

Webb City Library Board of Trustees

Date and time of meeting: 5:30 p.m., January 18, 2000

Members present: Lisa Sweet, Dorothy Glover, Nancy Carlson, Ann Watrous, Sue Oliveira, Gary Dawson, Matthew Holt, Curt Kamler, Deanna Mense, Glenn Dolence

Excused: Dixie Meredith

Meeting called to order by President Sweet. Minutes of December meeting read, corrected, and approved. Treasurer's report approved as corrected. January disbursements approved, with addition of corrected Empire District Electric bill.

Committee reports:

Finance: No report.

Buildings & Grounds: Kamler reported that roof repair has been completed and bill will be sent when Board has an opportunity to be assured that the work will satisfactorily solve the leakage problem. Tree in front needs trimming before Spring; trimmer will be contacted.

Friends Liaison: Eileen Nichols has promised that Friends will pay for a bicycle rack. City will put in cement to hold it in place.

Foundation: Glover presented copy of letter from Bob Baker, chairman of fund raising committee. He will be meeting with members Matthew Holt, Ron Barton, Bob Nichols and Paul Taylor on 1/19/00 to review list of potential donors, hear report of inquiries on Foundation's behalf by Kurt Baker, and to establish regular committee meeting times twice monthly.

City Hall Liaison: Dolence is awaiting list of issues which need to be resolved with City. It is agreed that it would be in the Library's best interest to get agreements between Board and City in writing for clarification of communication.

At February meeting Dolence will have break-down of insurance costs to City, in answer to Board's inquiries regarding liability insurance coverage for Library.

Old Business:

Sample shirts and totes with Library logo were presented. Bold Women Designs will handle sales at various outlets they have contacted and will collect payment to be donated to Library. Cost for various items were set: totes @ \$12, polo shirts @ \$27, long-sleeved t-shirts @ \$20, sweatshirts @ \$20, and t-shirts at \$5 above cost.

Sue shared correspondence from Myers, Baker, Rife & Denham spelling out engagement agreement for professional services for compilation report. Letter of engagement won't be signed until Dolence checks on necessity of compilation report; motion approved to delay signing agreement until he checks with City Hall on this matter.

Director's Report: Director reported on several proposed bills, both state and federal, which would require filtering of objectionable material on Internet used at schools and public libraries. Library will be closed 1/29/00 to allow time for work on bar-coding books for retrospective conversion. General amnesty for patron's holding long overdue books will be publicized for 1/31/00 through 2/5/00 in hopes of getting these books back or getting payment for books not returned during that period. A used computer is being donated by the City to replace the one presently in the Children's Department. National Library Week plans are being made for April 9-15. Children's Department development, thanks to the Rotary Grant, will be promoted. A

open, based on requests from various patrons, a motion was approved to adopt the following change in hours: Monday, Tuesday, Thursday remain open till 9:00 p.m. Wednesday and Friday hours will remain unchanged.

Meeting adjourned at 7:05 p.m. Next scheduled meeting will be February 15, 2000, at 5:30 p.m.

President

Secretary

Webb City Library Board of Trustees

Time and date: 5:30 p.m., February 15, 2000

Members present: Nancy Carlson, Deanna Mense, Ann Watrous, Lisa Sweet, Sue Oliveira, Dorothy Glover, Matthew Holt, Curt Kamler.

Excused: Dixie Meredith, Gary Dawson.

Meeting called to order by president Lisa Sweet. Minutes of January meeting read and approved. January treasurer's report approved, February disbursements approved.

Report of committees:

Finance: No report

Buildings and Grounds: Kamler will have tree in front removed; Council has approved money. Roof repair work has been done.

Friends Liaison: No report

City Hall Liaison: No report.

Foundation: Glover has spoken with Charles Hill, at Bob Baker's request, to update him on progress of project. Gaskin Hill Norcross will be available to help present prospectus to potential donors for breakdown of cost for specific areas of remodeling and renovation.

Director's Report: Amnesty for return of overdue materials was moderately successful.

Some courtesy calls regarding remaining overdue books and fines may be in order.

Sue reported that the meeting she hosted for Directors of other small libraries in our area was a success, with Carthage, Neosho, Lamar, Sarcoxie and Greenfield represented, plus guests from Salem and Mansfield. Volunteers are being sought to help with Children's Time on Thursday mornings.

New Business: Sue explained computer needs: two monitors and three hard drives to upgrade, adding some RAM. Best buys are available on-line, but Library would need a corporate credit card to take advantage of the best prices. At next meeting a decision will be reached regarding getting a credit card for such purchases.

A new part-time employee, Erin Goggins, has been hired to work 24 hours per week in Lucille's absence.

Old Business: Letter of Engagement from Myers Baker Rife and Dun^{enhew} needs to be signed. T-shirt sales campaign was discussed; sales will continue from Library until April 15. Motion approved to purchase four polo shirts, at \$22 each, for Library employees. State Library has received approximately \$800,000 as entertainment tax; procedure for distributing this money hasn't been decided.

Meeting adjourned at 7:35 p.m. Next scheduled meeting will be at 5:30 p.m., March 21, 2000.

President

Secretary

Webb City Library Board of Trustees

Date and time of meeting: March 21, 2000 at 5:30 p.m.

Members present: Lisa Sweet, Dorothy Glover, Nancy Carlson, Ann Watrous, Sue Oliveira, Dixie Meredith, Gary Dawson, Matthew Holt, Curt Kamler

Excused: Deanna Mense

Minutes of February meeting read, corrected, and approved with provisional approval of City payment for tree removal specified. Treasurer's report, including bills to be paid, approved as amended.

Committee reports:

Buildings & Grounds: Tree in front has been removed.

Foundation: Baker's committee plans to meet March 22.

Friends of the Library: Salad luncheon will be held April 15.

Old Business:

T-shirt committee decision to end sales April 15 will be presented in writing to Bold Women Designs. Board's understanding was that Bold Women would print shirts as ordered; there was no written long term agreement.

In response to questions regarding insurance coverage (liability, contents, etc.) Glen Dolence will be reporting back on breakdown of insurance coverage under City policy.

New Business:

Motion passed to have Sue check into panic bar for back door, so that door could be locked as needed for security purposes and still meet fire safety regulations. Purchase of a security alarm necklace was discussed.

Director's Report:

Sue will be making a presentation to Rotary during Library Week, showing them some of the materials acquired with their grant money. She attended Librarian's meeting in Neosho. Explanation of Nonresident Athlete and Entertainer Tax was presented to Board. Sue is asked to pursue applying for a credit card for Library purchases, with the understanding that bills would be paid monthly. Part-time employee Bonnie ~~Turner~~ ^{Wheaton} will be leaving March 27.

Adjourn: Meeting adjourned at 6:45 p.m. Next scheduled meeting will be 5:30 p.m. April 18, 2000.

President

Secretary

Webb City Library Board of Trustees

Date and time of meeting: 5:30 p.m., April 18, 2000

Members present: Nancy Carlson, Dixie Meredith, Ann Watrous, Lisa Sweet, Dorothy Glover, Curt Kamler, Gary Dawson, Matthew Holt, Glen Dolence, Sue Oliveira.

Members absent: (excused) Deanna Mense

Minutes of March meeting read and approved. March Treasurer's report approved and payment of April bills approved.

Committee Reports

Building and Grounds: Kamler reported that doors for the back entrance have been donated from Webster School. Annual inspection from fire department resulted in installation of 5 smoke detectors and a carbon monoxide detector. Old screen door on front has been installed. Later in summer cement slab will be put in front yard for bike rack.

Friends Liaison: Carlson reported the annual luncheon meeting was held April 15. Approximately 110 members have paid dues. New Friends president is Ann Watrous.

City Hall Liaison: Dolence reported on meeting with insurance agent Rocky Ford to gather information about insurance coverage for the Library, as specified in policy through City. General liability, including staff and Board liability, full building and contents coverage is for \$1,000,000 (replacement cost). Sue suggests taking inventory of number and types of equipment owned. Insurance agent may be asked to come to discuss value of irreplaceable items.

Foundation: Glover reports that Baker will be convening a committee meeting soon. Sue's presentation at Rotary was commended; Baker gave Library a good boost at that same meeting.

Old Business:

T-shirt sales are completed, and Bold Women picked up remaining inventory.

Director's Report:

Security risks were again discussed. Rachael Smith was commended for her handling of a situation recently which called for police involvement. Grant for automation, much like one submitted last August, is still pending. If it is unsuccessful, other options will be studied. Grant for retrospective conversion has been approved; awaiting grant for hardware and software for ~~Libraries Ltd.~~ *The Library Corporation.* Approval given to donate an old printer we can't use to the Sarcoxie Library, where it is needed.

Meeting adjourned at 6:20 p.m. Next scheduled meeting will be May 16, 2000.



President

Secretary

Webb City Public Library

101 S. LIBERTY
WEBB CITY, MISSOURI 64870

Webb City Library Board of Trustees

Date and Time of Meeting: 5:30 PM, May 16, 2000

Members present: Lisa Sweet, Dixie Meredith, Dorothy Glover, Nancy Carlson, Sue Oliveira

Members absent: Gary Dawson (excused); Ann Watrous (excused); Matthew Holt; Deanna Mense; Curt Kamler

Due to the lack of a quorum, no meeting was held.

Rocky Ford, representing County-Wide Insurance Agency, met with those present in an informal question and answer session about the insurance on the library building and contents.

*Webb City Public Library
101 South Liberty Street
Webb City, Missouri 64870-2218
417-673-4326*

Minutes for Board of Trustees Meeting held on June 20, 2000:

Members Present: *Lisa Sweet, President, presiding; Dorothy Glover; Matthew Holt; Curt Kamler; Dixie Meredith; Gary Dawson. Also present, Sue Oliveira, Director.*

Members Absent: *Nancy Carlson (excused); Ann Watrous (excused)*

Minutes for the April meeting were approved. *Motion by Curt Kamler; second by Dixie Meredith. It was reported that the May meeting was cancelled due to lack of a quorum.*

Treasurer's Report for May was approved. *Motion by Matthew Holt; second by Curt Kamler.*

June Disbursements were approved. *Motion by Curt Kamler; second by Matthew Holt.*

Committee Reports:

Buildings and Grounds: *Curt Kamler reported he had contacted Braeckels about installation of the metal doors and is getting information on the cost of installation. The condensation drain on the air conditioner has been plugged up and caused water to drain through the first floor ceiling. This has been remedied, but it is recommended that we have the air conditioner checked after the hot weather is over.*

Friends of the Library: *The bicycle rack has not been received. We will need to talk to the new president, Ann Watrous.*

Foundation: *Dorothy Glover reported that Firststar Trust refused our application for a grant, as did Boylan Trust. There was discussion about "fleshing out" our applications and documenting our request for services.*

Director's Report: *Our automation grant was reduced with the explanation that we only needed one PAC rather than the three requested. The state also reduced the number of software licenses they would fund from five to three. The Library Corporation sells licenses in a base package of five, so the remaining two licenses will have to be purchased with local funds. Discussion followed as to where we might make up the difference in money. A request will be made to the city of Webb City and to the Friends of the Library.*

New Business: *Janet Taylor has been named to succeed Deanna Mense on the Board of Trustees. Packets for meetings will be E-mailed rather than postal mailed, or they may be picked up at the library on the Monday before meetings.*

