Special Committee
Payroll and Classification
July 6, 1954

The Special Committee studying payroll and job classification came to order at 3:55 p.m.

Members present: Mr. Rollins, Chairman, Mrs. Bailey, Mrs. Ridgley, Mr. Felts, Ex Officio.

The Librarian presented a tentative scheme for staff reorganization which was discussed and which drew several suggestions from Mr. Rollins.

After a lengthy discussion of the plan based on A.L.A. specifications Mr. Rollins said that he would revise the plan with the help of Mrs. Bailey and Mrs. Ridgley after which the Committee would meet again for further discussion.

The meeting adjourned at 5:10 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Special Committee
on
Payroll and Classification
July 19, 1954

The meeting came to order at 4:10 p.m.

Members present: Mr. Rollins, Chairman, Mrs. Bailey.
Mrs. Carroll represented the Staff.

Mrs. Bailey had brought copies of the public teachers' salary schedule.

Mr. Rollins explained that once we could get a proper scale it would not be difficult to insert some of the present staff who didn't otherwise fit into it under so-called "red star rates."
He outlined the various attributes a personnel director looked for in employees.

The following salary figures were discussed:

	Present	Possible
Reference Librarian	$3859.	$4000.
Reference Ass't.		3780.
Circulation Head	3859.	4460.
Cataloger	3900.	4100.
Bookmobile Libn.	3500.	3859.
Ass't. Librarian	4565.	4655.

No definite conclusions, however, were drawn and the Librarian was instructed to develop into additional steps the schedule Mr. Rollins had presented.

Respectfully submitted,

Muriel E. Perry

Board of Trustees
July 30, 1954

The regular meeting of the Board was called to order at 4:00 p.m.

Members present: Mr. Felts, presiding; Mrs. Bailey, Mrs. Gage, Mrs. Ridgley, Mr. Schroeder.

The minutes of the last meeting were approved as read.

The motion was made by Mrs. Bailey, seconded by Mr. Schroeder, and unanimously passed that bills be approved for operation totaling $2370.53, for payroll $5884.52; a total of $8255.05.

Mr. Felts asked Mrs. Bailey for a report on the meetings of the Special Committee on payroll and classification, July 6 and July 19. Mrs. Bailey reported that the committee was making excellent headway under Mr. Rollin's chairmanship. She had contributed pay schedules for the public school teachers for comparison purposes and the Librarian had presented a tentative reorganization plan for the staff. The committee was working to get a proper scale into which some members of the present staff could be fitted under so called "red star rates". The committee has instructed the Librarian to develop into additional steps the pay schedule which Mr. Rollins had drawn up in order to provide for additional grades for professional workers.

Mr. Schroeder said he considered the report very fine and made the motion that the Board accept it as a progress report and ask the committee to continue its study and report back. This was seconded by Mrs. Gage and unanimously passed.

Mr. Felts reported on the conference which he, Mr. Hull and the Librarian had had with the City Council on July 15. Mr. Hull had contacted the council to see if the Board might have the 1955-56 budget back to include a sum for air conditioning of the Main Building. Instead of returning it they had asked that representatives meet with them.

The council was most courteous. Mr. Hull had presented the Board's case with a lawyer's ability. There was a lively skirmish concerning the $15,000 which is held each year for operational expenses until the next taxes are collected. This was finally explained to the council's satisfaction.

It was Mr. Felts feeling that we had made a good impression on the council when they went into caucas. Later the Mayor had called him to say that the Board's request had been turned down with Mr. Kirby, Commissioner of Streets; Mr. Holmes, Commissioner of Health; and Mr. Davis voting against it.

Mr. Felts expressed a belief that on the whole the contact was most positive and that it would be easier to repeat the request in the future. In fact, he thought the council might expect to have it brought up again.

A discussion of the outside renovations took place. Mr. Blackford had examined the specifications submitted by Mr. Spangler's firm and had reported that he had found nothing to be changed. The motion was made by Mrs. Ridgley, seconded by Mr. Schroeder and unanimously passed that bids for the renovations be published and that Mr. Spangler be asked to set a date for the opening.

The Librarian reported that Mr. Petty of Murphy and Nash and Jones, and Mr. Richardson, the City Auditor, had given their opinions regarding our use of Vouchers for our monthly bills (see appended report). This was in answer to the questions raised by Mr. Rollins at the June Meeting. No action was taken.

The Librarian presented a contract from the Film Council of America for film previews during the coming season. She recommended that the preview project be continued. The motion was made by Mr. Schroeder, seconded by Mrs. Gage and unanimously passed that this be done.

The Librarian reported the appointment of Miss Charlene Whitney who replaced Mrs. Hinds as secretary on July 19.

The resignations of Miss Nelius B. Martin to take effect September 1, and Miss Mildred Tupper to take effect August 25, were read.

The Board agreed in view of Miss Martin's long term of service, that Mr. Felts write a letter expressing their regret in accepting her resignation and their best wishes.

The Librarian spoke of the fact that she was losing two of her most dependable assistants which caused her apprehension because of the acute personnel shortage. She said the need of experienced Librarians to supervise was extremely great.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Mr. Petty of Murphy, Nash, & Jones

RE: Opinion using of financial vouchers.

Under our present system the whole thing is pretty well buttoned up. He would much prefer it to any other system. If a person signs a voucher and/or check without examination he is adopting the integrity of the one who prepared it as though it were his own.

It is appropriate to show that the Librarian has presented bills for the Trustees' approval and they have passed on them. Because four people are in on the act, he would say it was good internal control. The Librarian's signature testifies that the money has been spent and why, the two trustees signing the voucher signify the Board's approval and the Chairman's signature on the check is the final evidence of approval. He would not like to see the system changed.

Mr. Richardson, City Auditor (Accountant in office gave information over telephone after talking with Mr. Richardson.)

A rubber stamp might be used on each invoice or each group of invoices from one firm. Rubber stamp should show check number, date paid, account charged to, and have several spaces for Board's names giving approval.

Bills will be filed alphabetically in a folder by name of firm. Actually the present system and this above are probably 50-50 in amount of time spent.