Financial Committee
January 23, 1953

Members present: Mr. Stafford, Mrs. Ridgley, Mr. Owen, Mr. Hull, and Mr. Gore by Mr. Stafford's request.

Called to discuss salary raises and salary scale requested by Staff.

The minutes of May, 1951, were read to refresh members' memories about previous action.

The Librarian was asked if funds were available to permit salary raises as indicated by the National Salary Scale Plan. She answered that at this point it looked as though we would have an unexpended balance May 1st of $4147.88 due to failure to fill vacancies. Even though we used this we would still lack an estimated $2473.00 to reach the minimum scale. Staff members had raised the question of using a sum from the Building Fund for one year or until the Board could convince the City Council that reasonable budgets should not be cut.

Mr. Owen said it was his opinion that we should ignore the A.L.A. scale and make one for Decatur. It was the Librarian's opinion that because the national scale was figured as a mean, neither high nor low, any scale figured for Decatur would approach A.L.A. figures.

There was discussion as to whether or not raises should be automatic or for meritorious service. It was the Librarian's opinion that raises should be for merit only. Some members felt this was difficult to achieve. Mr. Gore said that in the schools, raises were automatic, based on training and years of experience. Teachers whose work fell below standard were released.

The salaries of clerks and the Secretary-Bookkeeper were discussed in detail.

The Librarian was asked to have a job analysis, personnel histories and the National Plan for position classification and salary administration in libraries ready for the next meeting to be called in February, also to obtain from Jack Hartley of the U.A.W.A.F.L. office cost of living index from May, 1951, to the present.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees
January 30, 1953

The regular meeting of the Board was called to order at 3:45 o'clock.

Members present: Mr. Owen, chairman pro tem, Mrs. Gage, Mrs. Ridgley, Mssrs. Felts and Blackford.

The minutes of the previous meeting were approved as read.

The Librarian's Report for December was examined and ordered filed.

The progress report of the Financial Committee's meeting on ~~February 20th~~ January 23d was read.

The motion was made by Mr. Blackford, seconded by Mrs. Gage and unanimously passed that bills for maintenance totaling $5265.65 and salaries totaling $4906.52 be paid.

The Librarian asked the opinion of the members regarding the scagliola column to the south of the main door. At the beginning of the project for renovating the columns, Mr. Elden of the Christy Company thought a band or several bands should be put around it to prevent, if possible, the plaster filling from loosening with vibrations from the door. After the Christy employee had completed refinishing the column it looked so well that Mr. Elden did not want to put the band around it. At this time the door control is adjusted for minimum vibration but as time goes on the door will close with increasing rapidity. It was the Librarian's opinion that the bands, while not so neat in appearance, would post-pone further repairs if they were utilized. After some discussion the matter was laid on the table.

A quotation from the Schwartz Glass Company for repairing cracked units of glass flooring in the stacks for $135.00 for five pieces was considered. The Librarian was instructed to have the work done as soon as possible.

It was reported that the Walker Plumbing Company had installed the drinking fountain in the front hall except for the electric current.

Mrs. Gage asked about progress on the drawing up of by-laws. It was her opinion that this should be done within the next few weeks if confusion is to be avoided next June when appointments come up. The Librarian said that she had not forgotten the Board's assignment but that she had been working on figures for the Financial Committee and had been too busy to draw up a draft of suggested by-laws. She believed this would be ready by the February meeting.

The Trustees were asked to check the appearance of the building on their way out and see if, in their opinion, it should not be cleaned by a commercial company this spring.

The motion was made by Mrs. Gage and seconded by Mr. Felts and passed unanimously that the Librarian spend several days at the A.L.A. Midwinter Convention in order to search for a cataloger.

The Librarian presented to the members a report on books missing from the rental library and from our open shelves. A check had been made of the 4,331 books in the 600 classification. It was found that of these, 298 titles were missing. 81 rental books had been taken in the two years of that collection. Mr. Duchac had estimated on the figures known in the 600 class, the total books that might be missing from our whole collection. He believes this would be 2,480. Estimating $3.00 per volume, we feel the library has lost about $7440.00 worth in the last six years.

The members discussed the subject at some length. It was the concensus that such losses could not be ignored. It was the Librarian's opinion that a change in charging procedures was the only answer since, without a definite check at the door, it is difficult to prevent people from taking books without having them charged. Book charging can be done by inexpensive labor, but to do it for 12 hours a day, 72 hours a week would necessitate adding two more people to the clerical staff.

The Librarian presented a report to the Trustees comparing the use of the Evans Branch with the Bookmobile. This was also discussed at great length and laid on the table for future consideration.

A discussion of the library budget for 1953-'54 took place. It was the Board's concensus that representatives should be appointed to meet with the City Council at the time budgets are considered next summer to convince Council members of the seriousness of continually reducing library ~~income~~ estimates.

The meeting adjourned at 4:45 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary