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Webb City Public Library

CORNER FIRST & LIBERTY
WEBB CITY, MISSOURI 64870

Date & Time of Meeting: 5:15 p.m., January 21, 1997

Members Present: Dorothy Glover, Nancy Spaeth, Nancy Carlson,
Bill Chapman, Gary Dawson, Dan Lind, Sue Watrous,
Dixie Meredith, and Shirley Campbell, Librarian.

Members Absent: Karen Stoker

Minutes of the December 17, 1996, meeting were read and approved with the following correction:

Change phrase "adult relative" in restrictions on use of computer by persons under 16, to "adult".

The 1997 Board committees were announced by the President. Copy attached.

Treasurer's Report: No distribution having been received from the City of Webb City, the January bills will deplete our bank balance almost completely. After discussing alternatives to paying all of the January accounts, it was moved by Lind, seconded by Chapman, to pay all of the January accounts. Motion carried. It was agreed that a delegation from the Board will try to meet with the City Attorney to discuss the differences between Missouri State Statutes and the Webb City ordinances concerning collection and distribution of library tax monies so that we may receive those monies.

Correspondence: A letter from the Board to Myers, Baker, Rife and Denham, regarding the annual audit was read. The message sent in Don Cross' Christmas card was read to the Board. A letter of thanks and appreciation to the Friends of the Library for the donation of the computer and Internet was read. A letter from the Board to Webb City Area Genealogical Society advising them of our action granting them use of the north room of the basement was read.

COMMITTEE REPORTS:

Building and Grounds: Dawson reported that the roof has been inspected and there is wind damage to the peak of the roof and the flat roof is in total disrepair. An estimate of cost for replacing/repair of the roof is being requested from Tim Wilkins of Trademark Roofing.

Finance: (Covered in Treasurer's Report.)

Personnel: Carlson reported on the meeting of January 20, 1996, at which it was decided that because of the cost and complexity of the computerized automation of the library and Sue's background and experience, a policy of cross-training on the computers will be initiated and Sue is to participate in all phases of the automation. It was also recommended that Chairman Dawson of the Computer Committee and Treasurer Chapman review the automation forms before they are submitted to the state.

OLD BUSINESS:

Regarding the increase in cost of the audit noted on December bills, Glover reported she had checked with Mr. Baker and he had advised her that the library audit will remain the same as before, and in the future will be included in the city audit.

NEW BUSINESS:

The state has advised that they need authorization from us in order to electronically transfer funds to our account. Motion to grant permission for electronic transfer of funds to the Board made by Dawson, second by Chapman. Motion carried.

Carlson requested discussion on changing the time of Board meetings to 5:30 p.m. so that she will have time to get to meetings on time. Motion carried.

LIBRARIAN'S REPORT:

Permission to replace the remainder of the old, brown carpet with the extra new carpet was given.

Campbell reported there is to be a meeting in Clinton on February 20, 1997 at which methods and policies concerning patron-use computers and videos are to be discussed in addition to other changes in library usage.


The connection on the monitor of the office computer is loose. Harry Lance has offered use of a loaner monitor while ours is being checked.

Read USA tapes donated by the Webb City American Legion Auxillary have arrived and there is to be publicity from the Webb City Sentinel on this.

Date and time of next meeting: February 18, 1997, at 5:30 p.m.



President



Secretary

ALB

Date of Meeting: February 18, 1997

Time: 5:37 p.m.

Members Present: Dorothy Glover, Nancy Spaeth, Dixie Meredith, Bill Chapman, Nancy Carlson, Gary Dawson, Ann Watrous, Karen Stoker, and Sue Oliviera, assistant librarian.

Motion to go into special closed session to discuss personnel matters was made by Spaeth, second by Watrous. Roll call was taken by Stoker. Special closed session closed at 5:53 on motion by Carlson, second by Watrous.

Meeting opened at 5:55 p.m.

Friends of the Library: Donna Krudwig, President of the Friends, spoke of the Friends' activities, past and future. The Friends held a tasting tea for teachers of Webb City. They plan on holding another tea. At Christmas time the Friends had provided a book with a placard in it and bookmarks for the Ministerial Alliance baskets. A total of 175 books were distributed. The Know Page in The Joplin Globe dated February 24, 1997, had information about the Friends. Krudwig handed out rules and procedures that the Joplin Public Library uses for patron usage of the computers. There was discussion that Webb City Library will need to have a similar set of rules put in place for the computer donated by the Friends. There was a reminder that Library Week will be coming up soon. Also, there was a reminder that the annual membership drive for the Friends will soon be coming up.

Minutes of the January meeting were read and approved with the following corrections:

Change "Sue Watrous" to "Ann Watrous" under members present.

Change "the increase in" to "the" under old business.

A motion was made by Stoker and seconded by Chapman for minutes approved as corrected.

January treasurer's report was read and approved on a motion made by Chapman, second by Carlson.

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

Correspondence: Two letters were read to board. One was from Lucille Kent, representing the Genealogy Society. This contained a proposal to install more lights in the north room that they recently moved into. The proposal was discussed under new business. The other letter was from Goldie Kirk regarding the use of the north room for the Genealogy Society and how appreciated the room was.

COMMITTEES:

Building and Grounds: Don Lind had resigned from the board, so a new chairperson will need to head this committee. The roof needs to be repaired. A bid had been received on repair costs. Another ~~2~~ bids needs to be received before a decision can be made.

↑Correct

Finance: (Chapman) Check received from the city for a total of \$14,783.80. The petty cash record for the library was gone over. It's a basic system. Chapman will receive a petty cash monthly record. Glover pointed out that donated money does not go into petty cash. *Need special account.*

Personnel: (Carlson) Special closed meeting was held. See notes above.

Policies: (Carlson) No report.

Computers: (Dawson) No report.

Old Business: Board members attended a city council meeting. Those attending were Bill Chapman, Nancy Carlson, Nancy Spaeth, Dixie Meredith, and Dorothy Glover. An amendment for Section 2-154 and Section 2-158 and creating Section 2-159 for the Webb City Code was approved.

New Business: The Genealogy Society proposed to install more lights in the north room. The following is proposed: 4/4' fluorescent lights, 8/4' light bulbs, and 50' flexible conduit at an estimated cost of \$136.50. Lane Grocock, city worker, will do the work. There was a question of qualification of Grocock for electrical work. Chapman moved that the Genealogy Society to put lights in contingent upon the maintenance man is qualified, second by Carlson.


Librarian's Report: Oliviera, in Shirley Campbell's stead, commented on MOREnet seminar. MOREnet will be the internet provider. The intention is for MOREnet to connect every library and school in Missouri. As applied for last year, MOREnet will be installed on the office computer and the Friends computer will stay with JANICS. The library will need to apply for permission to move MOREnet to the Friends computer. In order for libraries across the state to be able to provide this service, a private corporation is affiliated with the state library. The intention is that no library will have to pay much for the service. The cost is estimated at \$250-300.

Oliviera reported on the automation grant. There have been two missed deadlines. The next deadline was February 26, 1997. The next deadline for the grant applications/proposal will be June 1, 1997 and there will be another one approximately three months. With the grant, the library was planning on having six workstations. It will also need to add a router so patrons can call in from their homes to use the service. A handout of the equipment needed was distributed. Computerland had estimated the cost at \$11,865. The board needs to have three more bids before a decision could be made.


Also needed will be a retrospective conversion. The cost would be 51cents per record. Currently, there are disks with inaccurate information on them. This effects literally thousands of books. The cost of 51 cents would be included in the grant. There needs to be an inventory of the books. The current estimate is at 27,000-28,000 books. There is also a need to monitor entries of books. Oliviera recommended switching from ordering books from book clubs to ordering the books from a publisher or wholesaler. There is also a need to alphabetize the fiction section of the library. Oliviera was asked to make a list of acceptable vendors, any equipment needed, and any software needed. A motion made by Meredith directed Oliviera to contact by phone proper sources in Jefferson City in order to go forward with automation grant, second by Carlson. Also discussed was the possibility of forming an automation project committee to develop criteria. This was tabled until a further meeting.

A motion to adjourn was made by Meredith, second by Stoker at 8:10 p.m.

The next board meeting will be March 18, 1997, at 5:30 p.m.



President



Secretary

5126

Date and Time of Meeting: March 18, 1997 at 5:37 p.m.

Members Present: Nancy Spaeth, Dorothy Glower, Terry James, Dixie Meredith, Karen Stoker, Bill Chapman, Gary Damson, Nancy Carson, Shirley Campbell, librarian, and Sue Oliveira, assistant librarian.

Jerry Ruse spoke to the board about repair work for the library floor. In a letter dated 1979, it was recommended that the floor be ripped out and repaired. Instead, a wood floor was put over the old floor. The floor is now in need of repair. The city maintenance staff will remove the wooden floor to see what's underneath. Further repair work will be determined after the damage is assessed.

A welcome was extended to new board member Terry James. This is James's second term on the library board.

Minutes of the February were read and approved with the following corrections on a motion by Stoker, second by Chapman:

- Change "3" bids to "2" bids under the Building and Grounds report.
- Change "Carson" to "Spaeth" under policies.

The February treasurer's report was read and discussion followed. James questioned the withholding amount and Meredith pointed out discrepancies in the bookkeeping. It was decided that Campbell and James will work together to solve withholding question. There was no motion to approve. Approval will be at the next board meeting in April after questions have been answered. It was also suggested that the salary information be listed with the withholding information on the same page of the treasurer's report.

March disbursements were read and discussion followed. James addressed a concern over the payment of Missouri Gas Energy. There has been late billing. It was the consensus of the board to pay bills on time. A motion by Meredith was passed to direct the director to pay bills when received, with special attention to Missouri Gas Energy and Empire District Electric Co., on or before the due date and to further direct the director to write a letter advising Missouri Gas Energy that the library will pay monthly, in a timely manner, and is interested in information on level pay. This was seconded by Carlson. A motion to approve the March disbursements was made by Carlson, second by Stoker.

COMMITTEES:

