

Board of Trustees
January 4, 1952

For December 1951

The meeting was called to order at 3:40 o'clock.

Members present, Mr. Knuth presiding; Messrs. Blackford, Hull, Owen and Stafford.

Minutes of the previous meeting were read and approved.

Librarian's report for November was examined and ordered filed. The motion was made by Mr. Owen, seconded by Mr. Hull, and unanimously approved that bills for \$2512.51, salaries \$4499.15 be paid.

The Librarian asked the Board if it would be possible to spend about \$30.00 to have pictures taken "before" and "after" the renovations made into slides for use in an illustrated talk on renovating a Carnegie building to be given by her at the ALA Midwinter Convention. After some discussion the motion was made by Mr. Hull, seconded by Mr. Blackford and unanimously passed that slides be made, the expense not to exceed \$50.00.

The Librarian reported that on January 9th the Illinois State Library would send a representative to talk with our Staff and a few librarians from surrounding communities about a Regional meeting to be held in Decatur the latter part of April.

It was reported that Mr. Fear had resigned as driver of the Bookmobile December 4, 1951 to accept a better position, and that Mr. Donald E. Robertson had been hired for this position on December 5th.

Three bids were presented for library shelving for the Young Adult Department - Remington Rand for \$2,330.60; Sjoström for \$2,982.00; and Swain & Myers for \$3,314.54. The three plans as submitted by these company's engineers were discussed in some detail. Mr. Hull questioned the legality of not having published notice for bids in the newspaper. The motion was made by Mr. Owen, seconded by Mr. Stafford, and unanimously passed that the Librarian should first discuss the matter with Mr. Merris, City Attorney. If he believed that the law regarding acquiring of library equipment had been followed completely, the Librarian was to place the order for shelving with the firm which she considered best equipped in view of the bids submitted. Should Mr. Merris decide that the legality of our procedures could be questioned, the matter was to be brought back to the Board for discussion.

The meeting adjourned at 5:20 P.M.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

MEP/rs

Trustees Meeting
January 25, 1952

Regular Trustees meeting was called to order at 3:40 P.M.

Members present: Mr. Knuth, presiding, Mrs. Garman, Mrs. Gage, Mrs. Loewen, Messrs. Blackford, Hull, Owen and Stafford.

The minutes of the last meeting were read and approved.

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

The motion was made by Mr. Hull, seconded by Mr. Blackford, and unanimously passed that bills to the amount of \$1225.95 be paid.

Mrs. Garman reported on the Scagliola. Mr. A. R. Elden of the Christy Co. had submitted an estimate of \$425.00 for work on the nineteen columns. This would include removing varnish, smoothing and filling cracks, matching plaster with original marble and sealing. It would not include the primary washing or the final varnish which is included in Mr. Songer's contract.

Mrs. Garman suggested that the Christy Company do the complete job so that all the work would be theirs. She pointed out that although \$425.00 seemed high, it averaged only \$22.36 a column.

It was reported that Mr. Elden had expected to estimate on strapping the patch of the column south of the door to the wall but no figure had been received before the meeting.

It was agreed that Mrs. Garman should talk further to Mr. Foltz of Christy's about it.

The Librarian read to the Board a letter from Mr. Neff, the second janitor, asking for an increase in pay. She explained that previous to receiving it, she had discussed the situation with Mr. Duchac and in view of the mediocrity of Mr. Neff's work they had agreed to give him one more month to do better. The Librarian was instructed to tell Mr. Neff that salaries had been set last May and no provision made for further raises.

It was suggested that possibly Millikin students might be hired as janitors or Bookmobile driver.

It was reported that the roof had leaked on January 22nd staining the ceiling and a section of north wall in the children's room.

A request had been made by the voters of the precinct around Evans Branch for use of that building as a voting headquarters April 8th, October registration, and November. They would like the entire building. The Librarian was instructed to tell them that if they could make no other arrangements, the Board would try to help them, but that library service would have to continue on the main floor and provision made for janitorial and supervisory work.

A discussion of the Branch took place. The Librarian said it was used too little for maintaining it as a full branch. Mr. Owen suggested that it be closed. The Librarian suggested that we wait until we can take a survey count of actual use by both adults and children.

She mentioned that since the fire station had been closed she had worried over the isolation of the Branch Assistant especially on the nights the place was open. The Board asked her to take every precaution possible for the welfare of the Branch personnel; if necessary closing it evenings.

The members requested Mr. Stafford to discuss our insurance policies with the Librarian.

It was agreed that the Librarian should place an order for one table and four chairs for the new Young Adult Room with Remington-Rand.

The Librarian was instructed to call a meeting of the Finance Committee as soon as she has the figures ready for discussion.

The motion was made by Mr. Hull, seconded by Mr. Owen, and unanimously passed that the Librarian write a note to David Felts expressing sympathy for his illness.

The meeting adjourned at 5:10 P.M.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

MEP/rs