

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Minutes of Board of Trustees Meeting
October 25, 1957

Mrs. Dwight Ridgley, president, called the meeting to order at 4:05 PM in the Board Room of the Main Library. Those present were: Mrs. Bailey, Mr. Burgess, Mr. Madden, Mrs. Moothart, Mr. Rollins, Mr. Schroeder, Mrs. Howe, and a reporter from the Decatur Herald, Mr. Richard Hoffman.

Minutes of the last meeting were approved as received and revised by mail.

The Acting Librarian gave a short report on the increases and decreases in use of the library. Extension Department is showing the largest gain and half of this is from hospital circulation. Evans Branch is being used by more people. It was noted that one week's circulation equalled one month's circulation prior to general restricted service three years ago.

Then Mrs. Howe asked approval of payment for one half cost of Asiatic Flu shots. It was explained that these were given on a voluntary basis. Twenty-seven members of the staff received them. Mr. Rollins moved the payment of the bill. Mr. Burgess seconded the motion and all present voted aye. Motion carried.

Mrs. Bailey presented the financial committee's report. She moved the payment of the bills. Mr. Schroeder seconded the motion. All present voted aye. Motion was carried to pay a total of \$28,187.96: Staff salaries \$10,293.07; janitor's salaries \$586.67; and general operating expenses \$17,308.22.

The Trustees were asked to approve the final bills on air conditioning, heating plant, and Evans renovations with the understanding the checks would be held until Mr. Burgess had cleared the contract to see that all sub-contractors have been paid. Mr. Burgess moved the approval. Mrs. Moothart seconded the motion and all present voted aye.

Mr. Schroeder spoke about the Evans Branch acceptance and the general approval of all present at the Open House.

Mr. Rollins asked Mrs. Howe and Mr. Hoffman to leave the room while the Personnel Committee made its report. When Mrs. Howe and Mr. Hoffman were recalled the following report was made. Mrs. Howe was asked to accept the position of Chief Librarian. After she accepted the position, the salary was set at \$7,421.00 retroactive to August 15th. Mr. Rollins said he thought the salary scale should be reviewed. Mrs. Howe explained the job specifications were being completed and when these were completed the salary scale could be adjusted.

Mr. Burton was thanked for his work on the refurbishing of the Board Room.

The meeting adjourned at 5:15 PM.

Respectfully Submitted,

Mary T. Howe

Mary T. Howe,
Secretary

Appels

DECATUR PUBLIC LIBRARY
BILLS PRESENTED FOR PAYMENT
SEPTEMBER, 1957

	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>BOOKS:</u>			
*R. R. Bowker Company	\$ 3.00		
The Combined Book Exhibit, Inc.	28.32		
Consumers' Research, Inc.	10.00		
Educators Progress	12.00		
The H. R. Huntting Company, Inc.	339.72		
A. C. McClurg	575.61		
Ann Stafford	3.75		
The H. W. Wilson Company	<u>4.00</u>	\$	976.40
<u>AUDIO-VISUAL:</u>			
Decatur Herald and Review	\$ 18.13		
University of Chicago	<u>1.65</u>		19.78
<u>BINDING:</u>			
Stappenbeck Bookbindery, Inc.	<u>\$ 360.11</u>		360.11
<u>OFFICE SUPPLIES:</u>			
*R. R. Bowker Company	\$ 58.00		
The Decatur Paper House, Inc.	28.39		
*Drawer Account	.47		
*Gaylord Bros., Inc.	29.55		
Haines and Essick Company	70.99		
Linxweiler Office Supply Co., Inc.	7.83		
Remington Rand	<u>3.15</u>		198.38
<u>BUILDING SUPPLIES:</u>			
*Black and Company	\$ 3.84		
Heise Electric Service	73.57		
Superior Electric Company	22.44		
Westervelt Paper Company	<u>131.78</u>		231.63
<u>REPAIRS:</u>			
Schuerman Key Shop	<u>\$ 4.70</u>		4.70
<u>EQUIPMENT:</u>			
*Black and Company	\$ 5.63		
*Drawer Account (File case from Nolen's Auction)	25.00		
*Gaylord Bros., Inc.	<u>62.00</u>		92.63
<u>TELEPHONE:</u>			
*Drawer Account	\$.10		
Illinois Bell Telephone Company	<u>108.27</u>		108.37
<u>POSTAGE:</u>			
Books (The Combined Book Exhibit, Inc.)	\$ 82.97		
Peoria Cartage Company	20.30		
Postmaster, City of Decatur, Illinois	<u>37.00</u>		140.27
<u>TRAVEL:</u>			
*Drawer Account - Staff	<u>\$ 14.38</u>		14.38

Appels

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Appelt

BILLS PRESENTED FOR PAYMENT - SEPTEMBER, 1957

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	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>BOOKMOBILES:</u>			
Paul Barger Auto Service	\$ 28.00		
Bowers Implement Company	76.57		
Heise Electric Shop	<u>3.00</u>	\$	107.57
<u>MISCELLANEOUS:</u>			
Otto Dash Disposal	\$ 2.40		
Industrial Printing, Inc.	139.00		
Earl E. Richardson	43.70		
*Fred Rohman - Drawer Account	<u>13.00</u>		198.10
<u>SPECIAL PROJECTS:</u>			
Dunn Coal Company (Main Building)	\$ <u>500.00</u>		<u>500.00</u>
Total Operational Expenses		\$	2,952.32
<u>SALARIES:</u>			
Staff	\$ 10,139.90		
Janitor	<u>586.67</u>		<u>10,726.57</u>
Total Bills Presented for Payment		\$	<u><u>13,678.89</u></u>
Balance in checking account after above bills are paid		\$	<u><u>52,992.56</u></u>

PRESENTED FOR PAYMENT _____

AUTHORIZED FOR PAYMENT _____

FINANCE COMMITTEE

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

Append

DECATUR PUBLIC LIBRARY
BILLS PRESENTED FOR PAYMENT
OCTOBER, 1957

	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>BOOKS:</u>			
American Library Association	\$ 1.13		
Doubleday & Company, Inc.	119.43		
Educators Progress Service	5.50		
Peter Thomas Fisher	7.75		
The H. R. Huntting Company, Inc.	4.68		
Illinois Bell Telephone Company	11.00		
The Macmillan Company, Publishers	12.43		
A. C. McClurg & Co.	1,248.10		
Natural History Survey (State)	10.50		
New Method Book Bindery, Inc.	1,018.48		
Science Research Associates	6.00		
Standard & Poor's Corporation	84.00		
Theatre Arts	18.90		
The Western News Company	31.04		
The H. W. Wilson Company	67.00		
			\$ 2,645.94
<u>PERIODICALS:</u>			
Hanson-Bennett Magazine Agency	\$ 1,547.00		1,547.00
<u>AUDIO-VISUAL:</u>			
Coronet Films	\$ 68.75		
Decatur Herald and Review	19.10		
Pfile's Camera Shop	124.25		
The University of Illinois	100.00		
			312.10
<u>BINDING:</u>			
Stappenbeck Bookbindery, Inc.	\$ 318.47		318.47
<u>OFFICE SUPPLIES:</u>			
*Gaylord Bros., Inc.	\$ 84.45		
Haines and Essick Company	3.60		
Linxweiler Office Supply Co., Inc.	46.68		
Paxton's Service Press	25.74		
Remington Rand	9.40		
Sterling Name Tape Company	14.40		
			184.27
<u>BUILDING SUPPLIES:</u>			
*Black & Company	\$ 37.48		
The Cleveland Cotton Products Co.	19.80		
George Edw. Day Sons	11.60		
*Superior Electric Company	37.48		
			106.36
<u>REPAIRS:</u>			
John H. Carmean	\$ 75.00		
*Superior Electric Company	25.00		
			100.00
<u>HEAT:</u>			
Standard Oil Company	\$ 41.85		41.85

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BILLS PRESENTED FOR PAYMENT - OCTOBER, 1957

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	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>EQUIPMENT:</u>			
*Black & Company	\$ 7.93		
Demeo Library Supplies	232.50		
Edward Hines Lumber Co.	491.70		
Knoll Associates, Inc.	<u>1,647.00</u>		\$ 2,379.13
<u>TELEPHONE:</u>			
*Illinois Bell Telephone Company	\$ <u>112.73</u>		112.73
<u>POSTAGE:</u>			
Books	\$ 2.66		
Building Supplies	3.83		
Decatur Cartage Company	16.68		
Equipment	62.33		
Postmaster, City of Decatur, Illinois	<u>36.00</u>		121.50
<u>TRAVEL:</u>			
Ralph Bushee - Staff	\$ 5.76		
*Drawer Account-Staff	22.91		
Yellow Cab Co.	<u>2.65</u>		31.32
<u>INSURANCE:</u>			
Bennett & Shade Company	\$ <u>161.82</u>		161.82
<u>BOOKMOBILES:</u>			
*Black & Company	\$ 1.00		
Bowers Implement Company	89.66		
Consumers Service Station	6.92		
*Drawer Account	.69		
Kilborn's	<u>6.25</u>		104.52
<u>MISCELLANEOUS:</u>			
Otto Dash Disposal	\$ 2.40		
*Drawer Account	30.70		
Librarian's Expense Account	94.00		
The Western Union Telegraph Company	<u>3.00</u>		130.10
<u>SPECIAL PROJECTS:</u>			
The Burdick Plumbing & Heating - Main	\$ 5,220.00		
Decatur Refrigeration Co. -Main-Air	3,367.00		
*Gaylord Bros., Inc. - Evans	Cond. 76.00		
Hunter-Pogue Lumber Co. - Evans	13.60		
Linn & Scruggs Co. - Evans	294.51		
Parke Warehouses - Evans	30.00		
Walt's Delivery	<u>10.00</u>		<u>9,011.11</u>
Total Operational Expenses			\$ 17,308.22

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Total Operational Expenses (Brought Fwd.)			\$ 17,308.22
<u>SALARIES:</u>			
Staff	\$10,293.07		
Janitor	<u>586.67</u>		<u>10,879.74</u>
Total Bills Presented for Payment			\$ 28,187.96
Balance in checking account after above bills are paid			<u>\$ 25,227.99</u>

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