

Webb City Library Board of Trustees
January 18, 2005

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

Not present: Janet Taylor

Others present: Sue Oliveira, Jerry Fisher, Dorothy Glover

Meeting called to order by president Wally Spracklen, with new officers for 2005 in effect. Minutes of November meeting read and approved. Financial reports for November and December reviewed and approved. Disbursements for January reviewed and approved.

Note was made once again of need for contributions to special fund for employee gifts or other special needs.

Old Business:

Spracklen discussed inferior woodwork in parts of the new building. Finding the plastic baseboard unacceptable, options for replacing with attractive wood quarter round were discussed. Joe Cartwright had obtained one bid from an acquaintance for \$4200 for replacement work. An alternative would be to spend approximately \$1000, with volunteer installation by Kamler, Spracklen, Ron Kent, and/or others. Kamler commented that the woodwork that has been done is atrocious. Restorative protectant for original front (west) door is needed, as well. Motion made and approved to take occupancy, then as soon as possible have Board volunteers do woodwork. If enough money is left in contingency fund, concrete work and steps will also be done.

New Business:

Spracklen sought consensus from Board regarding Chairperson for Task Force, to fill the position left vacant by Bob Baker's death. Barton, Boudreaux, and Holt, who presently serve on the Task Force, which Bob Nichols has chaired since Baker's illness, all spoke in favor of appointing Nichols to succeed as Chairman of said Board.

Barton excused at 7:15 p.m. due to another obligation.

It was again noted that the Board of Trustees needs to have a monthly informational report. As Spracklen commented, Library Trustees should be in closer touch with the endowment committee. Boudreaux assured us that would be done.

Motion by Meredith, second by Pittman, to authorize Boudreaux to move the annual investment interest to the Library Fund: \$14,437 from investment to operating account.

Discussion of wording for dedication plaque followed. Names of all persons who have served on the Board of Trustees since the inception of the project shall be included:

Dorothy Glover, Nancy Carlson, Gary Dawson, Deanna Mense, Bill Chapman, Lisa Sweet, in addition to current members. A mock-up for the actual plaque should be ready for the formal dedication April 10. Motion made and approved that Sue put together specifications for plaque. A separate plaque for Task Force, and probably some sort of Donor Tree, will also be planned.

Sue reported that we did receive the \$31,000 grant from LSTC for Computer Training Lab.

Meeting adjourned at 7:55 P.M. Next regularly scheduled meeting will be held February 15, 2005.

Ann Watson

Secretary

President

Webb City Library Board of Trustees
February 15, 2005

Members Present: Matthew Holt, Marti Pittman, Dixie Meredith, Ron Barton, Wally Spracklen, Ann Watrous, Scott Boudreaux, Janet Taylor
Not present: Curt Kamler
Others present: Sue Oliveira, Jerry Fisher, Chance Morgan, Bob Nichols, Dorothy Glover

Meeting called to order by president Wally Spracklen. Minutes of January meeting approved, motion by Boudreaux, second by Meredith. Financial reports approved, motion by Barton, second by Holt.

It was noted that the Foundation account has received an additional \$25,000 from Bill Perry. Fisher spoke to Morgan regarding the timeliness of receipt of monthly tax money. Chance said it had been explained to him that the money could only be distributed after being received and balanced on the City's bank statement. Once again it was reiterated by the Board that a monthly receipt of funds is necessary for Library operation.

Old Business:

Some restoration of woodwork has been accomplished. Curt and Wally have scraped baseboard in South room, where shoe will be installed. Work on completing the project will proceed as other volunteer workers are available.

New Business:

The Fire Chief gave trustees a demonstration of the operation of the fire door. It is apparently malfunctioning or has been installed incorrectly, judging from the dangerously fast descent of the door when the fire alarm is set off. It was determined that a call must be made to the architect to see that this problem is corrected immediately. President will make the call, to be followed by letters to Mr. Hill and Mr. Melgrin, to insure that measures will be taken to ameliorate the problem before the building is open to the public on February 21.

It was noted that installation of privacy fence was taken out of the project, and the neighbors to the east will be compensated for the amount that had been in the contract for the fence. Inquiry was made regarding fencing to the south, and Spracklen noted that existing iron fence would have to be repaired.

It was necessary for the President to be excused at 7:30, at which time Vice-President Barton assumed his duties.

Bob Nichols has agreed to officially head the Task Force. He presented recommendations of his committee for the sketch design for donor plaques, as well as plans for designation of naming choices. There are other naming possibilities for future contributors, he added. Meredith expressed disappointment that no Board members were consulted about the

designation of naming opportunities. Motion by Meredith, second by Pittman, to accept recommendations for plaque layout and designation. Motion passed.

Nichols reports the Development foundation, a subsidiary of this Board, has raised approximately \$600,000.

Ribbon cutting ceremony is planned for 9:45 a.m. February 21, 2005, to be followed by opening the Library to the public. Sue and her staff and volunteers have put a great deal of time and effort into preparation for the opening. She thanked all who have come in to help with the move.

Outdoor lighting for the west side of the building is a concern which must be addressed. Original lighting was removed, but not replaced. Several options for replacing the discarded lighting were discussed.

Chance Morgan presented a preliminary update, and expressed the need for a meeting between the city Council and Library Board to verify expenditures. Since he assumed the duties as City Manager after the project was underway, and because of other key City personnel changes during the construction, he needs some clarification of responsibilities. Council and Board need to meet to decide where money comes from to pay contractor. Presently there isn't enough in the construction fund to pay the bills and account for all the change orders that occurred. He needs to find written confirmation that the City promised to fund the Library project for \$2,000,000. Minutes of the combined Council-Board meeting, which confirm that, will be made available to him.

Barton thanked Morgan for his presentation "with mixed emotions."

Guidelines regarding fees and other policies for the use of the public meeting room must be established. Sue is asked to gather information from other Libraries on charges for use of their facilities, to guide this Board in developing our own policy.

Jim Dawson has commissioned John Biggs to design a logo for the Library. Motion by Meredith, second by Boudreaux, to accept his design. Motion approved.

Meeting adjourned at approximately 8:30. Next regular meeting date is March 15, 2005.


Secretary


President

Webb City Library Board of Trustees
March 16, 2005

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

Others present: Sue Oliveira, Jerry Fisher

Absent: Dixie Meredith

Meeting called to order by President Wally Spracklen. Minutes of February meeting were read approved, motion by Kamler, second by Holt. Financial report discussed and approved, motion by Boudreaux, second by Kamler. Disbursements for March approved, motion by Watrous, second by Kamler. It was noted that \$1700 for three years of audits must be paid.

President voiced concerns regarding the control of the 501C3 funds, mainly who is legally responsible for this Board, which is a subsidiary of the Board of Trustees. With only two signatures on the original document, one of whom is no longer a member of that Board, the question of succession could arise. It is suggested that looking back to the early minutes of the meetings of that 501C3 Board to see what people are appointed as officers would be in order. President reiterated his belief that it would be advisable for Trustees to have legal counsel other than the City Attorney.

Boudreaux presented dedication Committee plans. The ceremony, to be held April 10 at 2 P.M., will feature Webb City Singers and remarks by appropriate local dignitaries. Friends of the Library are in charge of refreshments, and Dixie Meredith will produce the invitations and program booklets.

Sue reported that Freeman Foundation has requested the reading area be named for Bob Baker, rather than using the Freeman name, as originally planned. They have ordered lettering to be placed over both arches and a brass plaque for placement in that area.

Old Business:

Use of meetings rooms was discussed. A prop proposal to limit the use of the rooms to civic groups, with a deposit of \$25 required if refreshments are being served. Trustees agreed to leave it to the Director's discretion to grant permission for use of meeting rooms. Motion by Taylor, second by Holt.

Outside lighting: Sue was told by Paul Melgrin that appropriate lighting for the west side of the building

would cost approximately \$2000, using either mission-style lights or pole lights. A less expensive option would be to have wiring run from the louvered area under the stair to buried wiring. Sue will contact Empire District about pole lighting for a monthly charge, for comparison against bids for pole lights or spotlights.

New Business

Concrete work for west side (steps and sidewalks) Landscaping needs to be started. Overlay for steps, replacing center rail with side rails, and a 5-foot sidewalk have been suggested. Estimated cost as part of original contract with architect was over \$12,000. Building Committee will get bids. Motion by Holt, second by Barton, to ask Bob Allen for bid on putting in sod. It will be left to the discretion of the Building committee to accomplish whatever needs to be done to get the steps and sidewalk in good shape. Motion by Boudreaux, second by Holt to have Building Committee get bids and proceed with concrete work if deemed reasonable.

Flagpole will be donated to Library. Motion to approve by Kamler, second by Boudreaux. Brian Stephenson has secured flag which has flown over capital for use at dedication.

Director's report:

Fire door has been fixed, Clutch was changed and pulleys adjusted to insure proper descent. A new server has been purchased as part of automation system upgrade. A regional Grant Writing workshop, sponsored by the State Library, will be held here. National Library week begins April 10. During that week Freeman will sponsor a health fair, and the R.J.Baker Reading Room will be dedicated. On April 16 a Creative Writing Workshop, featuring Steve Byers, will be presented.

Tonight's meeting is the last for Jerry Fisher to serve as liaison between the City Council and this Board.

Appreciation is expressed to him for his work on our behalf.

Meeting adjourned at 8:40 p.m. Next regularly scheduled meeting will be held April 19, 2005.

President

Secretary

Webb City Library Board of Trustees

April 19, 2005

Members Present: Wally Spracklen, Ann Watrous, Janet Taylor, Curt Kamler, Marti Pittman

Others Present: Sue Oliveira, Dorothy Glover

Absent: . Dixie Meredith, Scott Boudreaux, Matthew Holt, Ron Barton
(Note: Taylor excused for personal business at 7:00)

Meeting called to order at 6:30 p.m. by President Wally Spracklen. Minutes of May meeting approved, motion by Kamler, second by Taylor. Financial reports approved, motion by Kamler, second by Watrous. Disbursements for April approved. Motion by Kamler, second by Taylor.

Treasurer was asked to contact Boudreaux concerning monthly reports from 501c3 account.

Secretary was asked to write a letter of thanks to Jim Dawson for supplying the new flag pole and flag, in addition to all of his additional financial assistance, including providing the warehouse for temporary storage of materials during the building construction.

Lacking a quorum for voting on any further business after 7:00 p.m. (see note above) no official discussion followed, nor action taken. Agenda for meeting tabled until regularly scheduled meeting on May 17, 2005.

Committee Reports: No committee reports

New Business: None

Old Business: None

Director's Report: Attached

Secretary

President