Special Meeting
Board of Trustees
May 4, 1954

A special meeting of the Board was called to order at 4:15 p.m. to continue the discussion of a payroll and classification plan held over from the meeting of April 30th.

Members present: Mr. Hull, presiding, Mrs. Bailey, Mrs. Gage, Mrs. Ridgley, Messrs. Blackford, Felts and Schroeder.

A brief review of the outside renovation project was made and the motion was made by Mr. Schroeder, seconded by Mrs. Bailey and unanimously passed that the Librarian be instructed to keep in touch with Mr. Spangler and remind him that the Board is interested in having plans for the immediate repairs and air conditioning of the main building.

The resignation of Miss Fleta Davis was read. Miss Davis became a member of the Library staff in January, 1920, retiring after 34 years of service. Mr. Hull appointed Mr. Felts to prepare an appropriate expression of appreciation to be sent Miss Davis by the Board. The motion was made by Mr. Schroeder, seconded by Mr. Blackford and unanimously passed that the Librarian send roses to Miss Davis in the name of the Board.

The members agreed that the annual meeting should take place Friday, May 14th, at 4:00 p.m.

The Librarian reported that at the Finance Committee meeting Mr. Rollins suggested that allowing the employees the option of taking their salaries in lieu of vacations might help to alleviate the personnel shortage. She asked the Board's reaction to this. After discussion the members agreed that this was a matter of administration and that she was to use her best judgment in allowing payment of salaries in lieu of vacation.

The resignation of Mrs. Gloria Hinds was read and accepted with regrets at losing her services but with congratulations on the establishment of her family.

A discussion of the tentative payroll classification took place. That portion of the minutes of the April 30th meeting referring to the Board's action on this was read.

Mr. Felts asked what the Board's basic thinking was toward the classification and payroll schedule as the Financial Committee had recommended it.

Mrs. Gage felt that certain recommendations for 1954-55 took too little cognizance of some employees and appeared to increase salaries of others whose work was of questionable quality. The Librarian explained that the scale was meant as a guide only which should be followed with due consideration of the personnel rating sheets. The important thing was to send the budget to City Hall. The B oard need take no action on 1954-55 salaries until they want to do so.

Mrs. Bailey expressed the opinion of the members in her remark that the philosophy underlying the classification scheme was a step in the right direction and definitely something that should have been undertaken long ago but that she would like to see it developed further when the Board has time to more thoroughly study it.

The motion was made by Mrs. Bailey, seconded by Mr. Felts and unanimously passed that the Finance Committee's report of the tentative classification of positions be accepted and that the matter be referred to a special committee for further development.

Mr. Hull appointed Mrs. Bailey to work with the members of the present Finance Committee as a special group to continue development and study of the classification scheme.

The meeting adjourned at 5:50 p.m.

Respectfully submitted,

Muriel E Perry
Muriel E. Perry
Secretary

Annual Meeting
Board of Trustees
May 14, 1954

The meeting was called to order at 3:55 o'clock .

Members present: Mr. Hull, presiding, Mrs. Bailey, Mrs. Ridgley, Messrs. Blackford, Felts, Gore and Schroeder.

A lengthy discussion was held regarding the Librarian's Annual Report. It was Mr. Hull's opinion that the Librarian's recommendations concerning revision of budget figures so that more attractive salaries could be offered to draw librarians to Decatur might be misinterpreted by the City Council.

The motion was made by Mrs. Ridgley, seconded by Mr. Schroeder and unanimously passed that the recommendation be revised, turned into the present tense and made to sound more encouraging.

Mr. Hull asked the Librarian if she did not consider the 1955-56 salary item to be realistic. The Librarian replied that in light of today's circumstances she would say it was realistic but that the Board's previous action had been to defer an increased salary budget for 1954-55. In view of the imperative need for increased personnel and particularly for a minimum number of trained librarians May, 1955 seemed a long time off.

The Librarian said she must have mislaid the minutes of the May 4th meeting since they were not in the minute book.* It was the Board's consensus that they had passed the 1954-55 budget as discussed at the previous meeting.

The motion was made by Mrs. Bailey and seconded by Mr. Blackford that the budget be forwarded to the City Council as it stood. By roll call: Mrs. Bailey, aye; Mrs. Ridgley, aye; Mr. Blackford, aye; Mr. Felts, aye; Mr. Gore, aye; Mr. Schroeder, aye.

Election of officers:

Mr. Hull declared that nominations were open for the President's Chair.

Mrs. Ridgley nominated Mr. Felts. This was seconded by Mr. Schroeder. Mr. Gore moved that the nominations be closed and that the Secretary be instructed to cast a unanimous ballot electing Mr. Felts. This was unanimously passed.

B efore accepting the chair Mr. Felts said that it was his opinion that a memorandum should be placed in the minutes that it need not necessarily follow that the Vice-President should become President. In his experience he has observed cases where other members should be considered.

* These had not been mislaid. The Librarian had dictated them to the Secretary who had forgot to transcribe them during the preparation of the Annual Report.

The Trustees expressed complete agreement with Mr. Felts' observation and decided that the Secretary should remind them of the conversation at each election of officers.

Mr. Felts declared that nominations were in order for the position of Vice-President. Mr. Schroeder nominated Mrs. Ridgley. This was seconded by Mrs. Bailey. Mr. Blackford moved that the nominations be closed and that the Secretary be instructed to cast a unanimous ballot electing Mrs. Ridgley to the position. This was unanimously passed.

Mr. Felts observed that the newspaper reporters were aware of the meeting and asked the Board's opinion regarding giving them copies of the Annual Report. The fact that they were probably more interested in the budget was discussed.

The members agreed with Mr. Gore that the City Council should receive the Report and budget before reading about it in the papers.

The Librarian reminded the members that Dr. Lancour of the University of Illinois survey was planning to meet with them behind closed doors on June 18th.

Mr. Spangler's and Mr. Conrad's report on the air conditioningsurvey was discussed. It was decided that this should be considered carefully and a meeting of the special committee be arranged some time the first week in June when Mr. Conrad could discuss it with the Board and answer questions.

The Librarian reported that Mr. Conrad said that if air conditioning were begun the first of June partial or full operation might begin in August.

Mrs. Ridgley expressed the Board's deep appreciation for Mr. H ull's fine service as President.

Mr. Hull replied that his tenure had been a pleasurable experience. When he had been appointed he had thought there would not be much to do. He had been tremendously surprised to learn of the Board's activities. In fact, he had learned more as a member of this body than from being on any other Board.

It was decided that the regular meeting for May should be omitted with the President signing the payroll and bills and that the next meeting should be Friday, June 25th.

The meeting adjourned at 5:15 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary