Called Meeting
Board of Trustees
September 4, 1952

Re: Young Adult Room draperies

Members present were Mrs. Gage, Mrs. Loewen, Mrs. Bailey, Messrs. Owen, Stafford, Felts, Gore, Hull. Mr. Duchac served as secretary in Miss Perry's absence.

Mr. Owen took the chair and called the meeting to order at 4:05 p.m.

Mrs. Loewen gave the report of the committee appointed to select draperies for the Young Adult Room. She reported that Mrs. Garman had served on the committee to the completion of the project. Mr. Miller of the Miller O'Neil Co. had suggested a suitable treatment for the room using two fabrics, one a solid lime-yellow, the other a figured print. The estimate was roughly $375.00 for the job complete.

The question of asking for bids on a project of this amount was raised. It was recalled that $500.00 was the amount necessary to call for bids.

Mr. Felts commented that Miller O'Neil was a reliable firm, that his dealings with them had always been most satisfactory. Similar comment was made by several members.

Mrs. Bailey suggested that the committee be sure the quality of material used was superior since it would be less expensive in the long run.

A question was raised regarding election of officers. The chair's opinion was that elections could be held only at regularly scheduled meetings. Since this was a special meeting elections would be out of order.

The chair asked for the motion on the draperies for the Young Adult Room Committee's report.

Mr. Hull moved that the order for draperies as suggested by the committee be placed with Miller O'Neil, cost not to exceed $400.00.

Mr. Felts seconded the motion. A unanimous aye vote was cast. Mr. Duchac was instructed to place the order.

The meeting was adjourned at 4:35 p.m.

Respectfully submitted,
Kenneth F. Duchac
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Assistant Librarian

Trustees Meeting
September 26, 1952

The regular meeting of the Board was called to order at 3:40 o'clock.

Members present: Mrs. Bailey, Mrs. Gage, Messrs. Blackford, Felts, Hull, Owen and Stafford.

The minutes of the previous meeting stood approved as read.

The Librarian's reports for July and August were examined and ordered filed.

The Librarian was requested to send her reports in the future to the members previous to the meetings so that they would have time to thoroughly read them. If possible the members would also like to receive the financial statements previous to the meeting.

Election of President:

The motion was made by Mr. Owen, seconded by Mr. Hull and unanimously passed that Mr. Stafford be nominated President and the Secretary was instructed to cast a unanimous ballot for his election.

Mr. Stafford thereupon took the chair.

The subject of having names of two Trustees on file at the Millikin National Bank and the National Bank of Decatur for signing checks was discussed. The motion was made by Mr. Hull, seconded by Mr. Blackford and unanimously passed that Mr. Stafford with Mr. Owen as alternate take this responsibility.

Mr. Owen and Mr. Hull were asked to sign the vouchers. The motion was made by Mr. Hull, seconded by Mr. Blackford and unanimously passed that bills as follows be paid: maintenance - August $123.60, September $2449.52, Renovations $37.50, Salaries-August $4721.04, September $4365.91. Total - August $4844.64, September $6852.93.

The Librarian reported that she was concerned about the housing of the Bookmobile in the Decatur Messenger Service Garage - that the employees were very careless in handling it and Mr. Fulton found it generally unsatisfactory. Mrs. Bailey suggested that she try Mr. Chandler of the Park District to see if they could provide space for it and the City Council was suggested since they control city property.

Mr. Owen and Mr. Stafford thought the Bookmobile should be painted this fall, Mr. Blackford felt it was not necessary and the members decided to let it go until spring, then have it completely repainted.

The Librarian reported that she had worked out valuation of furnishings, books, and card catalogs for revision of insurance rates and asked that the Trustees check her figures. She also recommended that they consider having a "valuable papers" policy for books and catalogs since this would give added protection for less cost. Mr. Stafford asked Mr. Hull and Mr. Owen to study the matter with him.

The Librarian read a letter from Mr. Jacobson, a high school teacher, who asked that a modern drinking fountain be installed in the front hall for public use. Board members agreed that the present arrangement was both inadequate and unsanitary. The motion was made by Mr. Hull, seconded by Mr. Owen and unanimously passed that figures for installing a modern fountain be secured from two firms. $375.00 was mentioned as a ceiling.

The motion was made by Mr. Owen, seconded by Mr. Hull and unanimously passed that the Librarian attend the Illinois Library Association's convention in Springfield October 2nd, 3rd and 4th.

It was reported that Miss Mildred Tupper had been appointed a clerical assistant September 22nd at $2380.00 a year; that the installation of equipment in the Youth Room would begin October 4th and that Maureen Daly, author of "Seventeenth Summer" had offered to speak at the opening the 16th, for expenses only.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

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