

Webb City Library Board of Trustees
February 18, 2008

Members Present: Edy Newby, Ron Barton, Ann Watrous, Janet Taylor

Absent: Myrna Dolence, Scott Boudreaux, Matthew Holt, Marti Pittman, Wally Spracklen

Financial reports and minutes of last meeting could not be approved due to lack of quorum. The following items were discussed, although no action taken:

- Awning at west entrance has been installed . The lamps appear too small to look right, so Mike Myers, the designer, will get bigger lamps and our choice of chain to improve the appearance.
- Retaining wall will cover pipes to prevent freezing, will have a proper appearance and will last 100 years.
- New W.C. Lions Club would like to purchase an ice machine to install in the Perry Room.
- Paul Melghrem promises a representative of Associated Air will be here March 25 to install new software for the HVAC system. It has been uncomfortably cold in the Library in recent weeks.
- Sue reports that yet another leak in the roof has appeared during recent rains.
- Next official meeting will be held March 10, 2008.

Respectfully submitted,

Ann Watrous, Secretary

Webb City Library Board of Trustees
March 10, 2008

Present: Scott Boudreaux, Matthew Holt, Ron Barton, Wally Spracklen, Marti Pittman, Edy Newby, Ann Watrous, Sue Oliveira

Absent: Myrna Dolence, Janet Taylor

Consent Agenda: Minutes of November meeting, financial reports for November through February approved. Notes from April meeting reviewed.

Committee Reports:

Building And Grounds:

- Lights on west entrance will soon be replaced, along with a change of chain for awning. Present smaller lights can be used elsewhere in building. Committee will get bids for canvas valance to tie awning in aesthetically with rest of building.
- HVAC update is to be completed by end of month, according to Tony Smith, Snyder's representative to GHN.
- Boudreaux and Holt will follow up with Paul Melghrem on remaining Building and Grounds issues.

Old Business: None

New Business:

Information pertaining to the retaining walls south of Library was reviewed. It will be made of Carthage stone and will have capstone to made it look original. One bid for \$2360 has been received from Hodkins. Authority to take bids on project turned over to Building Committee.

Director's Report:

Sue reported on-going complaints from patrons regarding uncomfortable temperatures in the Library. She also noted that we may need to get someone new to do work on computers, as Skip Tarrent, who has been doing this work, doesn't have time to devote to maintaining our computers. Scott recommends PILR Technology Services, a member of Webb City Chamber of Commerce.

Meeting adjourned at 7:00 p.m.. Next scheduled meeting will be Monday, April 21, 2008.

Respectfully submitted,

Ann Watrous

Webb City Library Board of Trustees
May 19, 2008

Members Present: Janet Taylor, Matthew Holt, Carolyn McGowan, Ron Barton, Marti Pittman, Ann Watrous

Members absent: Edy Newby, Myna Dolence, Scott Boudreaux

Meeting called to order by President Ron Barton. New trustee Carolyn McGowan welcomed to Board. Ann Watrous recognized for her years of service to Board.

Consent agenda approved on motion by Pittman, second by Watrous.

Committee Reports:

Matthew Holt for Building and Grounds:

- Second bid will be sought for retaining wall.
- Canvas awning valance is being sought. Mike Myers will send pictures of larger lights for approval. He would like to install new lights and new chain link. Holt will confer with Committee for approval. Motion by Holt, second by Pittman to grant permission to spend approximately \$320 for a pair of new lights for west entrance. Motion approved. Approval for expenses for retaining wall reiterated.
- HVAC has new software installed. Scott Boudreaux credited with keeping after architect and contractors via e-mail and letters to solve this problem. A day of training for troubleshooting in future is to be scheduled for Ron Kent.
- Leaks are being repaired. More need to be fixed.

Old Business:

Barton recommends that no meetings be scheduled for June and July. Budget will be due in August. Special meetings will be called as needed. Motion by Holt, second by Talor; motion approved.

Holt will check with City regarding paving of new parking lot. Sue will check on suggested signage for parking lot.

A letter of explanation of Library policy regarding parental supervision of children has been sent to patron who had voiced a complaint, and patron was advised to contact Director or Board if she had further concerns. Director will post signs specifying that parental supervision of children in Library is required.

New Business:

- Genealogy Society has requested a gate to be installed to disallow access to the third floor after 5 p.m. Sue explained that originally it had been expected that a switch to close access to third floor from the elevator had been planned, but that was not possible. Genealogy Society will pay for a metal gate, which should be less than \$500. Ron Kent can install gate, which should be approximately 6 feet tall, thus excluding access when Genealogy volunteers are not available. Motion to allow this modification to building by McGowan, second by Watrous. Motion approved.
- Pamsler courses for foreign language instruction have been purchased and processed. Sue proposes requiring a deposit or check equal to replacement cost, as in the past foreign language tapes have frequently been stolen or not returned. Motion by Taylor, second by Holt to add this requirement to check out these tapes.
- McGowan reported that JLT will present the musical *Forever Plaid* at the downtown theater on July 12, with proceeds to benefit the Library. She is directing the production, and Holt is musical director. Trustees expressed gratitude for this fund raiser.
- Watrous reminded Board that Friends of the Library will be hosting some of the Chautauqua presentations June 26 through June 29.

Directors report attached. Agenda and minutes will be sent by mail from now on. The ice machine for the Perry Room has been purchased by the Lions Club.

With no further business to come before the Board, meeting dismissed. A reception to thank Ann for her eleven years as a Trustee was enjoyed.

Respectfully submitted,



Ann Watrous, secretary

Webb City Library Board of Trustees

August 18, 2008

Members Present: Ron Barton, Matthew Holt, Carolyn McGowan, Scott Boudreaux, Janet Taylor, Myrna Dolance, Marti Pittman, Bob Waters, Edy Newby

Members Absent: None

Mike Kirby, liaison from the City Council was present.

Meeting was called to order by President Ron Barton. Bob Waters was welcomed to the Board as the newest member.

Three spelling corrections were made by Dr. Barton to the May Board meeting minutes.

Consent agenda was approved on motion by Boudreaux, second by Holt.

Committee Reports:

Building and Grounds

Holt reported that Paul Melgrin had people look at the roof, but couldn't get it to leak. They looked at related issues with water (North entrance door). They will contact the glass company to deal with that leak. Boudreaux reported that Associated Air (who installed the control system originally) came in June and reset the HVAC and installed new software. Gas bills have gone down for the last 3 months. In November, 2008, we will do a status check on the heating/AC system to prepare for winter.

New, larger lights have been installed on either side of the canopy on the front of the building.

Mike Kirby is going to check with the city to see when the new parking lot will be paved.

Matthew Holt discussed buying and moving the house for sale North of the library. Discussion followed as to whether it would be cheaper to demolish the house rather than move it. Carolyn McGowan made a motion that we should investigate the purchase price of the house, second by Janet Taylor. Motion passed. The Building & Grounds Committee will call the realtor and check on the cost of the house.

Old Business:

Matthew Holt reported he would like to get a 2nd bid for the brick work to be done on the retaining wall. Was decided he should so he can compare prices.

Lois Spracklen is going to pay for the library dedication plaque as soon as the water leak is fixed above the wall where the plaque will be hung.

Bob Waters asked if the lot for the new parking lot was wide enough. He said they would sell some of the footage on the West side of their property (10-12 feet) to the library. He would like for the garage to be left and the library just buy the rectangular piece of land.

New Business:

Wages: The Personnel Committee suggested these salary increases: Library Staff—3 ½% increase, and Library Director—5% increase.

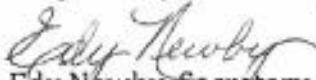
Technology: 1. Need to update and buy new computers (money to come out of reimbursement from Edward Jones). 2. Need to decide whether to stay with MORENET or change to CableOne broadband.

Budget: Dr. Barton made a motion (Pittman seconded) that we approve the Proposed Budget for FY 2009. Motion carried.

Internet: Our internet is not suitable or working well, is often lost daily for short times. MORENET has called AT&T. CableOne has 15 times more bandwidth for \$1,200 a year if we want to go with them. Sue recommended that we go with CableOne and cancel MORENET(\$2,000 a year). Patrons would rather have a reliable internet service rather than programs offered by MORENET. Also, CableOne might give us advice on technology needs and planning. Scott Boudreaux made a motion (Marti Pittman seconded) that Sue pursue correcting the MORENET ISP solutions by October and if they fail to correct them, then contract services from CableOne. Motion carried.

Meeting was adjourned. Next regularly scheduled meeting will be Sept. 15, 2008, at 6:30 p.m.

Respectfully submitted,


Edy Newby, Secretary

Webb City Library Board of Trustees

September 15, 2008

Members Present: Scott Boudreaux, Marti Pittman, Myrna Dolence, Bob Waters, Edy Newby

Members Absent: Ron Barton, Matthew Holt, Carolyn McGowan, Janet Taylor

Meeting was called to order by Scott Boudreaux in the absence of President Ron Barton.

Consent agenda was approved on motion by Dolence, second by Pittman.

Committee Reports:

Building and Grounds

Boudreaux reported that some ceiling repairs are being made by the bathrooms. A new leak appeared over the week-end by the wheelchair ramp.

The city will grade and put down white stone on the new parking lot. It may not be paved until after winter.

Old Business:

Bob Waters asked if a Board decision had been made as to the purchase of his land, a strip 125' X 10' , running beside the new parking lot. The Building and Grounds committee will begin that negotiation.

Discussed the vacant house north of the library that is for sale. Will wait for updates from the Building and Grounds committee for details.

Heard from Greg Kespohl, MOREnet representative. After evaluating the library's WAN, router and telephone support system, he feels our internet connection problem is internal. To help solve our problems, he can provide us with a "How To" sheet so that 1) wire can be pulled, 2) connected, and 3) network cards pulled. We would need someone locally to do this (cost would be approximately \$1,000) as MOREnet does not do that type of work. Waters made a motion that we run our cable, purchase hardware and replace cards to correct our problems (second by Pittman) which would enable us to stay with MOREnet. Motion carried.


New Business:

Kespohl will send us pricing on switches and cable, and a network drawing. He will contact Skip and visit with him about moving an access point to the reading area for public use. He recommended that we not provide a public personal laptop use area until we have a more robust firewall.

Marti Pittman asked what groups used our facility. She requested that Sue include this information in her monthly director's report.

Meeting was adjourned. Next regularly scheduled meeting will be October ²⁰13, 2008 at 6:30 p.m.

Respectfully submitted,


Edy Newby, Secretary

