

Board of Trustees

March 31, 1950

The regular meeting of the Board was called to order at 4 o'clock.

Members present, Mr. Knuth presiding, Mrs. Evans, Mrs. Garman, Mrs. Loewen, Messrs. Blackford, Owen, and Stafford.

The minutes of the previous meeting were read and approved.

The Librarian's report for February was examined and ordered filed.

The motion was made by Mrs. Evans, seconded by Mr. Stafford, and unanimously passed that bills to the total of \$12,641.16 be paid. (Included in the bills was one from Gates and Co. for the roof totaling \$9,836.00). The bond for the roof was examined by the members.

It was reported that Mr. Kenneth Duchac would begin his duties as Assistant Librarian sometime from the 1st to the 8th of May.

The Librarian reported that she had tried to find a local person who could do non-professional work but that no one could be found who had a basic knowledge of the use of the catalogue or the Dewey decimal system. She asked the Board's^D reaction toward advertising for a non-professional. The members of the Board gave their opinion that it was wise to use every method of obtaining needed personnel.

The matter of discarding useless material before the renovations begin was discussed. The Librarian said that she had never been through many of the closets in the building, especially those in the extension room, but she believed that the building had many items stored in closets and files which would never be of any use. She mentioned the number of old pictures which were in the basement and suggested that all such material be gathered in a certain place and that members of the Board or a committee look through them. Mr. Knuth appointed Mrs. Evans and Mrs. Loewen to check on such material.

The Librarian said that she felt the members of the Board should be aware that the Decatur Barnwell portrait of Lincoln was not safe from fire if the building were ever destroyed. The portrait is filed in the safest place she knows of but she felt the responsibility of so valuable an object should not rest with her alone. It was suggested by Mr. Stafford that after the renovations are finished the Board undertake to obtain some kind of fireproof file for valuable material such as the portrait.

It was reported that Miss Austin had been using a watch loaned from a local watch repairer while her own was being adjusted and that it could be purchased for \$14.00. Both Miss Austin and Mr. Barding are under the impression that a clock in the bookmobile would become so magnetized that it would not be accurate. The Board agreed that it would be wiser for the Librarian to purchase a clock than to purchase anything as personal as a watch.

The Librarian reported that with so small a Staff it was impossible to give those Assistants accustomed to a month's vacation their full time this year. She recommended that the building be closed for one month during the heaviest period of renovations and that all Staff members be given their vacations at this time. The motion was made by Mr. Owen, seconded by Mr. Stafford, and unanimously passed that this be done.

A request for tools from Mr. Wilson was considered. The Librarian said that while she was sure that tools had been purchased down through the years, there was nothing in the building with which the janitors could do the ordinary maintenance work. Mr. Wilson would like a plane, hand saw, vise for bench, two wood tools, one large wrench, hand drill, small axe, and 50' hose. She believed that if these were purchased the name of the Library should be burned into the handle of each. Mr. Blac kford offered to use his discount at Sears, Roebuck & Co. and it was agreed that he would contact the Librarian concerning the purchase of the above.

The Board was asked its reaction to bringing the Bookmobile in at 12:30 on Saturday in order to give Mr. Barding the afternoon off. At the present time he is working 48 hours or six days a week. On Saturday afternoon the Bookmobile has been stationed at Longview East and it has been Miss Austin's opinion that a good-sized collection of books placed in the recreation house might benefit the people more than the two hour stop since so many of them work all day. The motion was made by Mr. Owens, seconded by Mrs. Evans, and unanimously passed that if such a deposit could be set up the Bookmobile could be brought in at 12:30 on Saturdays.

Mr. Stafford brought up the subject of raises and asked the Librarian if the raises as considered by the Finance Committee had been put into operation. The Librarian explained that no definite decision had been made regarding salaries at the Finance Committee meeting on December 14, 1949, other than those of the Assistant Librarian, Children's Librarian, and the Young People's Librarian, and that although the Finance Committee had decided that the minimum-maximum salary scale recommended by her should be discussed by the full Board at their next meeting, the Board, on that later date, had heard the minutes of the special meeting and had ordered them incorporated into the minutes without any action. The members of the Board agreed that it was desirable for the Librarian to draw up further recommendations for salaries in view of the 1950-51 budget and to submit them at a special Finance Committee meeting to be called previous to the next full Board meeting.

Mr. Owen reiterated the fact that the Librarian should call a special meeting at any time that anything new developed in the renovations program. The motion was made by Mr. Owen, seconded by Mrs. Garman, and unanimously passed that the Chairman speak with the Staff in the near future asking for their cooperation during the trying period necessitated by the renovations and especially their cooperation with the Librarian in her endeavors to carry out the Board's policies.

The meeting adjourned at 5:05 P.M.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

MEP/rs

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Librarian's Report
February, 1950

FINANCIAL STATEMENT

Receipts

Bal. on hand Feb. 1, 1950	42874.83
Appropriation	6637.28
Fines, damaged, & lst. bks.	244.00
Non-resident feet	36.00
Other sources	4.95
	49797.06

Disbursements

Staff Salaries	2570.64
Janitor Salaries	376.66
Books	387.25
Visual Aids	35.45
Supplies	159.77
Light	106.50
Telephone	41.34
Postage, drayage, express	2.03
Bookmobile	32.12
Miscellaneous	.89
	3712.65

Balance in checking account Feb. 28, 1950 \$46084.41

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1950</u>	<u>1949</u>
Main Library	10837	3812	14649	14387 +262
Evans Branch	1308	1835	3143	2591 +552
Bookmobile	2264	3517	5781	3383 +2398
Decatur & Macon Co. Hospital	0	0	0	124 -124
T. B. Sanitorium	270	0	270	206 +64
	14679	9164	23843	20691 +3152

	<u>1950</u>	<u>1949</u>
Largest daily circulation at Main (Evans 238, Bkm. 488)	955	1129
Overdue notices mailed	404	505
Reserve postals mailed	115	116
Pictures loaned	961	975
Telephone calls	793	871
Reference questions asked	431	437

Binding and Mending

	<u>1950</u>	<u>1949</u>
Books sent to bindery - - - - -	294	0
Books mended in library - - - - -	194	390

Librarian's Report

February 1950

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Book Stock

	<u>Total vols.</u> <u>Feb. 1, 1950</u>	<u>Books</u> <u>Added</u>	<u>Books</u> <u>Withdrawn</u>	<u>Total vols.</u> <u>Feb. 28, 1950</u>
<u>Main</u>				
Adult	62225	107	2	62330
Youth	291	9	0	300
Juvenile	<u>10424</u>	<u>23</u>	<u>0</u>	<u>10447</u>
Total	72940	139	2	73077
<u>Evans Branch</u>				
Adult	5171	17	0	5188
Youth	96	4	0	100
Juvenile	<u>4286</u>	<u>10</u>	<u>0</u>	<u>4296</u>
Total	9553	31	0	9584
<u>Extension</u>				
Adult	2602	19	0	2621
Youth	295	4	0	299
Juvenile	<u>2711</u>	<u>17</u>	<u>0</u>	<u>2728</u>
Total	5608	40	0	5648
<u>School collection</u>				
Total	1268	0	0	1268
<u>East End Branch</u>				
Adult	546	0	0	546
Youth	0	0	0	0
Juvenile	<u>570</u>	<u>0</u>	<u>0</u>	<u>570</u>
Total	1116	0	0	1116
Grand Total	90485	210	2	90693

Registration

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
<u>Main</u>			
Carried forward	11193	3011	14204
Additions	299 (93)	72 (60)	371 (153)
Cancellations	46	34	80
Total	<u>11446</u>	<u>3049</u>	<u>14495</u>
<u>Evans Branch</u>			
Carried forward	433	795	1228
Additions	13 (4)	29 (17)	42 (21)
Cancellations	4	22	26
Total	<u>442</u>	<u>802</u>	<u>1244</u>
<u>Bookmobile</u>			
Carried forward	531	1 1409	1940
Additions	10 (0)	58 (56)	68 (56)
Cancellations	0	1	1
Total	<u>541</u>	<u>1466</u>	<u>2007</u>
Grand Total	12429 (97)	5317 (133)	17746 (230)

() - New registrations

Librarian's Report
February, 1950

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February was another difficult month. Illness on the Staff decreased the working hours to more than the sub-normal schedule which has been in force since the first of January. In order to simply keep the desks manned, the Librarian cancelled all outside activities except speaking engagements of long standing and substituted in the various departments. Book ordering and other routines of similar nature continue to fall behind schedule.

The public's use of the Library continues to rise with an increase in circulation of 3131 volumes over last year. Of this increase the Bookmobile loaned 2398 books, Evans Branch 552 and Main 241. Two hundred and fifty borrowers were re-registered and 230 new borrowers were added.

Numerous classes came to the Main Library either for research under their teachers or for tours of the building.

Because of other responsibilities, the Librarian could hold only three Story Hours to which fifty-four children came -- an average attendance of seventeen. Our objective here is to keep the boys and girls interest alive until a Children's Librarian can be found to develop such activities.

Two meetings of the Great Books Group were held.

The Librarian prepared a script for A.A.W.W. on The Decatur Art Center and shared in its broadcast over the two local stations. The script provided the opportunity of mentioning the place of the Public Library in this phase of local history. She spoke on Delinquency in Decatur for the Frist Presbyterian Church group of young married women and gave a talk at the dedication program of the Gastman School Library. Flowers to this latter meeting were sent in the name of Trustees and Staff. The Librarian was present at three meetings of local groups and at various committee meetings.

Respectfully submitted,

Muriel E. Perry

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Librarian

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