

DECATUR PUBLIC LIBRARY

Minutes of the Meeting
Board of Trustees
February 28, 1958

The regular meeting of the Trustees was called to order by Mrs. Dwight W. Ridgley, president at four o'clock, Friday, February 28, 1958. Those present were: Mrs. Ridgley, Mrs. Moothart, Mr. Rollins, Mr. Felts, Mr. Schroeder, Mr. Madden, Mrs. Howe, and a reporter from the Herald and the Review newspapers.

The minutes of the January meeting were approved as received by mail. Mrs. Moothart presented the financial report and the bills for February. Mr. Schroeder moved the bills be paid and Mr. Rollins seconded the motion. All present voted aye. Motion was carried.

A resolution of respect in memory of Minnie A. Dill, was read. Mr. Rollins moved the resolution be accepted and sent to Miss Maude Dill, her sister. Mr. Schroeder seconded the motion. All present voted aye. Motion was carried.

The librarian's report was given. 6,175 more books circulated during the three quarters: May 1-January 31, 1957/58 than during the same period in 56/57. Items from the Memo "For Your Information" were noted and questions answered.

National Library Week was discussed and arrangements for the Emily Kimbrough lecture made known. 245 persons have reserved tickets, the Chorettes from MacArthur High School will sing; Science Fiction Club members will usher; and a reception will be held immediately following the lecture in the Main Library.

Mrs. Ridgley read a statement to the press concerning the Public Relations position.

Meeting was adjourned at five o'clock.

* Salaries -	\$10,943.29
Printers "	729.00
Operating	8,945.13
	\$20,617.42

Respectfully submitted,

Mary T. Howe
Mary T. Howe
Secretary

RESOLUTION OF RESPECT
In Memory of Minnie A. Dill

It is with deepest regret that the Board of Trustees of the Decatur Public Library records the death of its Librarian Emeritus, Miss Minnie A. Dill, on January 30, 1958.

Her achievements and sacrifices for her community and the library are indelibly impressed on the activities of the library she served for fifty-two years, the last eighteen of which she served as chief librarian.

Be it, therefore,

Resolved, that the Board of Trustees of the Decatur Public Library, through respect for her long years of service and devotion, record this tribute to her memory and that we tender to her sister our sincere sympathy and a copy of this resolution.

For Your Information - No Action Needed -

1. Book reviews were given by several staff members in community organizations.
 - (a) Mrs. Gere reviewed "George Washington's Horse Slept Here", by Pauline McConnell at the Grace Methodist Church February 2, 1958.
 - (b) Mr. Bushee reviewed "The Little Magazine", February 9, 1958, at First Methodist Church.
 - (c) Miss Sloan reviewed "To Live Again" for a Religious study group at the YWCA.
 - (d) Mrs. Howe will review Conrad Richter's works March 2, in First Methodist Church.
 - (e) Mrs. Read reviewed "White Witch" by Goudge for the Jayettes January 8.
 - (f) Miss Sloan will review at First Evangelical United Brethern.
 - (g) Mrs. Leonard will review a book at Westminster Presbyterian.
2. The rental fee for the Kimbrough lecture is \$40 which includes the fireman, custodian, and heat from 7-9:30p. However, the schools have billed us for only \$30. The fee for Mrs. Kimbrough Wrench is \$500. 208 reservations have been requested as of Feb. 26th.
3. The Decatur Woman's Club has given three fine memorial books for deceased members:
The American Legion Auxiliary has given four memorial books - three are ready to be put into the collection. The fourth one must be ordered.
4. Four Staff members have lost members of their family through death during the past four weeks.
 - (1) Mrs. Petersen's father
 - (2) Mr. Macmillan's mother-in-law
 - (3) Mrs. Robison's daughter-in-law's father
 - (4) Mrs. Read's mother.
5. Special librarians meet Jan. 13 and Feb. 18 at 8:00A to 9:00A.
6. The Packard St. Bookmobile stop will be changed because there is not enough parking space by the Bottling Works
7. Mr. Rollins spoke to the Dept. Heads about the point system of salary and job classification.
8. Mr. Merris talked to the Dept. Heads concerning Library Laws.
9. A new telephone system is being installed to increase the service both from the outside and within the library.
10. The Society for Retarded Children have met twice for organizational purposes. In January there were 50 here and in February 60 attended.
11. The Cerebral Palsey group met Feb. 25 with 20 persons attending.

Decatur Public Library
Decatur, Illinois

February 27, 1958

12. Adult Activities Council met in the Meeting Room. I presented the project of a program planner's institute and Mr. Walter Brown spoke on the Community College. This was erroneously reported in the newspaper although the reporter was there while I was talking and called again at 10:45 Pm to check on Mr. Brown's position.
13. Miss Sloan attended a Board Meeting of the Children's Section of the ILA in Springfield Feb. 7, 1958. She is secretary of the Section.
14. Mr. Bushee attended ALA membership meeting in Peoria Sat. February 22.
15. Jimmy Soules completed the job of eradicating pigeons from the library premises during February.
16. Mrs. Shirley Johnson, librarian-secretary, is turning in the book deposit from Irwin Neisler as she will become a mother in April.
17. TPD has checked through 1,525 books and cataloged 894 books through February 26 including 325 new titles.
18. Evans Branch continues to grow. At the end of the first 3 weeks in February circulation was 2938.
19. Attendance at Evans Children's Film showings.

486 - January

108 - February

All tables were in use Wednesday afternoon. Two classes from Eldorado school came in Tuesday, February 25.

20. Mrs. Howe spoke to Kiwanis Club in January with 34 registrations.
21. Vols. 3 and 4 of the Britannica were taken from the Ref. Room sometime during Jan. Covers Baltin-Caster.
22. Roger Williams was found guilty of misconduct in the Youth room during Jan. Judy Boland, occupations class student, was witness to act. She and her mother signed the warrant for his arrest. This is the same man involved Nov. 17, 1954 and again in March, 1955.
23. The Library has begun to give back the time Staff worked on Feb. 12 and Feb. 22.
24. The Finance Committee held ~~their~~ first budget meeting Monday, Feb. 24.
25. Mr. Traugher and Mr. Burton are removing the shelving in North R.R. prior to the Remington Rand installation Sat. and Sun.
26. Main Reference has answered 1028 questions for Feb. 1-26.
27. There have been more people using the Library and checking out books. The number of Books out completely fills the charging trays in every department.
28. Overdue notices have not increased compared with last year.

29. Saturday night patron count shows -

January 18	--	35	--	average 10 per hour
January 25	--	51	--	average 11 per hour
February 3	--	20	--	average 5.2 per hour

30. Miss Clara Abel, the Library's first Children's Librarian, has given a copy of "Misty" to the Children's Room at Evans Branch.

31. Personnel Changes -

David Hundt, Page at Evans leaving soon.

Joe McDaniel, Page at Main leaving Friday, February 28th.

Miss Yamamoto (5220.)	Juvenile	) have been promoted to coordinators to take effect March 1-May 1 depending upon filling Bookmobile position.
Mrs. Gere (5418.)	Reference	
Miss Sloan (5220.)	Adult	

32. National Library Week (March 16-22) is being observed across the Nation by organizations and people vitally interested in the use of books and reading materials.

33. 3735 mileage has been put on Bookmobile II, but we continue to have trouble with first one thing and another. Letters have been sent to Available Truck and Gerstenslager.

Append

BILLS PRESENTED FOR PAYMENT
DECATUR PUBLIC LIBRARY
FEBRUARY, 1958

	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>BOOKS:</u>			
American Institute of Architects	\$ 19.38		
*American Library Association	2.03		
R. R. Bowker Company	35.10		
Bob Brown	10.50		
Burdette Smith Company	20.00		
Doubleday & Company, Inc.	121.20		
*Drawer Account	1.40		
*Haines and Essick Company	2.64		
*Illinois Bell Telephone Company	34.65		
Illinois Manufacturers Directory	25.00		
Institute for Research	9.50		
Carl J. Leibel Inc.	638.25		
A. C. McClurg & Co.	1,029.96		
The Macmillan Company	11.02		
Martindale-Hubbell, Inc.	51.50		
Moody's Investors Service	285.00		
Nedwick's Book Store	138.02		
New Method Book Bindery Inc.	633.70		
Prentice-Hall, Inc.	536.00		
Rand McNally	45.00		
The Scarecrow Press, Inc.	4.05		
The Western News Company	13.40		
		\$ 3,667.30	
<u>PERIODICALS:</u>			
*American Library Association	\$ 5.00		
The C. L. U. Journal	12.00		
*Drawer Account	3.50		
Foreign Policy Association	2.00		
Historicals Abstracts	85.00		
Illinois Audubon Society	2.00		
National Foremen's Institute	7.50		
			117.00
<u>AUDIO-VISUAL:</u>			
Decatur Herald and Review	\$.80		
Sound Sales Co.	4.76		
University of Illinois (film coupons)	100.00		
			105.56
<u>PRINTING:</u>			
Industrial Printing, Inc.	\$ 24.25		
National Library Week	24.45		
			48.70
<u>BINDING:</u>			
Stappenbeck Bookbindery, Inc.	\$ 285.31		
			285.31
<u>OFFICE SUPPLIES:</u>			
Cardmaster Company	\$ 10.50		
The Decatur Paper House, Inc.	23.72		
*Drawer Account	.64		
Gaylord Bros., Inc.	22.15		
*Haines and Essick Company	72.76		
Linxweiler Office Supply Co., Inc.	8.50		
Sterling Name Tape Company	.60		
William A. Wait	4.00		
			142.87

BILLS PRESENTED FOR PAYMENT - FEBRUARY, 1958

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	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>BUILDING SUPPLIES:</u>			
*Black & Company	\$ 1.44		
Heise Electric Service	147.13		
*Frank Hubbard Electric Co.	45.74		
Jan-San Supply Company	13.15		
*Krigbaum Electric Company	<u>6.41</u>		\$ 213.87
<u>REPAIRS:</u>			
*Frank Hubbard Electric Co.	\$ 48.45		
*Krigbaum Electric Company	66.93		
Otto Sablotny Furniture Refinishing	<u>325.00</u>		440.38
<u>HEAT:</u>			
Standard Oil Company	\$ <u>65.88</u>		65.88
<u>EQUIPMENT:</u>			
Emerson Piano House, Inc.	\$ <u>169.95</u>		169.95
<u>TELEPHONE:</u>			
*Drawer Account	\$.70		
*Illinois Bell Telephone Company	<u>107.20</u>		107.90
<u>POSTAGE:</u>			
Eooks	\$ 1.26		
*Drawer Account	48.82		
Office Supplies	.47		
Periodicals	.60		
Postmaster, City of Decatur, Illinois	<u>54.25</u>		105.40
<u>TRAVEL:</u>			
Mrs. W. E. Houck	\$ 13.12		
E. H. Ward	6.08		
Yellow Cab Co.	<u>13.15</u>		32.35
<u>INSURANCE:</u>			
Allen and Company, Inc.	\$ 11.82		
Bennett & Shade Company	124.14		
Creighton-Jackson Co.	20.76		
The Irish Insurance Agency	206.00		
Jostes Insurance Agency	44.70		
Nicholson, Clark & Company	468.72		
The Sanks Insurance Agency, Inc.	55.97		
The Wells Agency	<u>110.37</u>		1,042.48
<u>BOOKMOBILES:</u>			
*Black & Company	\$ 6.38		
Bowers Implement Company	72.95		
Consumers Service Stations	49.07		
Glatz Truck Service	17.90		
Kilborn's	<u>4.50</u>		150.80

BILLS PRESENTED FOR PAYMENT - FEBRUARY, 1958

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	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>MISCELLANEOUS:</u>			
Ralph Bushee - Mid-Winter Conference	\$ 23.92		
Otto Dash Disposal	2.75		
*Drawer Account	9.35		
Mary T. Howe - Mid-Winter Conference	83.41		
Librarian's Expense Account	63.34		
Schudel's, Inc.	<u>2.65</u>		\$ 185.42
<u>SPECIAL PROJECTS:</u>			
Main - Staff Room -			
*Black & Company	\$ 1.10		
*Drawer Account	16.25		
Quigle's	560.11		
Evans - Remington Rand	<u>1,486.50</u>		<u>2,063.96</u>
Total Operational Projects			\$ 8,945.13
<u>SALARIES:</u>			
Staff	\$ 10,943.29		
Janitor	<u>729.00</u>		<u>11,672.29</u>
Total Bills Presented for Payment			<u>\$ 20,617.42</u>
Balance in checking account after above bills are paid -			<u>\$ 23,425.79</u>

PRESENTED FOR PAYMENT _____

AUTHORIZED FOR PAYMENT _____

FINANCE COMMITTEE

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

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