

## Webb City Library Board of Trustees

Date: January 16, 2001

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

Meeting called to order by Vice-President, Nancy Carlson. Minutes of November meeting read and approved. (Regularly scheduled December meeting had been canceled due to weather.) Treasurer's report read and approved as amended. Payment of bills for January, 2001, approved.

### Committee reports:

Buildings & Grounds: No report

Foundation: Glover reported that activity toward goal is progressing under direction of Bob Baker and Bob Nichols. She reported a Foundation balance of \$2135 at the Webb City Bank. Ownership of \$200,000 in government securities has been transferred to Foundation through A.G. Edwards.

Bob Baker has submitted application for tax-exempt status for Webb City Library Development, Inc. Baker and Bob Nichols have made numerous contacts on behalf of the Foundation.

Friends of the Library: No report

City Council Liaison: Dolence reported that on Feb. 19 Bob Baker will meet with City officials to affirm what support the City will provide over the next 3-5 years. Board members are asked to attend the work session on that date at 6:30, at which Ron Lankford will be making a presentation on behalf of the Foundation.

### New Business:

Sue cited problems with the present one-line phone system. Cost of installing either a pay phone for patron's use or a second line were discussed. Dawson recommends asking the phone company to test the line to see how many busy signals hit the line, in order to justify installation of a second line. He also suggested installing a toggle switch so the Fax line can switch to an incoming line when needed. Patrons will be reminded by posted note to limit use of the business phone.

Regarding Technology Plan, Sue reports that two-thirds of goals have been met. A Committee for Technology Review, comprised of Sue Oliveira, Skip Tarrent and Nancy Carlson, will add new goals and provide some follow-up on present goals.

Collection and Development Committee, composed of Janet Taylor, Sue Oliveira and a volunteer of the President's choice, will look at areas to focus on in the future.

Program Development Committee, Gary Dawson, Sue Oliveira and a volunteer of Sue's choice, will appraise Library services and programming.

Old Business:

Development of Library's web page is nearly complete.

Library Policy must be furnished to MPLD. Sue suggests that she write Policy and submit it to Board for approval. Motion by Glover, second by Meredith that staff write the state required Policies and Procedures manual.

Director's Report:

Sue reported several troubling instances of vandalism and loitering. Meredith recommended requesting police patrol. Dolence volunteered to discuss the problem with Don Richardson.

She commented on reciprocal agreements with other libraries; we currently have such an agreement with Carthage. Joplin now charges \$30 annually for non-resident users and has no interest in reciprocal agreement with Webb City. She asked specifically for the Board's opinion of loans to out-of-district, out-of-state students at MSSC. The usual \$10 annual fee for non-residents will remain in force until further notice.

Online Comprehensive Library Catalog, a data base of 20 million, will be tried out free of charge for one year. Sue and Rachael will be going for training in use of the software system. OCLC has inter-library loan function. The Library Corporation data base we presently use is less comprehensive, but also less expensive. Glen suggests checking with MSSC to see if we could have direct link through the college with their on-line catalog.

Sue reported on Librarians Anonymous as well as updating Board on new legislation affecting the Library. *March 8*

Adjourn: Meeting adjourned at 6:55 p.m. by President Sweet. Next scheduled meeting will be 5:30 p.m. February 20, 2001.

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President

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Secretary

## Webb City Library Board of Trustees

Date: February 20, 2001

Members present: Lisa Sweet, Dorothy Glover, Nancy Carlson, Ann Watrous, Sue Oliveira, Janet Taylor, Curt Kamler, Matthew Holt

Absent: Gary Dawson, Dixie Meredith

Meeting called to order by President Lisa Sweet. Minutes of January meeting read and approved. Treasurer's report read and approved. Payment of bills for February, 2001, approved.

### Committee reports:

Buildings & Grounds: (Kamler) Recounted problems of ground water flooding due to heavy rains and tree roots in drain. Moderate damage was sustained. City agrees to have drains cleaned out by Dennis Miller and will resolve flood related problems with Kamler.

Friends: Donated bicycle rack has been installed. Volunteers helped rearrange non-fiction materials in order to gain shelf space.

Foundation: Glover reported a favorable work session with City Council last night at which Paul Taylor asked for a Resolution from Council supporting Foundation. Ron Lankford made a presentation of the Foundation's plans.

### New Business:

A plea for safety improvements on back stairs was heard. Motion approved to remove carpeting and install non-slip treads to prevent further accidents. Kamler will oversee this work.

Kamler told about a grant Webb City schools have received for a summer reading program for grades K-4 to promote reading and Library use. Motion approved to provide temporary library cards to students participating in the summer reading program, which will kick-off May 5.

### Old Business:

Library's web page is up and running, although work remains to be done.

### Director's Report:

Sue anticipates more use of inter-library loans through First Search once its availability is publicized. Motion made to provide free inter-library loans limited to one free per patron per month.

Don Richardson and Dan Hathcock have come to discuss vandalism problems with staff. Some problems with computer use have been solved by keeping sign-up sheet under the desk and requiring identification for use.

Adjourn: Meeting adjourned at 6:45 p.m. Next scheduled meeting will be 5:30 p.m. March 20, 2001.

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President

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Secretary

*Sue*

Webb City Library Board of Trustees

Date of Meeting: March 20, 2001  
Present: Dorothy Glover, Nancy Carlson, Gary Dawson, Lisa Sweet, Janet Taylor, Ann Watrous, Sue Oliveira  
Excused: Dixie Meredith, Curt Kamler  
Absent: Matthew Holt

Meeting called to order by President Lisa Sweet. Minutes of February meeting read and approved. Treasurer's report read and approved. Disbursement of April bills approved with the exception of Sam's Club, payment for membership, which Sue will check on.

Committee Reports:

Finance: no report  
Building and Grounds: no report  
Friends of the Library: Annual luncheon meeting will be held April 7, in conjunction with National Library Week.  
WCLDF: Sweet met with Bob Baker and Bob Nichols. Support from Board members is essential for success of the project; at the April meeting members are asked to submit a sealed pledge of financial support.

New Business: None brought before the Board.

Old Business:

Regarding the back stairway, signs have been posted cautioning the use of back stairs. City will replace railing and remove carpeting and install treads.  
Kamler will be asked to approach City for help installing different back doors.  
No update has been filed on flood claim.  
Don Richardson will be consulted regarding security of building, especially downstairs.  
Friends are to be asked for potential volunteers to fill in as needed during evening hours if a staff member has to be absent.

Director's Report: Copy included with packet.

Meeting adjourned. Next scheduled meeting will be April 17 at 5:30 p.m.

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Secretary

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President



## WEBB CITY LIBRARY BOARD OF TRUSTEES

Date of Meeting: April 17, 2001

Present: Lisa Sweet, Dorothy Glover, Gary Dawson, Curt Kamler, Matthew Holt  
Dixie Meredith and Sue Oliveira.

Absent: Ann Watrous, Nancy Carlson and Glenn Dolence

Meeting called to order by President Lisa Sweet. Minutes of February meeting read and approved. Treasurer's report read and approved. Disbursement of April bills approved.

Committee Reports

Finance - No report

Building & Grounds - Oliveira reported the carpet had been taken off the back stairs and the City advises the treads will be installed at a later date. New rails will be installed in the back stairway and each stairway is to have a new light installed.

Friends - Sweet reported that the Friends' annual meeting and luncheon had been well attended.

Webb City Library Development Fund - No report

There was no new or old business.

Director's Report: Copy included with packet

Meeting adjourned.

  
Secretary Pro Tem

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President

Webb City Public Library  
Board of Trustees

Date of Meeting: May 15, 2001

Present: Lisa Sweet, Dixie Meredith, Dorothy Glover, Gary Dawson, Curt Kamler,  
Nancy Carlson, Matthew Holt, Glenn Dolence, city council liaison, Sue Oliveira

The meeting was called to order by Lisa Sweet, President. Minutes of the April 17 meeting were read and approved. Motion by Kamler; second by Glover. The April treasurer's report was read and approved. Motion by Glover; second by Kamler. Disbursement of the May bills was approved. Motion by Kamler; second by Glover.

Committee Reports:

**Finance** – No report

**Building and Grounds** – Kamler reported that the air conditioning ducts need to be cleaned. He will check with the city to see if we can be put on a regular maintenance schedule.

**Friends of the Library** – Carlson reported that Ann Watrous will be the new liaison to the board from the Friends. The annual book sale will be held the second Saturday in June.

**Foundation** – A meeting was scheduled to follow the regular board meeting.

**WCLDF** – No report

**City Hall Liaison** – Dolence said that he will check on the mowing schedule.

New Business: Oliveira reported that the library's online public access catalog was hacked into on May 5. The entire catalog had to be reconstructed at The Library Corporation headquarters in West Virginia. Skip Tarrant explained how the system was broken into and recommended the installation of a firewall to make future incidents more unlikely. He estimated the cost of a good firewall at \$2500, but stated that Expert Data Solutions would absorb most of this cost and only charge the library \$1000. Motion was made by Carlson to purchase the firewall for \$1000; second by Kamler. The motion carried.

It was decided that the board would take a summer hiatus and return on August 21 in order to approve the budget for FY 2001-2002.

Old Business: There was no old business.

Director's Report: Oliveira reported that the library has qualified for four computer workstations and a content server from the Bill and Melinda Gates Foundation. A copy of the director's written report is included with the packet.

Meeting was adjourned. Motion by Meredith; second by Glover.

Webb City Library Foundation  
Board of Trustees

Date of Meeting: May 15, 2001

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

The meeting was called to order by Dorothy Glover, President. This meeting was called to discuss the disposition of funds in the Webb City Bank checking account. It was agreed that funds in this account over \$1500.00 will periodically be withdrawn and deposited into the A.G. Edwards account where they will earn higher interest. Dawson and Glover were also directed to pay expenses incurred by the Foundation up to \$150 without authorization by the board.

It was decided that a brief meeting of the Foundation board will be held immediately following regularly scheduled meetings of the Webb City Public Library Board of Trustees until further notice.

Meeting was adjourned.

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President

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Secretary

