

WEBB CITY PUBLIC LIBRARY

BOARD OF TRUSTEES
MINUTES

Date of Meeting: January 21, 1992
Time: 5:15 P.M.
Place: Webb City Public Library Building

Members Present: Sue Gosch, Steve Benjamin, Bill Chapman, Nancy Spaeth, Jennifer James, Marg Auld, Carolyn Lankford, and Shirley Campbell, Librarian.

The meeting was called to order by President Spaeth. December minutes were approved on a motion by Benjamin, seconded by Auld.

Finance: The treasure's report was approved on a motion by Gosch, seconded by Benjamin. The payment of January bills was approved on a motion by Benjamin, seconded by Chapman.

Personnel: It was reported by Mrs. Auld that Lucille will be filling in as assistant librarian until the position can be filled. The Library is seeking to hire a high school student to assist and aid the librarian.

Public Relations: Articles for the Webb City Sentinel were discussed by Mrs. Spaeth. The series will contain information on the location, history, and other items of interest relative to the Library.

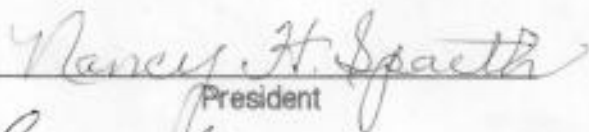
Old Business: As of October 31, 1991, money paid the city general fund has been accepted as payment in full for the past insurance debt. The matter is considered closed!!!

Bids are being considered for the purchase of a copy machine.

New Business: The audit report for 1991 was received from Myers, Baker, Rife & Denham.

The board also heard a complaint that was made by a customer concerning the return and handling of videos.

Adjournment: The meeting adjourned at 7:00 P.M. Next meeting February 18, 1992.



President



Secretary

WEBB CITY PUBLIC LIBRARY

BOARD OF TRUSTEES
MINUTES

Date of Meeting: February 18, 1992
Time: 5:20 P.M.
Place: Webb City Public Library Building

Members Present: Bill Chapman, Lucinda Hensley, Nancy Spaeth, Marge Auld, Sue Gosch, Jennifer James, and Shirley Campbell, Librarian.

The meeting was called to order by President Spaeth. January minutes were approved on a motion by Lucinda Hensley and seconded by Marge Auld.

Finance: The Library's portion of the city taxes \$40,651.51 was received. Lucinda Hensley moved to purchase \$10,000 CD for six six months. Seconded by Bill Chapman. The treasurer's report was approved on a motion by Steve Benjamin and seconded by Lucinda Hensley.

The February bills with the addition of \$150.00 to Western Electric for the updated phones was approved by Marge Auld and seconded by Bill Chapman.

Building and Grounds: Steve Benjamin reported that Tom Shaffer was hired to clean the guttering. The new parking sign was installed.

Mr. Fitzgibben's art students will paint the drop box in front of the library with a permanent sign.

Personnel: Jeanne Hiser has been hired as a page for the library. She will work 12 hours a week. There is still a search for an assistant librarian.

Public Relations: Jennifer James will have articles written for the Sentinel next month. She also suggested that the Best Seller List could be posted in the library after it appeared in the paper.

Old Business: A fax machine has been purchased from Central Office Products for \$850. The State will reimburse our local library.

It was moved that the Library would purchase a Panasonic copy machine from Central Office Products after a week preview. Bill Chapman and Lucinda Hensley will check the machine. Sue Gosch made the motion which was seconded by Marge Auld. Motion carried.

New Business:

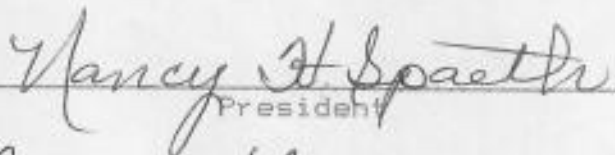
Shirley reported that Library Week is April 5-11. Shirley will judge the Book Fair for the Young Authors.

Shirley Campbell attended a training session on MD-FAX, a computer program giving complete information on Missouri which was donated by the state.

A motion by Marge Auld to have a locksmith change the locks on all outside doors was approved after seconded by Steve Benjamin.

Adjournment:

The meeting adjourned at 6:30 P.M. The next meeting will be March 17, 1992.



President



Secretary

WEBB CITY PUBLIC LIBRARY

BOARD OF TRUSTEES
MINUTES

Date of Meeting: March 17, 1992
Time: 5:15 P.M.
Place: Webb City Public Library Building

Members Present: Sue Gosch, Bill Chapman, Nancy Spaeth, Jennifer James, Marg Auld, Carolyn Lankford, and Shirley Campbell, Librarian.

The meeting was called to order by President Spaeth. February minutes were approved on a motion by Chapman, seconded by James.

Finance: The treasure's report was approved on a motion by Gosch, seconded by Lankford. The payment of March bills was approved on a motion by Chapman, seconded by Auld.

Building & Grounds: On a motion by Gosch, seconded by Auld, a bid of \$396.00 was accepted from Steve DeBerry for upkeep of the Library Grounds. This will include mowing, trimming, tree spraying and other normal lawn care duties. An advance of \$30.00 was required by Mr. DeBerry. The time of service will cover the month of April through November.

Personnel: The board discussed the ending to two positions that are currently held by Kristi Hartford and Jeanne Hiser. Jeanne a temporary aid, will end her job on March 20, 1992 and Kristi will complete her job on May 20, 1992.


Public Relations: Jennifer James read an article she had prepared for the first in a series of articles to appear in the Webb City Sentinel. The initial article will cover the History of the Library.

Old Business: A discussion of the need to fill one current and one future Board vacancy was held. No action was taken.


Librarians Report: Shirley reported that Judy Dunn was hired as the Assistant Librarian. The board extended a warm welcome to her as she assumes her new duties.

National Library Week, April 5-11, with the theme "Protect our Planet," was announced.

Adjournment: The meeting adjourned at 6:50 P.M. Next meeting April 21, 1992.



President



Secretary

WEBB CITY PUBLIC LIBRARY

BOARD OF TRUSTEES
MINUTES

Date of Meeting: April 21, 1992
Time: 5:15 P.M.
Place: Webb City Public Library Building

Members Present: Sue Gosch, Bill Chapman, Nancy Spaeth, Jennifer James, Steve Benjamin, Marg Auld, Carolyn Lankford, and Shirley Campbell, Librarian.

The meeting was called to order by President Spaeth. March minutes were approved on a motion by Gosch, seconded by James.

Finance: The treasure's report was approved on a motion by Chapman, seconded by Benjamin. The payment of April bills was approved on a motion by Benjamin, seconded by Lankford.

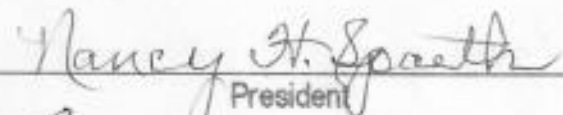
Public Relations: Jennifer James suggested that instead of placing informational article in the Webb City Sentinel, as had been previously discussed, that public service type announcements be published. It was recommended that a sketch of the Library Building could be printed, accompanied with general information about the services that are offered. It was agreed that information provided in this format would be better than lengthy articles.

Old Business: Shirley Campbell gave a brief report on National Library Week. Rosie Recycle was a big hit with the children.

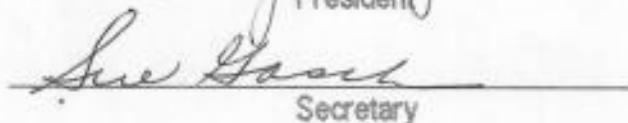
New Business: A motion by Benjamin, seconded by Auld, to reject the Panasonic Copy machine was approved. On a motion by Gosch, seconded by Benjamin, it was agreed to purchase a Mita Copier from Don Darby Copy Systems.

Librarians Report: Shirley Campbell reported that a book sale will be held June 5-6. Only Friends of the Library will be allowed to preview the books on Friday, June 5, from 3:30-5:30. Mrs. Campbell will be accepting book donations through May 27.

Adjournment: The meeting adjourned at 6:20 P.M. Next meeting May 19, 1992.



President



Secretary

WEBB CITY PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

Date of Meeting: May 19, 1992
Time: 5:15 P.M.
Place: Webb City Public Library Building

Members Present: Bill Chapman, Steve Benjamin, Nancy Spaeth, Jennifer James, Sue Gosch, and Shirley Campbell, Librarian.

The meeting was called to order by President Spaeth. April minutes were read and approved on a motion by Steve Benjamin and seconded by Bill Chapman.

Finance: The treasurer's report for April was approved on a motion by Steve Benjamin seconded by Sue Gosch. The payment of the May bills was approved on a motion by Bill Chapman seconded by Steve Benjamin.

Public Relations: Shirley Campbell will contact the council requesting the placement of signs displaying the library logo on several corners close to the library.

Personnel: Discussion was held concerning Lucille Kent's salary change between September 91 and May 92. The treasurer will research the discrepancy of the hourly wage and reimburse Lucille if there is a shortage found. The motion was made by Steve Benjamin and seconded by Bill Chapman.

Old Business: The new copier has been installed and is working well.

New Business: Discussion was held on the possibility of closing the library in the summer for two weeks for employee vacations otherwise a part time employee would have to be added to the staff. This will be discussed again at the June board meeting.

The Geological Society has requested the use of the Library for meetings at 6:30 the first Tuesday of each month during the summer months. Lucille Kent has volunteered to open and close the the meeting room. The Board agreed to the request.

Librarians Report: Shirley Campbell reported that the children's program is being planned and will begin June 16th.

Shirley attended a seminar in Joplin concerning the American Disabilities Act which will go into effect by 1995. A self evaluation survey needs to be filled out within the next month. Shirley will contact the city to find the requirements necessary for change.

Adjournment: The meeting adjourned at 7:15 P.M. Next meeting June 16, 1992.

Nancy H. Spauth
President

Carolyn Lambert
Secretary

WEBB CITY PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

Date of Meeting: June 16, 1992
Time: 5:15 p.m.
Place: Webb City Public Library Building
Members Present: No quorum.

Nancy H. Spatter
Carilyn Larkford

Webb City Public Library

CORNER FIRST & LIBERTY
WEBB CITY, MISSOURI 64870

July 15, 1992

The undersigned board members have agreed to omit the regular July and August meetings as has been practiced in the past.

We also authorize the librarian to pay all bills due.

Nancy St. Spaeth

William L. Chafme

Steven L. Benzomer

Caselyn Lankford

Sue Gosch

