

Board of Trustees
November 30, 1951

The regular meeting of the Board was called to order at 3:40 o'clock.

Members present, Mr. Knuth presiding; Mrs. Gage, Messrs. Blackford, Hull, Owen and Stafford.

Minutes of the previous meeting were read and approved.

The Librarian's report for October was examined and ordered filed. The motion was made by Mr. Stafford, seconded by Mr. Owen, and unanimously passed that bills be paid as follows: General \$1,799.13; Salaries \$4526.54; Renovations \$77.56.

It was reported to the Board that the final receipt signed by the Trustee in Bankruptcy for Mr. Duncan was received November 7th from Mr. Merris. With the receipt were releases from each sub-contractor who had claims on Mr. Duncan. The renovation file is now closed.

It was reported that an electric light lens in a troffer in the west reference room fell during the week of the Book Fair. Mr. Spangler has said that he will have Blades & Campbell re-survey all fixtures in the building.

A contract for the installation of an electric dumb waiter from Long Company of Springfield was presented for signatures, previous favorable action having been voted by the Board. The motion was made by Mr. Owen, seconded by Mr. Blackford, and unanimously passed that Mr. Longbons receive the work of enclosing the elevator shaft with No. 14 gauge steel according to his estimated price of \$134.00. The motion was made by Mr. Owen, seconded by Mr. Stafford, and unanimously passed that the Hamilton Electric Company connect wires leading to the elevator for the estimated price of \$70.00. The matter of painting the shaft was laid on the table.

The Librarian presented bids from the Remington Rand Co. (Library Bureau) for furnishing shelving for the Young Adult Room for \$2,330.60, and from Sjöstrom Co. for \$2,982.00. The Librarian was instructed to ask Swain & Myers to submit a bid for the shelving before a definite decision is reached. The members spent some time examining the two bids and plans as submitted.

The Librarian spoke of an exhibit table set up in the hall outside the Board Room. On it are books and articles of interest to Trustees. She explained to the Board that any of the material might be borrowed by them.

A discussion took place of the deterioration of the outside woodwork of the main building and of the brick wall at the rear of the property. It was suggested that possibly a definite sum should be included in the 1953-54 budget to permit these repairs. The Librarian reported that she had talked with the Commander of the American Legion regarding the fact that with the dismantlement of the barn at the property line between their area and the library, the public has been using the rear of the library grounds as a thoroughfare. Commander Deyton said that he would see that some kind of a barrier were erected. He admitted that a good looking fence should be placed between the properties but he said that with the removal of their slot machines their income had dwindled to nothing.

The Librarian mentioned the fact that it would be greatly desirable to have a policy concerning retirement of employees written into the Code Book at this time since no employee was within retirement age and a decision could be rendered without hurting anyone's feelings. The Trustees decided to hold a discussion of this at the next meeting.

The Board was asked what the Librarian should do in cases where employees worked extra. Sometimes the Bookmobile driver is on several times during mornings off to see that the Bookmobile is repaired. Frequently Janitors have worked overtime. The Board agreed that in such cases, extra pay should be given by the hour.

The meeting adjourned at 5:10 P.M.

Respectfully submitted,

Muriel E. Perry

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Secretary

MEP/rs