

Webb City Public Library

CORNER FIRST & LIBERTY
WEBB CITY, MISSOURI 64870

Date and time of meeting: January 20, 1998 at 5:30 P.M.

Members present: Bill Chapman, Nancy Carlson, Gary Dawson, Dorothy Glover, Dixie Meredith, Lisa Sweet, Ann Watrous, and Sue Oliveira, Library Director.

Members absent: Terry James, Deanna Mense.

The meeting was called to order by President Dorothy Glover.

Minutes of the December meeting were read and approved as presented.

December treasurer's report was read and approved as presented.
January disbursements were approved.

Chapman gave a brief review of the audit prepared by Myers, Baker, Rife and Denham for the year ended October 31, 1997.

Sue discussed on-going problems with the sewer line. City Administrator Rogers has agreed that the city will pay for cleaning out the line, installing new line, ^{if necessary} and putting in an outside clean-out, to alleviate future problems.

Glover reported that the resignation of Board member Terry James will be submitted to the Mayor, who is seeking a new member.

Committee Reports

Committees were appointed as follows:

Building and Grounds: Gary Dawson

Finance: Dixie Meredith, Bill Chapman

Personnel: Nancy Carlson, Bill Chapman, Ann Watrous

Public Relations: Lisa Sweet, Deanna Mense

Foundation Fund: Deanna Mense, Lisa Sweet

Friends of the Library Liaison: Nancy Carlson

Old Business: The new copy machine is in use, simple to operate, and makes good copies. Sue will be running an ad to sell the old copy machine, in need of repairs.

Disposition of some of the old tables in the basement was discussed. Motion by Sweet, seconded by Meredith to advertise three tables as well as other outdated, excess equipment for sale. Dawson and Sue will set a minimum price and report at the next meeting.

The Router for MOREnet is in, after considerable trouble. No Internet is available yet, as an adaptor is needed for the older version of Router which was received. Motion made by Sweet, seconded by Meredith to authorize Sue to block chat lines, keeping Hotmail. Dawson will look into fixing the monitor in the office.

New Business: By-Laws need to be rewritten. Glover will ask members to work on it and present at the next meeting.

Director's Report:

Amnesty period for returning overdue books was moderately successful.

Plans are underway for National Library Week, April 19-25. Since the Library District was established in March, 1913, celebration of the 85th birthday of the Library will be incorporated into plans. By that week front doors need to be finished to make entry more presentable, and plaques with names of benefactors in place. Sue proposed a brass plaque to announce Library hours; Dawson will check on price.

Copies of 1997 Genealogy Society report were distributed.


President's Report: Committees need to function as committees, reporting at meetings to facilitate efficiency.

New part-time worker provided through Area Agency on Aging will start next week.

Lucille has three weeks vacation coming (3 four-day weeks). Personnel Board suggests Lucille take vacation as accumulated.

Meeting adjourned at 6:55.

Next meeting date and time: February 17, 1998 at 5:30 P.M.



President



Secretary

Webb City Public Library

CORNER FIRST & LIBERTY
WEBB CITY, MISSOURI 64870

Date and time of meeting: February 17, 1998, at 5:30 P.M.

Members present: Bill Chapman, Dorothy Glover, Deanna Mense, Dixie Meredith, Lisa Sweet, and Sue Oliveira, Library Director.

Members absent: Nancy Carlson, Gary Dawson, Ann Watrous.

The meeting was called to order by President Dorothy Glover.

Minutes of the January meeting were read and approved after correction of the word "audit" to the word "compilation".

Minutes of the January treasurers report were read and approved. Oliveira called the Board's attention to the fact that the health insurance premium had increased by \$20.00.

Committee Reports

Building and Grounds: Glover reported that the three tables had been sold for \$50 each without the need to place an ad in the paper. The old copier has been donated to the Senior Center. Sure reported that \$186 was made on the sale of the tables and some other miscellaneous items and after paying someone \$80 to haul off debris, a profit of approximately \$106 was realized. There was discussion with regard to the front doors and the brass plaques for donors. President Glover discussed the computer monitor and the problems Lucille has while working on it. Sue will contact Gary Dawson for direction on correcting the monitor situation. Meredith brought up the fact that the City had not properly cleared the area from previous work done, which has resulted in mud tracks on the carpet. Mense expressed concern over the boiler heat and discussion followed with possible future options that the Board might consider.

Finance: Meredith stated the need to reinvest the revenue we receive from tax collections and projected funds from state aid as well as petty cash.

2/17/98

page 2

Public Relations: Sweet reported to the Board that on Feb. 6th she contacted Dean Salchow regarding the donor plaques for the front entry. As of the date of this meeting, he has not followed up. It was recommended by Sweet to pursue other possibilities for obtaining the plaques. She will check with Main Street Gallery. Sweet reported that she will be working with Sue to create flyers and informational fact sheets for the upcoming National Library Week.

Foundation Fund: Sweet read the report from the committee (see attached). Motion was seconded by Meredith for the Fund raising Committee to proceed with raising money.

Old Business: Director Oliveira reported that MORE net is up and running, providing us with a better computer system than that of the Joplin Library.

New Business: Director Oliveira will inquire if we qualify for the new telecommunications grant. (See paragraph 3 of Director's report, attached).

Director's Report: Discussion was held with regard to paragraph 4 in the Director's report. Ann Marlow from MSSC would work with the Library on this grant.

Oliveira asked the Board to consider new hours of operation: Monday and Thursday 11:00 a.m. to 8:00 p.m., Tuesday, Wednesday, Friday, and Saturday 11:00 a.m. to 6:00 p.m. With a motion by Meredith to adopt the changes and a second by Mense the motion carried.

President's Report: President Glover distributed by-laws to Board members present and made a request to look them over and bring back any changes or corrections to the next meeting. It was determined that since our by-laws state that the Treasurer shall be bonded, Meredith will investigate to determine the charges for the bond.

A motion to adjourn by Sweet with a second by Meredith ended the meeting at 6:50 p.m.

2/17/98
page 3

Time and Date of next meeting: March 17, 1998 at 5:30 p.m.

Dorothy Glover

President

Ann Watrous

Secretary

Date and time of meeting: March 17, 1998

Members present: Bill Chapman, Nancy Carlson, Gary Dawson, Dorothy Glover, Matthew Holt, Deanna Mense, Ann Watrous, and Sue Oliveira, Library Director.

Members absent: Dixie Meredith.

The meeting was called to order by President Dorothy Glover. Matthew Holt was welcomed as a new member of the Board, replacing Terry James, who resigned.

Minutes of the February meeting were read and approved as presented.

February Treasure's report and March disbursements were approved as presented.

Committee Reports

Building and Grounds: Refinishing work on the front door is put on hold. Dawson will check on price for brass door plaque to display Library hours. The yard is unseeded following work on the sewer line. Vicki Lybarger, City Council liaison to the Library, will be invited to next meeting so we can discuss concerns about upkeep.

Finance: Chapman reports that we are staying on track with the budget.

Personnel: Oliveira's performance as Director will be reevaluated in May.

Computers: Dawson will check on price to fix or replace monitor in office, which continues to be unsatisfactory. Printer on children's computer is broken. Dawson will also check on it and report at next meeting.

Public Relations and Foundation Fund: Mense reported on a committee meeting held on March 10. Plans for National Library Week were discussed. "An Evening at Carnegie" is set for Saturday, April 18th to introduce the Foundation Fund. Sunday, April 19th will be the annual open house. Mayor will be contacted to declare a special Library Day. Decision was reached to honor Skip Tarrant on that day, as he has contributed hundreds of hours working on the Library's computers.

Old Business:

A. Grants: Application has been submitted for telecommunications discounts, available to schools and libraries, which could provide 60% discount on telephone bill. MOREnet fee may be included.

Missouri Humanities Council Advisor will be asked to help in producing a booklet about the Library.

3/17/98

B. Finance: Discussed expense for audit, consolidated in with City budget, for which City is billing Library \$775 for our portion.

Health insurance is increasing \$20.00

Building and Grounds will get bids for cleaning sewer line at least once a year.

Lane is no longer available to work on maintenance or upkeep of lawn.

Cost would be \$600-\$700 to have Treasurer bonded. According to State statutes, county and city libraries need not be bonded. Library bylaws are in compliance with City Motion was made by Carlson, second by Chapman, to delete paragraph regarding bonding under "Treasurer".

New Business: New member Matthew Holt was appointed to Building and Grounds Committee.

Director's Report: Glover spoke in praise of the Genealogy Department.

A letter of appreciation will be written to Skip Tarrant for all of the time he has donated connecting the computers and helping with setting them up. He has saved the Library a great deal of money.

There is a need to address City Council regarding maintenance of Library building and grounds. Liaison will be invited to attend next meeting. Oliveira will prepare presentation for Council's consideration.

Meeting adjourned at 6:45. Next scheduled Board meeting will be April 21, 1998, at 5:30 P.M.



President



Secretary

