

Webb City Library Board of Trustees
January 21, 2003

Meeting called to order by President Dixie Meredith with the following members in attendance: Gary Dawson, Matthew Holt, Ann Watrous, Nancy Carlson, Wally Spracklin. Absentee members: Curt Kamler, Janet Taylor, Lisa Sweet. Also attending were Director Sue Oliveira, City Council Liaison Jerry Fisher, and past president Dorothy Glover.

By unanimous roll call vote the Board went into closed session to discuss legal matters. Because the meeting was a closed session, it was decided by unanimous vote to include the visitors and Kent Brown, attorney.

Brown, who represents the Missouri Public Library Directors, discussed legal issues pertaining to our building project. A question and answer session followed his presentation.

The meeting then was reconvened in open session. Minutes of the December meeting were approved, December treasurer's report and expenditures for January were approved.

Nancy Carlson, as chairperson of the Nomination Committee, presented the following slate of officers; President, Dixie Meredith; Vice-President, Wally Spracklin; Treasurer, Gary Dawson; Secretary, Ann Watrous. All were elected unanimously to serve this year.

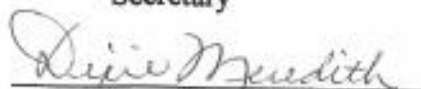
New business discussed was pertaining to the legal obligation to bond the Treasurer of the Board. Fisher will ask city attorney what bond will be. Meredith asked Dawson, Holt and Spracklin to serve on a special Financial Committee

Old business discussion was concerning equipment purchase for book jacket repair. Addition of new book jackets will enhance the attractiveness of many books which are going unused. and somewhat less on expenditures for new book purchases. Possible costs were discussed, and it was decided that the Board is not ready to make a decision on this matter until more information is collected regarding cost of printer and scanner which would be needed.

Sue presented a plan for financial commitment and bill paying protocol. It covered regular or recurring bills payable on receipt, financial commitments requiring Director's prior approval, budget items which Director must approve for payment, commitments requiring prior approval of Board of Trustees, and emergency situations that staff in charge may authorize in Director's absence. A copy of this plan is attached. Director's report also concerned the required inventory of everything of value in the building, a very time consuming project. Eagle Scouts will donate around 80 hours of community service time to help with the inventory new instructor has been found for ESL classes. Director's Report in its entirety is attached.

All agreed that members are better informed as a result of the closed session with Attorney Brown. With no further business to come before the Board, the meeting was adjourned.

Secretary



President

Webb City Library Board of Trustees
February 18, 2003

Meeting called to order by President Dixie Meredith with the following members in attendance: Matthew Holt, Ann Watrous, Nancy Carlson, Wally Spracklen, Curt Kamler. Absentee members: Gary Dawson, Janet Taylor, Lisa Sweet. Also attending were Director Sue Oliveira and City Council Liaison Jerry Fisher, and Dorothy Glover.

Minutes of the January meeting were approved, with corrections noted. January's treasurer's report and expenditures for February were approved.

A letter of resignation from the Board by Gary Dawson was presented, citing family and personal health issues. Motion by Spracklen, second by Kamler to accept Dawson's resignation, with regrets, effective immediately.

Matt Holt was ^{electd} appointed to fill the office of Treasurer. Motion was made to have Wally Spracklen, as Chairman of Financial Committee, assist with work on budgets and other financial business as needed. Fisher will check on cost of bonding treasurer.

A letter from Eileen Nichols proposing some possible changes to floor plans for the new addition was presented. Said concerns will be taken under advisement. Meredith commented that Charles Hill has surmounted all questions which had been raised.

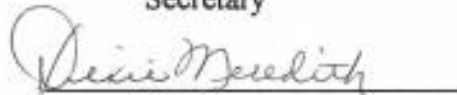
The Director's report was presented. There was some discussion concerning how to handle Library operations while the construction takes place.

Copies of Compilation Report from Myers, Baker, Rife and Denham for the year ended October 31, 2002, were distributed.

Meeting adjourned at 7:55 p.m.



Secretary



President