

Library Board of Trustees Minutes

Date: 1/15/02 5:30 p.m.

Members present: Dawson, Glover, Kamler, Meredith, Sweet, Watrous

Members absent: Carlson, Holt, and Taylor

President Dixie Meredith called the meeting to order

The November minutes were read and approved as presented. Motion by Kamler with a second by Sweet. Motion to approve carried.

November/December Treasurer's report was presented. Watrous moved to accept with a second by Sweet, the motion carried.

January expenditures were presented. Glover made a motion to approve. Watrous made a second to the motion. Motion carried.

Old Business:

The Amended Proposed budget for fiscal year 2001-2002 was presented. Following discussion, Dawson made a motion to approve with a second by Kamler. Motion carried.

There was discussion regarding the Spaeth contributions for memorial funds for Carla Parrill and Lucille Kent. Sweet made a motion to table further discussion until such time as Nancy Spaeth issues specific requests for these funds. Watrous made a second to this motion. Motion carried.

Discussion was held once again regarding surplus supplies, namely the large, wooden extension ladders currently in storage on the south lawn of the library. Kamler will look into a more appropriate storage facility.

New Business:

A. President Meredith asked for volunteers to chair the following committees. They are:

Budget/Finance	Gary Dawson
Nominating	Nancy Carlson
Personnel	Lisa Sweet

Buildings/Grounds Curt Kamler

Friends Liaison Ann Watrous

B. CIPA

Children's Internet Protection Act requires a yearly scheduled meeting to discuss Internet safety issues regarding children. Sweet made a motion for the Webb City Library Board to conduct a public hearing at the next regularly scheduled meeting in February. With a second to the motion by Kamler, the motion carried.

C. Director Sue Olivera presented a proposed Personnel Policy for the board to review and report back on at the February meeting. Kamler commended Sue on the fine job she does each and every day to make our library one of the best in the area.

D. President Dixie Meredith will be attending the Trustees Academy in February. This trip is paid for and furnished by the Missouri State Library Association.

E. Kamler indicated that a meeting of the City Hall Liaison Fact Finding Mission, which includes Kamler, Meredith, Holt and Sweet, take place with John Rogers as soon as possible. Meredith will attempt to arrange a meeting date convenient for all parties.

Directors Report:

There was discussion regarding establishing a phone line for Sue's use now that she has relocated downstairs. Glover made a motion to establish a phone line for Sue. With a second to the motion by Watrous, the motion carried.

With no further business to come before the board, Sweet motioned to adjourn. Second by Kamler.

Respectfully submitted,

Lisa Sweet, Secretary

Minutes for Webb City Library Board
February 20th, 2002

Members present: Meredith, Carlson, Sweet, Glover, Dawson, Holt, Kamler
Members absent: Watrous, Taylor

City Hall Liaison:	Dolence	Absent
Director	Oliveria	Present

President Dixie Meredith's first order of business for the evening was to open the CIPA meeting which had been publicized as a public hearing regarding the Children's Internet Protection Act. As no member of the general public was in attendance to ask questions or inquire, this portion of the meeting was closed.

The floor was then turned over to Bob Baker to give an update on the Capital Campaign Committee. Paul Taylor was on hand to discuss working relationship options between the city and the Library Board.

President Meredith called the regular board meeting to order at 6:40 p.m.

Glover made a motion to approve the minutes, treasurer's report, and bills due. With a second to the motion by Kamler, the motion carried.

Meredith reported on a very informative and enjoyable conference of the Trustees Academy, which is sponsored by the Missouri State Library.

Following a lengthy discussion based on information presented by Paul Taylor, a motion was made by Kamler to have Paul Taylor draw up a contract between City Hall and the Library Board for additional services. With a second to the motion by Carlson, the motion carried by unanimous consent.

Old business: Library Director, Sue Oliveira, has drafted a personnel policy manual. Following discussion, a motion to approve the policy was made by Carlson. With a second to the motion by Holt, the motion carried.

Director Oliveira informed the board that the Library will need to be closed on April 18th & 19th for computer training on the Gates Computer Program. This is a timely training program required by the Gates Foundation for all recipients of the Computer Program and training cannot be effectively conducted when the library is opened.

Oliveira highlighted some of the information in her written director's report.

With no further business to come before the board, Sweet made a motion to adjourn. 2nd by Carlson. Meeting was adjourned at the hour of 8:00 p.m.

Respectfully submitted,

Lisa Sweet, Secretary

Minutes of the
Webb City Library Board of Trustees
Tuesday March 19th, 2002

Members present:

Meredith, Carlson, Glover, Sweet, Dawson, Holt, Watrous.

Members Absent:

Holt, Taylor

Also in attendance were City Hall Liaison Glenn Dolence, Director Sue Oliveira and Asst. Director Samantha Warhol.

President Meredith opened the meeting at the hour of 5:37 p.m.

Holt made the motion to approve the minutes, treasurer's report and bills due. With a second to the motion by Carlson, the motion carried.

Committee Reports: Carlson reported that the Friends of the Library had purchased new computer furniture for the Gates computers.

In other business, Bob Baker presented an update on the 501C3 group and the work of the task force in obtaining grants and foundation monies.

Old business: Director Oliveira requested that ALL members read the Collection Development policy so that we will be informed and can make a decision regarding approving it at the April meeting.

New Business: A lengthy discussion was held regarding the fee schedule and how it would apply to Webb City students residing outside the city limits for the Summer Reading Program. A motion made by Sweet to allow non-resident Webb City students the opportunity to purchase a \$5.00 summer use card for the reading program with an option to become a "full" member with the additional \$10.00 charge was seconded by Watrous. The motion carried. In addition, Dolence recommended that a scholarship be set up to assist students with the purchase of the \$5.00 summer reading card.

With no further business to come before the board, the meeting adjourned at 6:50

Respectfully submitted,

Lisa Sweet, Secretary

Dixie Meredith, President



Lisa Sweet, Secretary



THE WEBB CITY LIBRARY BOARD MET ON THURSDAY, APRIL 11, 2002.

PRESENT WERE DIXIE MEREDITH, DOROTHY GLOVER, MATT HOLT, CURT KAMBLER,
GARY DAWSON, SUE AND PAUL TAYLOR

ABSENT WERE LISA SWEET, JANET TAYLOR AND ANN WATROUS.

THE METING WAS CALLED TO ORDER BY DIXIE MEREDITH, PRESIDENT.

OPEN DISCUSSION WAS HELD.

PAUL TAYLOR PRESENTED THE CONTRACT THE BOARD IS GOING TO PRESENT TO THE
COUNCIL.
DISCUSSION WAS HELD.

GARY DAWSON MOVED THAT WE PRESENT THE CONTRACT WITH MODIFICATIONS
ALSO WITH
SCHEDULE A. SECONDED AND CARRIED.

GARY DAWSON MOVED TO ADJOURN THE MEETING. SECONDED AND CARRIED.

**Webb City Library Board
Special Meeting
May 13th, 2002**

Present: Dawson, Glover, Meredith, Sweet, Watrous, Kamler
Absent: Holt, Carlson, Taylor

Also in attendance, Sue Oliveira and Eileen Nichols

The special meeting was called for the purpose of approving the applications of several grants that have been made available to libraries. They are:

1. Adaptive Equipment Grant
2. Conversation Practice Group (English as a second language)
3. After School Connections
4. Bring In An Expert

Discussion was held regarding these grants. Eileen Nichols will apply for them on behalf of the library. Watrous made a motion to approve the submission of all four grants. With a second to the motion by Glover, the motion carried by unanimous vote.

Meeting adjourned.

Lisa Sweet

Secretary

Minutes of the
Webb City Library Board of Trustees
Tuesday, July 16th

Board members present: Meredith, Sweet, Watrous, Spracklen, Dawson, Holt, Carlson

Board members absent and excused: Kamler & Taylor

Also in attendance; Sue Oliveira, Library Director and Jerry Fisher, City Hall Liaison

President Meredith called the meeting to order at the hour of 5:30 p.m.

New board member Wally Spracklen was introduced and welcomed to the board.

Minutes of the previous month's meeting was read and approved. Motion to approve by Holt. Second by Watrous. Motion carried by unanimous vote.

Current bills were presented. Motion to approve by Carlson, second by Sweet. Motion carried by unanimous vote.

Committee Report

Sue Oliveira reported on behalf of Dorothy Glover for the Foundation report. She reported that the Task Force Treasury had a balance as of June 30th of \$14,033.23 and the A.G. Edwards balance as of the same date stands at \$208,507.41

Ann Watrous, Friends Liaison, reported that the friends would be conducting a calling campaign to inform the public of the upcoming election August 6th.

Old Business

Oliveira reported that three of the LSTA grants were approved. They were:

- Adaptive equipment
- ESL conversation group
- After school connections

Jerry Fisher presented the "Citizens of the Library" report. There will be a public meeting July 30th. This will be a joint meeting of the Library Board as well as the City Council.

New Business

President Meredith proposed a change in the meeting time in order to accommodate board members whose work schedule conflicts with the 5:30 meeting time. The proposed time was 6:30 p.m. Dawson made a motion to change the meeting time to 6:30 p.m. Carlson made a second to the motion. The motion carried by unanimous vote.

There was discussion regarding the building and grounds. Carlson made a motion to clean and clear the grounds, including trimming shrubbery. Watrous made a second to the motion. The motion carried by unanimous vote.

There was discussion regarding hiring Roy Hance as the janitor. Currently under contract through AARP, the library could hire Roy in November. A motion was made by Dawson to hire Roy Hance for 12 hours per week beginning with the next budget year. Holt made a second to the motion. Motion carried by unanimous vote. Sue will send a letter to AARP advising them of the board's decision.

Due to the late hour of the meeting, it was generally agreed upon that the board members would read the enclosed Director's Report.

Dawson directed questions to the City Hall Liaison regarding the campaign. A lengthy discussion ensued.

The meeting was adjourned at the hour of 7:10 p.m.

Respectfully submitted,

Lisa Sweet
Secretary

Webb City Library Board of Trustees
Tuesday, September 17, 2002

Board Members Present: Nancy Carlson, Matthew Holt, Curt Kamler, Dixie Meredith, Janet Taylor, Ann Watrous.

Others present: Dorothy Glover, Ron Lankford, Jerry Fisher, Sue Oliveira

Not present: Gary Dawson, Wally Spraklin, Lisa Sweet

Meeting called to order by President Dixie Meredith. Dr. Ron Lankford came before the Board with an appeal on behalf of non-resident students who attend Webb City schools, asking that they be allowed to check out books. A motion made by Holt, second by Carlson, moved this order of business forward on the agenda. Holt then presented a motion to allow any student enrolled in Webb City R-7 to check out books. Kamler second, motion carried by unanimous.

Minutes of last meeting read and approved, motion to accept by Holt, second by Carlson. Treasurer's Report and expenditures approved, motion by Kamler, second by Watrous.

Committee Reports: None

New Business:

Following discussion regarding expenditures for special circumstances, such as deaths or weddings, a motion was made to take money for such expenditures out of petty cash, pending a check of legality. Motion by Taylor, second by Carlson, carried unanimously.

Old Business:

Budget for fiscal year '03 will be submitted to City Council for approval. Sue will prepare budget for presentation showing it balanced; Fisher recommends requesting a lump sum from City, rather than seeking the payment of certain bills monthly.

Meredith appointed Taylor, Dawson, and Spraklin to serve on Finance Committee.

Oliveira reported on progress of LSTA grants. Some equipment has already come in. A pilot program, partnering the Library with selected students from Mark Twain and Eugene Field Schools, will provide after-school connections. ESL conversation group is underway.

A reception will be held September 30, at which time Secretary of State Blunt and State Librarian Parker will present checks for grants. Board will host reception with Dixie calling on members for assistance. Refreshments will be ordered from Mike Wiggins. Invitations will be extended to City Council members, Task Force, Friends of the Library, and other civic leaders.

