

ORL -

WEBB CITY PUBLIC LIBRARY

BOARD OF TRUSTEES
MINUTES

Date of Meeting: January 19, 1993
Time: 5:15 p.m.
Place: Webb City Public Library Building

Members Present: Connie Hiser, Keith Rand, Bill Chapman, Jennifer James, Sue Gosch, Nancy Spaeth, Becky Walker, and Shirley Campbell, Librarian.

Connie Hiser called the meeting to order.

December meeting: No quorum.

A motion to approve November minutes was made by Gosch, seconded by Walker.

The treasurer's report was approved on a motion by Chapman, seconded by Gosch.

There were no December minutes.

The treasurer's report from December was read and approved. Motion by Chapman, seconded by Gosch.

January disbursements were reviewed and approved with a motion by Gosch, seconded by Walker.

Committee reports -

Building and grounds - check leakage, price gutter cleaning

Finance - Chapman stated that money in treasury was increased to \$41,830.22 by the share of taxes from the city.

Personnel - discussed January evaluation of Lil.

Old Business: Copies of audit were passed out. Audit report was discussed, also question of fee and prices from other sources. Audit is \$1,100 per year. Myers, Baker, Rife & Denham expires April, 1993.

Insurance: Shirley presented inventory sheets. Insurance for library has been increased on inventory. Coverage to be 80% ~~carriage~~ of \$627,025, plus 283,860 building. Total cost per year \$3,159.99

New fire extinguishers were purchased, as approved.

New Business:

New Committees for 1993:

Building and Grounds: Steve Benjamin and all trustees

Finance: Bill Chapman, Sue Gosch, Keith Rand


Personnel: Jennifer James, Nancy Spaeth, Steve Benjamin

Public Relations: Nancy Spaeth, Keith Rand, Becky Walker

Carolyn Lankford resigned. She will send letter of resignation.
Becky Walker will fill secretary term.

Adjournment:

The meeting was adjourned at 6:25 p.m.



President



Secretary

DHC

Webb City Public Library

CORNER FIRST & LIBERTY
WEBB CITY, MISSOURI 64870


Date of Meeting: February 16, 1993

Time: 5:15 p.m.

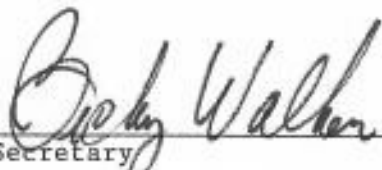
Place: Webb City Public Library

Minutes

No Meeting: Postponed because of weather and not rescheduled.



President



Secretary

Webb City Public Library

CORNER FIRST & LIBERTY
WEBB CITY, MISSOURI 64870

Date of Meeting: March 16, 1993
Time: 5:15 p.m.
Place: Webb City Public Library
Members Present: Nancy Spaeth, Bill Chapman, Connie Hiser, Sue Gosch, Keith Rand, Becky Walker, Shirley Campbell, Librarian.

Call to order by President Hiser.

Nancy Spaeth received and read a letter of resignation from Carolyn Lankford, automatic acceptance. Board will send a thank-you for her service.

The January minutes were read and approved, accepted on motion from Spaeth, seconded by Keith Rand.

The January treasurer's report was corrected with Education Digest price as \$54.00, Hotho & Co. price as \$54.98. Approved and accepted on motion by Walker, seconded by Gosch.

February disbursements were approved on motion by Gosch, seconded by Walker.

March disbursements approved on motion by Spaeth, seconded by Chapman.

Committee Reports: Building and Grounds: Boiler regulator was repaired; check for estimates for boiler repair and cleaning. Keith is checking into possibilities. Building and Grounds budget has been spent.

Discussion on blinds. Suggest talking to Friends of the Library for donation of blinds.

Personnel: Sue discussed Lil's written evaluation. Written evaluation for Judy, her 5% raise effective April pay period upon second evaluation after one year.

Public Relations: no report.

Old Business: The Audit was discussed. A suggestion was made to check price and qualifications needed for auditing the library.

New Business: Purchase of ad in proposed book by Jerry Furrh discussed, need more details. Will be discussed again at a later date.

FAX machine maintenance contract was discussed. Price of \$99.00 per year not accepted on motion by Walker, second by Rand.

Librarian's Report: Shirley reported on LACA #2 Grant, Library Construction. Discussed compliance with American Disabilities Act. Marlis Davis will be scheduled to speak to board regarding Webb City Library.

The meeting was adjourned at 6:48 p.m.

Catherine Hine
President

Betsy Walker
Secretary

ORG

Webb City Public Library

CORNER FIRST & LIBERTY
WEBB CITY, MISSOURI 64870

April 20, 1993

Date of Meeting: April 20, 1993
Time 5:15 p.m.
Place: Webb City Public Library
Members Present: Connie Hiser, Jennifer James, Bill Chapman, Steve Benjamin, Sue Gosch, Nancy Spaeth, Becky Walker, Shirley Campbell, Librarian.

Call to order by President Connie Hiser.

Marlys Davis, Space Planning Consultant for Missouri State Library, met with the board to discuss ADA requirements for the Library:

compliance date was effective January 26, 1992;

alteration to existing building must be completed by January 26, 1995.

The Webb City Library has no access for mobility-impairment into the main floor. The basement does have a ramp.

The options given us for compliance with ADA were:

ramp per ADA specifications;
platform lifts
elevator

Other options include card catalog in basement with staff available to assist mobility-impaired persons to check out books.

Also mentioned as possible alternatives and/or shows of "Good Faith" were: filing a self-evaluation listing what is done and what we intend to do to comply with ADA. Ms. Davis will send this form to Shirley.

Check into requirements for the building's eligibility for the Historical Register.

Pass Bond Issue - Levys to raise money for meeting ADA requirements.

Apply for Grant from Missouri Library, deadline is March 15. This is a 50% grant - 50% must be up front before a library can be given this grant.

Document cost of compliance with ADA. Show financial resources, prove financial burden.

We were also warned that anyone could file suit against the Library for not meeting ADA requirements.

There was discussion regarding structure concerns:

1. Live Load capacity on floor level needs to be checked.
2. Tile on main floor is cracked.
3. The door between boiler room and storage room needs to be fixed.
4. A Fire Door?

The stack aisles were okay, the cross aisle needs to be wider, and the check-out desk is 2 inches too high. A clipboard would probably solve check-out desk problem.

In closing, it was mentioned that Joplin Library is only seven miles away and does meet ADA requirements;

A "Good Faith Effort" made by Webb City Library to meet ADA requirements should be on file to protect Library.

President Hiser suggested discussion of ADA at a later date.

Sue Gosch thanked Marlys Davis.

March minutes were read and approved on motion by Gosch, second by Benjamin.

Read and approved treasurer's report on motion by Benjamin, second by Walker.

Read and approved April disbursements on motion by Benjamin, second by Gosch.

Committee Reports: Building and Grounds - No report.

Finance - Suggest public acknowledgment of gifts to Library.

Personnel - No report.

Public Relations - No report.

Old Business: Check with City Hall concerning audit, cost of, who does the City audit?

New Business: Mowing contract - Steve Benjamin made a motion to leave selection to Shirley, second by Walker.

Summer program: Contact Dr. Smith for interested person, career ladder mentioned as incentive. Jennifer could be interested, will check with Shirley.

Sue Gosch is moving out of city limits, will be unable to serve on Board.

Librarian's Report: As stated in previous minutes.

The meeting was adjourned at 7:47 p.m.

Constance Hines
President

Becky Walker
Secretary

DRG

Webb City Public Library

CORNER FIRST & LIBERTY
WEBB CITY, MISSOURI 64870

WEBB CITY PUBLIC LIBRARY

BOARD OF TRUSTEES
MINUTES

Date of Meeting: May 18, 1993
Time: 5:15 p.m.
Place: Webb City Public Library

No quorum

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from July Aug

Webb City Public Library

CORNER FIRST & LIBERTY
WEBB CITY, MISSOURI 64870

Date of Meeting: June 15, 1993
Time: 5:15 p.m.
Place: Webb City Public Library
Members Present: Connie Hiser, Keith Rand, Bill Chapman, Nancy Spaeth, Becky Walker, new member Dan Crutcher, Shirley Campbell, Librarian.

Call to order by President Hiser.

April minutes and treasurer's report submitted and approved with disbursement change to \$5909.04 on motion by Spaeth, second by Rand.

May minutes and treasurer's report submitted and approved, with total disbursement change to \$6,747.13 on motion by Walker, second by Rand.

May disbursements read and approved on motion by Walker, second by Spaeth.

June disbursements read and approved on motion by Spaeth, second by Rand.

Committee Reports: Building and Grounds: Jason Sjorlund hired to mow.
Finance Report by Chapman: \$10,590 has been spent so far on books, the utility bills have been high, the reserves have been cut into by \$5,000, the year will finish with one \$10,000 CD. \$6,700 per month spent to keep library running. This amount needs to be cut to \$5,000 per month. Library supplies - spent lower than projected: more petty cash has been taken in than expected.
Personnel: Walker complimented Shirley Campbell, Judy Dunn, Lucille Kent on the excellent jobs they do for the library.

Public Relations: no report.

New Business: MSLA-ADA - Self evaluation reports: each board member must personally fill out forms provided, preferably by October meeting.

On motion by Walker, second by Rand, Nancy Spaeth will organize proposal for New Member Orientation.

On motion by Spaeth, second by Walker the library board will recess until September.

Donations for the library and measures to call attention to the library are needed. Members of the board are asked to come up with ideas!!!

Librarian's Report: Shirley noted the book sale was not successful, but the summer children's hour, a four week program, had a successful beginning.


President


Secretary

Webb City Public Library

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Date of Meeting: September 21, 1993
Time: 5:15 p.m.
Place: Webb City Public Library
Members Present: Connie Hiser, Keith Rand, Jennifer James, Nancy Spaeth, Steve Benjamin, Dan Crutcher, Shirley Campbell, Librarian, Becky Walker, new member Dorothy Glover.

Call to order by President Hiser.

June minutes read and approved on motion by Spaeth, second by Rand.

June, July, August treasurer's reports read and approved on motion by Walker, second by James.

July and August disbursements read and approved on motion by Rand, second by Walker.

Read and approved September disbursements on motion by James, second by Walker.

Committee Reports: Building and Grounds: no report.

Finance: no report.

Personnel: Dan Crutcher was appointed to this committee.

Public Relations: Dorothy Glover was appointed to this committee.

Old Business: MSLA-ADA Self Evaluation forms are to be completed by the October meeting. Completed forms, file policy for MDA will be discussed.

New Member Orientation: Nancy Spaeth will present ideas and recommendations in December.

New Business: Connie Hiser submitted a brief report of the Mayor's meeting August 25, 1993: The Sunshine Rule must always be followed concerning all city meetings. All meetings must be posted and committees must also comply. Exempt from Sunshine Law

