

Board of Trustees
Annual Meeting
May 12, 1955

The meeting was called to order at 4:00 p.m.

Members present: Mr. Felts presiding, Mrs. Bailey, Mrs. Gage, Mrs. Ridgley, Messrs. Blackford, Burgess, Gore, Schroeder.

The members congratulated Mr. Felts on his letter to the City Council.

The Budget for 1956-1957 was discussed item by item for the final time. The motion was made by Mr. Schroeder and seconded by Mrs. Bailey that the budget be adopted as presented. Roll call: all voted "aye".

The motion was made by Mrs. Bailey, Seconded by Mr. Burgess and unanimously passed that the Librarian's Annual Report be accepted.

The election of officers took place. The motion was made by Mr. Schroeder and seconded by Mr. Burgess that Mr. Felts be elected to a second term as President that nominations be closed and the Secretary record a unanimous ballot. It was so carried.

Mr. Felts said that he had learned some things during the past year that would help during the new one and he hoped they would do a better job than ever in providing service to the people. He thanked the Board for their attendance record.

He declared nominations for Vice President to be in order.

The motion was made by Mrs. Bailey and seconded by Mr. Blackford that Mrs. Ridgley be re-elected to this office, that the nominations be closed and the Secretary report a unanimous ballot. It was so carried.

Mr. Felts reminded the Board that they should contact Mayor Sablotney regarding the Budget and remind him of the appointment of Trustees.

It was agreed that Mr. Felts and the Librarian should pay a courtesy call on the mayor possibly the coming week.

Mrs. Ridgley reminded the members that Paul Wyer of Gerstanslager Co. would be present at the next meeting to explain Bookmobile specifications.

It was decided to have the next regular meeting on May 27th.

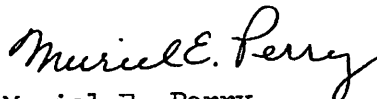
Mrs. Gage said she felt we should cut our Bookmobile service at our present stops and add South Shores and other locations to the list.

Mr. Schroeder reported he had had two calls regarding service that day: one from South Shores and one from the Grant School district. Mr. Gore said he understood the Grant area was becoming very interested.

Mr. Schroeder said he had a report to make to the Extension Committee regarding the South Shores Chapel.

The meeting adjourned at 5:20 o'clock.

Respectfully submitted,



Muriel E. Perry
Secretary

After the meeting Mr. Schroeder asked the Librarian to get a list of Equipment needed for a possible station in South Shores and to investigate further Mr. Wyer's offer of a loan of a Bookmobile.

Board of Trustees

May 26, 1955

The regular meeting of the Board was called to order at 4:00 p.m.

Members present: Mr. Felts presiding, Mrs. Bailey, Mrs. Gage, Mrs. Ridgley, Messrs. Blackford, Gore, and Rollings.

Mrs. Clarence Perry and six others from the Evans Branch area presented a petition asking the Board to reconsider keeping Evans Branch open. The spokesman explained that they had no quarrel with the idea of another Bookmobile. They thought we needed it, but they also needed the Branch. According to many people the Branch area is high in juvenile delinquency. If this is true, they need the Branch for that reason. The population increase and the Caterpillar Co. bringing in people should be considered. They were not disputing the legal right of the Board to close the building but they do dispute the moral right.

Mr. Harper, Assistant Principal, Durfee School, said they had 811 children. The twenty-seven teachers requested reconsideration. Evans meets a definite need of the school. He believed circulation could be built up. A big sign was needed. Many people do not know the building is a Library.

Mr. Felts asked if the present enthusiasm was caused by closing Evans except for two days.

Mrs. Perry replied it was not that but the threat to close it entirely. They hoped to see it open more when used more. They needed more publicity; so people would know about the service. She suggested advertising cards in busses.

The Librarian asked what other day would be best if it were opened more than twice. Mr. Harper thought Wednesday or Thursday but not Friday.

Mr. Ridgley asked why they were so definitely against a bookmobile. Mrs. Perry said one was just not as efficient. A person couldn't sit down and study. And at Evans parking was no problem.

Mr. Felts thanked them for coming and they withdrew.

Mrs. Ridgley introduced Mr. Paul Wyer of Gerstenslager who talked with the Board about a bookmobile. We now have a 20' body with 8' from body to front bumper. The Pioneer type of vehicle would give us 26'. The transit bus type with engine midship would mean shorter wheel base and more book space. The bus type is the only practical type if we want more book/work area. Capacity would be 4000 vols.

Mrs. Ridgley asked about the availability of engine for repairs. Mr. Wyer explained that a workman would slide on a skooter through open panel of skirt. A Walker-Shaw engine would be used.

Ideal heating would be electric current from poles with motor heater for use between stops.

Bus type would be \$14000.

Mrs. Ridgley asked if we should consider two small vehicles instead of one large. Mr. Wyer recommended the latter.

Regarding financing the Company could carry the Library for a reasonable time.

Mr. Wyer withdrew and the regular meeting was held.

The Minutes of the April 29th and May 12th meetings were approved as read.

Mrs. Ridgley gave a report of the Extension Committee. The offer from the State Library of a temporary Bookmobile was declined. ✓

Mrs. Gage felt we should cut our present stops and spread service thinner. It was the Librarian's opinion that this would be unwise public relations. Mr. Felts said this was not an emergency. ✓

Mr. Felts reported on the visit to Mayor Sablotny made by him and the Librarian. We have reason to believe the City Council will be generous this year.

Mr. Felts reappointed all Committee members. The Extension Committee will become a Special Committee

He asked the Building Committee to check the outside renovations before the Board accepted the work.

The Librarian was authorized to buy fans. Her request for a Compometer Dictating machine was laid on the table.

Mr. Gore felt that a definite vote for purchase of another bookmobile was needed. Time was passing.

Mr. Felts requested the Extension Committee to submit a definite recommendation and he would call a special meeting.

The Librarian reported that the A.L.A. Annual Convention will be in Philadelphia July 2d to 9th. Mrs. Howe is a participant at a Pre-Convention Workshop and the Librarian has been appointed representative of Marguerite Giesentaner, President of I.L.A. It was agreed that the Librarian should go as usual to represent Decatur.

The Meeting adjourned at 5:30 p.m.

Respectfully submitted

Muriel E. Perry
Muriel E. Perry
Secretary

Extension Committee
June 3, 1955

The meeting opened at 3:50 o'clock.

Members present: Mrs. Ridgley, Chairman, Mr. Burgess, Mr. Schroeder.

A discussion took place of the transit bus type bookmobile.

Finances were also discussed. The Librarian said that this year was financially restricted because of a budget made eighteen months ago which didn't allow for expansion. She would need \$5000.00 from the building fund for general maintenance since she had used 1954-1955 general funds for the outside renovations (See Minutes for January, 1955.) This would leave sufficient funds for a down payment of a bookmobile when received. Additional payment in full could be made through anticipation warrants or bank loans.

The motion was made by Mr. Schroeder, seconded by Mr. Burgess and unanimously passed that the following recommendation be made to the Board: A transit bus type bookmobile should be purchased for \$14000. with a lavatory for \$50.00 and storage lockers under the skirt for approximately \$200.00, the cost to be met by using \$8000.00 from the building fund with the balance from anticipation warrants or bank loans until receipt of our 1956-1957 taxes.

The Librarian had prepared a contract for service to South Shores for Committee examination. This was discussed at length. Mrs. Ridgley asked the Librarian if servicing the South Shores would deplete bookstock in other agencies. The latter replied that the problems would be really that of providing stock for another bookmobile which would eventually absorb the South Shore agency.

Mr. Schroeder reminded the Librarian that posting a sign should be included in the contract.

The Committee agreed unanimously to recommend to the Board the signing of this contract with Mt. Clavary Church for library service to South Shores.

After discussion it was agreed that Mrs. Ridgley as Vice-President should call a special meeting of the full Board for Friday, June 10th for action on these two recommendations.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry

The Librarian asked for instructions regarding publicity releases. The Herald and Review had asked for information regarding Evans Branch. We should keep the public aware of our attempts to help them. The Trustees would need to realize that no matter how tactful the Librarian tried to be, there was no control on the ultimate releases as they would appear in newspapers.

It was the Committee's opinion that so long as she kept to facts, she should release news as she thought best.

Special Meeting
Board of Trustees
June 10, 1955

The meeting opened at 3:50 p.m.

Members present: Mr. Felts, presiding, Mrs. Bailey, Mrs. Gage, Mrs. Ridgley, Messrs. Blackford, Gore, Rollins and Schroeder.

Mrs. Ridley read the Minutes of the Extension Committee for June 3d, with their recommendation to order a second Bookmobile and to begin service to South Shores. She reported on her visit to South Shores with Mr. Schroeder, Mrs. Howe and the Librarian.

As part of the discussion the Librarian reported that Mrs. McNabb had requested opening Evans Branch on Wednesday afternoon to give more even distribution of service. It is necessary to send the assistants out for the full day on Monday and Saturday to keep up with the routines because they are so busy.

It was decided not to open on Wednesday, to keep aware of developments and to revise our thinking according to developments.

The Librarian had prepared financial work sheets which were discussed at length.

The motion was made by Mr. Gore, seconded by Mr. Rollins and unanimously passed that the contract as presented be accepted and sent to the Board of Elders of the Calvary Presbyterian Church. The Librarian was instructed to stress the fact in all publicity releases that the service to this area is temporary ~~of~~ until another Bookmobile is in operation.

The motion was made by Mr. Schroeder and seconded by Mr. Blackford that we purchase a second Bookmobile as recommended by the Extension Committee (see Committee Minutes for June 3d) By roll call all voted "aye".

The Librarian was instructed to ask Mr. Merris about the necessity for issuing bids. If he says no bids need be published, she is to place the order immediately with Gerstanslager Co.

Mr. Felts asked the Board's pleasure about releasing publicity regarding the new Bookmobile. The members decided that no publicity should be given out until after the 1956-57 budget had been passed by the City Council.

Mr. Felts said that the Extension Committee of three persons were burdened with too many meetings. He was, therefore, adding Mrs. Bailey and Mr. Rollings from the former Payroll and Classification Committee to the Extension Committee so that it would be easier to obtain a quorum.

The meeting adjourned at 5:00 p.m.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Trustees' Meeting
June 24, 1955

The meeting opened at 4:10 o'clock.

Members present: Mr. Felts, presiding, Mrs. Bailey, Mrs. Gage, Mrs. Ridgley, Messrs. Burgess and Gore.

Mrs. Gere, new Head of Circulation was called in to meet the members.

The Minutes of May 26th and June 10th stood approved as read.

The motion was made by Mrs. Ridgley, seconded by Mrs. Bailey and passed unanimously by roll call that the following bills be paid: Operational \$4,901.59, payroll \$7,270.64, Total, \$12,172.23.

The Librarian reported for Mr. Blackford on the Outside renovations. He had found the work done well with few minor exceptions which were to be corrected. He recommended that the Board ask for a quotation for refinishing some of the interior window sills.

A discussion took place regarding the letter and colors for the new bookmobile. The matter was left to the Librarian with instructions that the color chosen have high visibility.

Mr. Felts and the Librarian were asked if any word had come from the City Council regarding the budget. It was agreed that Mr. Burgess should try to see Mr. Merris about it.

It was agreed that the Librarian represent Decatur at the A.L.A. National Convention in Philadelphia in July. She said that Mrs. Howe and Miss White were also going. The Board requested that they question other delegates about their libraries' policy for sending staff members to conventions and draw up several policies for Board discussion.

The Librarian asked if the Board wished to review out-of-town fees. Mr. William Van Law, owner of Carol's Dress Shop, believes he should have free privileges because his business here is taxed. He does not own property nor does he live within the City. It was agreed that Mr. Burgess should check the law and report back.

Mr. Felts reported that the Contract with the Mt. Calvary Lutheran Church had been signed and service to the South Shores area would begin Tuesday, June 28th.

The Librarian's recommendation for certain changes in the Extension Department and Parking area to prepare for the new bookmobile was referred to the Building and Grounds Committee for recommendations.

She reported the resignation of Paul Fulton as Bookmobile Clerk-Driver on June 14th (he is leaving the City) and Miss Rochell Harvey on July 15th (she is to be married) and the appointment of Harold McMillan to replace Mr. Fulton on June 16th.

It was agreed that no meeting be called in July or August unless the Committee on Building and Grounds should have recommendations for consideration.

Adjournment: 5:05 p.m.

Respectfully submitted,

Muriel E. Perry

Building and Grounds Committee

July 21, 1955

Members present: Mr. Blackford, Chairman, Mrs. Gage, Mr. Schroeder.

The Librarian outlined the need of more accessible Extension Department space and more parking area for the Bookmobiles.

Mr. Schroeder suggested that the Board request the City Council to provide housing for the two vehicles in the new multiple floored garage they are planning.

The members inspected the area under the Youth Room and all western and northern areas outside.

In view of the fact that Route 36 is to be widened in the near future and the Eldorado boundary line of our property may be changed, the Committee recommends to the Board that

1. The present driveway be enlarged eight feet (8') at the straight eastern edge curving eight feet (8') north of the present parking area.
2. The blacktop at the west end of the building (beyond the stack room) be extended south to the end of the building and west toward the telephone pole as far as possible.
3. The small half oval of gravel at the north-west corner of the building be blacktopped.
4. The unused staircases leading from the basement to the Youth Room be closed off.
5. The present Extension Room be transferred to the area under the Youth Room permitting the use of windows for loading the vehicles.
6. Inexpensive Hines shelving be purchased for use in this area.

Mr. Schroeder suggested that the Board investigate some type of conveyor or lifting device and a narrow loading ramp outside the windows of this area for loading the Bookmobiles.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

TRUSTEES MEETING
July 29, 1955

The meeting opened at 4:00 o'clock.

Members present: Mr. Felts presiding, Mrs. Bailey, Mrs. Gage, Mr. Burgess, Mr. Gore.

The minutes of the last meeting were read and approved.

The motion was made by Mr. Gore and seconded by Mr. Burgess that bills totaling \$9,234.19 payroll \$7,380.07, a grand total of \$16,614.26 be paid. All voted "aye".

Mrs. Gage reported for the Building and Grounds Committee (see Report of July 21, 1955).

A discussion of the Committee's recommendations took place. It was agreed that if two of the windows could be made into doors, bookmobile loading would be easier.

The Librarian was asked about the possibility of termites in the basements. Existence of such insects would effect the wisdom of adding wooden shelving.

The motion was made by Mr. Burgess, seconded by Mr. Gore and unanimously approved that the Committee's recommendations be accepted with the following exceptions: last part of Item 5 to be changed from "permitting the use of windows for loading the vehicles" to "Mr. Spangler to be asked about making two of the present windows into doors for bookmobile loading". And that no wooden shelving be purchased until the condition of the basement is certain.

The Librarian was instructed to begin these changes as soon as these exceptions are checked.

Mr. Felts reported on the budget hearing when he, Mrs. Bailey, Mr. Rollins and the Librarian appeared before the City Council. The latter was most cooperative even to the extent of voting to add \$2,000.00 more to the 1956-57 budget. They recommended that the Board purchase a second Bookmobile at once even though it meant using anticipation warrants.

The question of non-resident borrowers' fees was referred to the Extension Committee.

The Librarian was instructed to begin publicity about the new Bookmobile.

It was reported that Miss Shirley Crane was appointed typist-clerk June 14 to replace Miss Harvey who resigned to be married.

The meeting adjourned at 5:10 o'clock.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Librarian

No meeting held in August, 1955.

BOARD OF TRUSTEES
September 30, 1955

The regular meeting of the Board opened at 4:10 o'clock.

Members present: Mr. Felts, presiding; Mrs. Bailey, Mrs. Gage, Mrs. Ridgley, Messrs. Blackford and Rollins.

The minutes of the previous meeting stood approved as read.

The motion was made by Mrs. Ridgley, seconded by Mrs. Bailey and unanimously passed that August bills for operation totaling \$1,101.29, payroll \$7,158.45 a grand total of \$8,259.74 and for September for operation \$2,183.20, payroll \$7,127.93 a grand total of \$9,311.13 be paid. All voted "aye".

The Librarian was instructed to investigate the charge of \$80.00 for delivery of the Bookmobile from Chicago to Decatur where Gerstanslager will take it for its final checking.

The Librarian asked the Board's reaction to Gerstanslager's request that the Bookmobile be routed through Evansville, Indiana so that it could be exhibited to the Librarian and Trustees. Mr. Wyer said that any expense in routing it through that city would be paid by his company. The members agreed to permit this.

The Librarian asked permission to pay the Available Truck Company's bill of \$4,135.00 for the chassis as soon as it was Ok'd by Mr. Wyer. The Board agreed to do so.

The financial statement relative to the expenses of the new Bookmobile and remodeling of the area under the Youth Room was discussed in detail. The Librarian hopes that with care no anticipation warrants need be sought until April or May, 1956.

Exhibiting the Bookmobile in Central Park was discussed with the possibility of having both vehicles on display with special groups of women (from South Shores, etc.) as hostesses. Mrs. Ridgley suggested a T. V. show as part of the publicity.

The Librarian read a petition from Mrs. McNabb, Head of Extension, for permission to have Evans Branch open on Wednesday afternoons for a Pre-School Story Hour. After discussion it was decided to lay the request on the table in view of the uncertainty of the Branch's future.

It was reported that Mr. Joseph Giganti and an Assistant from the Terminix Co. of Springfield inspected the main building basement on August 9th and found no visible signs of termites.

The Librarian asked permission to buy one hundred folding chairs since, with the withdrawal of the old ones, we had none in the public meeting room. She was instructed to investigate prices.

Mrs. Ridgley brought up the possibility of buying a new desk for the Librarian and putting her present desk in the new Extension Room. It was so agreed.

A discussion took place regarding the Library requesting music records as gifts. It was agreed that gifts might be sought if the appeals were not too blunt.

The members agreed that it would be pleasant to have breakfast some morning with the Staff and the Librarian was instructed to make arrangements.

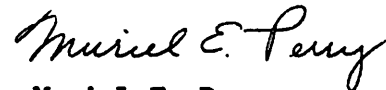
Sept. 30, 1955

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It was agreed that travel expenses plus \$10.00 per diem be paid to send the four Assistants who were interested in addition to the Librarian to the I.L.A. convention in Chicago next month.

The meeting adjourned at 5:15 o'clock.

Respectfully submitted,



Muriel E. Perry
Secretary

Trustees Meeting
October 21, 1955

The meeting opened at 3:50 o'clock
Members present: Mrs. Ridgley presiding, Mrs. Bailey, Messrs Blackford,
Gore, Rollins and Schroeder.

The minutes of the previous meeting were read and approved with the
exception of the statement about sending staff representatives to the I.L.A.
convention which the Librarian was asked to revise.

The motion was made by Mr. Rollins and seconded by Mr. Schroeder that
bills for operation \$7243.37, Payroll \$7159.26. Total \$14,402.63 be approved.
Roll call: all voted "aye".

It was agreed that the Trustees - Staff breakfast be held ^{Nov.}~~May~~ 9th.

The Librarian was instructed to investigate the insurance on the new
Bookmobile and discover when our responsibility begins.

After discussion it was the Board's opinion that our driver go to
Wooster, drive it to Chicago for final check-ups and instruction and bring
it to Decatur.

The Librarian spoke of two ^{pieces} ~~prices~~ of unneeded furniture which should
be removed from the basement area where the new Extension Room is to be.

The motion was made by Mr. Rollins, seconded by Mr. Burgess and unani-
mously passed that the Librarian dispose of them on the best possible terms.

Mrs. Bailey mentioned the 1956-7 budget for equipment. She wondered
if it would be wise to buy certain equipment on anticipation warrants and
have this years use of them. She mentioned typewriters as an example. The
Librarian spoke of the fact that we were soon going to pay the equivilent
of a motion picture projector and screen in rental fees. She was instructed
to ask Pfiles about the possibility of a conditional sale of a projector
and screen, the rental fees to apply to the sale price.

Mr. Burgess said it was entirely legitimate to use anticipation warrants
but he personally preferred to avoid such action. Interest on warrants would
be around 4% and local banks would take them.

After discussion the motion was made by Mr. Gore, seconded by Mrs.
Bailey and unanimously passed that the matter be laid on the table.

The Librarian reported the appointment of Miss Christine Kareotes as
Pre-Professional General Assistant for the new Bookmobile and the resigna-
tion of Mr. George Owens as Head Janitor.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Trustees Meeting
November 25, 1956

The meeting opened at 4:50 o'clock.

Members present: Mr. Felts, presiding, Mrs. Bailey, Mrs. Gage, Mr. Rollins, Mr. Schroeder.

The Minutes of the previous meeting were read and ordered filed.

The motion was made by Mrs. Bailey and seconded by Mr. Rollings that bills for operational expenses totaling \$5,179.10; for salaries \$7,239.10; a total of \$12,418.20 be paid. Roll call: all voted "aye".

The subject of A.L.A. Midwinter Convention was discussed, and the Librarian was instructed to bring to the next meeting several policies on sending staff members to conventions.

She asked for instructions on planning new schedules for the bookmobiles. Should she plan locations in the Evans Branch area or was the building to remain open? Mr. Stuckwish had said we could continue using the Mt. Calvary Church until the new bookmobile came.

A motion was made by Mr. Rollins, seconded by Mr. Schroeder and unanimously passed that the new vehicle should avoid the Evans Branch area and after the Board sees how the Branch does, a definite policy can be decided.

She reported that Mr. MacMillan said the present bookmobile should be taken off locations for a complete overhaul. This meant possibly a larger-than-usual repair bill.

The motion was made by Mr. Schroeder, seconded by Mr. Rollins and unanimously passed that any repairs necessary for safety be made immediately.

She reported that Mr. Soules had cleared the building of pigeons and she had written Mayor Sablotny a note of appreciation. Mrs. Bailey requested her to discover if the Association of Commerce had provided the service and to thank them if they had.

She presented a request from the Audubon Society for permission to place a large ornamental bird bath on the main grounds. This was granted.

The subject of equipment, particularly typewriters, was discussed. The Librarian was instructed to investigate means of obtaining typewriters on a deferred payment plan as she had the motion picture projector and screen.

She presented figures for folding chairs for the meeting room. It was suggested that she visit St. John's School and investigate their chairs.

She asked the Board's reaction to her going on the Jay Logan round-the-world trip this coming summer if the Library is provided for in personnel. The members agreed that she should go with ten extra days vacation time with pay.

The meeting adjourned at 5:00 o'clock.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

over is off record,

Trustees Meeting
November 25, 1955

After adjournment Mr. Felts brought up the subject of Evans Branch again. Should we let the people of that area know that we would route the bookmobile away from the Branch area and keep the building open? Maybe he with Miss Perry over his shoulder or Miss Perry with him over her shoulder could draft a letter to a prominent person in the area telling him of this.

Mr. Rollins said he thought that possibly Miss Perry could alert people, preferably orally, that we were keeping the Branch open, that when South Shores is closed we might be able to open the Branch on Wednesdays. As the people increase use we would increase services.

Mr. Schroeder suggested that Mr. Felts draft letters of the four church pastors and the school principals in area telling them of our intentions.

Mrs. Bailey object^{ed} to putting the Board on the mat by actually promising something they might change their minds about in the future.

Mr. Rollins mentioned that some of the people there might go in to paint the building. Mrs. Gage opposed this idea.

No Board Meeting December 1955

Trustees Meeting

January 27, 1956

The meeting was called to order at 4:50 o'clock.

It was noted that all members were present, Mr. Felts, presiding, Mrs. Bailey, Mrs. Gage, Mrs. Ridgley, Messrs. Blackford, Burgess, Gore, Rollings and Schroeder.

The Minutes of the previous meeting were read and ordered filed.

The motion was made by Mr. Gore and seconded by Mrs. Ridgley that bills for operational expenses totaling \$2967.27, for salaries \$7,537.61, a grand total of \$10,504.88 be paid. All voted "aye".

The Librarian gave figures from several firms for folding chairs. After discussion the motion was made by Mr. Rollings, seconded by Mr. Burgess and unanimously passed that the Librarian purchase the chairs for the best price in her judgement.

The Librarian asked if the Board wanted to study the Survey in sections. It was agreed that a special committee might study those parts regarding policy-making and report back.

The motion was made by Mr. Gore, seconded by Mr. Burgess and unanimously passed that the Librarian approach the City Council requesting space for the Bookmobiles in the City Garage when it is built. We will expect to pay rent.

It was reported that a letter had been sent to the Mayor requesting action on Board appointments.

Mr. Felts said he wanted to see a Public Relations Committee to investigate a Library publication to be mailed to a selected list of citizens. Funds for this are not in the 1956-'57 budget but should be considered in that for 1957-'58. He wants four standing committees but will wait until the Mayor announces his appointments.

A discussion took place about informing the public regarding the need for a new main building. The Librarian asked the Board if this is the time to put an item in the 1957-'58 budget for a survey for the new building. She was instructed to contact Mr. Bolz of the Association of Commerce asking that such a survey be tied in with the work of the A. of C's city planning committee.

The subject of air conditioning came up. Mr. Rollins wondered why fans in the attic with basement windows left open at night would not cool the building. The Librarian said this was investigated some eighteen months ago. Mr. Spangler had reported that to make attic fans at all effective, grills would have to be cut through the first and second floor ceilings and windows inserted in the attic. Materials and labor would be prohibitive and results insufficient.

The Board agreed that the Librarian should contact air conditioning and fan suppliers, requesting them to examine the building and make proposals on temporary air conditioning or ventilation.

Members took home the proposed policy for attendance at conventions to study before the February meeting.

The motion was made by Mr. Rollins, seconded by Mr. Blackford and unanimously passed that the policy for expectant mothers be adopted.

The Librarian asked for permission to restrict loans of films since so many were being borrowed that our finances would not support it. It was voted to continue unrestricted film loans.

She reported on the success of the music record loans.

It was agreed that she go to the A.L.A. Midwinter Convention.

The meeting adjourned at 5:15 o'clock.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

PREGNANCY

Any employee who becomes an expectant mother shall give written notice of that fact to the Librarian at least five months before the expected confinement date.

The Librarian shall determine whether or not the employee shall continue her duties but in no case shall her withdrawal from employment be later than three months prior to the expected confinement date.

In case a maternity leave-of-absence is granted such leave will extend to the expiration of a period of three months after the birth of the child.

If re-instatement as an employee is considered the employee shall submit to the Librarian satisfactory evidence that:

1. she is in fit physical condition to perform the duties of her position
2. family circumstances are such that she can devote the required amount of time and attention to her duties.

Should maternity leave be granted and should the course of nature be interrupted or should the death of the child occur within the period of maternity leave, this policy may be relaxed at the discretion of the Librarian.

Financial Committee
February 16, 1956

The Financial Committee met at 4:00 p.m. to consider the 1957-58 budget as submitted by the Librarian.

Members present: Mrs. Bailey, Chairman, Mrs. Ridgley, Mr. Gore, Mr. Rollins.

Each item was discussed at length. In several instances the Committee thought the Librarian's figures were too conservative.

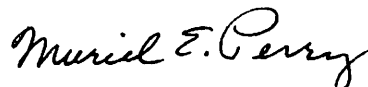
Mr. Rollins questioned her on the need for microfilming the Congressional Records and recommended that the figure for a greater amount of the project (\$1800.00) be inserted so that the Board would not be faced with the expense over a long period of time and that the Bar Association be approached for possible aid in the expense.

The Librarian was instructed to ask Mr. Spangler for a more accurate figure for the installation of a gas heater in the Main building.

She was instructed to add 5% for collection fees to only those items which are basically low.

The meeting adjourned at 5:10 o'clock.

Respectfully submitted,



Muriel E. Perry
Secretary

Trustees Meeting
February 24, 1956

The regular meeting opened at 3:50 o'clock.

Members present: Mr. Felts presiding, Mrs. Gage, Mrs. Ridgley, Messrs. Burgess and Schroeder.

The minutes of the previous meeting were read. The motion was made by Mr. Schroeder, seconded by Mrs. Ridgley and unanimously passed that they stand approved.

The motion was made by Mrs. Ridgley and seconded by Mr. Burgess that bills for operational expenses to the amount of \$2,633.45 and salaries to the amount of \$7,669.81 be approved. Roll call: all voted "aye".

Mrs. Ridgley reported on the Financial Committee Meeting February 16th (See previous page) and the members examined the proposed 1957-58 budget item by item. A letter dated February 24th, from Mr. Spangler was read. He verified that replacing the I.P.L. steam heat with gas would cost \$4,250.

The Librarian reported that the new Bookmobile was expected at any moment. She asked if the Trustees wanted to inspect it for acceptance or if she should pay the bill (\$10,291.) after she considered specifications had been fulfilled. The motion was made by Mr. Schroeder and seconded by Mrs. Ridgley that payment be made at the Librarian's discretion. Roll call: all voted "aye."

The following subjects were discussed:

Mayor Sablotny had said he would announce Board appointments next week. The City Council would like the 1957-58 budget about the first of April.

George Walker, Tru Temp & Crum Distributing Co. had been requested to inspect the building and recommend fan cooling system or air conditioning.

Mr. Huntly of Association of Commerce said the Decatur Future Committee had inserted library needs in their forecasts. This would be all they could do according to their policy.

The Illinois Power Company has given us a very fine gas stove for Staff Room.

We have received a gift of books from the El'ia F. Converse estate in the name of Ida May Haworth.

Mr. Burgess reported that Library assessments for the proposed new lighting system on Main Street would be met out of the Public Benefit Fund.

The Librarian was instructed to write A.L.A. and special Libraries asking their opinions of microfilming our Congressional Records.

At 5:30 Mrs. Howe announced ~~the~~ the new Bookmobile had just arrived and the members adjourned to see it.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Trustees Meeting

March 30, 1956.

The regular meeting of the Board was called to order at 4:50 o'clock.

Members present: Mr. Felts, presiding, Mrs. Ridgley, Messrs. Blackford, Gore and Rollins.

The minutes of the previous meeting stood approved as read.

The motion was made by Mr. Rollins and seconded by Mr. Gore that bills for operational expense totaling \$2,259.34, for salaries \$8,115.31 a total of \$10,374.65 be approved. Roll call: All voted "Aye".

Mr. Blackford reported on the Building and Grounds Committee meeting held on March 28th to consider air conditioning of main building. (See previous page). After discussion the Librarian was instructed to contact the Punzak Air Conditioning Service in Springfield, The Field & Shorb Company and to ask Mr. Melnik if system #3 for the Magic Carpet as described in his plan was complete in itself or if it depended on system #1. When this new information is in a special meeting will be called.

A letter was read from Mr. H. K. Williams, Service Area Manager for the Illinois Power Company. It pertained to the installation of a gas heating unit in the Main building. The Librarian was instructed to file it and the enclosed permit for future reference.

The Librarian reported that the roof continued to leak and although Gates and Johnson were prompt in coming over each time, the walls, especially in the Magic Carpet and The Lincoln Room, were becoming unsightly and in the former the plaster was beginning to fall.

It was the Board's opinion that the Librarian should ask Mr. Burgess about our legal rights with regard to the roofing guarantee and discover if our insurance covers such damage. Possibly Gates and Johnson should replace the roof if it is faulty.

It was reported that we have having increasing trouble and expense with the Staff toilet. It was the Librarian's comment that the plumbing installed in 1902 for a maximum staff of six might not be adequate for the present staff of twenty-five or more. The Librarian was instructed to obtain an estimate for dividing the ~~large~~ large toilet in the central hall, making a portion of it available for women.

It was reported that the Librarian began giving merit raises in February to get away from the rigidity of everyone automatically expecting a raise in May. Several libraries had been asked about the value of keeping the Congressional Records and on the strength of their replies we will hereafter file only the last few years.

A second reading of the budget took place. It was agreed to add \$5000. under a heading Evans Branch for renovations to same, and the Librarian was instructed to ask Mr. Spangler what could be done for that amount.

The Librarian asked the members if it might not be wise to include a small amount for a preliminary survey on way of legally obtaining funds for a new main building. They agreed to insert \$400. for this purpose.

She requested permission to open the Branch for one additional day as soon as personnel was adequate. The members agreed it should be opened no more until they see how everything goes.

It was reported that Mrs. Wooters and Mrs. Coe had resigned to begin their families, that Miss Carol Schlaretzki was appointed temporary Pre-Professional March 6th and Mrs. Susanne Martie, a typist on March 12th.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Building and Grounds Committee

March 28, 1956

Re: Air Conditioning

Present: Mr. Blackford, Chairman, Mr. Burgess, Mr. Schroeder.

The air conditioning plans submitted by Tru Temp Co. and Crum Distributing Co. were examined and discussed at length.

The members agreed to report to the full Board that not enough information was available on which to base any recommendation.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Librarian

Trustees Meeting

May 1, 1956

The regular meeting postponed from April 27th was called to order at 4:50 o'clock.

Members present: Mr. Felts presiding, Mrs. Gage, Mrs. Ridgley, Messers Blackford, Burgess and Schroeder.

The minutes of the previous meeting stood approved as read.

The motion was made by Mr. Schroeder and seconded by Mr. Blackford that bills for operational expenses totaling \$12,887.95; salaries \$8,298.43 a total of \$21,186.38 be paid. Roll call, all voted "aye". (The Gerstanslager Company's bill for Bookmobile II for \$10,291.00 was included).

The subject of the Illinois Power Company terminating steam heat this fall came up for discussion. The members considered it hardly possible that action would be taken this year but the Librarian was instructed to send to I.P.L. the permit for gas.

The Librarian reported that \$12,302.56 had been transferred from the Building Fund to the General Fund, leaving a balance of \$2,000.00 in the former to be transferred after May first.

Mr. Felts' letter to the City Council which will accompany the Annual Report was noted with approval.

The Librarian reported that the City Comptroller had explained that morning that departmental budgets were submitted by the Council to the Tax Collector's office with all odd hundreds of dollars deleted, making the sum requested even thousands. If this is the case our 1957-58 budget may be cut \$849.00 leaving the balance \$191,000 with the possibility of the Council cutting it further.

The members agreed to let the budget go as it is and check at Council time raising the figure then to \$192,000 if there is danger of cutting.

Mr. Spangler's informal report concerning condition of the Evans Branch building was discussed. His estimate for renovations totaled \$13,000.00. The Board agreed to let the 1957-58 budget item for this remain at \$5,000.

The motion was made by Mr. Blackford, seconded by Mr. Schroeder and unanimously passed, that the Librarian be authorized to engage in any needed maintainance and/or repairs for the buildings except such as might be considered capital expenditures.

A comparison of the several air-conditioning proposals with estimates was discussed. It was agreed that Tru-Temp submitted by Mr. Melnick was the best. The Librarian reminded the Board that specifications would have to be advertised and Bids received before any one Company could be considered.

It was agreed that Mr. Burgess should ask Mr. Ted Harris, President of the Engineering Service Corp., if Mr. Weatherford who works with Mr. Melnick, is a good engineer who knows air-conditioning.

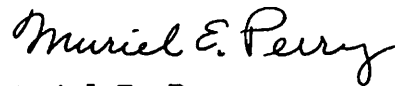
May 1, 1956

The Board agreed to take action on the project at the Annual Meeting to be called on or before May 14th.

The Librarian reported that one desk, chair, and 60 tray catalogs had been ordered, delivery to be in July, that Mrs. Howe was to represent Decatur at the A. L. A. Convention in Miami, that Mrs. Mary Read was appointed a temporary Pre-Professional Assistant April 11th, and that Miss Mildred Parmenter came on duty as Librarian's Secretary on April 10th.

Permission was given to send three Staff Members to the Shelbyville Regional Meeting May third, expenses paid.

Respectfully submitted,



Muriel E. Perry
Secretary

Annual Meeting

Board of Trustees

May 14, 1956

The meeting was called to order at 4:33 o'clock.

Members present: Mr. Felts, presiding, Mrs. Baily, Mrs. Gage, Messers. Blackford, Burgess, Gore, Rollins and Schroeder.

The Annual Report was considered. Mrs. Baily asked about the financial figures where income from taxes was stated as \$1.57 per capita and expenditures as \$2.00. The Librarian explained that income was from last year's taxes only; expenditures included the transfer of funds from the Building Fund, Fines, and Fees, and using the May and June funds for operational expenses which are to be covered by anticipation warrants.

The motion was made by Mr. Burgess, seconded by Mr. Schroeder and unanimously passed, that the Report be accepted and forwarded to the City Council.

Air conditioning for the Main Building was discussed in detail. Mr. Burgess reported that he had asked Mr. Ted Harris, President of the Engineering Corporation, about the proposal submitted by Mr. Melnick of Tru-Temp. Mr. Harris said he wasn't prepared to pass judgment on it without study.

The motion was made by Mr. Rollins and seconded by Mr. Schroeder that the building survey made by Harris Associates be used for basic planning and that a sum not to exceed \$500. be used for engaging a consulting engineer to bring the survey up to date and to prepare specifications for air conditioning, that the Librarian may consult Harris, Spangler, Beall and Saloga for such service but is free to go elsewhere and that a special meeting be called when specifications are submitted. Roll call: all voted "aye".

The election of officers took place.

There was an expression of appreciation for Mr. Felts' presidency and the hope that he would accept another term. He reminded the Members of the By-Laws that limited officers to a two year term. He felt that the policy is a good one and should be respected.

Mr. Burgess nominated Mrs. Ridgley. This was seconded by Mr. Schroeder. The motion was made by Mr. Rollins, seconded by Mr. Blackford and unanimously passed that nominations be closed and the Secretary be instructed to cast a unanimous ballot. Mr. Felts declared Mrs. Ridgley President.

Mrs. Bailey nominated Mr. Schroeder Vice President. This was seconded by Mr. Rollins. The motion was made by Mr. Burgess, seconded by Mr. Felts and unanimously passed that nominations be closed and the Secretary be instructed to cast a unanimous ballot. Mr. Schroeder was declared Vice President.

Mr. Felts thanked the members for their record of attendance and for their plain spoken, friendly action. The Library, he said, is better than ever and each have had a part in making it so.

The meeting adjourned at 5:12 o'clock.

Respectfully submitted

Muriel E. Perry
Muriel E. Perry, Secretary.

Trustees Meeting
May 25, 1956

The meeting opened at 3:55 o'clock.

Members present: Mrs. Ridgley, Mrs. Bailey, Messrs. Burgess, Felts, Madden, Rollins and Schroeder. (Mr. Blackford who retired at the last meeting came in at 4:25 on Mrs. Ridgley's invitation.)

The minutes of the previous regular meeting were read. The motion was made by Mr. Rollins, seconded by Mr. Felts and unanimously passed that they be accepted.

The minutes of the Annual Meeting were read. The motion was made by Mrs. Bailey, seconded by Mr. Rollins and unanimously passed that they be accepted.

The motion was made by Mr. Schroeder and seconded by Mr. Burgess that bills for operational expenses totaling \$3,883.87; for salaries \$8,301.18 a grand total of \$12,185.05 be paid. Roll call: all voted "aye".

A discussion took place regarding the petty cash fund. It was Mr. Schroeder's opinion that \$40.00 was pretty small for a library of this size. He believed the Librarian should not use her own funds for library expenses.

The motion was made by Mr. Burgess, and seconded by Mrs. Bailey that a librarian's expense account be set up at one of the Banks for the sum of \$100.00 from which she could draw on her own signature. Roll call: All voted "aye".

The Librarian reported that we had avoided use of anticipation warrants.

Air conditioning for the main building was discussed at length. It was decided to call a special meeting for further consideration when Mr. Spangler and Mr. Conrad, the Engineer, had a definite report to submit.

It was reported that the City Council would be glad to discuss the 1957-'58 budget with the Board.

The Mayor had told the Librarian to have the Board decide on a definite date. It was decided that she was to request such a meeting on Tuesday, June 5th at 10:00 a.m. when Mrs. Ridgley, Mrs. Bailey, Mr. Felts, Mr. Rollins and the Librarian would go to City Hall.

It was reported that the Illinois Power Company had requested an Easement through the property from Eldorado Street to a point past the south west stacks area for laying their underground cables.

The Librarian explained that such work would prevent servicing the Book-mobiles and if the grounds were to be dug up and left for a long period of time it would greatly dislocate our service. Any agreement made should contain a definite time limit for termination of the work.

It was Mr. Burgess' opinion that the company could legally force the Library to grant an Easement but the Board's non-co-operation would be expensive for them. The Board felt that under the circumstances it might be possible for the Library to gain the power lines for air conditioning and gas pipes into the building without expense in return for the Easement.

Mr. Burgess was appointed Chairman of a Committee to negotiate with the Illinois Power Co. on these grounds.

The librarian reported that she had talked with Mr. Merris about the Library having a part in the Bartholomew Survey of the City. Mr. Merris had said it was too late for us to be one of the contracting parties at this time but there were many items (such as population shafts) which were to be considered and which would be valuable to the Library.

He also felt that the Library could become party to the Survey at a later date. He would ask the firm's representative to talk with her when he came to Decatur next time.

It was Mrs. Bailey's opinion that the Library would gain much information at no cost through the survey.

It was reported that Miss Gloria Hertz had resigned as of June 18th as Reference Assistant in order to live nearer home and Mrs. Frances Schlobohm had resigned as Bookmobile Assistant because she and her husband were leaving the city.

The Librarian reported that she was sending Mrs. Howe to the A.L.A. Convention in her place to accept the Dana Award and to find applicants for vacancies. She was going into higher brackets of the payroll in trying to find Librarians.

Mrs. Ridgley spoke of the fine contribution Mr. Blackford had made as a Trustee. He had given long hours to the Library. The members regretted seeing him go except that he could continue serving as a citizen by his understanding of the library's problems.

Mr. Felts as Ex-President supplemented Mrs. Ridgley's remarks. He congratulated Mr. Blackford on his outspoken, frank and valuable service.

Mrs. Ridgley welcomed Mr. Madden to the Board. The members were happy to have him join them and were looking forward to working with him.

The meeting adjourned at 5:00 o'clock.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Minutes
Special Meeting
June 8, 1956

A special meeting of the Board to consider air conditioning of the Main Building was called to order at 4:15 o'clock.

Members present: Mrs. Ridgley presiding, Mrs. Bailey, Messrs. Burgess, Felts, Gore and Madden. Mr. Rodney Spangler, Architect and Mr. Roy Conrad, Engineer, were present.

Mr. Conrad spoke at length discussing the various systems as submitted by local firms, in particular that of Tru Temp (Chrysler). Both he and Mr. Spangler agreed that our present ceilings could not support air conditioning units and to go through to the original ceilings would be prohibitive in expense.

The Carrier unit does much the same as Chrysler in a little different way. It would take more floor space but would eliminate ducts. It costs a little more money. Compressors would be in the building making higher noise factor but units become more quiet with better engineering.

Mr. Madden questioned Mr. Conrad about using the new heating unit. The latter said this was the ideal with refrigeration units in basement or outside, pumping chilled water to consoles throughout building. This could eventually be utilized for heating in winter but would cost 30% to 40% more than his survey figure of 1954. If the Trustees were contemplating a new building they would not receive back their investment on such a system. (The 30% to 40% higher figure would not include any facilities for heat distribution).

The General Electric Company's horizontal unit is a self contained wall suspension unit but more "hefty" than the Chrysler. Such units would extend six to eight feet out into rooms but might be partially supported by bookstacks. It was the librarian's opinion that such stacks would not be in accordance with library specifications and would involve considerable expense for special construction.

Mr. Conrad reviewed the three systems: 1. Chrysler; 2. Carrier;
3. General Electric.

To his mind the best system is still that recommended by him in 1954, and he believes costs can be lowered somewhat from his original figures.

In conclusion he said that this system should be given serious consideration. The Children's Room need be the only second floor area conditioned if finances force restriction.

The time element is short. They couldn't possibly submit plans until July.

Mr. Spangler said the Architects' fee would be a straight 8% of the total cost. They would prepare plans, specifications, bids and assume all supervision.

It became apparent that it would be impossible to have air conditioning this summer. Mr. Conrad suggested doing it right after Christmas and having it ready to operate by March. By winter, it might be possible to save 10% in costs.
work 5% to

Mr. Spangler said he would like to be authorized ~~to~~ get everything planned by the above time.

The Librarian was assured that any wall shelving lost by installation could be regained by island stacks extending from each side of the units.

Mr. Spangler and Mr. Conrad left at 5:45 o'clock.

Mr. Felts believed a committee should be appointed to discover what we were going to do about building. Was this to be an addition or a new building in another location or on this site?

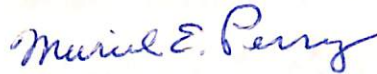
The Bartholomew Survey will take 18 months and that will be too late to decide about the type of air conditioning.

Mrs. Bailey and Mr. Gore thought some stop-gap system should be used which would not depend on definite knowledge of building or addition.

Mr. Madden made a motion, seconded by Mrs. Bailey that the subject be tabled until the next regular meeting in September when some definite action could be taken. All voted "aye".

The meeting adjourned at 5:50 o'clock.

Respectfully submitted,



Muriel E. Perry,
Secretary

An Extension Committee meeting was held immediately after the above when it was decided that Mrs. Ridgely, Mrs. Bailey, Mr. Gore, Mr. Schroeder and the Librarian would meet at Evans Branch with Mr. Graham Bradley, of Mr. Spangler's firm, the following Monday at 1:45 o'clock before the City Commissioners came at 2:00 P.M. to inspect the building.

Board of Trustees

Special Meeting

June 11, 1956

The meeting was held at Evens Branch at 1:45 P.M. to consider re-vamping the 1957-58 budget to include Branch Renovations.

Members present: Mrs. Ridgley, Chairman, Mrs. Bailey, Mr. Gore, Mr. Schroeder. Mrs. Howe was present with the Librarian.

The Budget as submitted to City Hall on May 15th was examined minutely to judge its adequacy to meet complete renovations of the Branch. Figures were revised for presentation to the Board.

At 2:00 o'clock the Mayor and members of the City Council came in. The building was examined inside and out. After a lengthy discussion the City Commissioners gave their opinion that if the Board considers renovations, they should be complete as to building (both Main floor and basement) and equipment.

The meeting adjourned at 3:30 P.M.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry,
Secretary

Special Meeting

Board of Trustees

June 12, 1956

A special meeting of the Board of Trustees was called for Tuesday June 12, 1956, with the chief item on the agenda to revise the 1957-58 budget. The additional amounts were for renovation of the Evans Branch.

The meeting was called to order at 4:05 P.M. by Mrs. Dwight Ridgley, president. Members present were: Mrs. Laura Bailey, Mrs. Daniel Gage, Dean Madden, David Felts, Norman Gore, Karl Schroeder. Mr. Rollins and Mr. Burgess were absent.

A full discussion took place on whether to renovate the branch completely. The budget to do this was discussed. The item for equipment was specially considered as to whether additional amounts should be added for furnishing the basement of Evans Branch. It was decided to place money for this basement equipment in the 1958-59 budget after an estimate had been received.

The motion was made by Mr. Gore and seconded by Mr. Schroeder to approve the revised budget; \$226,864 for 1957-58 which includes money for complete renovation of the Evans Branch. Roll call was 7 aye; opposed 0.

The meeting was adjourned at 5:00 P.M.

Respectfully submitted,

Mary T. Howe

Mary T. Howe,
Assistant Librarian

At The May 25th Meeting (1956)

The Board voted to adjourn until September except for necessary special meetings.

No regular meetings were held in June, July, or August, 1956.

Trustees Meeting
September 28, 1956

The regular meeting was called to order at 4:55 P.M.

Members present: Mr. Schroeder, presiding, Mrs. Bailey, Mrs. Gage, Messrs. Felts, Gore, and Madden.

The minutes of the last regular meeting, May 25th were approved as read.

The motion was made by Mr. Gore and seconded by Mr. Felts that September bills for operation totaling \$2,772.92 and for salaries \$8,137.54 a grand total of \$10,910.46 be approved. Roll call: all voted "aye".

Bills for the following months were reported and approved:

June, operation	\$3,960.21,	salaries	\$ 8,709.68.	Total	\$ 12,669.89
July, operation	\$3,273.26,	salaries	\$ 8,896.36.	Total	\$ 12,169.62
August, operation	\$3,184.13,	salaries	\$ 8,184.13.	Total	\$ 11,368.34.

The minutes for the special meetings June 8th, 11th, and 12th were approved as read.

A lengthy discussion took place regarding the Evans Branch renovations. It was decided that the work might be done less expensively during the winter even if anticipation warrants were needed.

Mr. Schroeder reported on the Librarian's request for information regarding the possible use of the former St. John's School for service during the renovations. The building is to be torn down but the Pastor of St. John's Church has offered two basement rooms. These are well kept, light and warm and they will paint them for us. Rent will be nominal. If the Board is interested Mr. Schroeder will take the Librarian to see them before she contacts the Pastor.

The motion was made by Mr. Madden, seconded by Mr. Felts and unanimously passed that the Librarian ask Mr. Spangler to begin the plans right away.

The Librarian asked about Board plans for a preliminary survey for a new Main building since over two years have already elapsed since we first talked about a ten year project. The members agreed that we should wait until the Bartholomew survey is completed then get a professional advisor for a building survey. The Librarian was instructed to explore possible surveyors and their fees and report back.

A brief report was given regarding the Illinois Power Company gas permit.

Mr. Madden reported there were new developments this past summer in air conditioning. Units can be placed on the roof or outside the building and cooled air brought in by ducts eliminating noise and saving space. The Librarian was instructed to speak to Mr. Spangler about this and ask if these developments would change his 1954 figures. Also, he should be prepared to draw up specifications so the work can be completed by spring.

Mr. Felts asked about the status of Board members. It was agreed that Mrs. Ridgley, as President, should write the Mayor calling his attention to the vacancies and requesting appointments.

The Librarian asked how the Board wanted to use the \$1200.00 earmarked for public relations in the salary budget. Mr. Madden suggested that we try to get a Public Relations Advisory Committee free of charge - possibly A. E. Staley, someone from Mueller's and from Condon's Advertising Agency, for example, to give one evening a month for a public relations meeting. The members agreed with Mr. Schroeder that the Librarian's Advisory Committee be used to formulate the public relations project.

The Librarian reported the I. L. A. meeting in Peoria October 18th to 20th and expressed her hope that some, if not all, might go.

The following staff resignations and appointments were reported:

Resignations: Mrs. Mavis Bly on July 21st. Motherhood.
Mrs. Susanne Martie July 31st. Motherhood.
Miss Magda Osterhuber August 31st. Moved to New York.
Miss Carol Schlaretzki August 4th. Moved to Missouri.

Appointments: Miss Joyce Breuer. Pre-professional. Bkm. I August 20th.
Miss Ferne Garman. Librarian. Bkm. I September first.
Miss Ruth Kasper, Clerk Magic Carpet June 11th.
Mrs. Mary Read. Appointed temporary Pre-professional Assistant April 11th, made permanent Assistant September first.
Mrs. Bertha Sebens. Clerk, Main and Evans Branch-August 23rd.

The meeting adjourned at 5:20 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry,
Secretary

Board of Trustees

October 26, 1956

The regular meeting was called to order at 3:50 o'clock.

Members present: Mrs. Ridgley, presiding, Mrs. Bailey, Mr. Felts, Mr. Schroeder.

Because a quorum was not present, the following bills were approved by authority of the Finance Committee: for operation, \$4,029.04, for salaries \$8,145.34, a total of \$12,174.38.

* Mrs. Ridgley appointed the following Committees: Finance: Mrs. Bailey, Chairman, Messrs. Felts, Gore, Rollins; Buildings and Grounds: Mr. Schroeder, Chairman, Messrs. Madden, Burgess; Librarian's Advisory: Mr. Felts, Chairman, Mr. Rollins, Mr. Schroeder.

The Librarian reported no information regarding the Illinois Power Co.'s request for an easement through our property. Mr. Burgess had talked with Mr. Merris and was waiting for the latter's advice.

Mr. Schroeder reported that the Pastor of the Third United Brethren Church next door to the Evans Branch had suggested that if we were not going to renovate Evans before March, 1957, we could move the contents and books into their church gymnasium after that date and give service from there.

The Librarian said she had asked Mr. Spangler if there were any chance of the men being able to work at the Branch with the contents in the building. If this is possible, we might be able to give limited service in the building or from one of the Bookmobiles.

The Board tabled action until we hear from Mr. Spangler.

It was reported that Mr. Spangler said he would have the specifications for the Main Building air-conditioning prepared in time so the work could be completed before warm weather.

Mrs. Ridgley reported on Trustee appointments for the current term.

The Librarian reported that Miss Fern Garman, who had been appointed Bookmobile I Librarian less than two months ago had resigned October 20th. No reason was given but it was understood she did not agree with Extension policies.

Mrs. Vera Schoby, Clerk, resigned October 31st. No reason stated.

Mrs. Eva Hefley had reported she must leave in the near future. Reason motherhood.

* see November minutes.

Mr Ralph Bushee came on duty November 1st as Head of Technical Processes.

Mr. John Dingman, Librarian of the Centennial Jr. High School, was appointed Part-time Pre-Professional Assistant October 20th and Mrs. William Houch, Part-time Hospital Assistant, her duties to begin November 6th.

The meeting adjourned at 4:40 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Trustees Meeting

November 30, 1956

The regular monthly meeting opened at 4:55 o'clock.

Members present: Mrs. Ridgley, presiding, Mrs. Bailey, Mrs. Moothart, newly appointed to the Board, Messrs. Burgess, Felts, Madden and Schroeder.

The minutes for the previous meeting were approved as read.

The motion was made by Mr. Schroeder, and seconded by Mr. Felts that bills for operation totaling \$5,670.02 and for salaries \$8,524.01 a grand total of \$14,194.03 be paid. Roll call: all voted "Aye".

Mr. Madden asked the Librarian about the Bookmobile expense (\$578.06). She explained that B-1 was having rather expensive body repairs. It has been in service since 1948 and some sections of the body are badly rusted. A discussion took place regarding ways of financing replacements for such equipment. Mr. Madden asked if a reserve fund could be set up so that capital expenses could be met without too great financial dislocation in any one year.

The Librarian replied that her interpretation of the Illinois Library Law forbade building up special reserve funds yet she had heard a State Tax Expert say it could be and was done by libraries.

* Mrs. Ridgley appointed Mrs. Moothart to the Building and Grounds Committee.

Mr. Burgess reported that Mr. Merris had no further information regarding the Illinois Power Company's request for an Easement permitting them to lay underground lines through the west driveway.

It was decided that Mr. Burgess would write to Mr. Williams of the Company informing him that if they still needed the Easement he would like to discuss the problem with him. This would give us a record of the matter for our files.

The Librarian said that Mr. Spangler had no report regarding Evans Branch renovations or Air Conditioning of Main.

The members agreed that the Librarian (with Mr. Burgess and Mr. Schroeder's help) should impress Mr. Spangler with the need for action, since the projects should be under way soon after Christmas.

The Librarian reviewed the motion picture Film loan policy as established by the Board and requested permission to restrict free loans to keep within the budget. It was so voted.

The Librarian reported that the need for librarians was most urgent and that the payroll schedules as established November, 1954 had completely broken down. A discussion took place regarding the problem and the Librarian was instructed to call a meeting of the Finance Committee to consider payroll revision.

* See October Minutes.

November 30, 1956-----2

It was decided to follow the usual custom of omitting the December meeting unless one was needed regarding Branch renovations and Main Air Conditioning. Checks for payroll and operation would be signed by Mrs. Ridgley.

The meeting adjourned at 5:15 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry,
Secretary

No Meeting was held in December, 1956

Financial Committee Meeting
January 11, 1957

A meeting of the Finance Committee to consider payroll revisions was called to order at 3:50 o'clock.

Members present: Mrs. Bailey, Chairman, Messrs. Felts, Gore and Rollins.

The Librarian gave a brief background for the meeting. She had been advertising for months for librarians using figures in the upper brackets of the present payroll schedule. Library Schools had reported they would list vacancies but had no applicants. No acceptable applications had been received from placement services. We are becoming more and more paralyzed in operation. She felt that pay schedule revision should be regarded realistically even though funds were transferred from other budget items to provide competitive salaries.

She had prepared a revised schedule for their consideration. To arrive at these figures, she had used in the professional brackets salaries as paid by the local public schools for comparable services, for pre-professionals, local school salaries for one degree without experience, for clerical, figures for local office employees and for janitors, public school wages.

Mr. Rollins spoke of the need of workers in all fields. He said cost of living had risen two and one-half ~~times~~^{times} over the last forty years and was three ~~times~~^{times} higher last year. There would ~~be~~ no change in the foreseeable future in his opinion.

The members examined the revised schedule item by item. Their conclusion was that the increase was too high and another schedule should be prepared after the Librarian collects the payrolls of other cities in Illinois (Rockford, Peoria, East St. Louis, Springfield, Alton, Elgin, Bloomington, Champaign, Evanston)

Mr. Gore suggested that she contact the Specialists Bureau in St. Louis.

The meeting adjourned at 5:05 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Trustees Meeting
January 11, 1957

The regular meeting of the Board was called to order at 4:00 o'clock.

Members present: Mr. Schroeder, presiding until Mrs. Ridgley arrived, Mrs. Bailey, Mrs. Moothart, Messrs. Felts, Gore, Madden and Schroeder. Mr. Spangler, architect, and Mr. Conrad, engineer, were present to report on air conditioning.

Mr. Spangler said that while the specifications are yet to be written, all calculations and plans are complete. The ads can be published first of the week and bids can be out in week and a half and opened at the February meeting. It is estimated that the work will take from thirty to forty-five days.

Mr. Conrad reported that they had used as economical a system as possible, one to take care of the building for ten to twelve years when the new building is contemplated. They have used individual air conditioning units for each area with automatic controls for each space. Because of problems of floor and stack space, they have used horizontal suspended air cooled units tight against ceilings with fan and coil only and remote compressors mostly on the roof.

They have used the King-Lar unit in the specifications although other units may be used in bids if looks and action are similar. Units will be from three to seven horsepower.

They hope that \$20,000. will do the job but have broken the bids down so that various second floor areas can be eliminated if budget restrictions make it necessary.

They explained that the electrical system must be modified to pick up the added current and that all painting and woodwork to damaged areas are included.

They showed the plans and answered the Board's questions.

They were excused at 5:25 p.m.

Further discussion took place. Mr. Felts and Mr. Schroeder said they would like to see immediate action on the project.

The motion was made by Mr. Felts and seconded by Mr. Gore that the Librarian proceed with the specifications and advertise for bids on an approximately \$20,000. deal. Roll call: all voted "aye".

The Minutes of the November 30th meeting were approved as read.

The motion was made by Mr. Schroeder and seconded by Mr. Gore that bills for operation totaling \$2,293.58 and salaries, \$8,638.66, a grand total of \$10,932.24 be paid. Roll call: all voted "aye".

January 11, 1957

25 -

Mrs. Bailey asked the Librarian to read the Minutes of the Finance Committee's January 11th meeting on payroll revision. Then she explained the Committee felt we should keep within realistic bounds. We can't go up to salaries above local level. Mr. Felts observed that many resignations were for reasons other than salary. Mr. Madden asked if there had been no revision since 1954, and if cost-of-living were ever considered. The low birth rate during the Depression and the public's demand for more services meant a bad harvest. Mr. Felts reviewed the payroll background for him. Mr. Madden observed that we should keep the Staff up with cost-of-living. If there has been no adjustment up until now, it is long overdue.

It was decided that a review of the payroll should be made each year by the Finance Committee with recommendations to the Board.

It was reported that Mr. Spangler was proceeding with the plans for Branch renovations and would be ready for discussions after the air conditioning was under way.

The Librarian spoke of the desperate need of an experienced cataloger and asked the Board's reaction to hiring a person of foreign birth. She had received an inquiry from a Russian born man who has been in the United States since the 1920's and is retiring from the New York Public Library. At the time she hired Miss Fox, a British Subject, as Youth Librarian she was instructed never to hire a foreign born person again.

Mr. Madden remarked that such a policy should be rescinded immediately and the Librarian was requested to bring the Board's discussion of the subject to the next Board meeting.

She asked for a review of the vacation policy. The Library has never paid employees extra for any holiday falling in their vacation period. After some discussion the matter was laid on the table.

It was reported that the A.L.A. Midwinter Convention would be held in Chicago January 29th to February 2d, and Mr. Bushee and the Librarian, if possible, would go with hopes of finding applicants for vacancies.

The Librarian asked for a review of her title which continues to confuse the public since all employees are thought of by them as librarians. After brief discussion the subject was tabled.

The meeting adjourned at 5:45 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Trustees Meeting
February 22, 1957

The meeting came to order at 4:05 o'clock.

Members present: Mrs. Ridgley, presiding, Mrs. Moothart, Mr. Felts. Also present were Mr. Spangler and Mr. Bradley of Harris, Spangler, Beele and Selogge, Architects, and eight representatives of air conditioning firms.

The Secretary read the following bids for air conditioning the Main building:

<u>Air Conditioning</u>	<u>Base</u>	<u>Alt #1</u>	<u>Alt #2</u>	<u>Alt #3</u>	<u>Alt #4</u>
Decatur Refrigeration Co.	23,425.00 <u>16,499.00</u>	1,652.00	2,061.00	2,853.00	737.42
Evans Refrigeration Co.	4,626.00 20,705.00	1,186.00	1,435.00	2,147.00	802.00
King-Lar	23,314.00 30,364.00	1,570.00	2,037.50	2,566.00	513.00
Tru-Temp	20,659.59 5,643.75 24,376.84	1,359.93	1,719.97	2,063.27	606.90
George S. Walker	24,635.00	1,509.00	2,020.00	2,550.00	777.00
T. A. Brinkoetter	26,400.00 33,500.00	24,900.00	24,500.00	24,058.00	25,840.00
<u>Electrical work only</u>					
Harrison F. Blades	5,272.00	0	0	0	0
Heise Electric	2,989.00	244.00	416.00	191.00	270.00
Hubbard Electric	5,375.00	105.00	170.00	98.00	149.00
Krigbaum	4,675.00	0	0	0	0
Superior	6,762.00	122.00	231.00	88.00	171.00

After the opening of bids was completed, the Contractors were dismissed and Mr. Spangler took all bids with him for analysis.

Since there was no quorum, no further business was discussed. The Librarian was instructed to call a special meeting to decide on the Contractor when Mr. Spangler had finished checking the bids. The members present said they could come Friday, March 1st.

The Librarian asked permission to include a discussion of furniture and equipment for Evans Branch since orders should be placed immediately if equipment was to be delivered by the time the renovations were completed. Permission was granted.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees
Special Meeting
March 1, 1957

Re: Air Conditioning of Main
Evans Branch Equipment

The meeting opened at 3:55 o'clock.

Members present: Mrs. Ridgley, presiding, Mrs. Bailey, Mrs. Moothart, Messrs. Burgess, Madden and Schroeder. Mr. Spangler was present to discuss the matter of air conditioning bids which had been submitted on February 28th.

He reported that Mr. Conrad, the Engineer, had looked up the materials which Mr. Evans had said he would use in his bid and said further that the U. S. equipment was of good quality, but that the equipment known as Typhoon could not be recommended. He recommended that the Brinkoetter Company be released from bidding because of failure to follow specifications. This left Mr. Evans with the low bid of \$20,705.00.

He said that the Board could either accept or reject, but could not change bids and asked for the Board's instructions as to how he was to proceed. Mr. Madden suggested throwing out all bids and starting over again. This was discussed at length. The motion was made by Mr. Burgess, seconded by Mr. Madden and unanimously carried that all bids be rejected and that further advertisements for new bids be published.

The Librarian was instructed to call a special meeting when new bids were ready to be opened.

The matter of placing orders for equipment and furniture for the Evans Branch was discussed. The motion was made by Mr. Madden and seconded by Mr. Schroeder that the Librarian place such orders as soon as possible.

Roll call all "aye".

The meeting adjourned at 5:10 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry,
Secretary.

Financial Committee
March 20, 1957
Re: Payroll Revision

The meeting was called to order at 4:05 o'clock.

Members present: Mrs. Bailey, presiding, Mr. Felts and Mr. Rollins.

The Librarian gave a brief background of the payroll revision situation and presented a schedule, which, in her opinion, would permit the hiring and retaining of qualified librarians. There was a lengthy discussion. Mr. Rollins expressed the members' opinion when he said he considered the raises too high. He would go along with a 10% raise across the board but in some classifications the raises before them were as much as 30%.

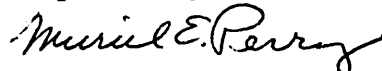
The Librarian said she needed librarians desperately and nothing would attract them to Decatur except salaries.

Various cuts in hours open were discussed. Mrs. Bailey asked if closing the buildings on Monday, permitting all the staff to take their free day at the same time would help relieve the shortage. The Librarian replied that in making out work schedules this would definitely spread the staff further. The effect of such action on the public was discussed.

The Committee agreed that their recommended choice of a decision would be as follows: that the Board close the buildings on Monday, give raises of 10% for 1957-'58.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,



Muriel E. Perry
Secretary

Special Meeting
Board of Trustees
March 22, 1957

Re: Opening of Air Conditioning Bids

The meeting opened at 4:10 p.m.

Members present: Mrs. Ridgley, presiding, Mrs. Bailey, Messrs. Felts, Gore, Madden, Rollins, Schroeder.

Mr. Spangler and Mr. Bradley, Architects, were also present as were representatives of the firms bidding. (Brinkoetter & Sons, Cooper Cooley, Decatur Refrigeration Service, Evans Refrigeration Co., King Lar Co., George S. Walker, and Tru Temp.

Bids were opened and recorded and the Bidders thanked and dismissed.

Mr. Spangler reported that the Evans Co. used Typhoon equipment not common to this area but he didn't believe we could say it could not be used although possibly in maintenance costs it would not compare well with other brands.

Mr. Evans can qualify from a financial standpoint but he did put heat on us by having his lawyer call the Librarian.

Mr. Rollins asked if adding one of the omitted units later would be considerably more expensive than installing it at this time. Mr. Spangler thought it might be.

Mr. Madden asked how much money we had for it. The Librarian replied that no money had been budgeted for it, that it was proposed to use the \$20,000. we had for May-June operating expenses.

Mr. Spangler reminded the Board that the architect's fee had to be considered.

The Librarian was instructed to get information about the possibility of a loan from the City if we needed it rather than issuing anticipation warrants.

Mr. Madden remarked that when you cut initial cost, you often build up running expenses. Better performance later on is often less expensive in the long run. He asked why the specifications were drawn up in such a manner that Typhoon and Matthis equipment could be used in bids. Mr. Rollins answered that we did say equipment would have to be approved.

On including the Meeting Room three members voted yes and three, no with the Chairman abstaining. This was turned back to Mr. Spangler for a decision.

It was unanimously agreed to include the Magic Carpet, the specified wiring and the insulation but to delete the Lincoln Room.

Mr. Spangler will be ready to meet with the Board next Friday.

He was asked if \$5,000. would be sufficient for the new Heater. He replied, "Yes, pretty nearly."

He retired at this time.

Mrs. Ridgley asked Mr. Felts to report on the Finance Committee's recommendations. The latter said we were unable to fill positions because of finances. We don't have enough money. The Committee was recommending that we close Mondays, making a five day week. This would permit use of the full staff on other days. It would be attractive to assistants with also a little salary increase - 10% rather than 30%.

The members were asked to think about the matter until the regular meeting next Friday.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees

March 29, 1957

The regular meeting of the Board was called to order at 3:50 o'clock.

Members present: Mrs. Ridgley, presiding, Mrs. Bailey, Mrs. Moothart, Messrs. Felts, Gore, Madden, Rollins and Schroeder.

The minutes of the February 22nd meeting were approved as read. The motion was made by Mrs. Moothart and seconded by Mr. Madden that bills for operation \$3,433.66, salaries \$9,213.05, a total of \$12,646.71, be paid. Roll call: all voted aye.

Mrs. Ridgley reported to the Board that the heads of departments had requested permission to meet with the Trustees. Mrs. Howe, Assistant Librarian, exhibited a map showing circulation from 1875 in comparison with the book collection and stressed the need of more materials and for librarians to serve the public. Mrs. McNabb, Head of Extension, presented a report stressing the need of books in her department and professional assistants. Mr. Bushee, Head of Technical Processes, reported that 15,000 books in his department are waiting to be processed, that he has no cataloger with experience and that much of the material cannot move until a cataloger and assistant cataloger are secured. Mrs. Gere, Head of Circulation, gave a brief report on the needs of her department stressing particularly the need of four professional assistants. Each person reported that she is doing many things for which she was not hired and had no time for supervision of professional duties. Mrs. Howe closed the hearing by repeating the need for eleven professional librarians and stressing the Heads' hope that the Trustees would see fit to provide salaries that would attract librarians to Decatur.

Mr. Spangler and Mr. Bradley came in at 4:25 o'clock to discuss air conditioning of the Main Building. The former distributed outlines of the bidders' proposals. The Librarian asked Mr. Madden about the York and Lennox equipment. The latter replied that speaking strictly on an engineering basis, Lennox is not in the class of York and Worthington, but that it is superior to Mathes or Chrysler. Mr. Spangler explained that Mathes uses the same component parts as York and Worthington, in fact 85% to 90% of the manufacturers use the same parts; the major difference lies in the cabinets. The Mathes cabinet is all welded, the Lennox is pressed and steamed. Mr. Conrad, the engineer, would give approval to a Mathes installation. He added that according to Mr. Conrad Tru-Temp or Chrysler would be at the bottom of the list. Mr. Madden asked if in his opinion, from the standpoint of operating costs, there would be much difference between York and Mathes. Mr. Spangler replied that he did not believe there would. Mrs. Ridgley asked Mr. Spangler if he had a definite recommendation for the Board regarding a contractor. He said "yes" he would recommend the Decatur Refrigeration Company, who was the low bidder.

Mr. Hungness has been in business here for about eleven years and has progressed steadily. His Dun & Bradstreet rating is fair. According to his banker, he hasn't been too cooperative in his bank loans and they don't like to do business with him, but eventually he does pay. Mr. Spangler talked to other businessmen who reported that he is slow in paying, but has never defaulted in payment. His shop and equipment are some of the best that Mr. Spangler has seen. He has a clean orderly establishment. He did Staubers without interfering with the operation of the store and has done the A & P, one Eisner, also the installation and maintenance at Caterpillar. The Librarian reminded Mr. Spangler of the trouble we had during renovations at Main when our bills were paid promptly and it was discovered that the contractor was not paying the sub-contractors. She asked if the Library would be protected this time. Mr. Spangler said that with each payment Mr. Hungness would have to sign an affidavit that all sub-contractors and bills

Board of Trustees

March 29, 1957 (Continued)

for materials had been paid. He said he had seen Mr. Hungness' bonding record.

The Board agreed unanimously to omit Lincoln Room. There were two votes cast for air conditioning the Meeting Room, three "nos" and one abstaining. Mr. Madden asked why the Trustees would spend \$20,000.00 on air conditioning when staff salary needs are so bad and if there would be any way of having air conditioning and still raising salaries. The Librarian replied that it would be possible to do both if the Board faced the necessity of raising our budget for 1958-1959 to a point which would permit paying off borrowed money, which could be used for salary increases. She said that it would be a painful process for one year, but that once faced, the budget would then level off to normal yearly amounts. The motion was made by Mr. Gore, seconded by Mr. Felts that the Decatur Refrigeration Company be awarded the contract for \$19,687.00 and that alternates one and two be omitted. Roll call all voted aye. Mr. Spangler explained that all electric capacity would be included so that further units can be added in the future.

The motion was made by Mr. Madden, seconded by Mr. Schroeder and unanimously passed that Harris, Spangler, Beall & Salogga be authorized to draw up the contract. The motion was made by Mr. Madden, seconded by Mr. Schroeder and unanimously passed that the same architectural firm be authorized to draw up the specifications for the installation of a boiler and controls.

The Librarian was instructed to call a special meeting of the Board to consider the payroll schedule and the 1958-1959 budget when the Financial Committee is ready to report.

It was reported that the Librarian had sent flowers in the name of the Board and Librarian to the funeral of Miss White's Mother. Mr. Madden suggested and those present agreed that every so often Trustees put some money into a fund for such purposes.

It was reported that Mr. Loudermilk's resignation as Head of Reference had been received as of March 19th. Mr. Paul Fulton had come on duty as temporary General Assistant in Charge of Stacks on February 26th and Mrs. Juenita E. Appelt had been appointed Librarian's Secretary February 1st.

The members asked the Librarian to extend their appreciation to the Heads of Departments for appearing before the Board and explaining staff needs.

The meeting adjourned at 5:00 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry,
Secretary

Financial Committee
April 4, 1957
RE: Budget, 1958-59

The meeting opened at 4:05 p.m.

Members present: Mrs. Bailey, Chairman, Messrs. Felts and Rollins, Mrs. Ridgley, ex-officio.

Budgets since 1933 were examined to show financial increases given the Library.

Mr. Rollins stated that he would approve salary increases of 10% but not 20% to 30%. He asked the Librarian when she would begin increases. She replied that since we give merit increases only she would like to give them to the professionals as of March 1st. She thought it might help at this time.

Mr. Rollins remarked that the Board could approach the problem from a different angle and cut hours open to avoid a work week of over forty hours. He understood, and the Librarian confirmed it, that it would be difficult to secure ^{qualified} applicants for salaries raised to 10%. It was his opinion that we are going to be short of personnel until the next Depression and must cut services.

After a lengthy discussion of all aspects of the problem Mr. Rollins made the motion with which the other members agreed that in the 1958-'59 budget we go to 20% or \$146,666. for staff salaries and to \$10,072. for Janitors.

Each other item for that period was examined and changes made after discussion.

The Librarian was asked to retire while the Committee discussed the situation.

On her return she asked if the 5% Collection Fee was to be inserted as a separate item or to be added to each individual figure. She was instructed to follow the latter method.

She was asked to send copies of the recommended Budget to the members for study and to arrange a Dinner Meeting at the Y. M. C. A. on an evening next week when the greatest number of members could be present.

The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Special Meeting
Board of Trustees

Y. M. C. A. Dinner Meeting
April 9, 1957

Re: Budget for 1958-1959

After an enjoyable dinner, Mrs. Ridgley called the meeting to order at 6:50 o'clock.

Members present: Mrs. Ridgley, presiding, Mrs. Bailey, Mrs. Moothart, Messrs. Burgess, Felts, Rollins and Schroeder.

Mrs. Bailey, Chairman of the Financial Committee, read reports of meetings held March 20th and April 4th, and explained Committee recommendations. She said that the 1958-59 Budget is higher than the Librarian recommended because the Committee felt that we were always financially outdistanced when the Budget, estimated eighteen months previously, became reality.

Mrs. Moothart explained that she had visited the tax office and had obtained the following information. If we were levying to our capacity of .20¢ on \$100.00 (2 mills on the dollar), we would be receiving at present \$402,040. If our levy were .15¢ on \$100.00, it would be \$301,530. Our present levy is .191 or about 60% of the amount we could have.

Mrs. Bailey read excerpts from the U. of I. survey comparing our services with other libraries of similar size.

Mrs. Moothart asked if the proposed salary budget for 1958-59 was based on foreseeable economic conditions two years from now. The Librarian answered that it was based on the salaries she would like to pay right now.

Mr. Rollins and Mr. Schroeder said that in the industrial field salaries had increased 10% to 12% since 1954.

Mrs. Bailey read again from the U. of I. Survey which stated that "the book collection is not large enough to meet present use and is below national standards... our income (1954) is just under the minimum amount required to support even a "fair" level of service ... that Decatur cannot compete in the market place successfully for any personnel. The Library cannot buy needed books. It cannot adequately provide the services now offered. Only desperately, does the staff keep the present program going through voluntary "overtime", etc."

Mrs. Bailey remarked that each year we provide for some physical needs such as the Bookmobile, air conditioning, Branch renovations, but we have not given the same kind of thought to high level service. She thought we should begin thinking in the same trend about the latter.

Mrs. Ridgley was asked if closing the buildings one day a week had been discussed. She thought that measure should be undertaken as a last resort. The Librarian was asked her opinion. The latter replied that she thought it would be unwise. If the Board were to consider it, she hoped a survey could be taken to ascertain public opinion. The matter was not discussed further.

Mr. Rollins suggested that we raise salaries 10% now, see how it works and raise again later if necessary.

Special Meeting - April 9, 1957

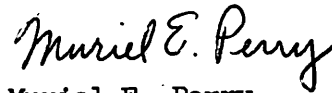
Mrs. Bailey read to the members the Librarian's statement to the Financial Committee that if made responsible for the Budget, she believed she could keep the Library in the black, raise salaries to professional levels and secure qualified applicants.

The motion was made by Mr. Rollins and seconded by Mr. Schroeder that the 1958-59 salary budget be raised 10% more, but that the Board not commit itself on raises. Roll call: all voted "aye".

The motion was made by Mr. Rollins and seconded by Mr. Burgess that the 1958-59 Budget stand approved as above amended. Roll call: all voted "aye".

The Librarian was asked to leave the room while the Board continued the discussion. She was recalled at 8:25 p.m. when the meeting adjourned.

Respectfully submitted,



Muriel E. Perry,
Secretary.

Board of Trustees

May 1, 1957

The regular meeting of the Board was called to order at 3:45 p.m.

Members present: Mrs. Ridgley, presiding, Mrs. Moothart, Messrs. Burgess, Felts, Gore, Madden, Rollins and Schroeder.

At 4:00 p.m. the fifteen members of the Staff who had requested a Hearing before the Board came in. They left at 4:40 p.m.

By agreement/^{of}the members the reading of the minutes of the previous meeting were omitted.

The motion was made by Mr. Rollins and seconded by Mr. Schroeder that bills for operation totaling \$7,061.25, for salaries \$8,996.94, a grand total of \$16,058.19 be paid. Roll call: all voted "aye".

The Librarian noted that among the bills was one from Harris, Spangler, Beall and Salogga for architect's fees for air conditioning (\$1,530.72) and one from Remington Rand for Evans Branch equipment (\$1,166.10).

The motion was made by Mr. Burgess, seconded by Mr. Schroeder and unanimously passed that the Librarian's request for a leave of absence up to three months, beginning on or before two weeks from this date be accepted.

Mr. Madden asked who was to administer the Library during this time. Mrs. Ridgley replied that it was customary for the Assistant Librarian to take over and it was agreed that the Chairman should make the arrangements.

The motion was made by Mr. Felts, seconded by Mr. Burgess and unanimously passed that the meeting adjourn. It was 4:50 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry,
Secretary.

Board of Trustees Annual Meeting

May 14, 1957

The meeting opened at 4:02 p.m.

Members present: Mrs. Ridgley, presiding, Mrs. Bailey, Mrs. Moothart, Messrs. Felts, Gore, Madden, Rollins, Schroeder.

Mrs. Ridgley read from the by-laws regarding the annual meeting to refresh the members' memories. There was a discussion of the Librarian's Annual Report. It was noted that the book collection had increased approximately 5,000 volumes. Mrs. Bailey remarked that we will need many more additions in the future and the Librarian explained that there should be many more withdrawals of out-of-date or obsolete material. There was a discussion of the Summary which the Librarian had prepared for the Board's convenience. Mrs. Bailey thought that a copy of the Summary should be inserted in each report going to the City Council. All agreed that this be done.

Mrs. Ridgley asked the members to review her letter to the Mayor and Commissioners. Mr. Felts said that the report was challenging, encouraging, and included all needed details. Mrs. Ridgley explained that she had asked for a short form, which had resulted in statistics only. Mr. Schroeder asked the reason for a balance of \$7,303.64 on May 1, 1956 and no balance as of this year. The Librarian explained that there was a financial balance today of \$41,015.46, but that no financial provision had been made for air-conditioning and that the equipment for Evans Branch as well as operational expenses for May and June were included in that figure. She reminded the Board that it would take careful manipulation of the budget to bring it out right this coming year. The motion was made by Mr. Schroeder and seconded by Mr. Gore that the report and budget be sent to the City Council in its present form. All voted "aye".

Mrs. Ridgley spoke of the wonderful cooperation of her fellow members; that they were 100% in willingness to do everything that she had asked them. They have taken the responsibility of the Library deeply to heart and have thought seriously concerning every decision made. They have been very, very kind.

She declared nominations open for President. The nomination of Mrs. Bailey was made by Mr. Rollins and seconded by Mr. Madden. The nomination of Mrs. Ridgley for a second term was made by Mrs. Bailey and seconded by Mr. Schroeder. It was moved by Mr. Madden, seconded by Mr. Gore and unanimously passed that nominations be closed. Mrs. Bailey asked to be released from nomination, to which Mr. Rollins and Mr. Madden agreed. The motion was made by Mr. Madden, seconded by Mr. Schroeder and unanimously passed that the Secretary be instructed to cast a unanimous ballot for Mrs. Ridgley.

Mrs. Ridgley asked for nominations for Vice-President. The nomination of Mr. Schroeder was made by Mrs. Bailey, seconded by Mr. Rollins and unanimously passed. Mr. Schroeder was declared Vice-President.

The Librarian asked for the Board's opinion regarding a bill of \$93.00 for which Mrs. Howe had asked full payment for the interview expenses of an applicant. She explained that our policy was to pay half an applicant's expenses unless the position was offered and accepted by him, when full expenses were paid. She hesitated to break this policy of over ten years without the Board's knowledge. The motion was made by Mr. Rollins and seconded by Mr. Schroeder that the Librarian be authorized to pay the full expenses of this applicant as an exception to the rule. Roll call: all voted "aye".

May 14, 1957

The Librarian reported that news reporters had asked for the release of budget and report from the Library as soon as City Hall released their copies. It was agreed that we handle this exactly as we have in the past--that all news releases be made from City Hall.

Motion for adjournment was made by Mr. Rollins, seconded by Mr. Schroeder and unanimously passed at 5:43 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry,
Secretary