

DECATUR PUBLIC LIBRARY
Decatur, Illinois

The Meeting of the Board of Directors - September 30, 1960

The regular meeting of the Board of Trustees of the Decatur Public Library, 457 North Main, Decatur, Illinois was held in the Anne M. Boyd Room on the 30th day of September, 1960 at 3:45 PM.

Mr. Jack Burnett, Vice President of the Board of Trustees, presided in the absence of Mr. Dean Madden, President of the Board of Trustees.

The following Board Members were present:

Mr. Jack Burnett, Presiding	Mrs. Harry Moothart
Mr. Francis Hart	Mr. Harold Koslofski
Mr. John Cheeks	Mr. David Greider
Mr. David Pilcher	Mrs. Mary T. Howe, Secretary

Others present were:

Mrs. Kay Weidner	Mr. Weimholt, Newspaper
Mrs. Nellie McNabb	Catherine Yamamoto
Mr. John Melin, IBM	Mr. Hoffman, Lakeview High School
Mr. Bill Barendt, IBM	Mrs. Patricia Goff

Nine high school staff members came in at 5 o'clock.

Mrs. Ralph Buttz, Jr. resigned from the Board and Mayor Grohne accepted her resignation September 23, 1960.

The minutes of the July Board Meeting were approved as submitted.

Mr. Koslofski made a motion that the bills for August and September be passed for payment. Mr. Cheeks seconded the motion. All present voted aye. Motion carried.

AUGUST

Staff Salaries	\$ 14,586.23	
Janitor's Salaries	<u>418.31</u>	
Total Salaries		\$ 15,004.54
Operating Expenses		<u>8,135.56</u>
	TOTAL	\$ <u>23,140.10</u>

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Staff Salaries	\$ 13,898.91	
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		\$ <u>19,374.85</u>

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Mrs. Howe reported that the boiler insurance expired September 27. She said she has talked with the city and the library boiler insurance will be combined with the city's boiler insurance at a savings of fifty one (\$51.00) dollars.

Mr. Pilcher asked if this would be the same coverage. Mrs. Howe said "yes".

Mrs. Moothart asked if we have to keep this every year or can we change. Mrs. Howe said we could change but doubted if we could do better.

Mr. Burnett reported that the library has received two hundred ninety seven dollars and thirty six cents (\$297.36) in interest from investments. We have collected two hundred twelve thousand (\$212,000.00) in taxes and will receive thirty five thousand dollars (\$35,000.00) in 4 or 5 days.

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Mr. Burnett said that there has been some talk about putting some of our periodicals in the hands of a subscription agency and renewing them for a two year period. The two year cost would be two thousand three hundred eighty five dollars (\$2,385.00), 1 yr. thirteen hundred thirty two dollars and eighteen cents (\$1,332.18). Mrs. ^{Howe} recommended the two year renewal.

Mr. Hart made the motion the periodicals be renewed for the two years. Mrs. Moothart seconded the motion. All present voted aye. Motion carried.

Mr. Burnett said that Mrs. Howe is now working on the 61/62 Budget which will be presented to the City Council in February or March 1961. The Budget figure will be about two hundred seventy six thousand dollars (\$276,000.).

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Mr. Hart reported on the Properties Meeting, Wednesday at 3 o'clock. Bookmobile III is now in operation to the great pleasure of many patrons. Because of the weather the fire escapes are in dire need of some paint and will be done shortly.

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Mr. Jerry Hoffman, Coordinator of Office Occupations at Lakeview High School gave a very interesting account of how the office occupations students are selected and the requirements they have to meet to get an outside office job as part of their training in business. The five office occupation students and the four other high school students (of which three are Civil Service appointees this year) were introduced.

Mr. Koslofski reported on the Allerton Institute and gave the reports of the various committees at the Institute.

The ILA and ILTA will meet with the Missouri group on October 27, 28, 29, 1960 in the Chase Hotel in St. Louis, Missouri. Mr. Madden will take part on a panel discussion; Mrs. Leonard will represent the Decatur Public Library at a workshop on National Library Week, 1961; Miss Yamamoto will be Vice Chairman of the children's section of ILA for next year; Mrs. Ridgley is president of ILTA.

Because of a conflict of the Board Meeting and the conference on the same date (October 28, 1960) a motion was made by Mrs. Moothart to change the October Board Meeting to October 21, 1960 at 3:45 PM. Mr. Koslofski seconded the motion. All present voted aye. Motion carried.

The adult education classes are now in full swing with 17 members in the Great Books, 6th year; 14 members in Operations Research, University of Illinois, 15 members in the Library Science 204 conducted by Dr. Goldstein of the University of Illinois; 16 members in the Reference Course taught by Lloyd Bingham for Millikin University.

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officers elected and the date of the next meeting was selected.

We are also overcoming the loss of circulation when the library was closed for the two week in May.

Cookies and coffee were served and the meeting adjourned at 5:40 PM.

Respectfully submitted,

Mary T. Howe,
Secretary.

September 23, 1960

Mrs. Ralph Buttz, Jr.
334 S. 22nd Place
Decatur, Illinois

Dear Mrs. Buttz:

I am so sorry to hear of the illness in your family which necessitates your resignation from the Library Board. In accordance with the promise I have made to all appointees to City groups that their appointment would be terminated immediately upon their request, your appointment is hereby terminated and your resignation accepted. Allow me to express the appreciation of the Community for the contribution you have made during the few months which you have served. It is our hope that the illness will be speedily cured and that you will find it possible to again serve the City of Decatur.

Cordially,

Robert A. Grohne
Mayor

Mrs. Ganger
Mr. Ganger

September 27, 1960

Honorable Robert A. Grohne,
Mayor of the City of Decatur,
Decatur, Illinois.

Dear Mayor Grohne:

This is to confirm our agreement made on the telephone that the boiler insurance for the Decatur Public Library be included on the city boiler insurance policy.

I understand this to be based on the \$100,000 coverage of a three (3) year premium and the cost will be \$140.00. "This includes waiver of depreciation."

The library policy expires today and I trust you have covered our situation with a call to the local office of the Hartford Steam Boiler Insurance Agency.

We would like to have a duplicate policy for the library files. Please bill the library and indicate to whom the check should be written.

Yours very truly,

Mary T. Howe pag

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

MTH: pag

COPY

JOHN F. SWEETNAM

ARCHITECT A. I. A. • STRUCTURAL ENGINEER • 759 WEST MACON ST. • DECATUR, ILL. • PHONE 3-4322

September 21, 1960

Board of Directors
Decatur Public Library
457 North Main
Decatur, Illinois

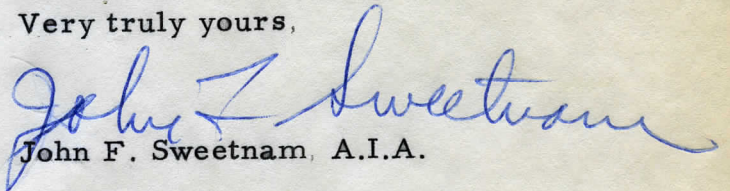
Re: Floor and Beam Remodeling
Decatur Public Library

Gentlemen:

I am enclosing the signed Owner's Copy of Certificate for Payment
No. 2 (Final) on the above project.

Also enclosed is a Waiver of Lien executed by Mr. Thompson.

Very truly yours,



John F. Sweetnam, A.I.A.

JFS:R
Enc.

CERTIFICATE FOR PAYMENT

OWNER'S COPY

JOHN F. SWEETNAM

ARCHITECT AND ENGINEER

759 West Macon • Decatur, Illinois

TO Board of Trustees OWNER

ARCHITECT'S JOB No. 150-D5.1-60

Decatur Public Library

CERTIFICATE No. 2 (FINAL)

Decatur, Illinois

DATE July 28 1960

THIS IS TO CERTIFY THAT IN ACCORDANCE WITH YOUR CONTRACT DATED April 29 1960

H. T. Thompson Co.

CONTRACTOR FOR

Floor and Beam Remodeling, Decatur Public Library IS ENTITLED TO THE 2nd (FINAL) PAYMENT

WHICH IS FOR THE PERIOD May 11 19 60 THROUGH July 28 19 60 IN THE AMOUNT OF

One Thousand, Eight Hundred, Sixty-two and 39/100 - - - - - DOLLARS (\$ 1,862.39)

THE PRESENT STATUS OF THE ACCOUNT FOR THE ABOVE CONTRACT IS AS FOLLOWS:

ORIGINAL CONTRACT SUM \$ 7,060.00

			ADDITIONS		DEDUCTIONS	
CHANGE ORDERS APPROVED IN PREVIOUS MONTH'S BY OWNER	TOTAL		\$		\$	
CHANGE ORDER No. <u>1</u> APPROVED <u>June 13</u> 19 <u>60</u>	19 <u>60</u>		231	07		
CHANGE ORDER No. <u>A</u> APPROVED <u>See Below</u>	19		182	38		
CHANGE ORDER No. <u>B</u> APPROVED <u>See Below</u>	19				565	60
CHANGE ORDER No. APPROVED	19					
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TOTALS			\$ 413	45	\$ 565	60
			TOTAL ADDITIONS \$		413.45	
			SUB TOTAL \$		7,473.45	
			TOTAL DEDUCTIONS \$		565.60	

REMARKS

A. Adjustment of second floor
doors, column #1 work, patch
column bases & wainscot for

new columns. \$182.38

B. Credits - allowance as per

contract \$550.00

Omitting metal

ceiling trim 15.60

\$565.60

TOTAL AMOUNT OF CONTRACT TO DATE \$ 6,907.85

WORK STILL TO FINISH (THIS DATE) \$ None

DUE CONTRACTOR TO DATE \$ 6,907.85

LESS RETAINAGE % \$ None

TOTAL TO BE DRAWN (TO DATE) \$ 6,907.85

CERTIFICATES PREVIOUSLY ISSUED \$ 5,045.46

THIS CERTIFICATE \$ 1,862.39

\$ 1,862.39

This is to certify that all bills are paid for which previous certificates for payment were issued.

This certificate is based on the estimated amount of work completed in the period covered and any retainage shown is deducted therefrom.
This certificate is not negotiable, it is payable only to the payee named herein and its issuance, payment and acceptance are without prejudice to any rights of the Owner or Contractor under their contract.

H. T. Thompson Co. CONTRACTOR

John F. Sweetnam ARCHITECT

PER H. T. Thompson DATE 8-1 19 60

By _____

STATE OF ILLINOIS)
COUNTY OF MACON) SS

ORIGINAL CONTRACTOR'S STATEMENT TO OWNER

UNDER SECTION 5, MECHANICS LIEN LAW

H. T. Thompson, being first duly sworn, on
oath deposes and says that he is the Owner
of H. T. Thompson Co., who is the Contractor with
Board of Trustees, Decatur Public Library, Decatur, Illinois
as Owner, for the furnishing of Floor and Beam Remodeling
for the following described premises in the County of Macon and State of
Illinois, to wit:

Decatur Public Library, Decatur, Illinois

THAT for the purpose of said contract, certain persons, firms, or corporations have been contracted with to furnish and/or have furnished or prepared, labor, services, material, fixtures, apparatus and/or machinery, or are furnishing and preparing materials for the said improvement.

THAT this statement is made to the said Owner, or the agent of the Owner, for the purpose of procuring a final payment on said contract, leaving a balance of NONE Dollars still due on the said contract; that there are no contracts outstanding, and that there is nothing due or to become due, to any person, firm, or corporation for material, fixtures, apparatus, machinery and/or labor; that the amount set forth as being due upon completion is sufficient to complete performance of the above contract.

THAT set out immediately below is a full, true, and complete recapitulation of the said contract:

Amount of contract.	\$	<u>7,060.00</u>
Extras.	\$	<u>413.45</u>
Sub-Total	\$	<u>7,473.45</u>
Deductions.	\$	<u>565.60</u>

Total.	\$	<u>6,907.85</u>
Amount heretofore drawn.	\$	<u>5,045.46</u>
Balance unpaid under Contract and extras	\$	<u>1,862.39</u>
Amount now desired	\$	<u>1,862.39</u>
Thereafter amount to be paid to complete Contract.	\$	<u>None</u>

(Signed) H. Thompson

Subscribed and sworn to
before me this 1ST day
of August, A. D.,
1960.

Homer B. Rodenick Jr.
Notary Public

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Groume, No. 201

CITY OF DECATUR

COUNTY BUILDING • DECATUR, ILLINOIS



COUNCIL - MANAGER
GOVERNMENT

September 23, 1960

Decatur Public Library
457 North Main Street
Decatur, Illinois

Subject: Boiler Insurance

Attn: Mrs. Mary T. Howe

Dear Mrs. Howe:

I have received the cost figures on including the Library Boiler on the City boiler insurance policy. Based on \$100,000 coverage, which is what you are presently carrying, the three year premium would be \$140.00 - this includes waiver of depreciation.

It was recommended by the Hartford Steam Boiler Insurance Company, due to the central location of your boiler, to carry \$200,000 coverage. The central location, in case of explosion means more possible damage than when boiler is located in one corner. The three year premium on this coverage would be \$168.99 and would also include waiver of depreciation.

I hope this information will be helpful to you and if there are any further questions I will be glad to help.

Yours very truly,

Frank C. Lambrick
Purchasing Agent

FCL:jm

cc: John E. Dever, City Manager
Jack Loftus, Finance Director

September 27, 1960

Honorable Robert A. Grohne,
Mayor of the City of Decatur,
Decatur, Illinois.

Dear Mayor Grohne:

We regret that Mrs. Buttz was unable to attend our meetings. Thank you for notifying the Board of this fact.

Mr. Dean Madden has suggested the new appointee also come from the east or north section of the City and that the person should be a woman. He has recommended Mrs. C. E. Barnes, 345 Maryland Heights Road.

The following schedule of standing committees and their meeting dates may serve to remind the appointee of the additional meetings which are necessary to attend. The regular monthly Board meeting is held the last Friday of each month at 3:45 PM in the Main Library except during August and December when the Board does not convene. Other meetings may be called when needed.

Thank you for your consideration of the library's problems. We were pleased to have Mrs. Grohne with us at the "Friends of the Library" luncheon last Friday. You are most welcome to attend any or all of our meetings official or otherwise.

Yours very sincerely,

Mary T. Howe pag

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

MTH:pag
encl.

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