

Date and time of meeting: January 19, 1999

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

Members absent: Deanna Mense

The meeting was called to order by President Lisa Sweet.

Minutes of the December meeting were read and approved with the correction that "county" replace "city" in the paragraph regarding payment of tax monies.

December Treasurer's report was approved with the clarification by Dawson that the petty cash deposit should read \$266.65.

January disbursements were approved, with correction by Sue regarding the subscription for USA Today.

President Sweet presented her appointments of committee chairpersons as follows: Finance, Gary Dawson; Building and Grounds, Bill Chapman; Liaison with Friends of Library, Nancy Carlson; Personnel, Ann Watrous; Policy Committee, Dixie Meredith; Nominating Committee, Matthew Holt; Grant Search/Writing, Deanna Mense; Foundation, Dorothy Glover.

Compilation Report for year ended Oct. 31, 1998 from Myers, Baker Rife and Denham was presented.

Old Business:

Purchase of answering service from Answer, Inc., was discussed. Having the service would eliminate the nuisance of getting a busy signal when patrons call and the phone is in use. Consensus of opinion is that it would be a convenience for the public, at a cost per month of approximately \$18. Motion was passed to purchase the answering machine with the provision that its effectiveness be monitored.

New Business:

Board members have been invited to tour the Drury College's Olin Library, as guests of Charles Hill of Gaskin Hill Norcross architectural firm.

TV coverage of Library's Saturday program for adults was commended.

Director's Report:

LSCA grant of \$10,842 has been approved for purchase of two work stations and a server, which will provide a platform for future automation and the security of internal back-up, upgrade to Window's '98, and a CD server to replace CD changer. Seventy per cent of the money will be up front, with an interim report required with 30 per cent payment, to be repaid when equipment is in place.

Dawson questioned whether current insurance coverage will be adequate. Sue responded that Library is included in master policy for City. Dawson recommended that we need an addendum to cover additional computer equipment. Bob Baker volunteered to look into the matter of coverage under the City's master policy.

Word has not been received regarding the Rotary grant. Sue filled out the proposal and a committee from Rotary filed the application. Baker will also look into the progress of the grant application.

Chapman brought up the problem of storm damage, specifically broken tree limbs and crumbling front steps. City Administrator has said he would come by with landscape artist to see if tree needs trimmed or cut back. City needs to be informed that the broken limbs pose a safety hazard. Crumbling edges of steps could also be a safety hazard, and the problem is getting progressively worse. Chapman suggests we have someone check on the possible repair to the steps.

Meeting was adjourned at 6:35. Next scheduled meeting will be February 16, at 5:30 p.m.



President



Secretary

Date and time of meeting: Feb. 16, 1999

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

The meeting was called to order by President Lisa Sweet.
Minutes of the January meeting were read and approved as corrected.
January Treasurer's report was approved.
February disbursements were approved, with Sue noting that health care premiums decreased.

Committee Reports:

Finance: (Dawson) Monies received from City will be put in CD.

Building & Grounds: (Chapman) Sue has been seeking bids for repair work on front concrete steps. The options discussed include capping, carpeting, or removal and replacing of present steps. Two bids have been received thus far. Estimates on price of carpeting to stop deterioration will be sought, with Sue reporting at next meeting.

Policy: (Meredith) No report.

Grant Search/Writing: (Mense) No report.

Foundation: (Glover) A proposal from architect Charles Hill will be forthcoming. After receiving his firm's proposal, it is suggested that we have the City Attorney talk to City Administrator and reach a clear understanding, in writing, of where the City stands in reference to the Library project. The estimate is that Foundation will need \$10,000 to \$15,000 "seed money" for beginning architectural fees and other expenses to be prepared to begin fund raising.

Old Business:

Purchase of answering service from Answer, Inc., has been made and use is being monitored.

New Business:

Office furniture is needed to hold the new computers which will be arriving soon. Sue has priced four new tables through O'Sullivan, as well as steel work stations. Options were discussed, with Sue's recommendation being that she find two inexpensive tables to put with the two presently in use as a temporary measure until further plans are made through the Foundation. A motion was passed to allot up to \$500 to purchase tables.

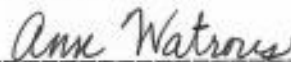
Director's Report:

Sue's written report was presented, covering the LSCA Grant, Saturday at the Library program, upcoming Read Across America, Have Books ...Will Travel, and preschool story time.

Meeting was adjourned at 7:00 P.M. Next scheduled meeting will be March 16, at 5:30 p.m.



President



Secretary

Webb City Public Library
Board of Trustees, Executive Committee
Special Meeting
March 2, 1999

A special meeting of the Executive Committee of the Webb City Public Library Board of Trustees was called at the request of Robert J. Baker, member of the Webb City Library Foundation Task Force. The meeting was held at 5:30 PM, Tuesday, March 2, 1999 in the library.

Present were Dorothy Glover, Lisa Sweet, Gary Dawson, Dixie Meredith, Sue Oliveira and Robert J. Baker.

Mr. Baker stated that he believes it is necessary to preserve our building. He has given our proposed project much consideration and has come to the conclusion that it will be very difficult to raise as much money as we need through subscriptions from the community. He made the following observations:

- 1) that the Library Board has traditionally wanted to remain independent from the city;
- 2) that the city has traditionally treated the library as a step-child;
- 3) that in order to complete our project, we will need unity on the part of the City Council, the city administration, and the Library Board; and
- 4) that it will be better for the library to complete our improvements as one project rather than in a patchwork fashion.

Mr. Baker then suggested that the most feasible method of obtaining enough money for our project would be to get the city to pass a general bond to cover construction costs. He believes that it might be possible to improve relations with the city enough for the City Council to agree to take over the maintenance and insurance on our building, and to assume the responsibility for our payroll and other employee expenses. This would enable us to use our tax revenue for materials and services.

Mr. Baker then suggested that we investigate and apply for grant money from both public and private sources. He stated that if we can raise half of the money needed through grants, then he believes that the city will be willing to vote a general bond to cover the other half. He also stated that a bond issue would give us immediate money, while a levy increase would be incremental. He recommends that we develop sources within the community who can assist us in getting started with our grant seeking.

Date and Time of Meeting: March 16, 1999, 5:30 p.m.

Members present: Bill Chapman, Gary Dawson, Dorothy Glover, Lisa Sweet, Ann Watrous, Library Director Sue Oliveira.

Members absent: Nancy Carlson, Matthew Holt, Deanna Mense, Dixie Meredith.

Minutes of the February meeting were read and approved.
February Treasurer's Report studied and approved.
March disbursements approved.

Committee Reports:

Finance: (Dawson) Reported that Sue had purchased two CD's.

Buildings & Grounds: (Chapman) No response has been received from the two firms which were to submit bids for carpeting front steps. Bill recommends concrete repair, as opposed to carpeting. Suggestion was made that we get an opinion from the City engineer. Sue will ask City Administrator to send Engineer to study the situation.

Mayor has said to get three bids for work on eaves, as the money for repairs has already been approved.

Policy: (Meredith) No report.

Foundation: (Glover) Presented minutes of Special Meeting of the Executive Committee held March 2, 1999, followed by discussion regarding need for clarification on Board's feelings about City involvement.

A Foundation meeting will be held May 30 at 5:30.

Old Business:

Grant Writing Workshop which Sue had considered attending would cost \$600. She feels that money would not be well spent, considering the amount of information on Grant writing that is available on the Internet. She presented information and websites which can be used.

New Business:

BiblioFile Upgrade and Automation proposal from Library Solutions.Com: Information on an on-line automation proposal was discussed and rejected because of expense. There is a year 2000 deadline on BiblioFile; DOS system won't work after that date. A decision must be made whether to upgrade to Windows version of BiblioFile for about \$500. On-line automation would be \$16,000.

Director's Report: Written report was presented, covering plans for home school project, success of Read Across America Readathon, and other upcoming programs at the Library, including National Library week April 11-17. Motion was approved to purchase a \$25 gift certificate for Craig and Linda Hunnel, in appreciation for their Story Time presentations.

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President's Comments:

President Lisa Sweet read the following comments, and requested that they be included in the official minutes:

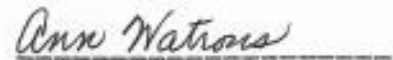
"In light of the recent events that occurred in Galena regarding the city councilmen and discussing city business outside the confines of a council meeting, I would just like to remind everyone that we are also bound by certain rules and regulations. One being, that no Library Board or Foundation business is to be discussed outside the confines of our meeting times and places as posted. This includes telephone calls, chats in restaurants or shopping centers or when one board member may have the occasion to run into another. To avoid any possible conflict within our organization, I did not think it would hurt for us all to be reminded of that. Any and all matters of the Board and Foundation shall be required to come before the full body of the Board."

Adjourn:

Meeting adjourned at 6:50 p.m. Next scheduled meeting of the Board of Trustees will be April 20, 1999, at 5:30 p.m.



President



Secretary

Webb City Public Library
Board of Trustees

Date of Meeting: April 20, 1999

Members present: Nancy Carlson, Bill Chapman, Gary Dawson, Dorothy Glover, Matthew Holt, Dixie Meredith, Sue Oliveira, Ann Watrous

Members absent: Deanna Mense

Meeting called to order by President Lisa Sweet. Minutes of March meeting read and approved. March Treasurer's Report read and approved. April disbursements read and approved.

Committee Reports:

Friends Liaison (Carlson) Salad luncheon and open house were held April 17, in celebration of National Library Week. Rummage sale to benefit the Library will be held May 8 at Patty Freeman's home.

Finance (Dawson) No report.

Foundation (Glover) Dorothy went to sign an agreement with Gaskin, Hill, Norcross architectural firm of Springfield. Kenneth Stuffelbein will be in charge of the Library project. Measurements have been taken of the building. Later Task Force members will be included to meet architects.

There are two vacancies on the Task Force, as Lisa and Leon Martin have not responded to several inquiries. Dorothy asks that suggestions for additions to Task Force be mailed to her.

Building and Grounds (Chapman) City has been contacted regarding City Engineer's opinion on needed repairs to front steps, but no response has been received. Three bids for repairs to eaves will be requested. City Engineer will be asked to submit Engineering Report, as bids are dependent on this report. Fire inspection failed, due to wiring to air conditioning in attic. Corky's Electric checked and approved wiring, so building is now in compliance. City's Landscape Architect needs to look at tree.

Old Business:

Lisa and Sue attended Chapter 182 (Route 1) meeting in Springfield for representatives of over twenty Missouri libraries.

New Business:

Check for \$1000 was received from Kiwanis Club, to be used for children's programs and materials.

A proposal has been presented by the Library Corporation for an expensive on-line system for Library automation., with a possible 100% grant from USDA. It would require being in a partnership with a medical library. A consortium with OCC is being investigated, and St. John's is also interested. Application deadline is in June; representative from interested institutions will meet before that deadline.


Interest was expressed in providing canvas book bags with a Library logo for patrons who check out a large numbers of books.

Director's Report: Technology plan was submitted for approval, accepted by unanimous vote. Sue's comprehensive report is attached.

Adjourn: Meeting adjourned at 6:30 by Vice-President Carlson. Next scheduled meeting will be May 18, 1999, at 5:30 p.m.



President



Secretary

