

CITY OF DECATUR

BYRON M. MERRIS
CORPORATION COUNSEL

703-4 MILLIKIN BUILDING
DECATUR, ILLINOIS

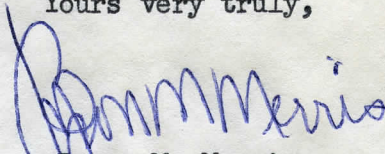
September 21, 1959

Mrs. Mary T. Howe, Librarian
Decatur Public Library
457 North Main Street
Decatur, Illinois

Dear Mrs. Howe:

As you know, at the election last April the City adopted the Civil Service Act. The Appellate Court held in the case of Board of Library Directors of the City of Springfield, vs. Snigg, 303 Ill. App. page 340, 25 N.E 2d page 420, that the employees of the City Public Library, with the exception of the Librarian, are under Civil Service. Any appointments made within two years of July 17, 1959 must take examinations before the Civil Service Commission to qualify for their positions.

Yours very truly,


Byron M. Merris,
Corporation Counsel.

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DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING
September 25, 1959

Mr. Dean Madden, President, called the regular meeting of the Board of Directors to order at 4:10 PM, September 25, 1959, in the Board Room of the Decatur Public Library. Those present were Mr. Madden, Mrs. Moothart, Mr. Hart, Mr. Cheeks, Mrs. Ridgley, Mrs. Greider, Mr. Koslofski, Mrs. Howe, Mr. Bushee, Mr. Moore from the Jaycees, and Mr. Ed Bauer, reporter from the newspaper. Mr. Byron Merris, corporation counsel, came in at five o'clock.

The minutes of the July 31st and August 25th board meetings were approved.

The Finance Committee presented the bills for payment:

Staff Salaries	\$14,791.58
Janitor Salaries	<u>903.56</u>
	\$15,695.14
Operational Expenses	<u>7,063.29</u>
Total Bills Presented for Payment	<u>\$22,758.43</u>

Mr Cheeks moved the bills for September be approved for **payment**. Mrs. Greider seconded the motion. All present voted aye. The motion **carried**.

Mrs. Ridgley presented the report of the Personnel Committee. The letter from Mr. Merris was reported.

Mrs. Moothart presented the report of the Properties Committee and moved the bid be given to Remington Rand for the new shelving in the Magic Carpet Room. After discussion, the Board members suggested finding out how long it will take to secure the installation after the order is placed. This was deferred until the November meeting.

All members of the Board were urged to attend the Illinois Library Association conference in Chicago, November 19-22.

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DECATUR PUBLIC LIBRARY
Decatur, Illinois

BILLS PRESENTED FOR PAYMENT
September, 1959

	<u>Vou. #</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
BOOKS:				
American Management Association		\$	\$240.00	
American Technical Society	18904	3.96		
R. R. Bowker Company	18905	60.00		
The British Book Centre, Inc.	18906	12.60		
Citizen Information Service	18907	5.00		
Consumer Bulletin	18908	12.00		
Crown Publishers, Inc.	18909	13.90		
The College Blue Book	18910	36.00		
Combined Registry Company	18911	2.36		
Doubleday & Company, Inc.	18912	56.69		
*Drawer Account	18913	106.13		
The French Book Guild	18914	7.73		
The H. R. Huntting Company, Inc.	18915	78.26		
Huston-Patterson Corporation	18916	25.00		
*Illinois Bell Telephone Company	18917	15.45		
International City Managers' Association	18918	.50		
Johnsen Publishing Company	18919	6.25		
A. C. McClurg & Co.	18920	2,035.44		
McGraw-Hill Book Co., Inc.	18921	371.49		
The Macmillan Company	18922	10.52		
Middle Eastern Affairs	18923	11.20		
Pageant Book, Inc.	18924	96.00		
Pannonia Publishing Co.	18925	5.70		
Pergamon Press, Inc.	18926	4.95		
Pitman Publishing Corporation	18927	25.40		
Prentice-Hall, Inc.	18928	23.26		
Reinhold Publishing Corporation	18929	7.50		
The Scarecrow Press, Inc.	18930	5.40		
Southern Book Company	18931	15.00		
Stechert-Hafner, Inc.	18932	1.50		
Tax Institute, Inc.	18933	.50		
Charles C. Thomas, Publisher	18934	38.25		
Trail-R-Club of America	18935	5.07		
Charles E. Tuttle Company	18936	6.75		
The University of Chicago Press	18937	81.67		
University of Illinois Business Office	18938	27.00		
The Williams & Wilkins Company	18939	4.50		
Richard D. Irwin, Inc.	18940	9.00		
986 Books Purchased		\$3,227.93	\$240.00	\$2,987.93
PERIODICALS:				
*Drawer Account	18913	\$ 28.00		
National Foremen's Institute	18941	7.50		35.50
AUDIO-VISUAL:				
Decatur Herald and Review	18942	\$ 18.60		
Pfile's Camera Shop	18943	15.80		34.40
BINDING:				
Stappenbeck Bookbindery, Inc.	18944	\$ 159.22		159.22

REPAIRS/MAINTENANCE:	Vou.#	Debit	Credit	Balance
A. D. Binder Plumbing & Heating	18945	\$ 7.40		
Decatur Refrigeration Co.	18946	39.00		
Gates and Johnson Co.	18947	9.75		
King-Lar Company	18948	11.63		
*Linxweiler Office Supply Co., Inc.	18949	2.50		
Schwartz Glass Co.	18950	13.50		
Taylor Office Machine Service	18951	5.50		
Tru-Temp	18952	48.00		\$ 137.28
<u>FURNITURE/EQUIPMENT:</u>				
Chicago Seating Company	18953	\$ 419.64		
*Gaylord Bros., Inc. - Chg. Mach. Rental	18954	50.00		
*International Business Machines Corp.	18955	85.33		554.97
<u>TELEPHONE:</u>				
*Illinois Bell Telephone Company	18917	\$ 186.00		186.00
<u>POSTAGE AND DRAYAGE</u>				
Association Films, Inc.	18956	\$.20		
Books		22.18		
Furniture/Equipment-Chicago Seating Co.	18953	9.02		
*International Business Machines Corp.	18955	136.17		
Office Supplies		.72		
Modern Talking Picutres Service, Inc.	18957	9.52		
*Drawer Account	18913	96.76		
Peoria Cartage Company	18958	33.69		
Periodicals-National Foremen's Institute	18941	.60		
Postmaster, City of Decatur, Illinois	18959	50.00		358.86
<u>PRINTING:</u>				
Industrial Printing, Inc.	18960	\$ 140.00		140.00
<u>BINDING SUPPLIES:</u>				
*Gaylord Bros., Inc.	18954	\$ 32.75		32.75
<u>BUILDING SUPPLIES:</u>				
*Decatur Paper House, Inc.	18961	\$ 35.45		
Heise Electric Service	18962	155.17		
Westervelt Paper Company	18963	101.40		292.02
<u>OFFICE SUPPLIES:</u>				
*Drawer Account	18913	\$ 1.60		
Columbia Ribbon & Carbon Mfg. Co., Inc.	18964	19.50		
*The Decatur Paper House, Inc.	18961	6.84		
*Gaylord Bros., Inc.	18954	111.10		
*International Business Machines Corp.	18955	4.35		
*Linxweiler Office Supply Co., Inc.	18949	59.17		
J. O. Richardson Co.	18965	15.60		
Springfield Thermo-Fax Sales Company	18966	1.25		219.41
<u>BOOKMOBILE OPERATION:</u>				
The Barnfield Pharmacy	18967	\$ 3.95		
Black & Company	18968	3.15		
Bold Machine Works	18969	3.00		
*Consumers Service Stations	18970	23.65		
Frank Hubbard Electric Co.	18971	1,331.51		1,365.26

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Bills Presented for Payment - September 1959

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TRAVEL:	Vou. #		Debit	Credit	Balance
*Drawer Account	18913	\$	60.00		
*Consumers Service Stations	18970		8.32		
Gregory Ford Co.	18972		3.48		
Mrs. Hattie Houck (for June, July & Aug.)	18973		36.00		
Standard Oil Company	18974		18.77		
First Federal Savings	18975		<u>21.00</u>		\$ 147.57

MISCELLANEOUS:					
C. E. Barnes	18976	\$	300.00		
Otto Dash Disposal	18977		2.75		
*Drawer Account	18913		9.37		
Librarian's Expense Account	18978		<u>100.00</u>		412.12
Total Operational Expenses					<u>\$7,063.29</u>

SALARIES:

Staff	\$14,791.58		
Janitor	<u>903.56</u>		15,695.14
			<u>\$22,758.43</u>

Balance in checking account after above bills are paid 9/30/59	<u>\$23,452.69</u>
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PRESENTED FOR PAYMENT*- - - - -

AUTHORIZED FOR PAYMENT - - - - -

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FINANCE COMMITTEE

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

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Decatur, Illinois

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Very respectfully submitted,

Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Minutes of the Personnel Committee Meeting September 18, 1959

The meeting was called to order by Mrs. Ridgley, chairman at 4 o'clock. Those present were: Mrs. Ridgley, Mr. Madden, Mr. Koslofski, and Mr. Cheeks. Mrs. Howe was present, too. A lengthy discussion was held on the merits of the Personnel Classification sheets and the Conditions of Employment with the Position Fact Sheet. During the discussion the matter of Civil Service was presented. Mr. Madden suggested Mr. Merris be asked for an explanation. At the end of the Policy Committee meeting, a discussion of salaries was held.

The meeting adjourned and joined with Mr. Felts and the members of the Policy Committee.

Minutes of the Policy Committee Meeting, September 18, 1959

This meeting was a continuation of the Personnel Committee meeting. No decision was made on the papers at hand.

Respectfully submitted,

Mary T. Howe (Mrs. H.L.)
Secretary

Minutes of the Properties Committee meeting, September 21, 1959

Mrs. Moothart, chairman called the properties committee together at 4 o'clock in the Board of Director's Room for the purpose of inspecting the Remodeling Work with Mr. John Sweetnam, architect. Those present were: Mrs. Moothart, Mr. Burnett, Mr. Hart, Mrs. Howe, and Mr. Sweetnam.

The Committee toured the building and inspected the work thoroughly. Some suggestions were made for refinements and Mr. Sweetnam noted these. The Committee agreed to recommend the job be accepted as completed and the check for the amount due to be held until all of work completed, to the absolute last detail. It was further agreed that a waiver of lien would not be signed until all work was completed.

The Committee further agreed that the bids for reshelving in Magic Carpet be considered more carefully at the Board meeting on Friday. The Chicago Seating Co. was to be asked to submit samples and a detailed schedule of their bid.

The meeting adjourned at 5:45 PM.

Respectfully submitted,

Mary T. Howe (Mrs. H.L.)
Secretary