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Webb City Public Library

CORNER FIRST & LIBERTY
WEBB CITY, MISSOURI 64870

Date of Meeting: January 17, 1995

Time: 5:20 p.m.

Members Present: Nancy Carlson, Nancy Spaeth, Dorothy Glover, Jennifer James, Bill Chapman, Connie Hiser, and Shirley Campbell, librarian.

December minutes were read and approved on motion by Carlson, second by Chapman.

December treasurer's report was read. Treasurer Chapman reported that December disbursements had appeared unusually large; however, this was due to insurance premiums and to the issuance of new library cards. The treasurer's report was approved on motion by Glover, second by James.

January disbursements were read and approved on motion by James, second by Carlson.

President Spaeth appointed new committees for 1995. They are as follows: Building & Grounds, James; Finance, Chapman (Chairman) and Hiser; Personnel, Glover (Chairman) and Carlson; Public Relations, Hiser (Chairman) and Glover. Until new board members have been appointed, each committee will consist of only a chairman and one member.

Committee Reports: Building and Grounds: Shirley discussed the need for a new electric water heater, to replace the current heater, which is leaking. Since the purchase of such items is already built into the budget, Shirley will obtain prices on new heaters.

Personnel: No report.

Public Relations: No report.

Finance: Chapman provided a year-end recap of the library's financial status. He noted that any apparent discrepancies between his report and that of the bookkeeper are only the result of different bookkeeping methods. Chapman also noted that in 1994 there was less discrepancy between spending and income. We received our city check of \$49,500 early, helping to offset January expenses, and bringing our balance to over \$50,000. Chapman also noted that city revenue, which last year was \$57,000, may amount to as much as \$65,000 this year.

Old Business: None.

New Business: None.

Librarian's Report: Shirley read a note of thanks from Madeline Fouser for the board's gift of flowers in appreciation for her volunteer efforts.

The library received a note of thanks from Mrs. Pittman and her class for the use of the library to construct their historical displays. These projects, after display at Mercantile Bank and at Carthage, will be on display at the library.

The library, spearheaded by Friends of the Library, will request publicity in the city newsletter. Shirley reports great enthusiasm and many long-range plans at the Friends' meeting on January 7.

Terry Rose's gifted class will be doing displays in the library display cases until the end of school.

Shirley distributed a list, "Memorial Gifts, 1994."

Shirley thanked the board for their donation in memory of her mother.

The meeting was adjourned at 6:07 p.m. The next meeting will be February 21, 1995.

Nancy H. Spaeth
President

Constance Nixon
Secretary

Webb City Public Library

CORNER FIRST & LIBERTY
WEBB CITY, MISSOURI 64870

Date of Meeting: February 21, 1995

Time: 5:25 p.m.

Members Present: Nancy Spaeth, Nancy Carlson, Connie Hiser, Bill Chapman, Dorothy Glover, and Shirley Campbell, librarian.

January minutes were read and approved on motion by Glover, second by Carlson.

January treasurer's report was approved on motion by Hiser, second by Chapman.

February disbursements were read and approved on motion by Carlson, second by Chapman.

Committee Reports: Building and Grounds: Shirley reported the purchase of a new electric water heater from Westlake Hardware, at a cost of \$139.99. Some areas of the building need touch-up painting but can probably wait one or two years. The board discussed the possibility of taking bids on vinyl trim, rather than repainting the existing trim, which must be repainted about every five years, at \$2,000 each time. It was pointed out that, in the event we decide to ask for Historical Building status, changing to vinyl trim would not be allowed.

Personnel: No report.

Public Relations: No report.

Finance: Chapman reported a revenue check of \$49,500 from the city. He thinks the library should receive \$63,000 as opposed to \$57,000 last year. He also reported the purchase of three CD's: two for \$10,000, due in three months; and one for \$10,000, due in six months. Chapman recommended that the \$5,000 CD now coming due be put in checking. He noted that no unusual expenses seemed to be forthcoming.

Old Business: Spaeth reported that she had recently contacted the major's office and spoken to the city clerk regarding the need for new members to be appointed to the board. The city informed her they had not received notes of resignation from Keith Rand or Becky Walker. Spaeth asked board members for the names of possible candidates.

New Business: Shirley reported that the teachers' Walk for Literacy on February 17 had earned \$190, which was earmarked for children's books.

The Genealogy Society recently sent letters to local businesses requesting donations for the purchase of a reader/printer. They have received several donations, including one of \$1,000 from Mr. Perry of Cardinal Scale.

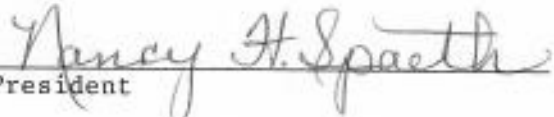
Shirley reported a recent surprise visit from Judy Muck, the S.W. Missouri Coordinator. Ms. Muck toured the building and asked Shirley's opinion about automation; Shirley responded positively.

The library needs a new electric typewriter and computer.

Spaeth pointed out that the students who were to have provided displays for the display cases have not done so. She suggested that Shirley make lists of library patrons who might volunteer collections or other material for the cases.

Spaeth also mentioned an increase in circulation of almost 400 in January 1995, compared to January 1994. Shirley attributed this to many new registrations.

The meeting was adjourned at 6:35. The next meeting will be March 21, 1995.


President


Secretary

ORG

Webb City Public Library

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WEBB CITY, MISSOURI 64870

Date of Meeting: March 21, 1995

Time: 5:20 p.m.

Members Present: Nancy Spaeth, Dorothy Glover, Bill Chapman
Connie Hiser, Nancy Carlson, Gary Dawson,
and Shirley Campbell, librarian.

Spaeth introduced and welcomed new member
Gary Dawson.

February minutes were read and approved
on motion by Chapman, second by Carlson.

February treasurer's report was read and
a brief discussion followed. Chapman
explained that we had recently received
two state checks (the November check had
been held until February). Chapman projected
that we would probably receive as much as
\$3000 this year instead of the average of
\$2200 we had received in the past. It was
also pointed out that part of our recent
petty cash deposits were the result of a
donation drive by the Genealogical Society
and the Library for a Microfilm Reader/
Printer. The report was approved on motion
by Hiser, second by Glover.

There was a short discussion of March
disbursements. The last high gas bill was
blamed by the gas company on winter weather.
The disbursements were approved on motion
by Glover, second by Carlson.

Committee Reports: Building and Grounds: The janitor will once
again care for the grounds this year.
Campbell reported that the pole holding the
library sign had been hit and damaged by
a car. The city has been asked to repaint
the yellow "no parking" zone on the front
curb.

Finance: Chapman reported that a \$5000 CD
had been cashed in February, and left in
checking. A \$10,000 CD comes due in May.
We have \$30,000 remaining in CD's and \$1000
left on deposit in the Webb City Bank.
Expenses look okay. As of February, there
was \$7,100 left in the budget for books,
and the last payment on the audit had been
made. \$825 still remained for building
maintenance.

Personnel: The committee of Spaeth, Glover, Carlson, and Campbell met at 4:30, March 8, to accept Judy Dunn's resignation as assistant librarian. Dunn has requested vacation pay, and the committee is investigating to see if she still has vacation hours left. The matter will be taken under advisement, and Spaeth will contact the city for rules on employee vacation and sick time. Campbell has put an ad in the paper, and the committee will meet when applications are received. Campbell notes that 1500 hours must be worked for an employee to qualify for insurance. She also suggests a modified schedule might be considered to save money.

Public Relations: Hiser suggested that a mystery evening or some other activity be held to stimulate public interest in the library. She and Glover will meet to discuss ideas.

Old Business:

Spaeth read her reply to the recent letter of complaint from Kimberly Hamilton. We have not yet received a formal complaint form from Hamilton.

Spaeth read a letter to Keith Rand, board member, requesting his resignation for non-attendance.

New Business:

Campbell will attend a workshop in Clinton on March 29.

Spaeth requested that board members request phone directories as they travel, to be used in the library.

Campbell noted that there had been 21 applications so far for the post of assistant librarian

Campbell reported that the student helper will leave on April 2.

The meeting was adjourned at 6:13. The next meeting will be April 18 at 5:15 p.m.

Nancy H. Spaeth
President

Constance Dine
Secretary

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Webb City Public Library

CORNER FIRST & LIBERTY
WEBB CITY, MISSOURI 64870

Date of Meeting: April 18, 1995

Time: 5:21 p.m.

Members Present: Nancy Spaeth, Nancy Carlson, Connie Wiser, Bill Chapman, Dorothy Glover, and Shirley Campbell, librarian.

March minutes were read and approved, motion by Carlson, second by Chapman.

March treasurer's report was read. A brief discussion followed. Chapman made a correction in the March disbursements; the amount was actually \$4,679.61, and the balance for the month was \$12,780.96. The report was approved, motion by Wiser, second by Carlson.

Committee Reports: Building & Grounds: Campbell reported that wind had loosened some roofing, and we would need to consult a roofer. Carlson stated that the Grubby Gardeners would plant the library's flower boxes.

Finance: Chapman reported nothing unusual. March and April book purchases were lower than usual because some book shipments had not yet arrived. Amount left in CD's was \$30,000.

Personnel: The committee met March 21 to check Judy Dunn's eligibility for more vacation pay. On March 24, Mr. Fish stated to Spaeth that the library board is 100% under city jurisdiction, and that he will meet with the board at a later date to clarify this. Since Dunn was employed on May 4, 1992, and resigned on March 3, 1995, but actually worked until March 17, she actually had ten days of vacation time, with two days left untaken. Shirley was instructed to send her a check for these two days. Dunn notified the committee that she was dissatisfied with this decision and felt she was entitled to two weeks vacation pay, and that her resignation was actually on March 6. The matter was turned over to the city attorney. Spaeth commended the personnel committee for their hard work in this matter. Campbell stated that she had interviewed several applicants for the vacancy.

Public Relations:

No report. Spaeth suggested that as a project for Library Week we consider having an auction of books autographed by authors, publicity beginning by January 1.

Old Business:

We have received no reply or formal complaint from Kimberly Hamilton.

Keith Rand has not yet submitted his resignation from the board.

New Business:

Campbell, who recently attended a workshop in Clinton, distributed copies of a sheet on library insurance. She reported that the workshop also included information on such matters as tax exemption letters and how to recognize rare books.

We still have not hired an assistant librarian. It was suggested that it might be best to change the job description to "library clerk," since most of the duties involve clerical work. Campbell was authorized to place a new ad in the paper on this basis--motion by Carlson, second by Glover.

The meeting was adjourned at 6:45. The next meeting will be May 16, at 5:15 p.m.

Nancy H. Spaeth
President

Constance Hines
Secretary

