

Decatur Public Library
Decatur, Illinois

Minutes of the Board of Trustees
Meeting: June 19, 1957

Mrs. Ridgley, president called the meeting to order at four o'clock p.m.

Members present: Mrs. Ridgley, Mrs. Bailey, Mr. Burgess, Mr. Felts, Mr. Madden,
and Mr. Rollins. Mrs. Howe served as secretary pro tem.

Mr. Rodney Spangler from the firm of Harris, Spangler, Beals, and Salooga, opened the bids for renovation of the Evans Branch Library. The following bids were received:

	Base Bid	Alt.#1	Alt.#2	Alt.#3	Alt.#4	Alt.#5
E. W. Artze	22,695.00	-322.	-644.	258.	-1990.	80¢ per sq.ft.
Christy & Foltz	22,538.00	-323.	-590.	255.	-2127.	50¢ per sq.ft.
Grohne Co.	22,192.00	-320.	-480.	231.	-2150.	80¢ per sq.ft.
L.C.Hayes	23,998.00	-143.	-600.	247.	-2026.	70¢ per sq.ft.
I.R.Lewis	22,491.00	-165.	-650.	225.	-2100.	65¢ per sq.ft.
Mellinger Co.	22,305.00	-143.	-460.	217.	-2222.	55¢ per sq.ft.

Mr. Madden moved that the Grohne Company bid be accepted including alternate no. 3 and alternate no. 5. Mr. Felts seconded the motion. All present voted aye. Mrs. Howe was instructed to write to Mr. Spangler and officially notify him of this. Company representatives were excused.

Mr. Spangler reported the specifications for the heating unit were ready for advertising.

Mrs. Bailey made the report for the Financial Committee. She explained the nuisance funds that have been kept in the library office. Each one of these has entailed a small bookkeeping unit. She explained that Mrs. Howe had asked that these be eliminated and the money dispensed so that a minimum of cash be kept on hand at all times. Mrs. Bailey moved the report be accepted. Mr. Burgess seconded the motion. All present voted aye.

Mrs. Bailey moved the approval of current bills. Mr. Rollins seconded the motion. All present voted aye.

The librarian's report had been given to the members prior to the meeting.

A forty hour week was proposed for the bookmobile clerk drivers and the janitors. Mr. Rollins moved the proposal be put into operation as soon as possible. Mr. Felts seconded the motion. All present voted aye.

Mrs. Howe asked for an auto-page drive up book return at a cost of \$265. Mr. Madden moved the purchase be made. Mr. Burgess seconded the motion. All present voted aye.

Mrs. Bailey made the motion to send two members of the staff to the American Library Association conference in Kansas City: Mrs. Howe and Mr. Bushee. Mr. Rollins seconded the motion. All present voted aye.

Suggestions for printing the Annual Report on postal card form were deferred to be considered when public relations are considered.

Equipment for the Main Library was discussed and the matter referred to the Buildings and Grounds Committee.

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Janitor's supplies were left to the decision of Mrs. Howe.

The meeting was adjourned at 5:30 p.m. Mr. Burgess moved and Mr. Rollins seconded.

Respectfully submitted,

Mary T. Howe

Mary T. Howe, Acting Librarian and
Secretary Pro Tem.

JUNE, 1957

BOOKS:

*American Library Association	\$ 1.13	
American Technical Society	20.84	
Carolina Book Company	2.50	
Colonial Book Service	5.00	
Peter Thomas Fisher	25.75	
Snow W. Grigsley	1.00	
*Haines & Essick	119.36	
The H. R. Huntting Company, Inc.	66.63	
*Illinois Bell Telephone Company	272.77	
The Macmillan Company, Publishers	32.68	
The Western News Company	276.45	
		\$ 824.11

PERIODICALS:

*Drawer Account	\$.14	
National Foremen's Institute	7.50	
The Executive	5.00	
The H. W. Wilson Company	227.00	
		\$ 239.64

AUDIO-VISUAL:

*Decatur Herald and Review	\$ 19.47	
		\$ 19.47

PRINTING:

*American Library Association	\$ 6.60	
*Decatur Herald and Review	15.30	
		\$ 21.90

BINDING:

Stappenbeck Bookbindery, Inc.	\$ 527.10	
		\$ 527.10

OFFICE SUPPLIES:

Columbus Blank Book Co.	\$ 12.00	
The Decatur Paper House Inc.	26.13	
Demco Library Supplies	3.30	
*Drawer Account	.15	
*Gaylord Bros., Inc.	11.50	
*Haines and Essick Company	7.35	
Linxweiler Office Supply Co., Inc.	20.43	
		\$ 80.86

BUILDING SUPPLIES:

Slack & Company	\$ 3.28	
Decatur Paint and Varnish Company	6.05	
Hunter-Pogue Lumber Co.	8.00	
		\$ 17.33

HEAT:

Illinois Power Company	\$ 22.10	
Standard Oil Company	20.15	
		\$ 42.25

EQUIPMENT:

*Gaylord Bros., Inc.	\$ 50.00	
		\$ 50.00

TELEPHONE:

Illinois Bell Telephone Company	\$ 97.40	
		\$ 97.40

POSTAGE:

Books	\$ 1.81	
*Drawer Account	4.50	
Office Supplies	.44	
Periodicals	.60	
Postmaster, City of Decatur, Illinois	27.45	
		\$ 34.80

appears

TRAVEL:

*Drawer Account - Staff
M. Pearl Lash

\$ 15.30
61.13
\$ 76.43

INSURANCE:

Jostes Insurance Agency
Nicholson, Clark & Company
The Sanks Insurance Agency, Inc.

\$ 18.03
\$ 87.30
\$ 24.35
\$ 129.68

BOOKMOBILES:

Bowers Implement Co.
Kilborn's
Superior Electric Company

\$ 95.44
1.00
20.00
\$ 116.44

MISCELLANEOUS:

Otto Dash Disposal
Librarian's Expense Account

\$ 2.40
34.95
\$ 37.35

SPECIAL PROJECTS:

Decatur Refrigeration Co.
c/o Harris, Spangler, Beall & Salogga

\$13,770.00
\$13,770.00
\$16,084.76

Total Operational Expenses

Salaries:

Staff
Janitors

\$10,324.56
586.67
\$10,911.23

Total Bills Presented for Payment

less cr. MEMOS

\$26,995.99
- 28.48
\$26,967.51

Balance in checking account after above bills are paid, \$42,224.75

PRESENTED FOR PAYMENT

Mary T. Howe
acting Librarian

AUTHORIZED FOR PAYMENT

Samuel J. Smith
FINANCE COMMITTEE

The separate amounts under each heading are not necessarily the amounts of the checks.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Minutes of Trustees' Meeting
June 27, 1958

The regular meeting of the Board of Trustees of the Decatur Public Library was called to order by Roy Rollins, President, at 4 P.M. June 27, 1958, in the Board Room. Those present were: Mr. Rollins, Mr. Schroeder, Mrs. Ridgley, Mrs. Bailey, Mrs. Moothart, Mr. Gore, Mr. Madden, Mr. Felts, Mrs. Howe and Mr. Albright, a newspaper reporter.

Mr. Madden made the motion to approve the minutes of the May meeting as received by mail. Mr. Schroeder seconded the motion. All present voted aye. Motion was carried.

Mr. Madden examined the bills presented for payment and made the motion for approval of the following:

Staff Salaries	\$ 13,156.15
Janitors Salaries	<u>707.12</u>
Total Salaries	\$ 13,863.27
Operational Expense	<u>9,801.86</u>
Total Bills	<u>\$ 23,665.13</u>

Balance in checking account	<u>\$ 8,474.96</u>
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Mr. Felts seconded the motion. All present voted aye. Motion was carried.

Mr. Gore presented the report from the Policy Committee. The following points of policy were read:

1. Book reviews, talks and services in Decatur will be given on library time when schedules permit. If library time cannot be allowed, organizations and individuals may contract with individual staff members for their services outside library hours.
2. Minor and urgent repairs up to \$500 in any one month will be acted upon immediately by the librarian. The longer term planning for the library will be made with department heads, and presented by the librarian to the Properties Committee who in turn will make their recommendations to the Board of Trustees.
3. Personnel appointments and separations will be reported monthly to the Board of Trustees.
- 4.a. Financial estimates for the management of the library are incorporated in budget proposals submitted by the librarian to the Finance Committee in January of each year. The Finance Committee will recommend the budget to the Trustees in February of each year.
- b. Bequests, gifts and funds for the Library may be accepted by the librarian for the Trustees but only without special commitments. A list of donors will be reported to the Board each month together with the wholesale cost evaluation of the gift when it exceeds \$25. The library will continue to accept memorial books.

4.c. Lost books will be charged for at the current replacement price.

d. Illinois residents residing outside the corporate limits of Decatur who do not pay city property tax will pay a fee computed each fiscal year on the basis of the budget tax appropriation, beginning July 1, 1958. \$3.50

Students in Illinois up through the 12th grade of school and students and teachers in the educational institutions in the city shall be given free service.

5. The Hours of Service -

The Staff shall work 40 hours a week for full time employment. This includes janitorial service. People who work more than 40 hours will be given compensatory time off.

The Main Library shall be open -

Mon - thru - Friday 9 a.m. - 9 p.m.

Saturdays - 9 a.m. - 6 p.m.

All agencies will be closed on the following holidays: and the Staff given a free day.

Christmas Eve and New Year's Eve - 1 o'clock p.m.

Christmas and New Year's Day

Good Friday - 12-3 p.m.

Memorial Day

Independence Day

Labor Day

Thanksgiving

February 12, 22 and November 11 the staff shall rotate their services and be given another free day when it becomes their turn to work.

Emergency closing in time of disaster shall be at the discretion of the person in charge.

6. All materials belonging to the Decatur Public Library and services from such materials will be available without charge. *Inter-library loan materials at cost to the library.

The library will not maintain a rental book collection.

7. The Librarian may grant permission for non-profit clubs and organizations to meet in the library. A request must be made and duly signed by a responsible member of each group for the meeting space. This is for groups other than library sponsored groups which shall always be given priority. A charge will be made for the room if meetings continue 30 minutes after the library closes.

8. A 15 minute break for every four hours of work will be given each staff member - usually one in the morning - one in the afternoon - and one in the evening - non-cumulative.

*Mr. Felts moved to approve as amended with exception of No. 6. Mr. Schroeder seconded the motion. All present voted aye. Motion was carried.

The meeting adjourned at 5:15 P.M.

Respectfully submitted,

Mary T. Howe

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Secretary

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