

Special Meeting

Board of Trustees

April 8, 1949

A special meeting of the Board was called to order at 4:10 o'clock to consider the renovation project.

Members present: Mr. Knuth presiding, Mrs. Evans, Mrs. Garman, Messrs. Blackford, Hull and Owen.

The motion was made by Mr. Blackford, seconded by Mr. Owen and unanimously passed that the reading of the Minutes of the previous meeting be omitted.

Mr. Hull reported that Mrs. Garman, Mr. Owen and he had talked with Mr. Bradfield of the National Bank regarding a possible mortgage on the main building. The latter had agreed to talk to the two other banks in the City to see if they would join the National Bank in accepting a mortgage.

Mr. Owen reported that Mr. Bradfield said they would take a \$75,000. mortgage provided the lawyers for both parties approved, each bank to give \$25,000. They would like to have it retired within five years at 4% interest, \$15,000. being payable yearly but with the privilege of repaying an additional amount over the \$15,000. at any time.

The problem of the possible necessity of a referendum by the voters was discussed. Mr. Hull explained that the law is vague on this point and that he had asked the Attorney General for a copy of his opinion. When he receives this, he will make a brief outline of the problem for the banks in the hopes that we will receive their answer before the Board's meeting with the Council.

Mr. Hull asked the members for an expression of their attitude regarding the project. The members seemed in agreement that the work would be done if no less expensive method can be devised to repair the roof and electricity. They felt, however, that another meeting should be held very soon at which time Mr. Harris should be present to explain the survey in more detail. The date for this was set for Monday, April 11th at 3:30 p.m. The Librarian was instructed to ask Mr. Harris to be present also Deputy Chief Ping of the Fire Department who can speak concerning any fire hazard that exists from the present wiring.

Mr. Hull was given the assignment of writing the Mayor to invite him and the members of the Council to meet at their convenience with the Board in the Library.

The meeting adjourned at 5:20 p.m.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Special Meeting
Board of Trustees
April 11, 1949

A special meeting of the Board was called to order at 3:35 o'clock to consider the renovation project.

Members present: Mr. Knuth presiding, Mrs. Evans, Mrs. Garman, Mrs. Loewen, Messrs. Blackford, Hull, Owen and Stafford. Mr. Spangler of Harris Associates and Deputy Fire Chief Ping were present during the first hour to answer the Board's questions regarding the necessity for the complete renovation of the main building as outlined in the Harris survey.

Mrs. Garman and Mr. Hull explained the position of the Board in that the members want to make the building safe for public use and to preserve it, but they are unwilling to undertake any renovation which can be avoided because of the rising tax rate.

Mr. Spangler explained that the roof and electrical wiring are the two important things which cannot be patched any longer. By replacing the roof we shall have one which will give twenty-five to thirty years of service without replacement expense. The wiring is loaded and overloaded until it has now reached the breaking point.

Wiring leads to lighting which should be developed to meet present day standards. New ceilings are necessary for non-exposure of wiring and to simplify the wiring installation since all wire must be run exposed on the present ceilings, walls must be channeled and new panel boards erected.

Mr. Harris believes it necessary to modernize the second floor covering and has specified asphalt tiling as most economical. The basement floor was examined by floormen who discovered that the screeds underneath have dry rotted causing permanent sagging. New concrete slabs are needed to bring the floor up to its original level.

The front staircase needs re-wedging and renailing and Mr. Harris has recommended asphalt tile with non-slip nosing to conform with safety regulations. (Circular staircases, he said, are the worst type to install in a public building)

Chief Ping was asked if it would be sufficient to rewire from the outside of the building to the control boxes without wiring to walls and ceilings. In reply he read the Board the report he had made in 1946 regarding the wiring. The wiring should be replaced. It is dangerous. Some fuses are hot even on sunny days when only partial current is used.

Mr. Spangler was asked if it would be possible to install the wiring and to use the old fixtures. He replied that they had specified the type of fixtures that the building required. Chief Ping recommended that since the wiring was so expensive ~~that~~ the Board have the proper type of fixture installed at the same time.

Regarding the expense of the survey and supervision to be given if the project goes through, Mr. Spangler said that the 6% fee his firm had charged was the lowest given in Decatur where engineering fees range from 8% to 10%. Up to this date they have given 610 hours of preparation of survey and plans. If the project is

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completed they will have averaged less than the skilled craftsmen doing the work.

Mr. Spangler took the members to the basement where he showed them the condition of the floor.

He and Chief Ping left at this time.

Mr. Hull asked that the members go on record regarding their attitude toward the project. After a thorough discussion, the agreement was reached that no breakdown in the work seemed possible or desirable but that it should be done as an entire unit.

Mr. Hull gave the members a written opinion he had prepared regarding the legality of using funds from our two mill tax levy to retire a mortgage taken out to renovate the building without authority from the electors. His opinion is that this can be done.

It was agreed that Mr. Knuth should invite the Mayor and the City Council to meet with the Board in the Library at the former's convenience. The Librarian was instructed to notify the members by telephone when the date and time of the meeting were decided.

The meeting adjourned at 5:00 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Special Meeting

Board of Trustees

April 19, 1949

A meeting of the Mayor, members of the City Council and the Board of Trustees opened in the meeting room at 2:00 o'clock to discuss the renovations to the main building as proposed in the survey recently completed by Charles Harris & Associates.

Members present: Mayor Hedrick, Mr. Albert, Commissioner of Finance, Mr. Kirby, Commissioner of Streets, Mr. Sattley, Commissioner of Public Property, Dr. Steele, Commissioner of Health, Mr. Merris, Corporation Counsel, Mr. Weir, City Engineer, Mr. Gretch, City Electrician, Mr. Spangler of Charles Harris Associates, Mr. Knuth, Chairman of the Library Board and the following Trustees: Mrs. Evans, Mrs. Garman, Mr. Blackford and Mr. Hull.

Mr. Knuth, presiding, explained the situation confronting the Trustees. Twenty-~~two~~^{seven} years ago the tile roof was removed from the main building and placed on the Evans Branch. A built-up roof was substituted in its place. The guttering at that time was good. Since then the roof has been repaired and patched almost annually. Now the architect's survey shows that it has entirely gone and the copper gutters have weathered away. In addition, the electric wiring has worn out. It no longer can carry the load we need. (At this point Mr. Knuth asked Mr. Spangler to speak of the Harris survey.) Mr. Spangler repeated that the roof had served its life period. Water leaks on books and floors, walls are deteriorating. Water gets under the copper and rots foundations. The gutters must be replaced. Asphalt tile which will last thirty to thirty-five years has been recommended because it is economical.

The wiring is the first consideration. The Illinois Power Company has condemned it. Chief Ping went further and said the Fire Department would cut the main wires leading into the building if conditions were not corrected. Its carrying load has been increased greatly. There are deterioration and failures throughout the building. Lighting is inadequate. The addition was never completely finished. Basement floors should be replaced. They are dangerous, for the screeds have dried and rotted. The base slabs have sunk three inches and must be raised and leveled. All this has doubled the expenses.

In the stacks the present conduit will be used but the building will be completely rewired. This makes new ceilings necessary since it is an impossibility to do anything but to run exposed wires and then cover them with new ceilings.

The second floor linoleum has served its purpose. It is worn out. It will be replaced with asphalt tile. The circular staircase will always be a hazard. It is loose. It will be reshimmed, rewedged and covered with asphalt tile and safety treads.

Small items have been included in the project such as a re-arrangement of the delivery desk to give more space on the main floor and the installation of outdoor display cases for exhibits.

The whole building needs rehabilitation, but the wiring is the most serious item and the most expensive. The load will be stepped up tremendously to insure proper lighting.

Nothing for the exterior has been requested. The retaining wall and walks are fast going to pieces.

Commissioner Steele: "The lighting situation is certainly atrocious. It can't carry the load."

Mayor: "There is no question of what needs doing. It is a question of finance. We want to hear what the Library Board has in mind for this. Have you a plan? What is it?"

Mr. Hull explained that in 1933-34 a mortgage on the main building covered the expense of building the stackroom. The laws have been changed since then. However, the Board has fulfilled its duty as described by law in that a survey has been made, a plan drawn up, and they are now requesting the Council's approval of the plan.

The law states that the project may be financed by a bond issue if the Council approves. If not this, the Board may execute a mortgage for no longer than twenty years. The Board has asked the lawyers of the local banks if, in their opinion, a referendum is needed for a mortgage. The present opinion of the Board is that a mortgage may be negotiated with Council approval and without a referendum.

The Board needs an indication of the Council's opinion as to whether or not their plans are approved. Shall they submit it to the electors? Shall they negotiate a mortgage through the banks? The Trustees feel that a referendum would be bad since so many civic projects are needed at this time.

The Mayor asked that a copy of the plans and specifications be given to Mr. Weir so that he might go over them for the benefit of the Council.

The meeting adjourned at 3:15 p.m. and members of the Council went to various places in the building to see conditions.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Librarian's Report
for March 1949

Financial Statement

Receipts

Bal. March.1,1949	\$26775.30
Fines, lost & dam.bks.	244.83
Non-resident fees	37.00
Other sources	<u>13.58</u>
	\$27070.71

Disbursements

Staff salaries	\$2751.57
Janitor salaries	361.66
Books	1151.60
Periodicals	11.00
Microfilms & visual aids	20.35
Supplies	210.42
Repairs & improvements	252.50
Light	.75
Heat	173.57
Telephone	40.64
Insurance	810.03
Bookmobile	35.66
Miscellaneous	<u>1.88</u>
	\$5821.63

Balance in checking account April, 1949 - - - - - \$21249.08

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1949</u>	<u>1948</u>	
Main library	11692	5040	16732	17520	- 788
Evans Branch	1068	2077	3145	3332	- 187
Bookmobile	1790	2299	4089	0	
Decatur and Mc. Hospital	173	0	173	189	
T. B. Sanitorium	295	0	295	265	
Longview	<u>0</u>	<u>0</u>	<u>0</u>	<u>29</u>	
	15018	9416	24434	21335	+ 3099

	<u>1949</u>	<u>1948</u>
Largest daily circulation at Main - (Evans-213)(Bkmo.-311) -- --	1183	1325
Overdue notices mailed - - - - -	618	622
Reserve postals mailed - - - - -	149	169
Pictures loaned - - - - -	1132	1353
Telephone calls - - - - -	941	659
Reference questions answered - - - - -	580	*

Binding, Mending, and Typing

	<u>1949</u>	<u>1948</u>
Books sent to bindery - - - - -	0	64
Books mended in library - - - - -	377	247
Cards typed for catalogs - - - - -		
Library of Congress cards- - - - -	391	*
Typed cards - - - - -	1078	*

* No record kept

Librarian's Report
for March 1949

Registration

<u>Main</u>	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
Carried forward	9292	2476	11768
Additions	(138) 345	(103) 141	486
Cancellations	<u>143</u>	<u>52</u>	<u>195</u>
Total	9494	2565	12059
 <u>Evans Branch</u>			
Carried forward	359	662	1021
Additions	(2) 14	(25) 31	45
Cancellations	<u>7</u>	<u>7</u>	<u>14</u>
Total	366	686	1052
 <u>Bookmobile</u>			
Carried forward	319	727	1046
Additions	(8) <u>21</u>	(63) <u>66</u>	<u>87</u>
Total	<u>340</u>	<u>793</u>	<u>1133</u>
 <u>Grand total</u>	 10200	 4044	 14244

Book Stock

<u>Main</u>	<u>Total vols.</u> <u>Mar. 1 '49</u>	<u>Books</u> <u>Added</u>	<u>Books</u> <u>Withdrawn</u>	<u>Total vols.</u> <u>Mar. 31 '49</u>
Adult	63342	233	1583	61992
Youth	95	9	0	104
Juvenile	<u>9903</u>	<u>93</u>	<u>357</u>	<u>9639</u>
Total	73340	335	1940	71735
 <u>Evans Branch</u>				
Adult	4715	48	11	4752
Youth	37	7	0	44
Juvenile	<u>3940</u>	<u>35</u>	<u>76</u>	<u>3899</u>
Total	8692	90	87	8695
 <u>Extension</u>				
Adult	1950	87	0	2037
Youth	167	10	0	177
Juvenile	<u>860</u>	<u>45</u>	<u>0</u>	<u>905</u>
Total	2977	142	0	3119
 School collection				
Total	3971	0	71	3900
 <u>East End Branch</u>				
Adult	612	0	7	605
Youth	0	0	0	0
Juvenile	<u>651</u>	<u>0</u>	<u>50</u>	<u>601</u>
Total	1263	0	57	1206
 <u>Grand Total</u>	 90243	 567	 2155	 88655

Librarian's Report
for March 1949

Public relations took the spotlight this month. Mr. Cohen spoke for the Decatur Little Theatre group on "What the Library has to offer the Little Theatre" and to the Insurance Sub-Committee of the Association of Commerce on the Ewing report.

Two film programs were given under his supervision; one a beautiful colored movie on Palestine (12 people present) and one on oil wells and drilling to which 37 came.

He was present at a meeting of the Industrial Relations Club where he spoke of library service to personnel and employment managers. During the meeting the members voted to invite the Library to become an associate club member.

Mr. Cohen has been made a member of the Central Illinois Committee of the A. of C., being present at two meetings. The objective of this group is the fostering of better relations between Decatur and surrounding communities.

The Librarian gave five talks for different organizations on subjects ranging from children's reading interests to international relations. One of her most pleasant experiences was at the Vocational Guidance Conference at D.H.S. where she spoke to a group of alert students on librarianship as a career.

She was present at a meeting of the Courtesy Campaign Committee of the A. of C. the purpose of which is to help develop friendliness and courtesy among the citizens. She was present at three meetings of civic groups, two of which were also attended by Miss Wolfe.

The Elementary Teachers Committee held two conferences with the Librarian to consider ways in which school teachers might work in library projects during the summer. If the eleven month school program becomes a fact, teachers will be assigned to the Library to help Miss Vancil carry out a well-developed reading project for the children.

At the request of the Association of University Women, Miss Kowalsky compiled an exhaustive list of Decatur writers (both prose and poetry) with a bibliography of their works.

One group held a meeting in the Library. Three elementary school classes (one from Marco) made tours of the building.

Under the sponsorship of the Association of University Women, an exhibit of paintings has been placed in the Evans Branch. These are the work of members of the Barn Colony. Miss Davis reports that the public enjoys the pictures, and she hopes similar exhibits may be held there in the future.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Librarian