

Minutes of Board of Trustees Meeting

August 9, 1957

Mrs. Dwight Ridgley, president, called the meeting to order at 4:00 P.M. Those present were: Mr. Dean Madden, Mr. Roy Rollins, Mr. Karl Schroeder, Mr. David Felts, Mrs. Harry Moothart, Mrs. L. E. Bailey, Mrs. Mary T. Howe, Secretary Pro Tem. and a reporter from the Herald.

The minutes of the June 19th meeting were read. Mrs. Bailey moved their acceptance and Mr. Rollins seconded the motion. All present voted aye. Motion was carried.

A simplified report was made by the Librarian in which an increase was noted in circulation for the past three months, 3,972. This increase was attributed to work in Extension. Mrs. Bailey presented the financial report with the corrections. She moved the report and bills be approved, total salaries \$11,441.39, total operational expenses \$14,054.81, making total disbursements \$25,496.20. Mr. Schroeder seconded the motion. All present voted aye. Motion was carried.

Mr. Schroeder explained the three bids on asphalt paving of the southwest lawn for employee parking. He recommended the bid from Dunn Coal Company for \$500. be accepted. Mr. Felts seconded the motion. All present voted aye. Motion carried.

Equipment and furniture needs were presented by Mr. Schroeder. The bid from Knoll furniture was given:

10 #71USB Arm Chair, black metal legs	\$ 96.60 net ea.
Plus 2 $\frac{1}{2}$ yds. Knoll Elastic Naugahyde	
@ \$4.50 per yard, yellow K253	11.25
	\$ 107.85 net ea.
29 #426-2N Childs chair, white vinyl coated	
seat & back. Black metal base	\$ 13.50 net ea.
(Price includes pads in 6 colors of Naugahyde)	
25 #425-2N Child's chair, white vinyl coated	
seat and back. Black metal base	\$ 14.40 net ea.
(Price includes pads in 6 colors of Naugahyde)	

Mrs. Bailey moved the acceptance, Mr. Madden seconded the motion. All present voted aye. Motion carried.

Other furniture needs were presented and left to the discretion of Mrs. Howe. Mr. Schroeder moved the motion and Mr. Felts seconded it. All present voted aye.

Contract change orders for Evans were presented and accepted. Mr. Madden moved the expenditure of \$684.63 be authorized for a new front door at Evans. Mrs. Bailey seconded the motion. All present voted aye. Motion was carried.

Mrs. Howe asked for approval of the Verifax machine and explained its need in several departments. Public requests for copies were discussed. It was suggested a monthly check be made of such requests and the charge to the patron be considered later. Mr. Rollins moved approval of purchase and Mr. Schroeder seconded the motion. All present voted aye. Motion was carried.

It was agreed to request C. Montgomery Nicholson to be present at the September meeting and explain insurance needs of the Library together with our present policies.

Mrs. Ridgley read the attached letter of resignation from Miss Muriel E. Perry. Mr. Schroeder moved its acceptance with regret. Mr. Rollins seconded the motion. All present voted aye. Motion was carried.

Mrs. Ridgley praised Miss Perry's work and devoted service to the Library during the past ten years.

Mrs. Howe distributed the Trustee Syllabus from the University of Chicago. Mr. Felts moved the adjournment. Mr. Schroeder seconded the motion. All present voted aye. Meeting adjourned at 5 P.M.

Respectfully submitted,

Mary T. Howe

Mary T. Howe, Acting Librarian and
Secretary Pro Tem.

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Mary T. Howe

Mary T. Howe, Acting Librarian and
Secretary Pro Tem.

Decatur Public Library

DECATUR, ILLINOIS



MURIEL E. PERRY,
Librarian

August 8, 1957

To the Board of Trustees of the
Decatur Public Library
Decatur, Illinois

The following funds have been received by the Library office over a period of years for the indicated purposes. These funds are now being used for equipment at the Evans Branch. The funds are being closed out as of today.

Telephone	\$ 61.93
Auditorium fees	18.80



Mary T. Howe
JUL 10 1957
JUL 10 1957

Appeal

DECATUR PUBLIC LIBRARY
BILLS PRESENTED FOR PAYMENT
JULY, 1957

BOOKS:

*American Library Association	\$ 21.63
Block & Kuhl Co.	10.03
Book Supply Co.	33.18
*R. R. Bowker Company	4.95
Chicago Cook County Industrial Directory, Inc.	40.00
Custom House Guide	25.75
French Book Guild	16.10
Funk & Wagnalls Company	7.50
*Haines and Essick Company	7.97
The H. R. Huntting Company, Inc.	42.63
*Illinois Bell Telephone Company	11.50
Institute for Research	9.50
The Macmillan Company, Publishers	26.11
Nedwick's Book Store	255.12
New Method Book Bindery, Inc.	734.19
M. H. Omohundro	1.00
Science Research Associates	39.00
The Combined Book Exhibit, Inc.	2,920.09
University of Toronto	1.00
The Western News Company	79.92
Albert Whitman & Co.	30.00
John Wiley & Sons	20.00
The H. W. Wilson Company	21.00

\$ 4,358.17

AUDIO-VISUAL:

The Music Box (Less credit memo \$13.99)	\$ 222.25
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222.25

PRINTING:

*American Library Association	\$ 6.60
*R. R. Bowker Company	38.00
Decatur Herald and Review	15.30
Industrial Printing, Inc.	38.50

98.40

BINDING:

Stappenbeck Bookbindery, Inc.	\$ 547.51
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547.51

OFFICE SUPPLIES:

Columbia Ribbon & Carbon Mfg. Co., Inc.	\$ 6.24
*Drawer Account	1.35
*Gaylord Bros., Inc.	638.39
*Haines and Essick Company	91.47
The Library of Congress	405.00
Linxweiler Office Supply Co., Inc.	62.50
Paxton's Service Press	5.17

1,210.12

BUILDING SUPPLIES:

*Black & Company	\$ 4.81
The Decatur Paper House, Inc.	13.20
*Drawer Account	.62

18.63

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BILLS PRESENTED FOR PAYMENT - JULY, 1957

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REPAIRS:

Barnett Sign Service	\$ 6.50
The Shade Tree Service	55.00
Superior Electric Company	<u>10.00</u>

\$ 71.50

HEAT:

Illinois Power Company	\$ <u>14.70</u>
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14.70

EQUIPMENT:

The Boardman Co.	\$ 265.00
*Gaylord Bros., Inc.	200.00
*Haines and Essick Company (Less credit memo \$117.08)	240.00
Monroe Calculating Machine Company, Inc.	275.00
Remington Rand	<u>1,243.50</u>

2,223.50

TELEPHONE:

*Illinois Bell Telephone Company	\$ <u>99.20</u>
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99.20

POSTAGE:

Books	\$ 88.15
Office Supplies	.03
Postmaster, City of Decatur, Illinois	61.50
Yellow Transit Freight Lines, Inc.	<u>8.66</u>

158.34

TRAVEL:

*Drawer Account - Staff	\$ <u>43.03</u>
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43.03

BOOKMOBILES:

*Black & Company	\$ 2.88
Bowers Implement Co.	114.57
Jimmie Dale	46.04
Hawke General Tire, Inc.	<u>5.00</u>

168.49

MISCELLANEOUS:

Association of Commerce	\$ 35.00
*Ralph Bushee - ALA Convention Expense	114.94
*Ralph Bushee - Car expense Jan.23 thru July 12,1957	162.65
Otto Dash Disposal	2.40
M. Pearl Lash - Candidate's Interview	57.45
Librarian's Expense Account	95.00
Mary T. Howe - ALA Convention Expense	63.05
Schudels', Inc.	29.30
The Western Union Telegraph Company	<u>4.50</u>

564.29

SPECIAL PROJECTS:

Decatur Refrigeration Company - Main Air Cond.	\$ 2,550.00
Harris, Spangler, Beall & Salogga-Main Heating	396.96
Harris, Spangler, Beall & Salogga-Evans	1,345.38
Parke Warehouses - Evans	<u>95.41</u>

4,387.75

Total Operational Expenses

\$ 14,185.88

appell

BILLS PRESENTED FOR PAYMENT - JULY, 1957

-3-

Total Operational Expenses (Brought forward)

\$ 14,185.88

SALARIES:

Staff

\$ 10,854.72

Janitor

586.67

11,441.39

Less Credit Memos

\$ 25,627.27

- 131.07

Total Bills Presented for Payment

\$ 25,496.20

Balance in checking account after above bills are paid

\$ 17,687.62

PRESENTED FOR PAYMENT _____

AUTHORIZED FOR PAYMENT _____

FINANCE COMMITTEE

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

Decatur, Illinois
August 2, 1957

The Decatur Library Board of Trustees
Decatur,
Illinois

Ladies and Gentlemen:

I submit to you herewith, my
resignation as Librarian of Decatur Public Library,
to take effect on August 15th, 1957.

I have enjoyed my work at the
Library and my relationship with the Board of Trustees
through the years. I have also enjoyed my civic work
in Decatur and the many hundreds of people that I have
met here, together with the many friends that I have
made. I value these friendships highly.

It is with a great deal of regret
that I leave all this. However, I find it necessary to
have sufficient time to myself to review my plans and
decide for myself what I desire for the future.

I wish you every success in the
operation of an outstanding library for Decatur.

Sincerely yours,

Muriel E. Perry

MURIEL E. PERRY

DECATUR PUBLIC LIBRARY
BILLS PRESENTED FOR PAYMENT
AUGUST, 1957

Appels

	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>BOOKS:</u>			
Boy Scouts of America	\$ 22.16		
*The Combined Book Exhibit, Inc.	2,868.59	\$ 2,920.09	
Commodity Research Bureau	12.50		
*Drawer Account	1.65		
Peter Thomas Fisher	1.00		
Hoffman-Harris, Inc.	3.50		
Joseph A. Huebner	5.00		
*Haines and Essick Company	0	311.27	
The H. R. Huntting Company, Inc.	43.56		
*Illinois Bell Telephone Company	13.50		
Willard Jones	10.00		
The Macmillan Company	41.68		
New Method Book Bindery, Inc.	361.32		
Science Research Association	270.00		
University of Chicago	20.00		
Vocational Guidance Manuals	2.40		
West Publishing Co.	50.00		
The Western News Company	3.00		
	<u>\$ 3,729.86</u>	<u>\$ 3,231.36</u>	\$ 498.50
<u>PERIODICALS:</u>			
*American Library Association	\$ 5.00		
Business Literature	1.00		
*Drawer Account	.14		
National Foremen's Institute	7.50		
			13.64
<u>AUDIO-VISUAL:</u>			
Decatur Herald and Review	\$ 40.01		
Travel Industries Personnel Service	9.70		
			49.71
<u>PRINTING:</u>			
*American Library Association	\$ 6.60		
			6.60
<u>BINDING:</u>			
*Bro-dart Industries	\$ 1,116.80		
			1,116.80
<u>OFFICE SUPPLIES:</u>			
*Bro-dart Industries	\$ 11.50		
The Decatur Paper House, Inc.	25.75		
Demco Library Supplies	59.25		
*Haines and Essick Company	107.67	\$ 91.47	
Huston-Patterson Corporation	26.90		
*Linxweiler Office Supply Co., Inc.	25.86		
Remington Rand	70.55		
	<u>\$ 327.48</u>	<u>\$ 91.47</u>	236.01
<u>BUILDING SUPPLIES:</u>			
Black and Company	\$ 30.35		
			30.35
<u>REPAIRS:</u>			
The Shade Tree Service	\$ 196.85		
			196.85

BILLS PRESENTED FOR PAYMENT - AUGUST, 1957

EQUIPMENT:

*Haines and Essick Company
Edward Hines Lumber Co.
*Linxweiler Office Supply Co., Inc.

<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
\$ 446.33	\$ 240.00	
702.90		
40.10		
<u>\$ 1,189.33</u>	<u>\$ 240.00</u>	\$ 949.33

TELEPHONE:

*Drawer Account
*Illinois Bell Telephone Company

\$.10		
<u>112.76</u>		112.86

POSTAGE:

Books
*Drawer Account
Periodicals
Postmaster, City of Decatur, Illinois
Scherer Freight Lines, Inc.
*The Combined Book Exhibit, Inc.

\$ 12.69		
11.31		
.60		
9.50		
22.51		
0	\$ 85.46	
<u>\$ 56.61</u>	<u>\$ 85.46</u>	(28.85)

TRAVEL:

*Drawer Account - Staff

\$ 7.94		7.94
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BOOKMOBILES:

Paul Barger Auto Service
Bowers Implement Company
Superior Electric Company

\$ 12.00		
85.77		
<u>6.70</u>		104.47

MISCELLANEOUS:

Otto Dash Disposal
Librarian's Expense Account
Miller-O'Neill
Muriel E. Perry - ALA Convention Expense
*Fred Rohman - Drawer Account
Schudels', Inc.

\$ 2.40		
92.03		
25.00		
103.13		
6.00		
<u>3.72</u>		232.28

SPECIAL PROJECTS:

Grohne Company, Inc.

<u>\$16,675.42</u>	<u>16,675.42</u>
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Total Operational Expenses

\$ 20,201.91

SALARIES:

Staff
Janitor

\$11,218.57		
<u>586.67</u>		<u>11,805.24</u>

Total Bills Presented for Payment

\$ 32,007.15

Balance in checking account after above bills are paid

\$ 66,383.85

PRESENTED FOR PAYMENT

AUTHORIZED FOR PAYMENT

Mary T. Howe
Laura E. Bailey
Edna M. B. Hart

FINANCE COMMITTEE

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