

Webb City Library Board of Directors
Special meeting, January 12, 2004

Members Present: Ron Barton, Matthew Holt, Janet Taylor, Dixie Meredith, Wally Spracklen, Curt Kamler, Marti Pittman, Scott Boudreaux, Ann Watrous

Others present: Dorothy Glover, Sue Oliveira

Special meeting of the Library Board of Trustees was held 1/12/04 at 6:00 p.m. in City Council chambers. Purpose of the meeting was to come to a group consensus regarding cuts to be made from contractor's proposal so that cost of remodeling and renovation is reduced by approximately \$150,000. Negotiations with the architect and contractor resulted in a revised document which the Board will recommend to Council for approval. Motion by Boudreaux, second by Meredith, to accept revised bid. Motion passed unanimously. Board President will report this recommendation to Mayor Dolence prior to tonight's meeting of Council, so City can sign notice of intent to award contract.

Meeting adjourned at 6:12 p.m.

Respectfully submitted,

Secretary

Webb City Library Board of Trustees
January 20, 2004

Members Present: Matthew Holt, Wally Spracklen, Marti Pittman, Ann Watrous, Janet Taylor,
Ron Barton.

Others Present: Sue Oliveira, Jerry Fisher, Dorothy Glover

Absent: Dixie Meredith, Scott Boudreaux, Curt Kamler

Meeting called to order by President Wally Spracklen. Motion made by Janet, second by Ron, to approve minutes of last meeting as well as Financial Reports for November and December and bills for January.

Committee Reports:

Financial Committee

Wally brought up questions regarding the amount in 501c3 account and asked Board to reflect on question of conflict of interest regarding investment of those funds. Matt, as a member of Finance committee, will check with Scott regarding cost of investment with Edward Jones, and will report back at next meeting. Fisher, as Liaison to City Council, cautioned Board to be extremely careful that building costs not exceed two million. Although some of the endowment money is earmarked for construction, all costs of construction must come out of tax money generated by City, with no checks out of endowment fund until all the two million has been used. This will ensure Board fulfilling our end of the agreement with the City. Endowment money will be used principally for running the new Library.

Building and Grounds

Wally and Curt have removed trees on the east property line. Stumps will be removed when weather permits. Need for a privacy fence rather than chain-link fence on that boundary will be determined by Board.

Old Business:

Long range planning for needs and services to be offered by Library is a necessity. Sue suggested a series of public meetings to get patrons' input. She asked for Board members to work with her to do some planning toward meetings in April, so plan will be in effect by the time building opens. Wally and Ann will work with Sue on this project. Our technology plans have been commended by the State, and we hope for that to continue.

We have not heard report back about payment to Anderson Engineering for soil samples; hopefully that report can be used by Snyder & Co.

New Business:

Communication with Gary Nodler concerning Senate Bill 18175 is encouraged, urging him to vote against the proposal which would take away tax money from Library; any decrease in property tax income will impact us.

With no further business to come before the Board, motion by Ann, second by Marti, to adjourn. Meeting adjourned at 7:30 p.m.

Secretary

President

Webb City Library Board of Trustees
March 16, 2004

Members Present: Wally Spracklen, Scott Boudreaux, Curt Kamler, Janet Taylor, Dixie Meredith, Ann Watrous

Absent: Marti Pittman, Ron Barton, Matthew Holt

Also Present: Dorothy Glover, Sue Oliveira

Meeting called to order by President Wally Spracklen. Minutes of February meeting read and approved and current disbursements approved. It was noted during financial report that health insurance coverage for employees increased by about \$100 per month. Current financial report approved.

President's report on building improvements:

Weekly meetings are proving very informative. Contractor and architect have found that the condition of the building should have been surveyed more carefully before bids were submitted. Geophysical structure has been found to be inadequate. The problem of fat clay vs. lean clay was explained. Smith Engineering Consultants of Joplin has helped solve that problem. The foundation is being redesigned by architect to accommodate these developments. Extensive moisture and termite damage has been uncovered, resulting in need for additional structural support for the current southeast wall. Change orders will be required for several issues, including additional slab work.

Committee Reports:

Planning:

Planning sessions with various interest groups are being arranged in order to gain patrons' input regarding programs and materials in the new Library. Eileen Nichols has been asked by Jim Dawson and Bob Baker to investigate potential funding opportunity for a wellness center in the new Library. It would provide various materials for health related issues, not clinical materials. Programming would also be tied in, possibly including classes through the Joplin Y. Motion by Boudreaux, second by Meredith to give permission for submission of grant for Wellness Center.

Oversight Committee:

Further discussion of delays in progress due to discovery of problems discussed during President's report. Thus far this committee's work has been informational, with no decision making required as yet.

New Business:

Chamber of Commerce Ambassadors will plan groundbreaking ceremony, possibly for April 17, to coincide with annual Friends of Library luncheon in observance of National Library Week.

Old Business:

Policy manual presented at last month's meeting is still being reviewed by Board members, with the expectation that Trustees bring recommendations for discussion at April meeting so final approval can be made.

Friends of the Library will sponsor an Open House at the current temporary facility on April 25, to call public attention to the availability of Library resources during building project. Theme will be "Knowledge in a Nutshell."

Meeting adjourned at 8:15 p.m.

Ann Nations

Secretary

Wade Spradell

President

Webb City Library Board of Trustees

April 20, 2004

Members present: Wally Spracklen, Ron Barton, Dorothy Glover, Matt Holt, Janet Taylor, Dixie Meredith, Ann Watrous, Marti Pittman

Not present: Scott Boudreaux

Others present: Dorothy Glover, Sue Oliveira

Meeting called to order by President Wally Spracklen. Minutes of March meeting approved on motion by Meredith, second by Barton. Financial reports approved on motion by Taylor, second by Holt.

Committee Reports:

- **Friends of the Library:** Ann reported on the annual luncheon meeting held following the groundbreaking on April 17, where Sue presented an informative report on the new building plans. Friends have several projects being planned as fund-raisers. It was suggested that a suitable list of needs be drawn up to assist in making spending decisions. An Open House of the temporary facility will be hosted by Friends on April 25.
- **Groundbreaking:** Dixie was commended for her planning of the ceremony held on March 17 and for working on publicity through the local newspapers. She contacted the Globe expressing hope for a celebratory recognition of this ceremony. We are fortunate to have good coverage through the Sentinel.
- **Oversight Committee:** Janet reported that no meetings have been required. Joe Butler has been making payments to contractor in a timely manner. Work is proceeding with concrete ad completed and walls are going up.
- **Policy Manual:** After a few points of discussion, judgment is deferred until Paul has an opportunity to review and offer his legal opinion. Wally stressed the importance that when policy matters are in question, we assume the stand that final decisions on any matter in question will be reserved for the Board.
- **Wellness Committee:** No decisions has been reached regarding the grant for materials for a Wellness Center funded by St. John's Mercy Center. It will be decided sometime this summer. In the meantime, Eileen Nichols, who wrote the grant, has asked that the Board form a committee to negotiate a contract with the Joplin Family Y covering services they might provide. It was decided that before proceeding with a motion of unreserved approval, the Board needs more information concerning what the Y has to propose in the way of sample programming, what segments of the population would be served, etc. Mr. Estrada, director of the Y, will be contacted with a request for such information, and he

Members Present: Matthew Holt, Wally Spracklen, Ann Watrous, Janet Taylor, Curt Kamler, Scott Boudreaux, Dixie Merredith, Ron Barton.

Others Present: Sue Oliveira, Jerry Fisher

Absent: Marti Pittman

(Note: Boudreaux and Taylor were excused for personal business at 7:30)

Meeting called to order by Vice-president Ron Barton until arrival of President.. Motion made by Kamler, second by Taylor to approve minutes of April meeting.

Spracklen arrived to preside over the rest of the meeting. Financial Reports for April approved on motion by Boudreaux, second by Kamler.

36 Fisher is asked by Director to check with City to find out when Library's approximately \$20,000 will be available from city fund. Disbursements for May approved, with one change under Building and Maintenance: \$180 for lawn care.

Committee Reports:

Building Report (Wally)

Library neighbor Donna Krudwig had contacted Wally regarding health problems caused from breathing concrete sealant fumes. He spoke to the contractor about the problem, and was assured that Donna would be notified in the future when a product to enhance cement cure was to be used, and that a different product with fewer fumes would be chosen. Wally graciously sent flowers to Donna on behalf of the Board, to express apology for her discomfort.

Meetings with contractor and Joe Butler indicate that good progress is being made at the building site. Regarding wiring for a security system, Grant assured that optional security cameras could be installed. (Fisher added here that a pull wire must be left.) Gypcrete has been suggested for leveling second floor, with a protective barrier to be laid over wood. Later floors will be covered with carpet. Stone mason contractor put up sample wall by north entrance. Although exact color replication is impossible, contractor feels that with use of sealant the old and new stones could be made to more nearly match in color.

Building and Grounds (Sue and Wally)

Continued problems with air conditioning in the temporary library building have been addressed. Although it is a nearly new system, apparently there are defects. Sue was directed to keep calling until the problem is corrected. New survey shows the fence to east and the trees there do belong to the Library.

Planning (Ann)

Four focus group meetings are scheduled for June. Patrons will be surveyed to determine what Library services are desired. This input should help in planning programming and setting up our long-range goals. Meetings will be with Senior Citizens, Home-school families, Teens, and for a final meeting, the general public will be invited.

Parking options at the new facility were discussed at some length. Further discussion was tabled until the full Board is present. Meanwhile, trustees are asked to be giving thought toward a workable parking plan.

Old Business:

Acceptance of final draft of Policy Manual will be tabled until Paul Taylor reads and approves it.

While the tent is up in July for the children's summer reading program, Sue suggests holding a sale of surplus items, such as the old computers. Motion by Holt, second by Barton, to declare library surplus and open for bids for sale in July. Motion carried.

Directors Report:

New steps are to be installed at the temporary quarters, as the current ones are unsafe.

Sue gave background information on problems between Joplin Library Board and Genealogy Society, resulting in a lawsuit being brought against the Joplin Board. Following her comments, Sue was complimented for her proactive stance with our Genealogy Society.

With no further business to come before the Board, meeting adjourned at 8:00 p.m.

Anna Watson
Secretary

President

