

EXTENSION COMMITTEE MEETING

April 5, 1955

Members present: Mrs. Ridgley, chairman, Mr. Schroeder.

Mrs. Ridgley reported that so far as she knew there were no new developments in the information regarding the status of the Evans Branch. Mr. Burgess had not talked further with Mr. Merris. Mr. Burgess believes there is some question of even our ownership of the building.

Mr. Schroeder wondered if we might lease the ground from the city and then use the Branch for income by renting the building. Herreported that after the announcement of Branch closing, except for two afternoon, was made public, he had heard little adverse reaction especially when the people understood that we would give them bookmobile service when a new vehicle is secured.

Mr. Paul Wyer of the Gerstanslager Co. had telephoned the previous day that his firm would send descriptive material and specifications for a bookmobile and that he would contact us when he returned from his vacation.

The Librarian was instructed to call a meeting of the Committee when Mr. Wyer could be present.

The members agreed to recommend to the Board that \$10,000 be inserted in the 1956-1957 budget for a purchase of a second bookmobile of 3200 to 4000 book capacity with space for 25-30 people and air-conditioned.

The Librarian reminded the Committee that if this vehicle were purchased before 1956-1957 provision for extra salaries must be found for its staff.

She reported that South Shores residents were circulating a petition for library service to begin this summer and that September would be the earliest date that a bookmobile could be delivered if an order were placed immediately. She suggested that we investigate some type of temporary service to the South Shores area for the summer.

Mr. Schroeder offered to contact the chairman of the Board of Elders of the Mt. Calvery Lutheran Church to see if any space in their building were available.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Librarian

Financial Committee Meeting

April 6, 1955

Members present: Mrs. Bailey, Chairman, Mrs. Ridgley, Mr. Rollins.

The 1956-1957 preliminary budget was examined carefully. Mr. Rollins suggested that no detailed salary figures be sent to the City Council with the official budget. The Librarian explained that this was not customarily done although one year the Council asked for a copy.

A discussion took place concerning the need of fans to cool the main building since the Committee would consider it unwise to recommend air-conditioning to the present building. The Librarian was instructed to talk with Mr. Spangler about the possibility of a fan in the attic which might run all night and with the basement windows open cool off the building.

Mrs. Bailey spoke of the need of a public relations assistant who could do for Decatur what is being done in Springfield for the Lincoln Library to acquaint the Community with all library services.

Mr. Rollins suggested that it might be wiser to ask a professional agency like Pownall Advertising Agency to do our publicity especially in view of the need to educate the public to the need of a new building.

The itemized list of needed equipment was examined. It was voted that the \$10,000. originally estimated for furniture and equipment be kept and that certain equipment be selected for first purchase.

Mrs. Ridgley reported the action of the Extension Committee regarding the Bookmobile.

It was agreed that when Mr. Felts and the Librarian met with the City Council, as many as possible of the Trustees should be present to add weight to the Board's requests.

The Committee voted to recommend the following items for Board consideration:

1. Add \$1200. to the salaries for public relations.
2. Insert \$10,000. for a new bookmobile plus \$2000. for maintenance of two vehicles.
3. Insert \$1200. for Repairs.
4. Add 5% collection fee to each budget item rather than keep it as a separate figure.

It was agreed to recommend that in the Chairman's covering letter he use the Survey to emphasize the requests.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

MINUTES OF THE EXTENSION COMMITTEE
MEETING
APRIL 27, 1955

Members present: Mrs. Ridgley, Chairman; Mr. Burgess, Mr. Schroeder.

Mr. Paul Wyer, representative of the Gerstanslager Co. was present to discuss a Bookmobile. Mr. Wyer explained at length the different types of chassis that might be used, especially the P600 Ford chassis - cost \$2500. (There is one in the plant now which he could offer at \$2275.) and the bus type chassis made by the Available Co. of Chicago which has a Walker-Shaw engine - cost \$4135. He recommended this bus type chassis with engine mounted midship because it is better and heavier with larger engine, brakes, etc., also, because we are building a specialized piece of equipment which should be expected to last 15 or 20 years.

Nineteen feet working area is the largest body that can be built on the P600 Ford chassis; 14 feet is the shortest and 29 feet, 6 inches is the maximum that can be built on the bus type chassis.

Mr. Schroeder brought up the subject of type of fuel that may be used within the next few years.

Mr. Wyer explained that LPG (Liquid petroleum gas) was apparently going to take the place of our present type of gasoline and these engines can be converted to it.

He recommended a 23 foot working area body (28 feet overall and 3 feet longer in working area than our present vehicle.)

This unit with a 2-ton air conditioner, 4 skylights, heavy-duty linoleum, reel with cords, rear ventilating window, 7 shelves high with chrome edges, book followers and rubber mats, 2 desks, driver's chair, stenographers' chair for charging desk, 2 oscillating 10" fans, deluxe doors with controlling stops, hand rails, folding steps with well lights, 4 electric heaters (2-2000 watt heaters in the open floor area, 2-1300 watt heaters in the desk areas plus a hot water heater), extension cables, 2 continuous rows of florescant lighting down the center of the ceiling, a fire extinguisher and translucent shades on sky lights would come to \$14,111. A lavatory would add \$50.00 and lockers and storage under the skirt of the vehicle would add a couple of hundred dollars more.

The Librarian asked about some sort of platform that could be placed in front of the doors on rainy days to protect borrowers from mud. Mr. Wyer suggested some kind of a simple ramp that could be unhooked and carried in a locker.

A discussion took place about the wisdom of housing a Bookmobile. Mr. Wyer explained that books became an absorbent factor when a Bookmobile stood in a cold atmosphere for any length of time. The cold seeped through the side walls and then into the books and when heat was turned on the heat was absorbed by the books before the interior felt any warmth at all. He mentioned St. Louis's first Bookmobile which was still in good condition after 15 years of service and which had been carefully housed.

In considering air conditioning, the difficulty was discussed of securing employees who would undertake the work because of the cold in winter and the heat in summer.

If the Board is to seriously consider air conditioning, certain items would have to be added from the very beginning of the chassis.

Sky lights must be of double glass, for example, the body must be wrapped with aluminum foil, and insulating must be inserted.

After a vehicle is completed it would become extremely expensive to add air conditioning.

A telephone connecting the bookmobile to the library would cost approximately \$25.00 for installation and \$25.00 a month.

Delivery date is approximately 5 months from date of placing the order.

Mr. Wyer said that he believed it was possible to obtain the loan of one of the State Bookmobiles while a new bus is being constructed. Granite City has a new vehicle similar to the one described above.

In the pioneer type P600 Ford chassis the air conditioning unit is $1\frac{1}{2}$ tons and there would be 3 sky-lights rather than 4.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees
April 29, 1955

The regular meeting of the Board opened at 3:50 o'clock. Members present: Mr. Felts, presiding; Mrs. Bailey, Mrs. Gage, Mrs. Ridgley, Mr. Blackford, Mr. Gore, Mr. Rollins, Mr. Schroeder.

Six residents from the South Shores Addition were present to petition the Trustees for Bookmobile service to their area.

Mr. Felts greeted them and invited them to speak.

Mrs. Lamar said that they had already visited the City Council and that Mr. Merris had advised them to return after the new Council was sworn in May 2nd. He explained to them that the Library Board controls where the Bookmobile is to be sent.

Mrs. Lamar replied, "We are here in support of the Library Budget which is coming up. We hope that the City Council will give the Library the Budget for a Bookmobile when it is requested, since we understand that the Council controls the Library tax. The parking downtown prohibits people stopping near the Library. The Children's Room is closed at night when parents are free. We have no bus service in South Shores. Because of traffic, small children can not be sent to the Bookmobile when it is on Franklin Street. We believe several stops should be made to our area. Southerland Heights, Medial Drive and Meadow Court are suggestions."

Mrs. Bailey reminded the group that more than a year would pass before our 1956-57 budget goes into operation although we are asking for it this May.

Mrs. Lamar repeated that the people of the area want books. There are at least 450 families and the children need the service, also there are many adults who would appreciate it.

Mr. Felts assured them that the Board wants to give them service and will do everything possible to send books to them.

After the delegation had retired Mr. Schroeder explained to the Board that he had contacted the pastor of Mt. Calvary Church who had told him there was space in the church that might be used for temporary library quarters but that the Elders meet this evening and the matter would be in their hands.

The minutes of the previous meeting were accepted and ordered filed.

The motion was made by Mrs. Bailey, seconded by Mrs. Ridgley and unanimously passed that bills for operation totaling - \$7957.04, for salaries - \$6133.03, a total of \$14,090.07 be paid.

The Extension Committee Report was given by Mrs. Ridgley (see report of April 5th).

Mrs. Ridgley recommended that the Board invite Mr. Paul Wyer, representative of the Gerstenslager Co. to a full meeting. It was so voted.

The Librarian asked the Board if they would reconsider closing the Evans Branch if circulation were to rise substantially in the next few months. It was the Board's opinion that there was no point in discussing the subject further.

Mrs. Bailey reported on the Financial Committee recommendations (see report dated April 6th).

The Librarian reported Mr Spangler's opinion that it would be extremely expensive to try to cool the Main Building by fans and ventilators in the attic. Mr. Rollins differed in this opinion.

Mr. Felts asked the feeling of the Board about a new building. Mr. Rollins said he would hate to see the present building used for 10 more years. It is an obsolete tool and he believes there is money in Decatur for a new building.

It was Mrs. Bailey's opinion that it was the Board's duty to think in terms of library service required by the city and that people will buy what they want. She stressed the need of a public relations director.

The 1956-57 Budget was discussed item by item and plans were made for the members to meet with the Council when the latter considered it.

Mr. Rollins believed that the Council should be asked if we should run the Library on a depression schedule or give standard service.

The Librarian reminded the Board that no sum had been inserted in the Budget for a preliminary survey in connection with building plans. It was Mr. Rollins' opinion that this was not necessary and that we could find the money somewhere in the figures.

The motion was made by Mrs. Bailey and seconded by Mr. Rollins that the Budget be passed as presented. By roll call, all voted "Aye".

Mr. Felts reported his early morning meeting with the Staff to explain the survey. The Librarian was asked about the Staff's reaction after reading it.

She said that the majority of assistants had taken it in good spirit and had recognized weaknesses; but that on the whole the result had been unfortunate in that two assistants had been rated definitely unloyal to the Administration and she regreted this as a result of the survey.

It was voted that the Annual Meeting should take place ~~May~~ 12th at the usual hour.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary