chart, Patron Complaint Form, Patron Book Complaint Form and Employee Grievance Form. The Chairperson of the Personnel Committee was asked to write a letter to Mrs. Lee regarding a complaint by Mrs. Lee to a library patron. Any employee complaints are to be addressed by using the Employee Grievance Form so they can be brought to the attention of Shirley Campbell and the Board of Trustees.

A Vacation Policy was proposed and will read: "All vacations by staff members will be taken between Memorial Day and Labor Day unless a specific request is made to, and granted, by the Board of Trustees." Motion made by Marge Auld, seconded by Steve Benjamin. Motion passed.

A survey was made to see how many people used the library in December, and what hours had the heaviest usage. The half-hour between 8:30-9:00 p.m. was extremely light. The survey will be repeated in February and August.

New Business:

A Book Inventory will be taken on March 1st and 2nd, and if needed will be extended to include March 3rd. This was moved by Steve Benjamin and seconded by Ron LaMere. Motion passed. Friends of the Library will be asked to assist.

Judy LeGrande was hired to put books into the computer. She will work evenings and Saturdays. Her pay will be \$4.50 per hour until the next Board meeting. It will rise to \$5.00 per hour if her work is satisfactory.

Ron LaMere reported our Insurance coverage is \$283,000.00 for the building and furnishings and \$30,000.00 for the books. We will look into what is necessary to increase the coverage on the books.

Steve Benjamin moved, Marge Auld seconded, a motion to raise the overdue book fine from 5¢ to 10¢ a day effective February 1, 1991. Motion passed

A donation was received from Phyllis Spille Baker for the Historical Room.

The Belles Lettres Club donated a book called "Compendium of American Genealogy, Volume IV" and the Class of 1940 donated "Compendium of American Genealogy, Volume III.

The meeting was adjourned at 7:35 p.m.

President

Nancy H. Spauld

Secretary

Marge Auld

Date of next meeting: February 19, 1991

Minutes of the Webb City Public Library Board of Trustees

Date of Meeting: February 19, 1991
Time of Meeting: 5:30 p.m.
Place of Meeting: Webb City Public Library

Members present: Steve Benjamin, Nancy Spaeth, Sue Gosch, Carolyn Lankford, Marge Auld, and Shirley Campbell, Librarian

The meeting was called to order by President Nancy Spaeth. A motion was made by Sue Gosch, seconded by Steve Benjamin, to approve the minutes for January 15. Motion passed.

The Treasurer's report for December was corrected. Sue Gosch moved to approve the December report, seconded by Steve Benjamin. Motion passed.

The January Treasurer's report was discussed. Nancy Spaeth suggested that in the future "Disbursements" should be all checks written, not checks actually gone through the bank. She also suggested salaries should be listed as "gross" salaries, as well as "net." Carolyn Lankford moved the January Treasurer's report be approved, seconded by Sue Gosch. Motion passed.

Finance:

Jessie Talley has resigned from the Board of Trustees to travel with her husband. The office of Treasurer is now vacant. Steve Benjamin moved that Marge Auld be elected Treasurer by acclamation, seconded by Sue Gosch. Motion passed. This motion left the Secretary's office vacant. Sue Gosch moved that Carolyn Lankford be elected Secretary by acclamation, seconded by Steve Benjamin. Motion passed.

Marge will make a report next month on the amount we have in C.D.'s and when they are due.

Don Darby will take care of our maintenance contract for 1991 for the copy machine. The fee for 1987-1991 was \$648.00. Shirley will get a receipt from Don for this amount.

Personnel:

The Personnel Committee will meet on March 5 to discuss salaries, the new minimum wage and new hours for the staff. They will meet again on March 12 to interview the two Student Aides. This will complete meetings with all staff members.

Public Relations:

The third week in April is National Library Week. Friends of the Library will help and take care of a reception and Open House. A Read-a-thon is planned. Ron LaMere was appointed Chairman of the Public Relations Committee. Bob Pocs will be contacted about articles in the Sentinel and Wise Buyer.

New Business:

Nancy will call a Library Services 800 number to find out how to value our books for insurance. Shirley was given permission to commit what she thinks necessary to update our reference books. She will be going to a meeting on February 26 in Joplin where reference books will be on display and available for orders. It is possible Matching Grants will be available for these books. Judy LeGrande's work on the computer is satisfactory. She works up to 20 hours a week. Steve Benjamin moved that her hourly wage be raised to \$5.00. Carolyn Lankford seconded. The Motion passed. The meeting was adjourned at 7:45p.m.

President

Nancy H. Spaulth

Secretary

Sue Harold pro tem

Date of next meeting: March 19, 1991

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Minutes of the Webb City Public Library Board of Trustees

Date of Meeting: March 19, 1991
Time of Meeting: 6:00 p.m.
Place of Meeting: Webb City Public Library

Members present: Steve Benjamin, James Kellett, Marge Auld
Nancy Spaeth, Sue Gosch, and Shirley
Campbell, Librarian.

The meeting was called to order by President Nancy Spaeth. A motion was made by Steve Benjamin and seconded by Marge Auld to accept the minutes for February 19. Motion passed. Sue Gosch moved to accept the treasurer's report. Steve Benjamin seconded. Motion passed. March bills were approved by a motion from Marge Auld seconded by Steve Benjamin.

Finance: Marge Auld presented a ten month budget. Projected receipts \$53,117.96 with projected expenditures \$51,350.00. Steve Benjamin made a motion to accept the budget. Sue Gosch seconded the motion. Motion passed.

Personnel: The Personnel Committee met on March 5 to discuss the new minimum wage, \$4.25 per hour, and appropriated raises for the staff. Student aides will be receiving \$4.25 per hour and a ten percent raise will be given to other staff members. The committee will meet at a later date with Shirley Campbell to discuss her salary since her hours will be increased in April. The Committee met on March 12 to interview student aides, Kristi Hartford and Kari Hardcastle. Discussions were held over job satisfactions and any suggestion employees might have to improve library services. The interviews were positive and both employees expressed satisfaction with their jobs. The Committee also drafted a letter to Helen Lee confirming a conversation with her in December regarding a beginning cutback in her hours which will enable Shirley Campbell to move smoothly into a longer work week and improve her contact with the library patrons in preparation for Helen Lee's retirement

on September 1, 1991.

Public Relations: Discussion over an article that might be placed in the Sentinel brought several suggestions. Articles might address Handicap Services, Genealogy, Video, Meet the Staff along with picture, and other information about the Library. The article would be 150 words or less. In April the board will come to a decision on the best approach.

Old Business: Shirley Campbell reported that Jim Nelson from the State Library Association will be sending information on insurance. We have \$30,000 on the contents and \$283,000 on the building. After the current inventory is completed, we will be better prepared to evaluate the worth of the contents. Shirley reported that Jim Nelson, Assistant State Librarian, provided information on state grants during the workshop she attended on February 26, 1991.

New Business: Jim Kellett suggested that we spend some time on reviewing our book selection. A standard resource might be a possible help for major purchases. There was discussion over the copyright dates of reference books. The Board felt that a top priority should be to update these books as soon as possible. Shirley Campbell will bring to the April Board meeting a recommendation from the state on reference books which will give the copyright dates on the reference books that we have.

Shirley reported that National Library Week is April 14-20. The Friends have planned an interesting week including a Read aloud day on Wednesday April 18th. Different people will be reading during the day. Friends will furnish drinks for adults from 1200-2:00, 4:00-6:00 will center on children's literature, and 6:00-8:00 for adults. Cookies and Kool-aid will be served during the evening.

The meeting was adjourned at 7:30p.m.

Nancy Spaeth
Nancy Spaeth, President

Sue Gosch
Sue Gosch, Secretary
Pro tem

Date of Next Meeting: May 21, 1991

Time: 5:15

Place: Library

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Minutes of the Webb City Public Library Board of Trustees

Date of Meeting: April 16, 1991
Time of Meeting: 6:00 p.m.
Place of Meeting: Webb City Public Library

Members present: Marge Auld, Jennifer James, James Kellett, Nancy Spaeth, Sue Gosch and Shirley Campbell, Librarian.

Finance: The meeting was called to order by President Nancy Spaeth. The minutes were approved as corrected with a motion from Marge Auld and seconded by Jennifer James. Sue Gosch moved and Jennifer James seconded to approve the treasurer's report with a March 31, 1991 balance of \$25,629.68.

The bills for April were approved on a motion by Marge Auld and seconded by Sue Gosch. Marge Auld reported the wage increase for the library employees.

The two student assistants will receive a 10% increase to \$4.25 per hour. Lucille Kent, Helen Lee, and Shirley Campbell will also receive a 10% raise. Dixie Pryor, bookkeeper, will raise from \$60 to \$75 per month while Lil Morlock, custodian will raise from \$165-\$189.75. The total disbursement for salaries per month is \$2100.

Personnel: The long term goal for the library is one full time librarian, an assistant librarian, and one aide. The geneology and handicap hours also need to be expanded.

Public Relations: The board discussed material that could be used in news articles for the WEBB CITY SENTINEL. Nancy Spaeth gave several suggestions and asked the board to bring several more to the meeting next month. The articles are to begin the first of June appearing every other week. Articles could be written by any board member weeks in advance for organization of topics.

Old Business: Shirley Campbell reported that book committees from other libraries do not help in the selection of books. After talking with the state librarian, Shirley could find no clearinghouse list

