

Webb City Library Board of Directors
January 17, 2006

Present: Ron Barton, Dixie Meredith, Edy Newby, Matthew Holt, Marti Pittman, Janet Taylor, Ann Watrous, Scott Boudreaux, Sue Oliveira, Bob Nichols

Absent: Myrna Dolence

Meeting called to order by President Ron Barton. Following approval of minutes and financial reports by consent agenda, Barton was excused and Vice President Boudreaux presided over remainder of meeting.

Old Business:

Building and Grounds committee report by Holt. Date set for meeting with Paul Melgrin and representative of Snyder Construction before January 29, the first anniversary of occupation of Library.

A written agreement must be worked out with Scott Holland, Professional Fence Installation, regarding the replacement of fence to the south of the building. Hopefully this will be accomplished later this week.

New Business:

Discussion of confidentiality of patron records as relates to Patriot Act. Public access to computers has been questioned by FBI at Nevada. Sue has been advised by Doug Miller on this issue. Boudreaux suggested stronger disclosure at front end, when patrons agree to acceptable- use contract; Sue will investigate policy further and bring more information to next meeting.

Travel expenses: Present rate of \$.35 per mile will be increased to amount set by IRS.

Agreement to keep MoreNet guidelines for computer filtering.

Family Cards: Current policy is to offer family cards to patrons. No reason is seen to change current circulation policy.

Bulletin Boards: Librarian will continue to use discretion regarding public postings.

Endowment: Nichols reported that fund raising is presently in a lull. Mike Moore is putting together a new brochure for potential donors.

Expansion of Library District: Oronogo City Council has expressed interest in joining our Library District.

With no further business to come before Board, meeting adjourned.

Secretary

The February 21, 2006 meeting of the Board of Trustees of the Webb City Public Library was canceled due to a lack of a quorum. There are no minutes available.

Webb City Library Board of Trustees
March 14, 2006

Members Present: Janet Taylor, Marti Pittman, Scott Boudreaux, Matthew Holt, Edy Newby, Ann Watrous, Ron Barton

Members absent: Dixie Meredith, Myrna Dolence
Others Present: Sue Oliveira, Bob Nichols

Meeting called to order at 6:30 p.m. by President Ron Barton.

Approvals: Minutes of January meeting, January and February financial reports, and March expenditures approved by consent agenda. Motion by Boudreaux, second Holt.

Old Business: Final version of agreement with City, incorporating Director's input, was presented by Nichols. It is hoped that the agreement can be finalized by April, when Nichols' term as liaison ends. Vote will be taken by this Board at meeting April 18.

New Business:

• Meeting schedule: Motion by Pittman, second by Watrous to change regular meeting time to the second Thursday of each month at 6:30 p.m., beginning with the May session. Approved unanimously.

• Requests to redirect discharge from sump pit: Recommendations were sought from Building and Grounds committee regarding possible ways to find out where water leak is occurring. A controlled experiment, involving shutting off water, will be the first option. Nichols will work on getting a final set of building plans. Liaison is also asked to check with City water department regarding this on-going water leakage. This item of business moved to old business for April meeting.

Director's Report:

Cataloging has been updated with the Library Corp. On-line data base, updated daily, costs approximately \$1500 per year, an increase of \$178 annually.

Use of computer training lab will begin in March. An Open House featuring presentation of training lab to business community will be April 7.

Friends of the Library salad luncheon and annual meeting scheduled for April 8.
Pre-school story times begin March 15.

With no further business to come before the Board, meeting adjourned. Next regularly scheduled meeting will be April 18.

Secretary

President

Webb City Library Board of Trustees
April 18, 2006

Members Present: Matthew Holt, Edy Newby, Ann Watrous, Ron Barton, Dixie Meredith,
Myrna Dolence, Marti Pittman, *Janet Taylor*
Members absent: Scott Boudreaux, Dixie Meredith
Others Present: Sue Oliveira

Meeting called to order at 6:30 p.m. by President Ron Barton.

Minutes of March meeting and financial reports approved by consent agenda.

Old Business:

*Agreement with City: No action

*Water Leak: Leak has been found to be on our side of the meter. One leak has been fixed. Water is being turned off nightly until second leak is fixed. Holt asks consideration of portable auxiliary sump pump. He will check into price. Gaskin, Hill, Norcross will be contacted regarding the shallow depth of water and gas pipes (estimated to be 18" or less)

*Dedication plaque- when contacted regarding the lack of plaque as promised at time of opening, architect responded that it was a "misunderstanding". Since they hadn't submitted a credit application for the cost (\$1201), the company had held off on making it. Board decided to have it done directly with a different company, without going through the architect.

New Business:

*Storm shelter designation: Library is currently on fire department list of designated storm shelters. Following discussion, motion by Taylor, second by Holt, to contact fire department to be taken off the list. Motion passed. Director was urged to have a plan in place during open hours to provide for safest area for employees and patrons in the event of storms.

*Color copier: Old Xerox is wearing out. Director presented specifications for an Oki copier, priced at \$1295 with a one year guarantee. It can be password protected for color use. Motion to purchase by Holt, second by Watrous. Passed.

*Discussion regarding possibility of retaining Board attorney for advising and negotiating over legal issues was entertained.

*Director informed Board of problems with patrons using internet chat rooms, explaining that there is a hardware solution provided by MU that will block certain sites. The cost would be basically the same as Morenet's filter, and would control by using our own settings. Motion by Holt, second by Pittman, to purchase the program from MU.

Secretary

Webb City Library Board of Trustee
Special Meeting
May 2, 2006

Members Present: Matthew Holt, Edy Newby, Ann Watrous, Ron Barton, Dixie Meredith,
Myrna Dolence
Members absent: Marti Pittman, Scott Boudreaux, Janet Taylor
Others Present: Sue Oliveira, Lynn Stanley

Meeting called to order at 6:30 p.m. by President Ron Barton. Lynn Stanley was welcomed
as the newly appointed liaison with City Council.

Purpose of the special meeting: To consider proposal to place a request for an increase
in the Library's levy on the August ballot. Director was asked to explain the rationale for
proposing a levy increase. She presented a comprehensive tax levy worksheet, providing
comparisons between our library and others in this library district, as well as comparisons
with other selected tax supported libraries statewide. Also presented was information
regarding procedures for proposed tax increases, as stated in Revised Statutes of Missouri
2000.

Following discussion it was agreed that a decision will be reached at the next scheduled
meeting on May 9.

Secretary

Webb City Library
Board of Trustees
May 9, 2006

Members present: Ron Barton, Marti Pittman, Myrna Dolence, Dixie Meredith, Edy Newby, Ann Watrous, Janet Taylor, Matthew Holt, Scott Boudreaux

Others present: Sue Oliveira, Lisa Sweet

Consent agenda: Motion by Pittman, second by Newby, to approve minutes and financial reports for April 18 and May 2 meetings.

Friends of the Library: Sweet appeared before the Board to report that Friends desire to become a more visible, vital source of help with Library programming.

Committee Reports:

Building and Grounds:

Boudreaux and Holt propose making up a timeline of building problems which have occurred to submit to Gaskin, Hill, Norcross, citing evidence of unresolved problems for which that firm is responsible. Holt suggests asking Lynn Stanley, our Board Liaison, to help prepare the document, which will include bids from other firms for correction of existing problems. Restitution for unnecessarily high utility bills will be sought. Dolence suggested getting another HVAC system professional to examine the building and evaluate the current system. In addition, Board will request that Paul Melgrin be replaced as representative for GHN on this project. Motion by Dolence, second by Meredith, to proceed with these suggestions. Motion approved unanimously.

Boudreaux and Holt were commended for their work so far in seeking to rectify the problems with GHN. They will be working with Stanley to prepare the letter.

Old Business:

Agreement between Trustees and City:

Motion by Meredith, second by Dolence to accept agreement with City as presented for current year, with addition of clarification of date agreement begins. Motion approved unanimously.

Proposal to place levy rate increase on the August ballot:

Lynn Stanley checked with County Clerk and Jefferson City and reported that levy can be put on ballot indicating an increase from 20 cents to 29 cents. Motion by Boudreaux, second by Taylor, to put this proposal on the August ballot. President called for a roll call vote. Motion passed unanimously.

Summer Meeting Schedule:

Regular meetings will be held on the second Thursday of each month. No summer break will be planned, due to the important business before the Board at this time.

New Business:

Landscaping: Allen Lawn Care will not be available to do maintenance work. Proposal by Watrous, second by Holt, to increase hours for Ron Kent to do extra yard work, not to exceed four hours weekly. Motion carried.

Director's Report:

Summer Reading program for children will be held June 6 through July 18, 3:30 to 5:00 each Tuesday. "Paws, Claws, Scales and Tales" is this year's theme.

Additional information from Director regarding MOSL Workshop and new State Librarian was in written report.

With no further business to come before the Board, meeting adjourned.

Secretary

Webb City Library Board of Directors
June 8, 2006

Members present: Ron Barton, Edy Newby, Ann Watrous, Scott Boudreaux, Myrna Dolence, Matt Holt

Absent: Janet Taylor, Dixie Meredith, Marti Pittman

Others present: Sue Oliveira, Bob Nichols

Consent agenda: Motion by Boudreaux, second by Holt to approve consent agenda.

Committee Reports: Building and Grounds

Boudreaux reported on plumbing and HVAC issues. Plumber is in process of correcting water problems. Rouse Heating and Air Conditioning sent foreman out, and will have a complete run-through of system within a couple of weeks. Rouse will be diagnosing, fixing, and adjusting to get system to run in optimal form.

Holt reported on roofing issues which are also on Snyder's list. If problems aren't resolved by a specified date, GHN will be notified by June 30.

Old Business:

August election campaign plans were discussed. Barton will be presenting Library plan to Board of Education at meeting June 13. We will have a work session following that Board meeting to discuss strategies. Members are asked to be compiling a FAQ list. Lisa Sweet, president of Friends of Library, will be asked for help getting members to support the proposed levy increase.

New Business:

Max and Dorothy Glover have offered funds to refinish wood on old doors on west entrance at a cost of \$4268, and to restore and relead glass at a cost of \$387. Motion by Boudreaux, second by Watrous to accept their generous gift. Glovers are also interested in having a canvas canopy installed at that entrance, for \$1425. Boudreaux was given power to go ahead and inform them that we want to have the work done. They will be giving a corresponding donation.

Director's Report:

Walmart has donated \$1000 which will be used for the summer reading program. On June 13 Director will be meeting with Freeman personnel regarding wellness programming. Board was given a list of requests which have been made to library staff for additional services. Other notes from the Director are attached.

Adjourn: Meeting adjourned at 7:45 p.m., with next scheduled meeting to be held June 13 at 7:15 p.m.

Webb City Public Library Board of Trustees
Work Session: June 13, 2006

Members present: Ron Barton, Dixie Meredith, Myrna Dolence, Scott Boudreaux, Matthew Holt, Ann Watrous

Not present: Edy Newby, Janet Taylor, Marti Pittman

Others present: Sue Oliveira, Lisa Sweet

Work session was called for the purpose of considering campaign strategies for the August election. Members present discussed lists of Frequently Asked Questions about the levy increase which are anticipated from the voters. Advertising will be done by signs and by ads in the Sentinel and Wisebuyer. Sweet, speaking as president of Friends of the Library, volunteered funds to go for this purpose. A prototype for a campaign sign was drawn up, and Mike Moore will be consulted regarding ordering signs. Newspaper advertising will concentrate on Features and Benefits to be gained by the levy increase. A week before the election an ad featuring names of individuals who support the levy is proposed. A timeline for preparations was discussed; shortly after July 4 the campaign should be underway.

In other business, it was announced that the Library has been designated by FEMA regulations as ineligible for use as a storm shelter. It was decided that this matter should be presented to the public by the City rather than by this Board.

Next regularly scheduled meeting will take place July 13 at 6:30 p.m.

