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Webb City Public Library

CORNER FIRST & LIBERTY
WEBB CITY, MISSOURI 64870

Date of Meeting: January 16, 1996

Time: 5:15 p.m.

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

In the absence of Karen Stoker, secretary, Connie Hiser was delegated to take minutes.

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

The December treasurer's report was read and approved with one change. A \$137 payment for payroll taxes had been omitted from the list of December disbursements. Motion by Hiser, second by Cross.

January disbursements were approved--motion by Chapman, second by Carlson.

Committees: Building & Grounds--(Dawson). No report.

Finance--(Chapman). City tax check is due in February. So far finances are going as projected. Copies of the recent audit were distributed.

Personnel--(Carlson). No report.

Public Relations--(Hiser). There was a delay in writing the press report about the book donated by the Whites, but this will soon be taken care of. The computer demonstration is still on hold, because a few "bugs" still remain in the computer setup.

Old Business: Glover has spoken to Dean Salchow about having plaques engraved to recognize book donors. Carlson will contact him further.

Spaeth has priced window shades at J.C. Penney, and gotten estimates on two styles. Glover has received estimates for blinds from Payless. The suggestion was made that the final decision be left to Campbell. This was approved, motion by Carlson, second by Chapman.

The board examined samples of carpet to be used in the upstairs room.

Cross is reviewing the computer policy sheets of local schools, with the view of adapting them for library use.

New Business:

The \$5000.00 check we were told of at last meeting has arrived, was deposited in the bank, and is now drawing interest.

Campbell met with the new health insurance provider on January 17. The cost is apparently coming down, but it isn't yet clear what the new provider has to offer.

Glover reported that the Christmas party for library volunteers was a great success.

Librarian's

The Genealogical Society reported that 664 people used the library's genealogy services in the last year. The copying machine brought in \$220, and the reader machine brought in \$60. There was \$711.68 left in their account in November.

Glover indicated that she will ask for a report at the next meeting, to update the board on the activities of Friends of the Library.

The computer has proved quite valuable. It is a great asset to the library. Although there are still some glitches to be worked out, things are improving.

Glover took to opportunity prior to closing her first meeting as president to give a well-deserved thanks to Nancy Spaeth for her excellent work as last year's president.

Motion was made to adjourn.

The next meeting will be February 20, 1996, at 5:15 p.m.

Dorothy Glover
President

Karen Stoker
Secretary

Webb City Public Library

CORNER FIRST & LIBERTY
WEBB CITY, MISSOURI 64870

Date of meeting: February 20, 1996

Time: 5:17 p.m.

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

The January minutes were read and approved with one correction. Regarding the plaques to recognize contributions to the library, the wording has been changed to read from "book donors" to "significant contributions."

The January treasurer's report was read and approved--motion by Carlson and second by Dawson.

February disbursements were approved--motion by Chapman, second by Dawson.

Committees: Building & Grounds--(Dawson). Two eaves need to be replaced, whole eave area needs to be repainted and there is rot. The windows are in good shape, but some caulking is needed. Doors need to be painted. There are some wires that need to be fastened down. Dawson is to ask the city to repair the work needed. Shirley will assist.

Finance--(Chapman). \$5,000 from donation is to be put into checking. There is \$30,000 in CD's. There will be one CD coming due in 3 months. Currently the budget is on track. There will be enough money for needed

repairs.

Personnel--(Carlson). No report.

Public Relation--(Hiser). No report.

Old Business:

Payless Cashways has the lowest priced mini-blinds. The board examined samples of carpet and mini-blinds to be used in the upstairs room.

Nothing has been heard from the insurance company.

The computer is used every day. It's being used by adults by request when no children are around. Everyone seems pleased with it. The printer is working now.

Tutoring for the computer is \$35 per person. Sue, Lucille, and Shirley would be the ones to be tutored. This was approved, motion by Carlson, second by Stoker.

New Business:

Frances Nichols, President of Friends of the Library, addressed the board. The Friends would like to buy another computer for the library, one that children could use. They have located an IBM compatible computer with software and printer. It could tie in with the internet and have access to JANICS. Due to lack of sufficient funding, it might be later this year or next year before the Friends could purchase it.

There was a question of who would be responsible for maintenance for the computer. Mrs. Nichols and the board decided that the issue should be decided for sure before purchasing the computer.

Mrs. Nichols distributed a list of juvenile books bought by the Friends for the library.

There will be a forum at the Joplin Public Library. It's free of charge and includes a light supper. It was decided to send Sue who can then make a report.

Librarian's:

Campbell had talked to the Carthage library about how they had handled the moving of books when they had carpet installed. Their books had been moved by their staff.

Campbell stressed the need to hire a part-time student. A motion to hire part-time employees on as needed basis was made by Carlson, second by Spaeth.

Campbell was authorized to let De-Rail Commodity handle the carpet installation for the estimated cost of \$5600. This includes moving books, labor, etc. The motion was made by Glover, second by Spaeth.

Motion was made to adjourn.

The next meeting will be March 19, 1996, at 5:15 p.m.

Dorothy Glover
President

Karen Stoker
Secretary

Webb City Public Library

CORNER FIRST & LIBERTY
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Date of Meeting: March 19, 1996

Time: 3:20 p.m.

Members Present: Dorothy Glover, Bill Chapman, Nancy Spaeth, Nancy Carlson, Don Cross, Karen Stoker, and Shirley Campbell, librarian.

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

February treasurer's report was read and approved—motion by Chapman, second by Spaeth.

March disbursements were approved—motion by Chapman, second by Stoker.

Committees:

Building and Grounds—(Dawson). No report.

Finance—(Chapman). The audit fee has been fully paid. There is \$30,000 in CD's. There will be a CD due in April. Everything is on track for the year.

Personnel—(Carlson). No report.

Public Relations—(Hiser). No report.

Old Business: Carlson wanted to know the design that was desired for the plaques. It was decided to leave the design decision to Campbell.

No further report on the Friends of the Library.

Cross will begin a rough draft of a computer policy.

Mini blinds have been installed. It was decided to have bids taken for the old blinds in order to dispose of them.

The library will ^{be} closed during the installation of the carpet.

An open house will be held during National Library Week. This will be to invite the public to see the changes made in the library with the blinds and carpet. The date of April ~~21~~¹⁴, 1996 is the date set for the open house. The hours will be from 2-4 p.m.

The health insurance will be going down from \$426.66 per month.

Tutoring for the staff for the computer will be done in April. Connecting Point will do the tutoring.

The computer is being used daily.

New Business:

The Webb City Sentinel had published two articles regarding the library and the computer that the Friends of the Library would like to donate. The first article had some misinformation in it. Glover went to the Sentinel office to straighten out the information. The following week the Sentinel published another article with the correct information.

Other Business:

A letter was read by Glover that had been mailed to complain about the bookmarks that had been

distributed by the library at Christmas time. The letter was unsigned. No further business will be made regarding the letter.

The Belle Lettres are disbanding and have \$11 left. They have donated the money to the library. A thank you note from Campbell to the Belle Lettres was read.

There will be a city-wide cleanup on April 15th. The library can donate any items that might need to be sold.

Librarian's Report:

A letter from Computerland was sent to Campbell regarding the JANICS network. It will be necessary to purchase software to get on the internet. The cost will be \$50 per year.

City Hall is getting a new computer, so after Campbell stressed the needs of the library to Mr. Fish, the City Council is going to buy for the library a new computer for office use. This computer will have Pentium 75 Mhz, 8MB RAM, 630 MB HD, 14.4 BPS modem, CD Rom with monitor, and Windows 95.

There have been two high school students hired as part-time help.

Webb City Florist will donate plants for the boxes on the front of the library. Carlson volunteered the Grubby Gardeners of Webb City to plant the flowers.

With the new computer, Campbell is needing to have someone transfer the files from the old computer to the new one. This will cost approximately \$200 to do this. There is enough in the budget to do this. Campbell was authorized

to find someone to transfer files on the computer.

Motion was made to adjourn.

The next meeting will be April 16, 1996 at
5:15 p.m.

Dorothy Glover
President

Karen Stokes
Secretary

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Webb City Public Library

CORNER FIRST & LIBERTY
WEBB CITY, MISSOURI 64870

Date of Meeting: April 16, 1996
Time: 5:22 p.m.
Members Present: Nancy Spaeth, Don Cross, Dorothy Glover, Gary Dawson, Karen Stoker, Bill Chapman, and Shirley Campbell, librarian.

March minutes read and approved with one correction noted regarding the Open House for the library which was held on April 14, 1996--motion by Chapman, second by Cross.

March treasurer's report read and approved--motion by Dawson, second by Chapman.

April disbursements were read and approved--motion by Chapman, second by Stoker.

Committees: Building and Grounds--(Dawson). Repair work for the library needs to be done soon. The city was willing to use city labor on building maintenance. The board can invite local contractors to make a bid on necessary repairs. There was a question of who was responsible for maintenance on the building, either the board or the city. It was decided that Dawson, Glover and Campbell would approach the city attorney about the maintenance question before proceeding with any repair work.

Finance--(Chapman). There is a \$5,000 CD coming due in April that will be put into the checking account. Chapman suggested that expenses stay close to the budget.

Personnel--(Carlson). No report.

Public Relations--(Hiser). No report.

Old Business: Cross is working on a rough draft of the computer policy.
The plaques for the library are being worked on.
Computer tutoring for the staff will begin later this spring.
Sue Oliveira is making the bookmarks and samples of the bookmarks were distributed. With every new card holder for the

