

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Minutes of Board of Trustees Meeting
Nov. 5, 1958

Mr. Roy Rollins, President, called the special meeting together at 12:15PM in the Decatur Club. Those present were: Mrs. Bailey, Mr. Felts, Mr. Madden, Mrs. Moothart, Mr. Rollins, and Mrs. Howe.

Discussion was held on the availability of the American Legion property and the need for acquiring land to anticipate a building program for the library. A detail plan and letter from Mr. Bradley of Harris, Spangler, Beall and Salogga describing the building was read by Mrs. Howe. Cost of rehabilitating the building was discussed. The conclusion was to proceed slowly and to study the building needs of the library thoroughly. The first step to be taken with a library consultant. Mr. Rollins suggested the librarian write to Mr. Herman Fussler, director of the University of Chicago libraries and begin negotiations for consultations by raising some pertinent questions concerning the advisability of building.

The meeting adjourned at 1:30PM.

Respectfully submitted,

Mary T. Howe
Mary T. Howe, Secretary

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of the Board of Trustees Meeting
November 28, 1958.

Mr. Roy Rollins, president, called the meeting to order at 4:15 PM in the Board Room. Those present were - Mr. Madden, Mrs. Moothart, Mr. Felts, Mrs. Ridgley, Mr. Rollins, and Mrs. Howe. Mr. Bushee and a reporter from the Herald & Review were present.

Three new professional staff members were introduced to the trustees: Miss Marjorie Stafford, Head, Catalog Dept., Miss Jenny Lind Craig and Mr. John Boggess, Bookmobile Librarians.

Mrs. Ridgley made a motion to approve the minutes of the October 31st and the November 5th meetings as received by mail. Mr. Felts seconded the motion. All present voted aye. Motion was carried.

Mrs. Moothart, Chairman of the Properties Committee, opened the bid from Gerstenslager Co. for the bookmobile. No other bid was received. Mr. Madden made the motion to accept the contract with this company for \$17,979.00 and ask for delivery on or before May 1, 1959. Mrs. Moothart seconded the motion. All voted aye. It was further suggested the old bookmobile should be advertised for sale.

Mr. Madden, Chairman of the Finance Committee, presented the November, 1958 bills for payment:

Staff Salaries	\$14,503.09	
Janitors Salaries	<u>1,482.78</u>	\$15,985.87
Operational Expenses		<u>10,279.84</u>
Total Bills		<u>\$26,265.71</u>
Balance in checking account		<u>\$ 9,482.62</u>

Mr. Felts seconded the motion. All present voted aye. Motion carried.

The Librarian made the report on the library and called attention to her attendance at the Internal Congress for Scientific Information held in Washington last week.

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Mrs. Ridgley told about the work of the Illinois Association of Trustees. The chief job would be the preparation of a manual for trustees.

Mr. Rollins called attention to the request by Miss Perry for an audit of the library's finances during her period of services. This was discussed. The trustees concurred with Mr. Rollins that such an audit was unnecessary and too costly. No further action was taken.

The meeting was adjourned at 5:30PM.

Respectfully submitted,

Mary T. Howe
Mary T. Howe, secretary

appeals

DECATUR PUBLIC LIBRARY
Decatur, Illinois

BILLS PRESENTED FOR PAYMENT
November, 1958

	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>BOOKS:</u>			
Around the World Travel Guides	\$ 1.60		
Robert Bentley, Inc.	26.64		
F. E. Compton & Company.	219.00		
Doubleday & Company, Inc.	6.57		
*Drawer Account	20.75		
Encyclopaedia Britannica, Inc.	4.95		
Field Enterprises Educational Corporation	4.50		
Kay Flemer	2.00		
Burt Franklin	14.85		
The Great Books Foundation	55.50		
*Illinois Bell Telephone Company	33.55		
International City Managers' Association	30.60		
A. C. McClurg & Co.	4,805.97		
McGraw-Hill Book Co., Inc.	6.40		
The Municipal Year Book	10.00		
New Method Book Bindery, Inc.	1,781.13		
Stechert-Hafner, Inc.	71.45		
Charles E. Tuttle Company	14.00		
The University of Chicago Press	35.57		
			\$ 7,144.97

PERIODICALS:

✓ Academy of Political Science	*18073	\$ 6.00✓	
✓ All-Pets Magazine	18074	3.50✓	
✓ America Press	18139	8.00	american
✓ American Academy of Political & Social Science	*18075	7.00-	
✓ American Assoc. for the Advancement of Science	18076	8.50	science
✓ American Aviation Publications - <i>Missiles + Rockets</i>		8.00	*18140
✓ American Cage-Bird	#18077	2.40	
✓ American Hairdresser	*18141	8.00	
✓ The American Home	18142	9.00	
✓ American Home Economics Association	18143	6.00	Int. of Home Econ.
✓ American Humanist Association	18078	2.40	
✓ American Library Association	18144	111.50-	
✓ The American Mercury	18079	4.00	
✓ American Numismatic Association	18080	6.00	
✓ The American Pigeon Journal Company	18145	3.00	
✓ The American Radio Relay League, Q.S.T.	18081	4.00	
✓ The American School Board Journal	18146	4.00	
✓ American Welding Society - <i>Welding Jnl.</i>	18082	8.00	
✓ Aperature	18083	4.00	
✓ Archaeological Institute of America	18147	5.00	
✓ Better Homes & Gardens	18148	12.00	
✓ The Billboard	18149	15.00	
✓ R. R. Bowker Company	18150	2.00	
✓ The Brooklyn Botanic Garden - <i>Plants + Gardens</i>	*18084	2.00	
✓ Bureau of Publication - <i>Col. Univ. T.C.</i>	18085	4.00	
✓ The Catholic Poetry Society of America - <i>Spirit</i>	18151	3.00	
✓ Cats Magazine	18152	3.50	
✓ Champaign News-Gazette, Inc.	18086	8.00	

BILLS PRESENTED FOR PAYMENT - NOVEMBER, 1958

		Debit	Credit	Balance
PERIODICALS: Cont'd.				
✓ The Chicago Daily News, Inc.	*18087	15.00		
✓ Chicago Tribune	18153	20.00		
✓ Children's Activities	18154	8.00		
✓ The Christian Century	18155	6.50		
✓ The Commonwealth	18156	15.00		
✓ Consumers Bulletin	18088	5.00		
✓ Coronet	18157	9.00		
✓ Curtis Circulation Company - 19.58-88	18158	52.00		
✓ The Daily Pantagraph	18089	10.00		
*Drawer Account		2.80		
✓ Editor & Publisher	18090	6.50		
✓ The Education Digest	18091	5.00		
✓ The Farm Quarterly	18159	3.50		
✓ Fawcett Publications, Inc. <i>5 mul</i>	18092	4.00		
✓ Films in Review	18093	4.50		
✓ Flower Grower	18160	7.00		
✓ Foreign Policy Association	18094	6.00		
✓ Galloway Publishing Company - <i>Camping Mag.</i>	18095	5.00		
✓ Gourmet	18161	5.00		
✓ High Fidelity	18162	3.75		
✓ Hobbies	18163	3.50		
✓ Home Craftsman	18096	3.00		
✓ Illinois State Journal	18097	13.00		
✓ Industrial Arts and Vocational Education	18164	3.75		
✓ Johnson Publishing Company, Inc.	18165	3.50		
✓ Publications Board of The American Society of Landscape Architects	18098	4.00		
- The Macmillan Company		7.50		
- Maher Publications, Inc.		12.00		
✓ McCall Corporation - <i>McCall's</i>	18167	3.00		
✓ Middle Eastern Affairs	18100	5.00		
✓ Model Airplane News	18168	3.50		
✓ Monthly Evening Sky Map	18101	2.00		
✓ Musical America	18169	5.00		
✓ National Bowlers Journal & Billiard Revue	18102	4.00		
- National Council of Churches of Christ		4.00		
- National Council of Teachers of English		4.00		
✓ National Geographic Society	18171	40.50		
- National Miller Publications, Inc.		1.50		
- National Municipal League		5.00		
- National Recreation Association		7.25		
- National Society for Prevention of Blindness		2.50		
✓ The Nation	18104	8.00		
✓ The Nation's Schools	18174	6.00		
✓ The New Republic	18107	8.00		
✓ The New Yorker	18108	7.00		
✓ New York Herald Tribune - <i>Book Review</i>	18175	5.00		
- The New York Public Library		3.00		
✓ The New York Times	18177	77.50		
✓ Nursing Outlook	18178	4.00		
✓ Offset Duplicator Review	18179	7.50		
✓ Oil and Gas Journal	18109	5.00		
Organization of American States		4.00		
✓ Outdoor Life	18181	3.40		

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BILLS PRESENTED FOR PAYMENT - NOVEMBER, 1958

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	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
PERIODICALS: Cont'd.			
✓ Pack-O-Fun	#18110 4.00		
✓ Phylon	18182 3.00		
✓ Plays	18111 5.00		
✓ Playthings	18183 6.00		
✓ Popular Mechanics	18112 17.50		
✓ Prairie Farmer	18184 1.25		
✓ Printers' Ink	18185 5.00		
✓ The Retail Bookseller	18113 13.00		
✓ The Rudder Publishing Co.	18114 4.00		
✓ Russell's Guides, Inc.	18115 17.50		
✓ St. Louis Post Dispatch	18116 9.50		
✓ Sales Management	18117 10.00		
✓ San Francisco Chronicle	18186 31.00		
- G. Schirmer, Inc.	3.60		
✓ Scholastic Coach	18188 2.75		
✓ School Arts	18189 6.00		
✓ Science Digest, Inc.	18190 3.50		
- Scott Publications, Inc.	4.00		
✓ Senior Citizens of America, Inc.	18118 5.00		
✓ Skin Diver Magazine	18119 2.50		
✓ Sky Publishing Co. - <i>Sky + Telescope</i>	18120 5.00		
- Society for the Advancement of Education, Inc.	7.50		
✓ The Soybean Digest	18192 3.00		
✓ Special Libraries Association	18193 14.50		
- Speech Association of America	5.50		
- Successful Farming	1.00		
✓ Sunset Magazine	18196 4.00		
✓ Theatre Arts	18197 5.00		
✓ The Travel Agent	18198 6.00		
- The University of Chicago Press	22.00		
- The University of Illinois	5.00		
- University of Southern California	3.00		
✓ Vital Speeches	18202 7.00		
- The Wall Street Journal	.50		
✓ The Wall Street Journal, Midwest Edition	18204 24.00		
✓ Weed Society of America	18205 6.00		
✓ The Yale Review	18206 4.00		
✓ Yachting	18207 8.50		
			\$ 1,022.85

AUDIO-VISUAL:

Better Reading Program, Inc.	\$ 36.85	
*Drawer Account	4.38	
Pfiles	6.85	
The Regents of the University of California	225.00	
Sound Sales Co.	35.08	
		<u>308.16</u>

REPAIRS/MAINTENANCE:

King-Lar Company	\$ 10.90	
*Linxweiler Office Supply Co. Inc.	15.00	
		<u>25.90</u>

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BILLS PRESENTED FOR PAYMENT - NOVEMBER, 1958

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	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>FURNITURE/EQUIPMENT:</u>			
C. C. Hubbard Machinery Company	\$ 127.75-		\$ 127.75
<u>TELEPHONE:</u>			
*Illinois Bell Telephone Compsny	\$ 177.95-		177.95
<u>POSTAGE:</u>			
Audio-Visual	\$ 1.49 ⁰⁰ ✓		
Books	19.19-		
*Drawer Account	3.63-		
Office Supplies	.76 ⁰⁰ ✓		
Postmaster, City of Decatur, Illinois	49.70-		
Scherer Freight Lines, Inc.	<u>7.28-</u>		82.05
<u>PRINTING:</u>			
Industrial Printing, Inc.	\$ 118.10 -		118.10
<u>BUILDING SUPPLIES:</u>			
Black & Company	\$ 38.90		
George Edw. Day Sons	1.92		
Decatur Industrial Towel & Uniform Service	1.00-		
Jan-San Supply Company	<u>39.65-</u>		81.47
<u>OFFICE SUPPLIES:</u>			
Allied Office Service	\$ 5.15-		
Bro-Dart Industries	466.25-		
Cardmaster Company	35.00-		
The Decatur Paper House, Inc.	52.07-		
*Drawer Account	1.86-		
Gaylord Bros., Inc.	217.90-		
Linxweiler Office Supply Co., Inc.	32.37-		
Paxton's Service Press	<u>6.11-</u>		816.71
<u>BOOKMOBILE OPERATION:</u>			
Bowers Implement Company	\$ 60.00-		
*Consumers Service Stations	38.37		
*Drawer Account	.35-		
El Bauer Chevrolet Co.	81.00-		
Kilborn's Dodge Plymouth, Inc.	127.97-		
Longbons	<u>3.22-</u>		310.91
<u>TRAVEL:</u>			
Consumers Service Stations	\$ 9.42-		
Drawer Account	3.50-		
Yellow Cab Co.	<u>.95-</u>		13.87

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BILLS PRESENTED FOR PAYMENT - NOVEMBER, 1958

	<u>Debit</u>	<u>Credit</u>	<u>Balance</u> -5-
<u>MISCELLANEOUS:</u>			
Otto Dash Disposal	\$ 2.75 -		
The Decatur Club	12.00 -		
*Drawer Account	31.60 -		
Schudels	<u>2.80 -</u>		\$ 49.15
Total Operational Expenses			\$10,279.84
 <u>SALARIES:</u>			
Staff	\$14,503.09		
Janitor	<u>1,482.78</u>		<u>15,985.87</u>
Total Bills Presented for Payment			<u>\$26,265.71</u>
Balance in checking account after above bills are paid -			<u>\$ 9,482.62</u>

PRESENTED FOR PAYMENT _____

AUTHORIZED FOR PAYMENT _____

FINANCE COMMITTEE

* The separate amounts under each heading are not necessarily the amounts of the checks.

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