

Webb City Library Board of Trustees
January 16, 2007

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

Members absent: Janet Taylor, Myrna Dolence

Others Present: Sue Oliveira

Meeting called to order at 6:30 p.m. by President Ron Barton. Tokens of appreciation from Mayor John Biggs for service to Webb City were presented to each Trustee.

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

Committee Reports:

Building And Grounds: Boudreaux reported that Rouse has done all that can be done on the HVAC system until software is received from Associated Air.

Committee will send a letter to GHN and Snyder, under advisement from City Attorney, listing all of the problems with the building which remain unresolved.

Motion by Boudreaux, second by Meredith.

Old Business:

New permanent meeting time will be the third Monday of each month at 6:30.

Motion by Holt, second by Watrous. Passed.

Increased Library hours will be from 9 A.M to 8 P.M. Monday, Tuesday, and Thursday; 9-5, Wednesday, Friday and Saturday. Motion Boudreaux, second Meredith. Passed.

Building and Grounds: Matt will jump-start work on awning. Sue will get outdoor sign and plaque ordered.

New Business:

Minimum wage increases will affect plan to hire new employees. Director proposes working four longer days, Monday through Thursday. Boudreaux suggests that Sue work with Personnel Committee to work out new hours and work assignments.

Meredith commented that a policy is needed regarding supervision of children at Library. Barton suggests having staff set rules.

Director reported on Automation System Upgrade and explained on new features.

Meeting adjourned at 7:30. Next scheduled meeting will be February 19, 2007.

Ann Watrous,
Secretary

Webb City Library Board of Trustees
February 19, 2007

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

Absent: Janet Taylor, Myrna Dolence

Call to Order: President Ron Barton called the meeting to order. Minutes of January meeting and financial reports approved by consent agenda.

Committee Reports:

Building and Grounds: Due to need for increased parking area, the committee will be checking properties in the nearby area for possible lot options. Holt will check on prices for a substantially built awning for the west entrance. HVAC configuration problems still need to be addressed. Communication is on-going with GHN and Snyder regarding building problems. Paul has promised to have leaks fixed, sealing materials applied, and other structural problems corrected.

Old Business:

All members are asked to be sure they have Policy Manual, which is to be approved at the next meeting.

New Business:

Evelyn Lindsey has given a donation of \$60,000 from the estate of her brother-in-law, George W. Wise.

Director's Report:

Sue reported that two new staff members have been added. Eleanor McLemore will work the circulation desk, and Vicki Bibb is the new children's services staff member. Her report also explained progress with new cataloging processes and participation in the pilot of a new Remote Vulnerability Assessment (RVA) program developed by MOREnet.

With no further business to come before the Board, meeting adjourned at 7:25 p.m. Next scheduled meeting will be March 19.

Secretary

Webb City Library Board of Trustees
April 16, 2007

Present: Janet Taylor, Marti Pittman, Myrna Dolence, Dixie Meredith,
Matthew Holt, Ann Watrous, Ron Barton, Scott Boudreaux, Sue Oliveira

Absent: Edy Newby

Call to Order: President Ron Barton called the meeting to order. Minutes of
March meeting and financial reports approved by consent agenda.

Old Business:

Business and Grounds: Boudreaux reported on series of communications
regarding HVAC and other building problems. On April 24 representatives
from GHN, their engineer and control consultant will come to run controls
through cycle for testing and review.

Awning: Two piece unit can be purchased from Mallory's in Carthage for
under \$2000.

Parking: Apartment house across street to the north is for sale for \$45,000.
After demolition, 50' x 100' (5000 sq. ft.) parking would be available for
patrons. Motion made by Meredith, second by Taylor, to grant Building
Committee authorization to negotiate for purchase. Motion approved
unanimously by roll call vote.

New Business:

Friends of the Library will host a tea in celebration of National Library
Week.

A \$500 donation has been received from the Genealogy Society.

Monthly programs for elementary school children are beginning, with the first
session to be a Cinco de Mayo celebration. Summer reading program will
feature "Solving Mysteries and Puzzles" for grades K-6, under the direction
of Vicki Bibb.

Meeting adjourned at 7:30 p.m. Next regularly scheduled meeting will be May
21 at 6:30.

Respectfully submitted,
Ann Watrous, Secretary

Webb City Library Board of Trustees
May 21, 2007

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

Consent Agenda: Minutes of April meeting and financial reports approved.

Items of general interest: Gratitude was expressed to Dixie Meredith for her eleven years of service on this Board. Mayor John Biggs has appointed Wallace Spracklen to serve on Board. A donation of \$150 was received from Cooking for a Cause, held at the Farmer's Market.

Old Business: Building and Grounds Committee

Members of Building and Grounds committee met with Gaskin Hill Norcross representatives on April 24 regarding on-going problems with the building. Monitoring of HVAC system will commence, and Mr. Calhoun is to contact Mr. Cookerly of Rouse. No answers were given about the length of this study. Attempts with Associated Air have failed; GHN will meet with manufacturer. Temporary adjustments were done by Cookerly. A report from the manufacturer is awaited.

Other building problems were addressed in the April 24 meeting, but no assurances were given by GHN representative Paul. Snyder sent a man to briefly inspect leaking roof.

Awning for west door was discussed. Cost may exceed \$2000. Holt will proceed with plans for awning.

New Business: Building and Grounds Committee

Discussion was conducted concerning purchase of the property at 215 S. First (across street north of Library) for purpose of removing existing structure and providing additional parking for patrons. Motion by Meredith that Board offer Arnold and Linda Nicholas \$36,500 for purchase of property as agreed in contract: second by Watrous. Motion approved unanimously by roll call vote. Property owner Arnold Nicholas came before the Board, and accepted offer of \$36,500 plus closing costs. Boudreaux will follow up contract with letters to present tenants of the building, and

will draw up contract to submit to Nicholas. Closing should take place by June 29, with possession secured by July 1.

Director's Report:

Beginning computer classes will be offered in June. Friends of Library will donate \$500 to pay instructor. New Friends president Jill Bresson has plans for upcoming events. July 2 a fundraiser will be held at the Farmer's Market to raise money for prizes for summer reading program.

Regarding summer schedule for Board, it was generally agreed that next regular meeting will be August 20, allowing for June or July meetings to be called if necessary.

Respectfully submitted,

Ann Watrous, Secretary

Webb City Library Board of Trustees
September 17, 2007

Present: Ron Barton, Matthew Holt, Edy Newby, Myrna Dolence, Janet Taylor, Ann Watrous, Wallace Spracklen

Absent: Scott Boudreaux, Marti Pittman

Call to order by President Ron Barton. Consent agenda approved.

Buildings and Grounds:

1. Software controls for WWHAC system: Manufacturer has asked Associated Air to provide new software and two days basic training. According to Paul Melgrin, this should render the system operable as originally intended. A conference call is to be set up with Larry Snyder. Melgrin needs to be prompted to get this taken care of in a timely manner.
2. Roof leaks: Melgrin has been notified by Boudreaux that water is still coming in. Dry wall contractor will be hired to correct that, but only after original problem is corrected. Melgrin needs to be prompted to get this arranged as soon as possible.
3. Awning on west entrance: Holt reports that it has been difficult to find anyone to bid on installing a metal awning. One \$9000 bid has been given. Holt will continue to seek other bids. Spracklen suggested an awning made of wood, with fiberglass columns covered with metal, virtually maintenance free, could be an option.

Old Business:

TV connection: No free installation is available from a satellite provider. Options from Direct TV are pending. Consensus is that it would probably be best to have Cableone. They are expected to be sending someone to evaluate installation costs. It is estimated that costs would be under \$500 to install cable and provide free service. Melgrin will be asked about conduits for cable.

New Business:

New procedure for patrons applying for Library card is proposed. At cost of about \$1000, the new system would help curb loss of materials. Proof of address would be taken, patron then allowed to check out only one item. A postcard, which would have to be returned by patron, would then be mailed and returned by patron before further use of the card. Board agreed that this sounds like a workable solution. Motion by Watrous, second by Newby, to try this new procedure for a test period. Motion approved.

LSTA grant for Senior Services: President recommends that Director apply for a grant to encourage Library use by Seniors who are currently not patrons. A maximum grant of \$2500 would provide for a Senior Fair, promoting large print and audio books and use of Wolfner Library. Newly formed Lions Club will be asked to partner in this event. Motion by Dolence, second by Talyor, for Sue to send her proposal to state by mid-October. Motion approved.

Director's Report:

Learning Express Library will be financed by MoreNet for two years, provided through MoreNet dues.

Friends of the Library will be presenting a Mystery in the Library dinner on October 27. Board members are urged to attend and/or participate in a role. FOL are hopeful that this fundraiser will be well received and can become an annual event.

With no further business to come before the Board, meeting adjourned at 7:35 p.m. Next scheduled meeting will be October 15 at 6:30 p.m.

Respectfully submitted,

Ann Watrous

