

Board of Trustees

September 27, 1946

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

Members present : Mr. Knuth, presiding, Mrs. Huff, Mrs. Loewen and Mr. Nalefski.

The Minutes of the previous meeting were read and approved.

The Librarian's report for August was read, on motion approved, and ordered placed on file.

A lengthy discussion took place regarding the insurance of library property. The Librarian requested more time to study the problem, and the Board instructed her to request information from other libraries on their methods of insurance.

The Librarian reported that Mr. Harbarger, the second janitor, expected to leave September 30th and that she was trying to fill this position.

She requested permission to have installed an inter-departmental telephone system which would permit instant communication among all main departments. She explained that such a system would save an enormous amount of time now spent in walking from one department to another and would increase our efficiency.

The Telephone Company's price for installation is \$12.25 and the cost of maintenance (including our present telephone bill) \$27.00 a month.

The motion was made by Mr. Nalefski, seconded by Mrs. Huff and passed unanimously that such a system be set up.

The Librarian reported that Mrs. Nixon of Brush College School No. 1 had inquired about the possibility of our giving book service to both the Brush College Schools. Mr. Green, the Superintendent, said that they would be willing to pay \$50.00 annually for this service.

After some discussion the Board voted unanimously to offer this service for \$50.00 a year for each building since it was the consensus that we should be setting a precedent for rural school service for which other districts might apply, that we should quote the same price to all, and that \$50.00 per building per year was sufficiently low.

The request from Mr. Sawyer, President of the Macon County Historical Society for permission to have a file of their material placed in the Library was granted on the condition that the material be under the supervision of the reference librarian who would have the right to use it as reference source material.

She reported that she had asked the City Park Department to send a man to inspect all trees on the Library grounds and to advise her regarding the preservation of those not too diseased. One tree blew down the night of September 22d, seven on the south side and rear are dead and others seem to be dying.

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She asked permission to cut the Staff's working week from 42 to 40 hours in keeping with present day professional schedules.

This was granted by the Board, the same to take effect as soon as the Staff is large enough to cover the schedule.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees

October 25, 1946

The regular meeting of the Board was called to order at 4:15 o'clock.

Members present: Mr. Imboden, presiding, Mrs. Evans, Mrs. Garman, Mrs. Huff, and Mr. Nalefski.

The Minutes of the previous meeting were read and approved.

The Librarian's report for September was read, on motion approved, and ordered placed on file.

The Librarian reported that Captain Ping of the Decatur Fire Department had surveyed the building and had advised her regarding certain fire prevention procedures. He said that the building was in unusually fine condition and that any insurance company should consider us an excellent risk. He recommended that five soda and acid and one carbon dioxide fire extinguishers be placed in the Main Library as follows: in the basement, one in the hall between the mending and extension rooms, one in the document room near the foot of the stairs (the carbon dioxide extinguisher to be in the document room outside the janitor's room) on the first floor one at the foot of each of the stairways leading to the balcony stacks; on the second floor one just inside the door of the children's room; in the Evans Branch two soda and acid extinguishers, one on each floor.

In addition he recommended that the Library secure a licensed electrician to check all electric wiring and fixtures in the Main building, dispose of extension wiring and replace with permanent wiring and outlet boxes, rewire where needed all fixtures which have feed wire strung through the chains to fixtures, tighten fixtures that are loose at ceilings or walls, and at the Evans Branch remove extension light-wire and install permanent wiring and outlet light boxes over furnace.

The motion was made by Mr. Nalefski, seconded by Mrs. Evans and unanimously passed that the City Electrician be asked to look over the wiring and if the work could not be done by his department, that an electrician be hired for the purpose.

The Board discussed at length the insurance plan as suggested by the Wells Insurance Agency. The Librarian was instructed to continue an appraisal of valuation of books, catalogs and special files and to request Harry Leshner of the A. Leath & Co. to appraise the library furniture.

After these appraisals are complete the Librarian is to see one of the established Insurance Companies who handle our insurance and ask advice on adequate coverage.

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A contract for library service between the Decatur Public Library and the Brush College Schools I and II was read and discussed. The motion was made by Mrs. Garman, seconded by Mr. Nalefski and unanimously passed that the President of the Board sign this contract for the Trustees and that the Librarian begin this service as soon as possible.

The Librarian reported that Edward Gharrett began his duties as second janitor on October 16th.

The motion was made by Mrs. Evans, seconded by Mr. Nalefski and unanimously passed that the new books as listed be purchased.

The meeting adjourned at 5:20 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees

November 26, 1946

The regular meeting of the Board was called to order at 4:15 o'clock.

Members present: Mr. Knuth presiding, Mrs. Evans, Mrs. Garman, and Mrs. Huff.

The Minutes of the previous meeting were read. A motion was made by Mrs. Evans, seconded by Mrs. Huff and unanimously passed that these be approved.

The Librarian's report for October was read. It was moved by Mrs. Garman, seconded by Mrs. Huff and passed unanimously that this be accepted and placed on file.

The motion was made by Mrs. Evans, seconded by Mrs. Garman and adopted unanimously that the bills as presented be paid. (The President requested that Mrs. Huff sign these in the absence of Mr. Nalefski)

The Librarian reported that she had discussed the subject of insurance with Mr. Montgomery Nicholson who had agreed to go over our insurance problem and advise us.

She reported that Harry Leshar of the Heath Furniture Company had given two full evenings to the appraisal of furniture and furnishings of both library buildings. The motion was made by Mrs. Evans, seconded by Mrs. Garman and adopted unanimously that the Librarian send Mr. Leshar a letter expressing the Board's appreciation for his services.

It was moved by Mrs. Evans, seconded by Mrs. Garman and passed unanimously that the books recommended be purchased.

The Librarian reported that Mrs. Robert White, a member of Delta Omicron, the National professional musicians' sorority, had offered the sorority's assistance in establishing a record department in the library. The Board instructed her to accept this offer if and when she thought that such a service could be included without lessening existing library services.

The Librarian asked each member present to read the talk she had given at the Businessmen-librarians' conference in Chicago November 12th and to tell her their reactions at the next meeting.

It was moved by Mrs. Garman and seconded by Mrs. Huff that the meeting be adjourned. Time 4:50 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees

December 20, 1946

The regular meeting of the Board was called to order at 4:10 o'clock.

Members present: Mr. Knuth, presiding, Mr. Imboden and Mr. Nalefski.

The Minutes of the previous meeting were read. A motion was made by Mr. Nalefski and seconded by Mr. Imboden that these be approved.

The Librarian's report for November was read and accepted.

Mr. Knuth authorized that the bills as approved by Mr. Imboden and Mr. Nalefski be paid.

A letter from Dr. Herbert Goldhor, Professor of Library Science at the University of Illinois, was read by the Board. Dr. Goldhor had spent an entire day surveying the Library resources of Decatur, and he spoke of his appreciation for the hospitality extended him by the Library.

The Librarian requested that consideration be given for the purchase of an adding machine which would greatly facilitate the preparation of statistics. Mr. Knuth referred this request to Mr. Nalefski for action.

The Librarian asked the Trustees if they would regard the search for a professional children's librarian premature. She stressed the need for adequate help if she is to re-organize the Library and give the City the type of service it should have and which it undoubtedly desires. She also spoke of the fact that children's librarians are extremely difficult to find and that it will take time to locate one adequate for the program here. The Board suggested that the Librarian begin search for one immediately.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees

January 31, 1947

The regular meeting of the Board was called to order at 4:10 o'clock.

Members present: Mr. Knuth presiding, Mrs. Evans, Mrs. Garman, Mrs. Huff and Mrs. Loewen.

The Minutes of the previous meeting were read and approved.

The Librarian's report for December was read and ordered filed.

A long discussion of the insurance problem took place. The Librarian was instructed to see the Mayor, outline our problem for him, ask his advice and report back. She was also to find out how other city property is insured and if it would be possible for us to be considered as part of a city insured group with financial benefit to us.

The Librarian reported the gift of three seventeenth century manuscripts from a Mr. Dau of New York City. She said she had written him asking for some information regarding them.

The action was made by Mrs. Evans, seconded by Mrs. Huff and passed unanimously that the suggested new books be purchased.

The motion was made by Mrs. Evans, seconded by Mrs. Garman and passed unanimously that the bills be paid.

The purchase of a Victor adding machine was approved.

The meeting adjourned at 4:55 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees

March 7, 1947

The regular meeting of the Board was called to order at 4:10 o'clock.

Members present: Mr. Knuth, presiding, Mrs. Evans, Mrs. Garman, Mrs. Loewen, Mr. Imboden and Mr. Nalefski.

The Minutes of the last meeting were read and approved.

The Librarian's report for January was read and ordered placed on file.

The motion was made by Mrs. Evans, seconded by Mrs. Loewen and unanimously passed that the new books as listed be purchased.

The motion was made by Mrs. Garman, seconded by Mr. Imboden and unanimously passed that the bills as presented be paid.

The Librarian read a letter from Mr. R. S. Bass of the Staley Manufacturing Co. which was forwarded to her by Mayor Hedrick in which Mr. Bass gave his opinion that the Library property was definitely underinsured and in which he recommended 80% co-insurance.

After a thorough discussion of the problem, the motion was made by Mrs. Evans and seconded by Mr. Nalefski that the Board adopt the insurance plan as presented by the Nicholson, Clark Insurance Company. This plan calls for 80% co-insurance on both Main Library and Evans Branch and their contents for a three year term on a budget plan and includes a public liability policy for the Evans Branch similar to that now carried at Main. This motion was carried unanimously.

The Librarian presented for discussion a job analysis in which she had worked out a plan for personnel with the duties assigned to each which she considered adequate for eventual city library coverage. The motion was made by Mr. Imboden, seconded by Mrs. Evans and unanimously carried that the Librarian put this plan into operation as she is able with consideration of our resources.

The Librarian reported that the light at the left hand side of the front entrance had fallen over from its base. The motion was made by Mr. Imboden, seconded by Mr. Nalefski and unanimously carried that the Librarian investigate various types of outside lighting and report back.

She also reported that Mr. Smallwood of the Decatur Housing Project had approached her with a request for book service and that the possibility was excellent for making the Project Library a branch of the Decatur system.

The meeting adjourned at 5:10 o'clock.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees

April 25, 1947

The regular meeting of the Board was called to order at 4:15 o'clock.

Members present: Mrs. Evans, Mr. Imboden, Mr. Nalefski.

The Minutes of the last meeting were read also the Librarian's report for March.

The members approved of the Librarian's suggestion that the Sargent painting "Coles Hill County Country" be purchased for the first office.

The Librarian requested consideration of a gas unit being installed in the heater at the Evans Branch as soon as government restrictions on new installations should be lifted which will probably not be for another year. She explained that the use of gas will eliminate coal dust and dirt and will enable us to use the basement floor for shelving books and for group meetings. The members agreed that this should be done when possible.

The Librarian spoke of the need for a definite sick leave policy for staff members which would be just to them and to the Library. She suggested that the Library follow the practice of the local schools and gave the following statement for the Board's consideration:

SICK LEAVE

Ten days will be allowed annually for personal sickness. When an assistant is out because of illness for more than three consecutive days, she must file a doctor's statement with the office on her return.

If an assistant's sick leave is not used, it may accumulate for three years or until it becomes one calendar month. Individual cases, when assistants are hospitalized for long periods, will be considered by the Board of Trustees upon the Librarian's recommendation.

DEATH IN IMMEDIATE FAMILY

Three days leave-of-absence will be allowed in case of a death in an assistant's immediate family. "Immediate family" is interpreted as including father, mother, sister, brother, husband, wife or child or a person who has lived in the assistant's home for a period of years.

For absence because of sickness or death as stated above there shall be no deductions from salaries.

The members agreed that this matter should be laid on the table until next meeting when more members might be present.

The Librarian reported that Chief Ping of the Fire Department had spoken to her of the need of an outside exit from both the basement and the rear of the first floor at the Evans Branch and that she is trying to get figures on the cost of putting in these exits.

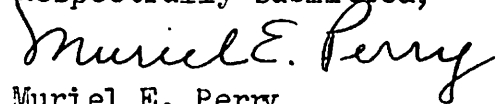
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She also reported that Mr. Hubbard of the City Electrical Department had offered to install flood lights at the front of the building to replace the old entrance lights, the work to be done by his men with the Library bearing only the expense of materials.

It was agreed that the annual meeting should be held May 13th.

Respectfully submitted,



Muriel E. Perry
Secretary

Annual Meeting, Board of Trustees

May 13, 1947

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

Members present: Mr. Knuth, presiding, Mrs. Evans, Mrs. Huff, Mrs. Garman, Mrs. Loewen, Mr. Imboden.

The Librarian's report for the year just passed was examined and on the motion of Mrs. Evans, seconded by Mr. Imboden, it was voted unanimously that it be accepted and forwarded to the Mayor by May 15th.

The budget for 1948-49 for the sum of \$62,408.00 was considered at length. The motion was made by Mrs. Evans, seconded by Mr. Imboden and passed unanimously that it be approved as presented.

The motion was made by Mr. Imboden, seconded by Mrs. Loewen and carried unanimously that the money in the Loeb memorial fund (a bequest for the purchase of books) should be invested in U. S. Government series F Bonds since it would then bear interest. Mr. Imboden was requested to take care of this.

The matter of library service to the East end of the city was discussed. The Trustees instructed the Librarian to obtain material on a bookmobile which could be used to give book service in all sections of the city.

The motion was made by Mr. Imboden and seconded by Mrs. Loewen that the Staff policy concerning absence for sickness and death as considered at the last meeting be put into operation. This was carried unanimously.

The Bills were approved by the Finance Committee and ordered paid.

The meeting adjourned at 5:20 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees

June 24, 1947

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

Members present: Mr. Knuth presiding, Mrs. Evans, Mrs. Garman, Mrs. Huff, Mrs. Loewen, Mr. Nalefski.

The Minutes of the April meeting and the Annual meeting were read and approved.

The bills were approved by the Finance committee and ordered paid.

The Librarian read a letter which she had sent to the Mayor expressing concern about the current budget which, according to Mr. Merris the City attorney, will be some \$2690.00 less than last year.

The matter of finances was thoroughly discussed, and it was agreed that we must be more articulate in expressing our needs both to the City government and the public.

The Librarian reported that Mr. Hiser, first janitor, and Betty VanHyning, clerk, were both leaving the Library July first.

The meeting adjourned at 4:50 o'clock.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees

July 25, 1947

The regular meeting of the Board was called to order at 4:10 o'clock.

Members present: Mr. Knuth presiding, Mrs. Garman, Mrs. Loewen.

The Librarian reported that the starlings were giving trouble around the building and that she had spoken with Mr. Soules and Mr. Swisher of the Health Department who estimated that three owls mounted on the front of the building would keep the birds away. The cost of the owls and mounting would be \$35.00. She was instructed to secure them for the building.

She reported that she expected to visit the Evanston Public Library about August first to observe their bookmobile service. The members agreed that she should continue thoroughly investigating mobile units.

The Chairman requested Mrs. Loewen to join Mrs. Garman in signing bills.

The meeting adjourned at 5:00 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Note: On August 7th the Librarian paged the Trustees (Mrs. Evans, Mrs. Garman, Mrs. Loewen, Messrs. Imboden, Nalefski, Knuth) by telephone asking their opinion on offering the Library grounds as a site for the Torrey statue of Lincoln. They were unanimous in agreeing to issue such an invitation to the Lincoln Committee.

Board of Trustees

August 22,

1947

The regular meeting of the Board was called to order at 4:05 o'clock.

Members present: Mr. Knuth presiding, Mrs. Evans, Mr. Imboden.

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

The Librarian's report for July was read.

The Librarian reported the following items:

That three owls had been installed on the front of the building July 28th and the janitors had reported no further trouble with starlings.

That Mr. Hubbard of the City Electrical Department and Mr. Hamilton our electrician had seen her about the switch box in the Staff Room. Mr. Hamilton wanted to say that it should be condemned and replaced. Mr. Hubbard, however, said that while it might be the cause of a fire at any time, it might last indefinitely. They both agreed that the price of replacement with modern equipment would be around \$600.00

That Martin Cohen of the Reference Department of the Newark, New Jersey Public Library had been engaged as Business Librarian and Head of Reference and would begin work on October 13th.

That the front steps were in need of immediate repairs.

That she had written the Mayor requesting him to appoint a lawyer to the Board if Mrs. Huff were to definitely refuse reappointment. She said we needed advice on the possibility of giving county service, also that there were rumors that the Secretary of State had threatened to "punish" all librarians who worked for the passage of library legislation last year. Although she realizes that nothing can be done to harm her professionally, it might be possible for the Secretary of State's office to influence our city government in such matters as budget, and she was reporting the rumors only as a matter of record.

Miss Maude Bridges had approached the Librarian requesting a form for a bequest to a public library, and the latter had sent her forms suggesting every possible type of bequest. Mr. Garman had been kind enough to check these for her.

Mr. Busher of the Emerson Piano Co. had a new apartment size Frigadaire which was to sell for about \$195.00. She asked the Board's permission to purchase this for the Staff room. This was granted.

A discussion of the Bookmobile followed, and the Librarian was instructed to continue her investigation.

It was agreed to hold no meeting in September since the Librarian would be on vacation.

The meeting adjourned at 4:55 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

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Note to follow Minutes of Board meeting for August 29, 1947

On September 4th and 5th the Librarian paged by telephone all members of the Board (Mr. Knuth, Mrs. Evans, Mrs. Garman, Mrs. Loewen and Messrs Imboden, and Nalefski) She told them she had decided that the Evanston Public Library type of Bookmobile would serve Decatur best since it is capable of carrying from 500 to 700 more books than the St. Louis Public Library model.

The Trustees voted unanimously that she place the order for same. From that time until September 23d she corresponded with the Baily Auto Company verifying facts and getting further information. On the latter date she placed an order with them for a Bookmobile of the Evanston type which we hope will be delivered sometime during February 1948.

No Trustees' Meeting was held in September, 1947

Board of Trustees

October 31, 1947

The regular meeting of the Board was called to order at 4:05 o'clock.

Members present: Mr. Knuth, presiding, Mrs. Evans, Mrs. Garman, Mrs. Loewen and Mr. Nalefski.

The Minutes of the previous meeting were read and approved.

The Librarian's reports for August and September were read and ordered filed.

The Librarian reported that the J. J. Swartz Co. was the only firm to submit an estimate for repairing the concrete steps. They submitted one figure of \$540. for patching the rear and north steps and making all new front steps; also a figure for patching all outside stairways for \$60.00. The motion was made by Mrs. Evans and seconded by Mr. Nalefski and unanimously carried that the steps be only patched at this time and that an order be given to the J. J. Swartz Co. for this work, the cost to be \$60.00. In addition, the Librarian was asked to have them repair the wall between our grounds and the house on Eldorado Street at the same time.

The Librarian reported that she had talked with Logan Rice, City Electrician, about flood lights for the front of the building. He said the City Electrical Department could not help us in any way but he gave illustrations and figures of various types of flood lights. The Board instructed her to continue investigating and report back.

A discussion was held as to the possible advantages of the Library being made a county library, and the Librarian was instructed to visit Mr. Merris, the City Attorney, asking for information and advice.

The Librarian asked for an opinion from the Board regarding the continuation of extension service to the schools. She said that the Library was so poorly equipped with books that under present circumstances it was impossible to give the schools any reasonably good service. She explained that in the majority of cities such service is the joint responsibility of the Board of Education and the Public Library Board but that in Decatur the Library was attempting something far beyond its possibilities and the result was not anything of which to be proud. She recommended that the present type of inadequate service be abolished when the present deposits are returned next spring and that we try to get the cooperation of the School Board so that we can give the schools modern library service.

The Board voted unanimously to lay the matter on the table for further consideration.

She also brought up the matter of the serious situation existing in the Cataloging Department where the Cataloger was unable to cope with cataloging processes. She said that she was endeavoring to obtain a cataloger qualified to bring order out of the present chaos and to give us simple, clear cataloging.

The Board voted unanimously that the Librarian might give a reception to her new Staff members in the Library some evening during Book Week.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees

November 28, 1947

The regular meeting of the Board was called to order at 4:03 o'clock.

Members present: Mr. Knuth, presiding, Mrs. Evans and Mr. Nalefski.

The Minutes of the previous meeting were read and approved.

The Librarian's report for October was read and ordered filed.

Mr. Knuth read the resignation of Mr. Charles Imboden who has served the Library as Trustee since his appointment in 1941. The motion was regretfully made by Mrs. Evans and seconded by Mr. Nalefski that this resignation be accepted.

The Librarian reported that the Hamilton Electric Company said nothing could be done about our outside lights until after the holidays because of the extra load the City is carrying on its downtown Christmas lights. It is believed that flood lights can eventually be installed and fed from I. P. C. lines for about \$.50 a night although this would have to be checked with the Illinois Power Co. Our City lines are overloaded as it is.

She reported that the J. J. Swartz and Co. had agreed to be responsible for any injury to the concrete work by frost.

She also reported that she had talked with Mr. Merris, the City Attorney, on the 26th, regarding the possible advantages of our Library being made a county library and she had asked him if it were true that citizens of a city could be taxed double if their Library were a county institution. He told her that he would make a study of the situation and report back.

She believes that the Dennis Company has at last sealed the leaks in the roof over the cataloging room.

It was unanimously agreed that the Library should be closed on the following holidays: January 1 - New Year's (Closed New Year's Eve at 5:00 p.m.) February 12 - Lincoln's Birthday; Good Friday (Three hours only, 12:00 to 3:00 p.m.) May 30th - Memorial Day; July 4th - Independence Day; September - Labor Day; November 11 - Armistice Day; November - Thanksgiving Day; December 25 - Christmas (Closed Christmas Eve at 5:00 p.m.)

A suggestion made by Miss Wolfe that a church choir be invited to sing carols from our balcony some evening during Christmas week was discussed, and the Librarian was instructed to ask Paul Swarm, Choir Director of the Baptist Church to bring his choristers the Tuesday evening before the Holiday. This would be the Library's contribution to the civic holiday celebration.

The Librarian told the Board that the City Electrical Department had agreed to give the Library enough greens to entwine the balcony columns if there were any left after the city light posts were decorated, and that the local Garden Club had agreed to decorate the building.

November 28, 1947

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She also reported that on Monday, November 10th Miss Grace Barnwell, a retired schoolteacher of Lincoln, had presented the Library with a portrait of Abraham Lincoln which her father had taken in Decatur the day before the Republican convention endorsed him for the Presidency. The portrait had been sent to Jay Monaghan, Illinois State Historical Librarian, for identification. Mr. Monaghan has assured us that it is a new portrait and has asked us to give it to his Library for their permanent collection. The Librarian told him that the picture could not be given to any agency without the recorded permission of the Board of Trustees.

She asked the Board's permission to remove from the Library walls the dark steel engravings and to replace them by long term loans of colored oils which she hopes to secure from the Barn colony. The Board voted that she do with the pictures as she thinks best.

She mentioned that Mr. Chandler of the Park Department had gone over the grounds with her and the Head Janitor and had agreed to furnish shrubs including a redbud tree from the Park Commission's nursery. They also agreed to order a hard maple, a red leaf oak and a weeping willow, not to exceed eight dollars each, these to be transplanted after frost.

She reported that the Janitors had begun to paint all iron work and outer doors in an effort to preserve our property. Much of the grill work on the basement windows has rusted through it appears. She expressed concern about the condition of the basement walls at the Evans Branch where the creosote solution used by the Continental Exterminating Company in June, 1946 is staining the plaster walls. Efforts to contact the Company at their main office in this City have failed. The Decatur Credit Rating Bureau said that they had no record of the concern and that it was their opinion that it was a fly-by-night organization that moved into a city, obtained all possible sales and moved on. Efforts are being made to contact them at their Branch office in Carbondale.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees

January 2, 1948

The regular December meeting was held on this date because of the holidays.

Members present: Mr. Knuth presiding, Mrs. Evans, Mrs. Garman and Mrs. Loewen.

The Minutes of the previous meeting were read and approved.

The Librarian's report for November was read and ordered filed.

Mrs. Evans asked regarding the creosote stains on the basement walls of the Evans Branch. The Librarian reported that she had sent a special delivery, registered letter to the Branch office at the address indicated on the stationery of the firm which had done the work, but had had no reply to date. Mrs. Garman said that Mr. J. E. Etherton of the Carbondale National Bank could undoubtedly give us information regarding the firm if we needed it.

The Librarian read to the Trustees a letter she had received from Mr. E. H. Lukenbill, Logan County Superintendent in which he spoke of the fact that Miss Grace Barnwell, who recently gave us a photograph of Abraham Lincoln, ~~said that she~~ was living on a very small teacher's pension, and that everything which could be done to help her would be greatly appreciated.

The motion was made by Mrs. Evans and recorded by Mrs. Loewen that the Librarian be given authority to work out any reasonable plan by which we might be able to help Miss Barnwell. She was also requested to write to Mr. John Valentine of the Franklin Roosevelt Bookstore to see if he could give us any idea of the monetary value of such a photograph. All voted "aye".

The Librarian reported that the D. A. R. had offered to place a picture of Stephan Decatur in the Library. She said that she would like very much to have such a picture but she felt that it should be in colors since we were trying to brighten up the Library. The one the D. A. R. had in mind was in black and white.

After ~~the~~ discussion the Trustees requested the Librarian to write to the Decatur Chapter expressing our appreciation for their offer but suggesting that we had rather wait until a picture in color could be secured.

The Librarian reported that Miss Kowalsky had been out ill and that she had applied for a month's leave of absence so that she could go to Texas for a complete rest. The former recommended that Miss Kowalsky be granted the month's leave of absence at half salary. The motion was made by Mrs. Garman, seconded by Mrs. Evans and carried unanimously that this be done.

The Librarian asked regarding the Board's wishes regarding the A.L.A. Midwinter Convention to be held Jan. 29 to Feb. 1 at the Edgewater Beach Hotel in Chicago. The motion was made by Mrs. Garman, seconded by Mrs. Loewen and carried unanimously that since it was the custom for Decatur to be represented, the Librarian should plan to go.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Librarian

The Librarian reported that the City Auditor had checked our books for the last six months and had found everything in good order.

Board of Trustees

January 25, 1948

The regular meeting of the Board was called to order at 4:12 o'clock.

Members present: Mr. Knuth, presiding, Mrs. Evans, Mrs. Garman and Mrs. Loewen.

The Minutes for the previous meeting were read and approved.

The Librarian's report for December was read and ordered filed.

The matter of vacancies on the Board was discussed at some length. It was the consensus that if the Mayor realized how much the Library needed able, conscientious trustees, he would appoint people to fill the existing three vacancies. The Librarian was requested to write to him asking that he consider the matter and that, if possible, one position be filled by an attorney.

The matter of the creosote stains on the basement walls of the Evans Branch came up. The Librarian reported that the registered letter she had sent to the Continental Exterminating Co. (Which had done the work) was returned with the notation unknown. The motion was made by Mrs. Garman, seconded by Mrs. Loewen and unanimously passed that she write to Mr. J. E. Etherton of the Carbondale National Bank asking if he could tell us whether or not the firm in question were still in existence.

The Librarian asked for the Board's opinion regarding the possibility of her approaching one or several of the service clubs with a request for financial help for our Bookmobile stock. She explained that the Library was receiving no aid from the City in its efforts to try to launch this very important community service, that we were using our small savings built up for years from fines, and that we should have two or three thousands of dollars worth of books to begin this extension service. On the other hand, she could foresee the danger of the city government getting the idea that the Library could use this method for acquiring finances when it was definitely the government's responsibility.

After some discussion the motion was made by Mrs. Garman, seconded by Mrs. Loewen and passed unanimously that rather than have the Librarian approach any service club, she talk the matter over with officials of the Junior Chamber of Commerce and see what they could suggest.

The Librarian's recommendation that Mr. Barding, who is now our second janitor, be promoted to Bookmobile driver and clerk met with the Board's full approval.

She reported that as of that date she could give no figures regarding the cost of the bookmobile but she felt that some provision should be made for initial payments. The motion was made by Mrs. Evans, seconded by Mrs. Loewen and passed unanimously that \$2000.00 be converted from bonds to our checking account for this purpose.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees

February 27, 1948

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

Members present: Mr. Knuth presiding, Mrs. Evans, who was recently re-appointed for a three year term, Mrs. Garman, Mr. Owen and Mr. Stafford.

Mr. Knuth welcomed the last two members who were attending their first meeting.

The Minutes of the previous meeting were read and approved.

The Librarian's report for January was read and ordered filed.

Regarding the creosote stains on the basement walls of the Evans Branch, the Librarian reported that Mr. J. E. Etherton of the National Bank in Carbondale had written that the Continental Exterminating Co. was owned by a Mr. R. Russell Rapp who had moved from Carbondale to Decatur. She said the Directory gave his address as 2600 West Main Street but that she had not had time to write him. He has no telephone. Mr. Stafford suggested that we have Mr. Swartz the Contractor, who is repairing our concrete, look over the Branch walls and give his opinion as to what if anything can be done.

The Librarian reported that she had been present at the Tax workshop in Springfield which was held under the auspices of the Illinois Library Association, the State Library, and the University of Illinois. Tax experts had explained the way to figure out library incomes under the Butler Bill. According to them the maximum allowable tax income for this Library from 1949-1951 (unless the valuation of the City changes) is \$71,251.08. Although this is very much lower than the maximum allowable under the two mill levy in the pre-Butler Bill period (\$142,000) it will still give us a narrow margin for meeting our increasing needs.

She asked if there were any reason why she should not try to arrange with the Firestone Company across the street for housing the bookmobile. The Board agreed that it would be most convenient if Firestone would take it.

She reported that she had not transferred two thousand dollars from the building fund to our checking account as considered by the Board at the last meeting since payment for the bookmobile would be much more than this unless the Trustees wanted to take out a bank loan. She recommended that the bonds purchased in 1942 (actual value \$9,500.00) be converted to cash since these would have the greatest interest value being the oldest and that of this sum \$1,000. be spent for books with which to stock the bookmobile, \$600.00 worth of these being considered as gifts in memory of Caroline S. Loeb. She said that she had already discussed the financing of the bookmobile with Mr. Imboden of the Millikin Bank and that she would follow his advice regarding conversion of the right bonds. The motion was made by Mrs. Evans, seconded by Mrs. Garman and passed unanimously that this be done.

The Librarian reported that she and Miss Wolfe were spending their free time on Sundays in surveying the City for good bookmobile stops.

February 27, 1948

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She reported that Clara Baker, Head of Circulation, had resigned as of May first. Miss Baker has worked for the Library thirty-seven years, twelve of which she was a part time assistant and twenty-five a full time professional.

The Board requested that the Librarian write to Miss Baker expressing appreciation for so long a term of loyal service.

The Librarian reported that several radiators were leaking or giving other trouble. She had talked with Mr. Riedel a local plumber of good reputation and he had been unwilling to quote any definite price for completely overhauling the heating system and making necessary repairs since he said that no one could tell how much trouble would be found after beginning to work on such an old system. The Board agreed to table the matter.

The motion was made by Mrs. Evens and seconded by Mr. Stafford that the meeting adjourn - Time 5:05 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees

March 26, 1948

The regular meeting of the Board was called to order at 4:05 o'clock.

Members present: Mr. Knuth, presiding, Mrs. Evans, Mrs. Garman, Mr. Owens, and Mr. Stafford.

The Minutes of the last meeting were read and approved.

The Librarian's report for February was read and ordered filed.

The Librarian spoke of the great increase in circulation in the Boys' and Girls' Room which she believes is the result of Miss Vancil's very fine work. Mrs. Garman spoke of the service to the teen-age group which is given by the Springfield Public Library. She expressed the hope that we could have a similar service in this City in the near future. The Librarian explained that a Young People's Department should be the next logical addition to our present service, but that this would entail the salary for a librarian trained for service to this age group and money for many more books than we can afford at present. We are, however, extremely fortunate in having space for the inclusion of such a department since the spare room at the back of the first floor stacks is located just right for this purpose.

The Librarian reported that the building was entered on the night of February 29th but that the police frightened away the intruder before any harm was done.

She brought to the Board's attention that we are having great trouble with the heating system, that steam and hot water had penetrated the wall of the mending room supply closet and had ruined paper, envelopes, etc. Mr. Stafford and Mr. Owen both suggested that she call the Delahunty Plumbing Company and ask for Mr. Earnshaw who, they were sure, would give her good service. The Board agreed that if this firm could quote a reasonable price for repairing the pipes and radiators she was to page them by telephone for instructions as to whether or not to have the work done.

She reported to the Board that the Bookmobile shell was now completed and that she and Mr. Barding were to go to Richmond, Indiana April first and take it to the General Body Company in Chicago for the interior work.

She spoke of the seemingly impossible task of finding applicants for the various vacancies on the staff (head of circulation, bookmobile librarian and cataloger) and she gave as the reason that our salary schedule is still far below those of other libraries in our size group.

The motion was made by Mrs. Garman, seconded by Mrs. Evans and passed unanimously that the bills totaling \$1,188.70 be paid.

The meeting adjourned at 5:10 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees

April 30, 1948

The regular meeting of the Board was called to order at 4:05 o'clock.

Members present: Mrs. Loewen, Mr. Owen, Mr. Hill, Mr. Stafford and Mr. Tolly, the last two of whom were attending their first meeting.

It was agreed unanimously that Mr. Stafford should serve as President in the absence of Mr. Knuth.

The Minutes of the previous meeting were read and approved.

The Librarian's report for March was read and ordered filed.

The Librarian reported that the Delahunty's Company estimate for repairing the heating system in the janitor's room was \$40.00. The motion was made by Mr. Owen, seconded by Mr. Tolly and unanimously passed that this company should do the work even though they could give no guarantee that their repairs would remedy the trouble.

A discussion was held regarding the opening of the Bookmobile service. The Librarian said that she and Miss Wolfe expected to inspect the vehicle the following day. She was instructed to invite to an Open House as many people as possible in civic and community life.

Mr. Owens said that he thought there was a possibility that the Illinois Power Company might be persuaded to give us the small amount of electric current which the bookmobile would use.

The Librarian reported that Miss Wolfe and she had combed the City trying to find a garage which would be large enough to house the vehicle and that the only place she had discovered was the Decatur Messenger Service Garage. Mr. Tolly gave the opinion that it should not be housed there since several of his cars had been damaged while in storage there. A general discussion took place regarding possible garages. Mr. Hull suggested that the Librarian contact Mayor Hedrick and ask his help in persuading Mr. Bonebrake, Manager of the City Bus Lines, to take it in that system's garage.

The Librarian asked for the Board's approval in keeping the Main Library open until nine o'clock during the summer. She said that the public never got accustomed to the eight o'clock closing and that schedules were far more simple to maintain without it. Agreement that the Library remain open until nine o'clock was unanimous.

The motion was made by Mr. Owens, seconded by Mr. Hull and unanimously passed that the bills to the amount of \$1,915.60 be paid.

The Librarian said that Mr. Merris had invited her to come to his office to discuss county library service. She said that he told her nothing new regarding the possibility of our Library becoming a county library but that he had been most helpful and cooperative in discussing our service and that she had come away feeling that he would help us obtain our budget request. He had told her that one of her foremost duties should be to help the Board to be as conversant about library matters as she, and she hoped to be able to send the members a monthly newsletter concerning some aspect of current library information.

April 30, 1948

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She spoke again of her fear that some borrower would trip on the front steps in the dark some evening and of her hope that we could soon have suitable lights outside.

The Trustees agreed that May 14th was the best date for the Annual Meeting.

The meeting adjourned at 5:10 o'clock.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Mr. Nalefski's resignation as a member of the Board was reported.

Board of Trustees

Annual Meeting

May 14, 1948

The Annual Meeting was called to order at 4:00 o'clock.

Members present: Mr. Knuth, presiding, Mrs. Evans, Mrs. Garman, Mrs. Loewen, Messrs. Hull, Owen, Stafford and Tolly.

Because of pressure of time the annual budget was the first item to be considered. According to the Librarian's estimate, the needs for 1949-1950 would be \$67,900.00. A lengthy discussion took place regarding each individual item. The fact that ten percent must be deducted for collection fees was brought up.

Mr. Owen asked the Librarian if her figures gave actual coverage to such items as the Bookmobile. She replied that they did not because if she had considered all the existing needs she would greatly exceed the limit set by the Butler Bill. The Board unanimously agreed and so instructed the Librarian that the budget should be recast and figures given which more approximated our needs. It was the unanimous opinion of the Board that the amended budget and the Annual Report be accepted and the Librarian was instructed to forward them to the Mayor the following day.

The Librarian asked the Board's opinion as to an appropriate name for the photograph of Abraham Lincoln which was given the Library by Miss Barnwell. She said it was being called The Barnwell Lincoln but that Mr. Otto Kyle of the Herald-Review had suggested calling it The Decatur-Barnwell Lincoln. It was unanimously agreed by the Trustees that in the future the photograph should be known by the latter title.

The motion was made by Mrs. Evans, seconded by Mrs. Loewen and passed unanimously that the bills to the amount of \$2,283.70 be paid.

The meeting adjourned at 4:55 o'clock.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

The Decatur-Barnwell photograph of Abraham Lincoln was copyrighted 5-29-49.

THERE WAS NO TRUSTEES' MEETING IN JUNE, 1948

Board of Trustees

July 30, 1948

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

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

The Minutes of the April and May meetings were read. The motion was made by Mrs. Garman, seconded by Mrs. Loewen and unanimously passed that the Minutes for April be approved. The motion was made by Mr. Owens, seconded by Mrs. Evans and unanimously passed that those for May be approved.

The Board asked the Librarian to report on the use of the Bookmobile during its first month of service. She said that the total cost for the vehicle was \$8,146.23 and that the total cost for new stock, \$1,242.80 of which \$600.00 was from the Caroline S. Loeb bequest. Although July is always a slow month for libraries, 879 volumes were loaned in one week. She read a few comments made by people coming to the various stops who expressed surprise, pleasure and appreciation for the new service. She said she was concerned that we might have difficulty getting stock or personnel enough to fill demands when the winter season is in full swing.

The Librarian asked the Board for help in solving the problem of parking the Bookmobile on Tuesday and Friday mornings when Mr. Barding does not come on duty until noon since we give night service on these days. The garage helper has been moving it just outside the garage on East William St. where we have been receiving parking tickets. Mr. Summers the owner does not want the responsibility of moving it farther for fear his man might damage it.

The Trustees instructed the Librarian to see if Mr. Summers would have it taken on our responsibility to Jackson St. which is unrestricted, also to contact the Mayor regarding any possible arrangement which might be made with the police for parking it on these mornings on East William Street.

The Librarian showed the Board the charred remains of another fuse which had burned out in the main floor control box causing the building to be filled with smoke and frightening both staff and public. She said she was afraid of the continual fire hazard caused by our outdated wiring system. A discussion of the matter took place and the members asked for information regarding possible sources of funds for electrical repairs. The Librarian explained that there was \$12,578.55 as of this date in the so-called "building fund." (purchase price plus interest of our government bonds) This fund is from non-tax sources being an accumulation of fines and fees saved over a long period of years.

Mr. Smart of the Illinois Power Company explained to the Board that it was the opinion of his Company that steps should be taken to make the building as fireproof as possible even though nothing were done to bring the lighting fixtures up-to-date.

The motion was made by Mr. Hull, seconded by Mr. Stafford and unanimously passed that three electrical firms be asked to submit recommendations regarding what repairs in their opinions were necessary to make the building reasonably safe from fire. The Librarian was instructed to make it clear that we are not asking for bids on complete electrical installations and to include in the firms the Swarm Electrical Company which has an engineer on its staff.

July 30, 1948

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The motion was made by Mrs. Evans, seconded by Mrs. Garman and unanimously passed that the locks on both front doors and the main floor restroom be repaired.

It was moved by Mrs. Garman, seconded by Mrs. Evans and unanimously passed that the bills paid in the interim since the Annual Meeting and the current bills to the amount of \$1,546.86 be approved.

The Librarian asked the Board's approval on the purchase of an International Business Machine electrical typewriter, explaining that it would permit many more duplicate copies of material to be made at one time than the usual machines. Mr. Owen suggested that she also investigate the new electrical Underwood machine.

The motion was made by Mr. Owen, seconded by Mrs. Evans that the Librarian be given power to purchase the machine she thought best suited to library needs.

A discussion was held concerning the changes in personnel during the past two years. Several members reported that some borrowers were unhappy because so many changes had occurred on the Staff. The Librarian explained that actually only three librarians had left since she became administrator of whom two were catalogers who did not serve the public directly and that Miss Baker who had been at the desk for so many years had reached the retirement age which was unavoidable. She also pointed out that when borrowers refuse to permit new staff members to serve them, they are making it impossible for the latter to be friendly but that as time goes on new appointees will become known and the problem will solve itself. She mentioned the fact that no institution serving the public can please all the people all the time, and she expressed her appreciation for the many borrowers who have made it a point to tell her that they like the changes in service which are gradually being made.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

The Librarian reported that Mr. Albert called on June 2nd from City Hall. He said that hereafter we should have to pay for our electric lights. In April, when the City received its power from I.P.L. on the test, our bill was \$25.91. He suggested that we deposit with the City a yearly sum from which they could draw for the payment of bills.

Board of Trustees

August 27, 1948

The motion was made by Mrs. Evans, seconded by Mr. Tolly and passed that a committee be appointed to discuss the bookmobile parking problem with the Mayor and Chief of Police. The committee appointed were Mr. Owen, Mr. Hull and Mrs. Loewen.

The motion was made by Mr. Owen, seconded by Mr. Stafford and passed that the bookmobile be kept off restricted parking areas until other arrangements can be made.

An election was held in which Mr. Knuth was re-elected president.

Respectfully submitted,

Winifred Loewen

Secretary Pro Tem.

Winifred Loewen

Board of Trustees

September 24, 1948

The regular meeting of the Board was called to order at 4:10 o'clock.

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

The Minutes for July 30th were read and, on the motion made by Mr. Owen and seconded by Mr. Blackford, were unanimously approved.

The Minutes for August 27th were read by Mrs. Loewen and there being no objections were ordered filed.

The Librarian's report for August was considered and ordered filed.

The Chair appointed the following committees:

Finance:

Mr. Hull, Mr. Stafford, Mr. Owen, Mrs. Loewen

Buildings and grounds:

Mrs. Evans, Mrs. Garman, Mr. Tolly, Mr. Blackford

The Librarian read letters received from the three electrical firms who were asked to submit recommendations as to making the electrical system in the main building safe from fire. The Hamilton Electrical Co. and the Swarm Electrical Co. recommended that a competent engineer be retained to make a survey regarding the present situation and submit a written recommendation including blue-prints outlining the proper way to make the wiring safe and eventually to provide the building with a modern lighting system. The Abrahams Electrical Company's letter specified rewiring the building.

After a lengthy discussion of the subject, the motion was made by Mr. Hull and seconded by Mr. Stafford that the Building Committee contact Charles Harris and request him to make the survey or to recommend a firm or engineer who could do the work and that the Committee have the power to engage him or to act upon his recommendation. All voted "Aye".

The Chairman appointed Mrs. Garman to head the Committee in this project.

The Board voted unanimously in favor of the Librarian's recommendation that the juvenile charging desk be raised five inches to make it easier for the assistants working there.

The Librarian reported that Mr. Miller the patent attorney was experiencing difficulty in obtaining from the State Historical Library the negative which they had made of the Decatur Barnwell picture of Lincoln.

Bills to the amount of \$1,244.27 were presented for consideration and ordered paid.

The meeting adjourned at 5:15 o'clock.

Respectfully submitted,
Muriel E. Perry
Muriel E. Perry, Secretary

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Board of Trustees

October 29, 1948

The regular meeting of the Board was called to order at 4:05 o'clock.

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

The Minutes of the last meeting were read and on the motion of Mr. Stafford, seconded by Mr. Blackford, it was unanimously voted that they be accepted.

The Librarian's report for September was examined and ordered filed.

Mrs. Garman reported on the progress of plans for making the electrical system in the main building safe. She had held several conversations with Charles Harris the architectural engineer who estimated the probable cost of a survey of the building as between \$500.00 and \$600.00. She read to the Board a letter from Mr. Hunt of the Illinois Power Company which stated that our present lines are severely overloaded and which recommended certain procedures to make the lines entering the building and going as far as the control boxes conform with the electrical code.

After a lengthy discussion the motion was made by Mr. Stafford and seconded by Mr. Hull that the Committee advertise for bids on the necessary work as outlined in Mr. Hunt's letter and that the work include the installation of floodlights for illumination of the front steps.

All voted "aye".

Mrs. Evans suggested that if possible another stop be arranged for the Bookmobile in the vicinity of Whitmer and Webster Streets.

The Librarian reported that she believes the Royal Arcanum Lodge is considering the gift of a second ceiling projector for the Library.

Bills to the amount of \$1062.75 were presented for consideration and ordered paid.

The meeting adjourned at 4:55 p.m.

Respectfully submitted

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees

November 26, 1948

The regular meeting of the Board was called to order at 4:15 o'clock.

Members present: Mr. Knuth presiding, Mrs. Evans, Mrs. Loewen, Messrs. Blackford, Hull and Tolly.

The Minutes of the previous meeting were read and, there being no objection, ordered filed.

The Librarian's report for October was examined and ordered filed.

In the absence of Mrs. Garman, the Librarian reported that copies of the original working plans of the building had been received from the architects, Russell, Crowell, Mullgardt & Schwarz of St. Louis, and had been given to Mr. Harris. She said that the Committee did not feel that it had the actual authority to hire Mr. Harris for the survey and, therefore, had not concluded definite arrangements with him. This was discussed by the members and a re-reading of the September 24th Minutes clarified the situation since Mr. Hull's motion of that date included the power to engage Mr. Harris. The Librarian was instructed to pass this information on to Mrs. Garman.

The Librarian asked the Board to consider the advisability of setting up the outdoor exhibit cases at the same time that the floodlights are installed since it would mean that the electric wires could be extended from the latter with little extra work.

The motion was made by Mr. Hull, seconded by Mrs. Evans and unanimously passed that this be done.

It was reported that the Decatur Messenger Service Garage had agreed to house the Bookmobile for \$20.00 a month.

A discussion took place regarding the salary status of the cataloger who had been off duty five weeks because of serious illness. The Librarian explained that because she had only recently joined the Staff, the Library had no obligation in the case. On the other hand she was a good cataloger (and catalogers are not available) and it might be wise to consider part of her salary as a subsidy to insure retaining her services but that some adjustment was necessary out of fairness to the other staff members. The Board agreed that the Librarian was to make a salary adjustment which would be fair to her and yet recognize a responsibility to the Library.

It was reported that John Valentine, former owner of the Abraham Lincoln Book Shop in Chicago, had valued the Lincoln photograph at \$1,000.00

The motion was made by Mrs. Evans, seconded by Mr. Hull and unanimously passed that bills to the amount of \$5,209.12 be paid.

It was agreed to hold the next meeting January 7th.

The meeting adjourned at 5:10 o'clock.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees

January 7, 1949

The meeting of the Board usually held in December was called to order at 4:08 o'clock.

Members present: Mr. Knuth presiding, Mrs. Evans, Mrs. Loewen, Messrs Blackford, Owen and Stafford.

The Minutes of the previous meeting stood approved as read.

The Librarian's report for November was examined and ordered filed.

It was reported that Mr. Harris and his associates had examined the building thoroughly and were drawing up the specifications for the electrical system. The Librarian said that during the storm of the previous week the roof over the Lincoln Room had apparently become perforated for the ceiling dripped and large puddles formed on the floor. Strips of blotters were pasted to the ceiling in the balcony stacks where water mixed with tar or oil dripped through and was in danger of staining books or clothes of borrowers. Mr. Harris happened to come in at the time and said that it would be impossible to do anything about the lights until the roof was weatherproof.

After a lengthy discussion Mr. Knuth instructed the Building Committee with Mr. Blackford as Chairman to ask Mr. Longbons of the Longbons Roofing and Sheet Metal Co. to draw up specifications and to advertise for bids.

The members asked regarding the money we had in government bonds, and it was reported that as of last July 28, the purchase price plus interest amounted to \$12,578.55.

The Librarian explained that there was no way in which to regulate the heat, that it was either extremely warm or extremely cold. She said that the W. T. Delahunty & Co. had estimated that the installation of a motorized steam valve with a clock thermostat would cost \$243.00. Mr. Hiser of that firm believed that we would make this more than up in savings on our heat bills.

The motion was made by Mr. Stafford, seconded by Mr. Blackford and passed unanimously that a thermostat be installed.

The Librarian reported that the concrete steps in front of the building which were patched last year had begun to crumble again and that she was afraid of people falling.

The motion was made by Mr. Owen, seconded by Mrs. Loewen and unanimously approved that bills to the amount of \$1762.91 be paid.

The meeting adjourned at 5:03 o'clock.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

The Librarian reported that Harry Bateman, Head Janitor, had left December 31, for a position paying higher wages, and she was trying to fill his place.

Board of Trustees

January 28, 1949

The regular meeting of the Board was called to order at 4:10 o'clock.

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

The Minutes of the last meeting were read and on the motion of Mr. Owen seconded by Mr. Blackford, it was unanimously voted that they be accepted.

The Librarian's report for December was read and on the motion of Mr. Owen seconded by Mrs. Garman was unanimously accepted and ordered filed.

The matter of the fee to be charged local organizations for using the auditorium after 9:00 o'clock was left to the Librarian for a decision.

It was reported that Miss Vancil, the Children's Librarian, was still in the hospital, was off the payroll, and was receiving the disability benefit under the Illinois Municipal Retirement Fund.

The Librarian reported that Samuel Wilson had been secured as Head Janitor beginning work January 18th.

Mrs. Garman moved that bills totaling \$1,007.62 be paid. This was seconded by Mr. Stafford and unanimously passed.

Mr. Rodney Spangler from Mr. Harris' office came in at 4:30 o'clock and discussed with the Trustees the survey for renovation of the building the total estimated cost of which is \$52,364.00

The Board instructed the Librarian to call a special meeting when Mr. Harris' full report was received.

The meeting adjourned at 5:05 p.m.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees

February 25, 1949

The regular meeting of the Board was called to order at 4:05 o'clock.

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

The Minutes of the previous meeting stood approved as read.

The Librarian's report for January was examined and ordered filed.

The Librarian reported that the survey of renovations for the Main building had not been received from Mr. Harris but that he had said they knew the work will cost above \$60,000. since they had found that the drains between the walls from the roof had worn through and would need replacing also that the screeds under the basement floor had rotted and that all flooring there would have to be replaced.

The Board instructed the Librarian to call a special meeting when the survey did come in.

A motion was made by Mr. Stafford, seconded by Mr. Blackford and unanimously passed that bills totaling \$1,046.39 be paid.

The Librarian reported that the installation of the thermostat on February 8th had done more for the comfort of both public and staff than any single improvement for a long time. The Delahunty Company estimated that we would make up for its cost by saving on heat bills in little more than a year.

It was reported that Mrs. Betty Ann Weiss, a graduate of Millikin, joined the staff as a clerk February first to take the place of Miss Bloomquist whose resignation will take effect March first.

The meeting adjourned at 5:05 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Special Meeting
Building Committee

March 14, 1949

A special meeting of the Building Committee was called to order at 4:10 p.m. to consider the survey for renovations to the main building as submitted by Charles Harris the Architect.

Members present: Mr. Knuth, Chairman of the Board, Mrs. Garman, Chairman of this project, Mrs. Evans, Mr. Blackford and Mr. Tolly. Rodney Spangler representing Mr. Harris was present to explain details of the survey which recommends renovations estimated at \$63,600.00.

After a thorough discussion regarding the survey itself, the members turned their attention to the various means by which the necessary money might be obtained. Suggestions included a bond issue based on approval by the City Council and the possibility of raising our yearly budget requests under our 1945 two mill levy and using some of this to pay off bonds over a definite period of years.

The Librarian was asked to investigate the possibility of there being an attorney for the Illinois Library Association who could give legal advice regarding the means by which we can raise the funds.

She was instructed to add \$10,000.00 to the survey under the item "Miscellaneous" to take care of unforeseen items which may need attention while the work is underway.

The members thought that they should read the specifications thoroughly before a full Board meeting was called.

The meeting adjourned at 5:25 p.m.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees

March 25, 1949

The regular meeting of the Board was called to order at 4:10 o'clock.

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

The Minutes of the previous meeting stood approved as read.

The Minutes of the meeting of the Building Committee held on March 14th were read.

The Librarian's report for February was examined and ordered filed.

The Librarian reported that Miss Fern Garrett, recently resigned from the State Library in Springfield was to begin her duties as Head of Circulation April first.

She also reported that the Library needed a new lawnmower and that she was investigating the advantages of both the usual type and the motor driven type.

The motion was made by Mr. Stafford, seconded by Mrs. Loewen and unanimously passed that the bills totaling \$2,698.40 be paid.

Mr. Hull gave to the members a synopsis of the Illinois laws pertaining to public libraries particularly those laws regarding the methods to be followed in financing the renovations of library buildings. He explained each paragraph in detail. He gave his opinion that public libraries do not come under the scaling provision of the Butler Bill and Hodge Amendments and that we can still use the two mills accorded us in the 1945 levy in estimating our income. This interpretation was later confirmed by Mr. Merris.

At 5:40 o'clock Byron Merris, Corporation Council, came to discuss with the members the problem of renovating the main building. The Librarian explained to him briefly the findings of Mr. Harris in his survey and that it seemed both impossible and unwise to attempt to spread the necessary repairs over a period of years since the main expense lay in the electrical system and the roof and that replacing these could not be postponed. The renovations as outlined by Mr. Harris will cost \$73,600.00.

Mr. Merris said that there are several ways of financing such projects, one of which is to obtain the approval of the City Council and to call a city election for the issuance of bonds.

Mr. Hull asked Mr. Merris if the Board could not request a definite sum each year under its two mill levy, such a sum to be above that requested for general running expenses and to be used for retiring a loan. Mr. Merris gave his opinion that this could be done.

Mr. Hull then asked if it would be possible for the Board to seek the Council's approval on a mortgage to be placed on the main building the same to be retired by utilizing the two mill levy. Mr. Merris said that such a mortgage would be the easiest way of obtaining the money.

He cautioned the Board that they had a selling job to do to put this project over with the Council since the latter looked askance at many of the new services being established here because of our increased budgets. He suggested that the Council be invited to visit the Library for their meeting with the Board also that the entire Board be present with a representative from Mr. Harris' office to explain details.

The question was raised regarding responsibility of the concrete work at the front of the building which is in such poor condition. Mr. Merris said that maintenance and repair of the concrete is our responsibility. He offered to ask Mr. Weir, the City Engineer, to estimate cost of repair and draw plans and specifications for us.

It was agreed that the Building Committee and the Librarian should arrange for a meeting with the Council in the Library.

Respectfully submitted

Muriel E. Perry

Muriel E. Perry
Secretary

Special Meeting
Board of Trustees
April 8, 1949

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

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

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

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

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

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

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

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

The meeting adjourned at 5:20 p.m.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Special Meeting

Board of Trustees

April 11, 1949

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

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

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

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

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

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

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

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

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

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

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

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

He and Chief Ping left at this time.

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

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

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

The meeting adjourned at 5:00 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Special Meeting

Board of Trustees

April 19, 1949

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Annual Meeting

Board of Trustees

May 11, 1949

The Annual Meeting of the Board was called to order at 4:05 o'clock.

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

The motion was made by Mr. Hull, seconded by Mr. Blackford and unanimously passed that the reading of the Minutes of the previous meetings be dispensed with.

The Annual Report of the Librarian had been read by the members previous to the meeting, and it was unanimously agreed that the Librarian might give it to the newspaper after the official copy was sent to the Council.

Mr. Hull reported that the National Bank lawyer had rendered the decision that it was impossible for the Library to contract a mortgage without a referendum. Mr. Hull had telephoned his associate Mr. Redmon at the State House in Springfield and had asked him to try to find the legislator who had written the passage in the library law which is causing the trouble and ask him his interpretation of the legality of contracting a mortgage without a referendum. It is possible that if his interpretation were positive the banks could be persuaded to change their decision.

The motion was made by Mrs. Garman and seconded by Mr. Hull that the number of years set for repayment of bonds, mortgage or whatever financial arrangement is made be for five years.

The Librarian was instructed to prepare a record of the Board's proceedings from the Minutes for transmission to the City Council.

Among other possibilities for securing money Mr. Hull mentioned the referendum and a tax anticipation levy. It was agreed that the referendum had little chance of passing.

The motion was made by Mr. Owen and seconded by Mrs. Garman that \$75,000. be added to the budget to take care of the renovations. All voted "nay".

The motion was made by Mrs. Loewen and seconded by Mr. Blackford that the sum of \$15,000. plus \$3,750. interest for a first year's payment on a projected loan be included in the budget. This motion was tabled until the next meeting.

It was unanimously agreed that Mr. Hull and Mr. Owen meet the following day with Mayor Hedrick and Mr. Merris and that the former discuss the three items regarding the impasse confronting the Board, first, Deputy Chief Ping's report declaring the building a fire hazard and recommending immediate rewiring and a new roof; second, the National Bank's decision that a mortgage would be impossible without a referendum; third, the need for advice from the City Government regarding other means of securing necessary funds.

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It was unanimously agreed that a special meeting should be held Friday May 13th at 3:30 p.m. to consider the matter further.

The motion was made by Mr. Stafford, seconded by Mr. Owen and unanimously passed that the proper percentage of the entire budget be inserted to pay collection fees.

The meeting adjourned at 5:20 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry

Secretary

Special Meeting

Board of Trustees

May 13, 1949

A special meeting of the Board was called to order at 3:40 p.m.

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

The motion was made by Mrs. Evans, seconded by Mr. Owen and unanimously passed that the April bills totaling \$7,333.17 with that of Charles Harris for \$2,400.00 be approved.

Mr. Owen reported that Mr. Hull and he had met with Mayor Hedrick and Mr. Merris that morning to discuss financing of the renovations to the main building as proposed by the Harris survey. The Trustees had told the City Officials that the local banks would not negotiate a mortgage on the building without a referendum and that the only thing they could see to do was to include the necessary \$75,000.00 in the budget about to be submitted to the City Council. Mr. Hull pointed out to them that financing the project in this manner would be saving money in the long run.

The Mayor and Mr. Merris approved the idea, but said they could not guarantee the results although the Mayor said that he himself would explain the situation to the Council. However, he would want the Trustees present at the Council hearings and will call them when these occur. He also explained that he wanted a letter specifically outlining the situation and containing the statement that the request would be non-recurring.

Mr. Knuth appointed the same Committee (Mrs. Garman, Mr. Hull and Mr. Owen) to continue the Board's contact with City Hall and to keep in touch with the Librarian concerning developments.

It was agreed that the Resolutions which must by law accompany the request for funds to make the renovations were to be drawn up by Mr. Hull and the Librarian and sent with the budget.

The motion was made by Mr. Owen, seconded by Mr. Stafford and unanimously passed that the Annual Report be approved as submitted.

The motion was made by Mr. Owen and seconded by Mr. Stafford that the budget containing the \$75,000.00 and with a percentage of 6% on the total for collection fees be adopted.

Roll call: all voted "aye".

The Trustees agreed that the Annual Report might be made available to the newspapers but that the budget was to go directly to the Mayor and any publicity concerning it was to be given out from City Hall.

May 13, 1949

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The Librarian reported that Mr. Gretch the City Electrician and a representative from the I.P.C. had requested permission to move a pole bearing electric light and telephone wires from its present position in the alley back of the Telephone Company to the west lawn of the Library. The I.P.C. man thought the request came from the owner of the parking space east of the Telephone Company and was made because the pole interfered with the parking space of one car. The Librarian told Mr. Gretch that the pole was not to be moved onto library property until the Trustees' permission had been secured. The fact that one automobile was difficult to park seemed insufficient grounds for disfiguring our property.

It was also reported that trouble had occurred in several main light switches, and the Librarian was instructed to have any situation which might be dangerous taken ^{care} of but to avoid any expense possible until we could see if the renovations could be started.

She was also instructed to investigate the possibility of having a gas unit installed in the Evans Branch heater.

The Librarian was asked to withdraw while the salary schedule was discussed. Mr. Knuth reported to her that her salary for 1949-1950 would be \$3900.00 which would be increased in 1950-1951 to \$4,050.00.

The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Since it was impossible to secure a quorum
there was no regular Board meeting May 27, 1949

Board of Trustees

June 24, 1949

The regular meeting of the Board was called to order at 4:05 o'clock.

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

The Minutes for the meeting of May 13th were read and approved.

The Librarian's reports for April and May were examined and ordered filed.

Bills totaling \$1,296.22 were ordered paid.

Mr. Hull reported on the status of the financing of the renovations. He said that the budget must be passed by the City Council by the end of July. The Librarian reported she had heard that the Council intended to pass the budget as it was submitted to them.

There was a discussion of the concrete walks and steps. A bid from J.L. Simmons Co. was for \$1,730. and another unitized one from Harold Walters was \$1,525.53. The Board agreed to table this for the present.

The Librarian asked permission to send Miss Garrett, Head of Circulation, to Columbia Summer School's Workshop in Adult Education. She said that this would give Miss Garrett the background needed to set up a program of adult education here next year. The cost of \$217.00 would be more than worthwhile if we could begin such service. The Board voted unanimously to send Miss Garrett.

The Librarian discussed with the Board the problem of our next step in development - whether it should be the creation of a Young Adult Department at Main or the rejuvenation of the Evans Branch. She said that the present policy was to develop service at Main to the best point possible in view of our resources and then to branch out to the other agencies. A teen-age room is greatly needed and would be one of those services which would be an instant success and immensely popular. On the other hand, the Evans Branch is more a loss than otherwise at the present time since the people are not using it sufficiently to warrant the expense of keeping it open. It is in a neighborhood of great library potentialities and could be made a fine agency if we could give it the attention it merits.

Mrs. Garman spoke to the Board of the fine young adult service being given by the Springfield Library and urged the Trustees to make it a point to visit their new room.

The Board agreed that although they wanted to see the Main agency developed, they would leave the next step up to the Librarian.

June 24, 1949

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The Librarian asked the Board for a statement of policy regarding the purchase of equipment. Additional catalog units are needed for the Evans Branch and a modern catalog for the Main children's room. The Board voted that needed items be purchased.

It was reported that the American Legion had dismantled the garage that separated their grounds from ours. Without some barrier people will use the rear of the Library grounds as a passageway from North to Eldorado Street. The Commander of the American Legion told the Librarian that they intend to erect a wire fence at the spot in question.

It was reported that the Illinois Power Co. stated we could not have gas heat at the Evans Branch for at least four or five years.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary of the Board

Board of Trustees

July 29, 1949

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

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

The Minutes of the previous meeting were read and approved.

The Librarian's report for June was examined and ordered filed.

Bills to the amount of \$1,886.56 were examined, and on the motion of Mrs. Evans, seconded by Mr. Hull, it was unanimously voted that they be paid.

The Librarian asked what disposition was to be made of vouchers and cancelled checks previous to the last seven years. The Board instructed her to ask Mr. Richardson, the auditor, if it would be safe to destroy these. (This was done on August 1st, and Mr. Richardson said that there was no need to keep them as all records in the ledger gave a complete history of the bills.)

The Librarian reported that a portion of the ceiling in the Children's Room had fallen the previous Monday. She was instructed to have Mr. Clausen, the architect who installed it, come to examine it. (This was done on August 1st, and Mr. Clausen said that dampness from the roof had caused the material to expand and that it had no place to go but down. He also said that it would not be permanent until the roof was properly repaired.)

The members discussed the status of the renovation project. Mr. Hull reported that the bill passed by the present Legislature would cancel the \$75,000. granted us by the City Council if the Governor had signed it and it was now a law. It was his belief, however, that if it did not become a law until the City tax program for 1950-51 was in operation, the Library could collect the levy. Mr. Knuth appointed Mr. Hull and Mrs. Garman to ascertain the present status of the bill. (On August 2d, Mr. Hull reported that bill H.B. 903 had become a law with the Governor's signature on July 13th)

A further discussion took place regarding the work done at Evans Branch, and the Librarian was instructed to do everything possible to bring this up to today's standards.

The meeting adjourned at 4:55 o'clock.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees
August 10, 1949

A special meeting of the Board was called to order at 4:05 o'clock to discuss ways of raising money for the necessary renovations to the Main building.

Members present: Mr. Knuth, presiding, Mrs. Garman, Mrs. Loewen, Mr. Hull, and Mr. Owen.

Mrs. Garman asked if there were any possibility of re-opening negotiations for a mortgage.

Mr. Hull replied that he thought the banks could be approached once more, especially since Mr. Merris had assured us that we could depend on an increase in income of \$10,000. a year. However, this would take weeks or months possibly.

Mrs. Loewen asked if any other agencies might be approached in case the banks turned a mortgage down again.

It was Mr. Hull's opinion that there were Chicago banks or local loan or insurance companies which might be willing to lend us money. In the meantime, however, it might be wise to consider closing the building so that there could be no criticism of the Board's consideration of the public's safety.

The Librarian was requested to read Chief Ping's report of May 9th.

Mr. Knuth wondered if closing the reference and reading rooms might cut down the electric volume used and improve conditions somewhat.

Mr. Owen considered it of first importance that the roof be rebuilt with the money now in the building fund. He made the motion that Mr. Harris be requested to call for bids immediately and to begin proper steps toward rebuilding the roof. This was seconded by Mr. Hull and passed unanimously.

Mr. Knuth instructed the Committee (Mr. Hull, Mrs. Garman and Mr. Owen) to ask the banks to review the mortgage question. He said that he and the Librarian would contact Mr. Harris concerning the roof and to see if the rewiring could be re-estimated so that the work could be done piecemeal.

The motion was made by Mr. Owen that a meeting of the Board be called for the following day at 4:00 o'clock, that the Librarian ask Chief Ping, a representative of the Illinois Power Co., and Mr. Harris to meet with them to discuss exactly how dangerous the building is and that after hearing their opinions, the Board decide on the advisability of closing it. This motion was seconded by Mrs. Loewen and passed unanimously.

The meeting adjourned at 5:20 p.m.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees
August 11, 1949

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

Members present: Mr. Knuth, presiding, Mrs. Garman, Mrs. Loewen, Mr. Hull and Mr. Owen. Chief Ping of the Fire Department, Mr. Hunt of the Illinois Power Co. and Mr. Beal of Harris Associates came to discuss with the Board the condition of the building and whether consideration for public safety should necessitate closing it until repairs to roof and wiring could be made.

Mr. Knuth explained the situation to them. He asked Mr. Hunt concerning the wire of 2300 volts which Mr. Clausen, the architect, said was in the building. Mr. Hunt replied that to his knowledge there were only 115 and 230 volt wires here. And while the wiring was definitely not up to standard, it was no worse than in lots of other local buildings. Something should be done about the overloading, however. He reviewed his report of October 28, 1948.

Mr. Beal discussed briefly the specifications which Mr. Harris had drawn.

Mr Owen explained the financial situation and the Board's concern regarding the wisdom of keeping the building open under the conditions. He said the Trustees wanted technical advice on which to base their decisions.

Chief Ping reviewed his reports of October 26, 1946 and May 9, 1949, and said these still covered the situation and that Mr. Wylie, the City Electrical Inspector, agreed with them. Chief Ping said that as far as a fire caused by electricity goes, he felt sure that if one occurred people could be evacuated from the building before they were in danger.

Mr. Hunt said he personally would not close the building. He wondered if the renovations could not be done by degrees. He recommended rewiring from the outside to the point of distribution.

Mr. Beal said he would ask Mr. Harris to map out some plan for covering the basic needs and report to the Board.

The three visitors retired at 5:00 p.m.

Mr. Owen reported that he had seen Mr. Bradfield concerning re-consideration of a mortgage and Mr. Bradfield had volunteered to ask Carl Willepp to review the case and to consult with the other two banks.

At Mrs. Loewen's request the Librarian outlined briefly the instructions she had given the Staff concerning evacuation of the building in case of fire.

The meeting adjourned at 5:20 o'clock.

Respectfully submitted,
Muriel E. Perry
Muriel E. Perry
Secretary

Because no quorum was available no Board meeting
was held on August 26, 1949

Board of Trustees

September 7, 1949

A special meeting of the Board to open bids for a new roof on the main building was called to order at 4:05 o'clock.

Members present: Mr. Knuth, presiding, Mrs. Garman, Mrs. Loewen, Mr. Blackford. Mr. Spangler of Charles Harris Associates was also present with Mr. Gates of Gates & Johnson Co. and Mr. Longbons of the Longbons Roofing and Sheet Metal Co., the only companies submitting bids.

Mr. Knuth read the two estimates, that of Mr. Longbons being \$13,561.00 for the roofing and sheet metal and \$75.00 for the framework for the ventilating fan and that of Mr. Gates being \$9660.00 for roofing and sheet metal and \$96.00 for the framework for the ventilating fan.

After the bidders had left the meeting, Mr. Spangler explained that after the estimates had been made, certain circumstances had arisen due to strikes that threw all roofing firms into a tailspin. He said that his firm had called four companies on the telephone and had asked them to bid on the project. The Dennis Roofing Co. and the King-Lar Co. had refused, and Mr. Longbons' was a complimentary bid. The Board could refuse both bids or accept Mr. Gates'.

Mr. Gates said that if the contract were given to him, he could not begin work within forty-five days.

Since there was no quorum, no action was taken. Another meeting was called for Monday, September 12th at 4:00 p.m.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees

September 12, 1949

A special meeting of the Board to consider the bids for the new roof was called to order at 4:10 o'clock.

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

Mr. Spangler of Harris Associates was also present.

Mr. Spangler was asked if it would be wise to reject Mr. Gates' bid and advertise for others at a later date in the hopes of having a number to chose from. It was his opinion that we might not have others because of the building project now going on at Staley's and that of the School Department which will begin shortly.

The Librarian reported that although the framework for the ventilation fan was included in the roof bid, the installation of the fan itself had been omitted. She said she regarded the fan as part of the actual roof and requested that the Board seriously consider having it installed when the roof was laid. The members discussed this and finally decided that there were not enough funds for it but that it would be considered as soon as more money was available.

In describing the work to be done, Mr. Spangler said that the Library would have a bonded twenty-year guarantee that the roof would be satisfactory.

The motion was made by Mr. Stafford and seconded by Mr. Hull that the contract for the roof be given to Gates and Johnson Company for the sum of \$9,756.00.

Roll call: all voted "aye".

Regarding the basic work to be done on the electrical system, Mr. Spangler said that Mr. Nicholson, the Library's adviser on insurance, had talked with Mr. Harris regarding the advisability of having the Fire Underwriter come to Decatur to examine the building and to decide if what the Trustees contemplated having done as basic repairs to the electrical system would jeopardize our insurance.

Mr. Hull was asked concerning the status of the request of a mortgage from the banks. He said that while Mr. Owen had been handling this, he believed that the National Bank had turned it down again. Asked if Mr. Vail, the attorney for the Citizens Bank, had been approached concerning it, Mr. Hull replied he thought not, but he would investigate and report back.

The meeting adjourned at 5:05 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

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THE STANDARD FORM OF AGREEMENT BETWEEN CONTRACTOR
AND OWNER FOR CONSTRUCTION OF BUILDINGS

ISSUED BY THE AMERICAN INSTITUTE OF ARCHITECTS FOR USE
WHEN A STIPULATED SUM FORMS THE BASIS OF PAYMENT

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THIS FORM IS TO BE USED ONLY WITH THE STANDARD GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION OF BUILDINGS.

THIS AGREEMENT made the twelfth

day of September in the year Nineteen Hundred and Forty-nine

by and between Gates & Johnson Company, a corporation of the State of Illinois, with principal place of business in Decatur, Illinois, J. I. Gates, President and Harry A. Johnson, Secretary hereinafter called the Contractor, and ~~The Board of Trustees for the Decatur Public Library, Decatur, Illinois~~

..... hereinafter called the Owner,
WITNESSETH, that the Contractor and the Owner for the considerations hereinafter named agree as follows:

Article 1. Scope of the Work—The Contractor shall furnish all of the materials and perform all of the work ~~shown on the Drawings and described in the Specifications entitled~~ required for Roofing and Sheet Metal as shown on the Drawings and described in the Specifications entitled "Remodeling of Free Public Library Decatur, Illinois" with additions as hereinafter noted in ~~Article 6.~~

(Here Insert the caption descriptive of the work as used on the Drawings and in the other Contract Documents)

prepared by Charles Harris & Associates, Architects, 420 Standard Office Bldg., Decatur, Illinois

acting as and in these Contract Documents entitled the Architect; and shall do everything required by this Agreement, the General Conditions of the Contract, the Specifications and the Drawings.

FORM A1

Article 2. Time of Completion—The work to be performed under this Contract shall be commenced.....**at once**.....

and shall be substantially completed.....**on or before November 12, 1949**.....
(Here insert stipulation as to liquidated damages, if any.)

Article 3. The Contract Sum—The Owner shall pay the Contractor for the performance of the Contract, subject to additions and deductions provided therein, in

current funds as follows:.....~~Nine Thousand Seven Hundred Fifty Six Dollars (\$9,756.00)~~.....
(State here the lump sum amount, unit prices, or both, as desired in individual cases.)

This amount is determined from the base bid of - - - - - \$ 9,660.00

With addition for installing framing for and scuttle door over the opening for the ventilating fan as described in 1 (b) of the Proposal, in the amount of - - - - - 96.00

Net Amount of Contract - - - - - \$ 9,756.00

Where the quantities originally contemplated are so changed that application of the agreed unit price to the quantity of work performed is shown to create a hardship to the Owner or the Contractor, there shall be an equitable adjustment of the Contract to prevent such hardship.

Article 4. Progress Payments—The Owner shall make payments on account of the Contract as provided therein, as follows:

On or about the tenth day of each month 85 per cent of the value, based on the Contract prices, of labor and materials incorporated in the work and of materials suitably stored at the site thereof up to the first day of that month, as estimated by the Architect, less the aggregate of previous payments; and upon substantial completion of the entire work, a sum sufficient to increase the total payments to 90 per cent of the Contract price.

(Insert here any provision made for limiting or reducing the amount retained after the work reaches a certain stage of completion.)

Article 5. Acceptance and Final Payment—Final payment shall be due 30 days after substantial completion of the work provided the work be then fully completed and the Contract fully performed.

Upon receipt of written notice that the work is ready for final inspection and acceptance, the Architect shall promptly make such inspection, and when he finds the work acceptable under the Contract and the Contract fully performed he shall promptly issue a final certificate, over his own signature, stating that the work provided for in this Contract has been completed and is accepted by him under the terms and conditions thereof, and that the entire balance found to be due the Contractor, and noted in said final certificate, is due and payable.

Before issuance of final certificate the Contractor shall submit evidence satisfactory to the Architect that all payrolls, material bills, and other indebtedness connected with the work have been paid.

If after the work has been substantially completed, full completion thereof is materially delayed through no fault of the Contractor, and the Architect so certifies, the Owner shall, upon certificate of the Architect, and without terminating the Contract, make payment of the balance due for that portion of the work fully completed and accepted. Such payment shall be made under the terms and conditions governing final payment, except that it shall not constitute a waiver of claims.

Article 6. The Contract Documents—The General Conditions of the Contract, the Specifications and the Drawings, together with this Agreement, form the Contract, and they are as fully a part of the Contract as if hereto attached or herein repeated. The following is an enumeration of the Specifications and Drawings:

Specifications - pages 1 to 15 inclusive and pages 36 to 49 inclusive.
Drawings - Sheets numbered 1 to 4 inclusive.

Also section 1 (b) of the Proposal wherein the framing shall be installed for the ventilating fan as required in Article 62, page 38 of the Specifications to receive the composition roofing and flashing and a scuttle door provided to cover the opening and extend over the curbs. The door to be constructed with copper cover, hardware, etc., similar to that required in Article 65, page 41 of the specifications, except with 16 oz. copper cover.

The Security or Performance Bond and the Surety Bond guaranteeing the roofing shall be furnished and Workmen's compensation and occupational disease and Public Liability and Property Damage insurance furnished and maintained as required by the specifications and General Conditions of the Specifications.

IN WITNESS WHEREOF the parties hereto have executed this Agreement, the day and year first above written.

CHARLES HARRIS & ASSOCIATES
Architects
By Charles Harris

Dated Sept 23 1949

GATES & JOHNSON COMPANY
Contractor
By Joe A. Gates
President
By Harry C. Johnson
Secretary

BOARD OF TRUSTEES FOR THE
DECATUR PUBLIC LIBRARY
Owner
By Edmund Knuth
President
By Meriel E. Perry
Secretary

Board of Trustees

September 30, 1949

The regular meeting of the Board was called to order at 4:06 p.m.

Members present: Mr. Knuth presiding, Mrs. Garman, Mrs. Loewen, Mr. Blackford and Mr. Hull.

The Minutes of the previous meeting were read and approved.

The Librarian's report for August was examined and ordered filed.

The motion was made by Mrs. Loewen, seconded by Mr. Hull and unanimously passed that bills to the amount of \$1,772.78 be paid.

Mr. Hull reported that he had asked the Citizens Bank to resubmit the Board's request for a mortgage to Mr. Vail. He had received no answer regarding this but he believes that they are considering it.

The estimate for the ventilating fan for the roof was given as \$1,353.00. The Board decided that lack of finances prevented the fan's installation at this time.

A report from Montgomery Nicholson, dated September 26th, was given the Board. Mr. Nicholson said that an insurance inspector had surveyed the building and had reported that while the new plan for remedying the electric wiring is bad from the safety angle, it is all right from the insurance angle and there would be no risk of losing our insurance.

The Librarian described the interest of two classes at Roosevelt Junior High School in the possibility of raising money for a young adult room here. These classes are working together in English and Sociology and a recent visit to the Library had given them the idea of using this as their years project. The Board was asked to express an opinion as to their approval of having the school children try to collect enough funds to furnish and equip the teen-age room we so badly need. The members voted unanimously that the young people might try it provided that it is made clear to the public that such funds are not for the renovations.

It was reported that locks were needed for all the basement windows. The Librarian was instructed to take care of this.

The Librarian informed the Board that a Great Books Discussion group had been formed with capacity registration and that the meetings would fall on the first and third Thursday evenings of each month.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees

October 28, 1949

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

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

The Minutes of the previous meeting were read and approved.

The Librarian's report for September was examined and ordered filed.

The Board discussed the advisability of holding an election of officers without full membership. Mr. Hull suggested that a notice to the effect that an election was in order should be sent to each Trustee on the notification cards previous to the next meeting.

The motion was made by Mrs. Evans, Seconded by Mr. Owen and unanimously passed that bills to the amount of \$1,699.26 be paid.

Mr. Hull reported that there was no action by the banks on the mortgage. He had received a copy of H.B. 903, and it was his opinion that there might be some chance of the City issuing bonds for library renovations without a referendum. However, it would be advisable that the City officials agree with this viewpoint.

The motion was made by Mr. Owen, seconded by Mr. Blackford and unanimously passed that Mr. Hull and the Librarian be given authority to have informal talks with the Mayor and other city officials and to take other action necessary to develop the possibility of a bond issue.

It was reported that the tiles on the Evans roof were slipping out of place. The Librarian was instructed to ask the Carl Swartz Co. to inspect the roof and give a price on needed repairs.

It was reported that the Mayor had asked the Librarian if the Trustees wanted the bell of the Ship Stephan Decatur which was active in World War II. The bell is 17" high, 16" in diameter and weighs 175 pounds. The Board voted that we accept the bell for exhibit purposes until a statue of Stephen Decatur is set up or until some other civic organization is willing to take it.

The Librarian reported the resignations of Mr. Cohen to take effect November 30th and Miss Vancil to take effect December 15th. She spoke to the Board of the difficulty of securing new librarians at the salaries our budget permitted and of retaining fine people.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees

November 25, 1949

The regular meeting of the Board was called to order at 4:10 o'clock.

Members present: Mr. Knuth presiding, Mrs. Garman, Mrs. Loewen, Messrs. Blackford, Hull, and Stafford.

The Minutes of the previous meeting were read and approved.

The Librarian's report for October was examined and ordered filed.

The motion was made by Mrs. Loewen, seconded by Mr. Blackford and unanimously passed that bills to the amount of \$1,634.26 be paid.

An election of officers took place. Mr. Stafford's nomination of Mr. Knuth was seconded by Mrs. Loewen. Nominations were declared closed and Mr. Knuth was unanimously elected. The Librarian was re-appointed as Secretary.

It was reported that work on the roof began November 14th. The insulation under the old roofing on the addition had deteriorated to such an extent in some places that portions of it had to be removed and new insulation laid under the new roofing. Mr. Harris had reported that this would cost \$80.00 above Mr. Gates' estimate.

Mr. Hull was asked to report on any progress which had been made in obtaining funds for the renovations. He said that he had examined House Bill 903 and that it looked as though there was nothing in it to prevent the Board from seeking a bond issue. He had discussed this with Carl Weillepp who agreed that apparently there was no legal reason why the City Council could not issue bonds for the Library without a referendum. Also, Mr. Merris agrees that the present levy submitted by the Board to the City Council last May is valid.

Since an average of half the levy is paid to the Library about June, a second installment about September and the final one about January, the Board will probably receive the first of the levy about June 1950.

Several complications, however, must be considered. Can the Board safely contract on what the levy is to be? In the next six weeks we should know if the County Tax Commission has put the full amount in the levy or has limited us to 110% of our 1945 levy. There will also be a hearing for tax objections by the railroads, at which meeting the various city departments will have representatives present to present their views. At this meeting Mr. Hull will protect the Library.

It is suggested that the Board assume we shall receive the \$145,000. of our budget since we seem to be on rather safe grounds.

If the Board decides that the renovations should be undertaken immediately, we can offer the Banks tax anticipation warrants on the \$75,000. Mr. Hull thinks the City Council will anticipate this for us.

It was agreed by the members that Mr. Hull continue his activities with regard to the library's levy.

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The motion was made by Mr. Blackford, seconded by Mrs. Loewen and unanimously passed that the next meeting of the Board be held on the first Friday in January (Jan. 6th)

The Board asked the Librarian to report on progress made in finding librarians for staff vacancies. She said seventeen accredited schools had been contacted and fourteen answers received with no names of applicants given. Our salary scale is too low to attract people to Decatur.

Mrs. Loewen asked that the position of children's librarian be made next in importance to the Assistant Librarian and the salary be set at \$3,400.00. The Librarian explained that such a step would throw the overall picture of library service completely out of focus by emphasizing work with children above that of every other age group; also that such a salary would cause repercussions from other department heads holding positions of similar importance. She said that she could see no solution to the problem under the Library's present income but that she would like the Finance Committee to meet with her to review the entire budget.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

December 14, 1949

A special meeting of the Financial Committee was called to order at 3:45 o'clock.

Members present: Mr. Hall, Mr. Owen, and Mr. Stafford.

The meeting was called to decide whether any raises could be made in our salary schedule which would make the salaries for those positions now vacant attractive enough to secure competent people.

Mr. Stafford reported to the other members that he had recently visited the Library School at the University of Illinois and that both Dr. Downs and Dr. Lorcour had told him that such a situation as exists here is the usual thing in public libraries today because Librarians are moving about the country more than usual and because of the extreme shortage of trained people in the profession.

The Committee studied the statistics which had been prepared by the Librarian.

The members discussed the desirability of having a Business Librarian for a city the size of Decatur. The Librarian explained that a person doing work with business men and factories, labor unions, and other working people, was very desirable. Although Mr. Cohen had been more a Research Librarian than a Business specialist, he had demonstrated the importance of doing work with these groups. She said that although the position might be abolished for the present, she believed that it would be re-established in the near future, either by herself or another Librarian. After a discussion, the members recommended that we abolish the position for the present and reinstate it as soon as possible.

The Librarian asked the members for an opinion on the advisability of trying to secure a Young Adult Librarian. She reminded the Committee that a salary of \$3,000.00 had been provided for in the 1949-1950 budget, but she had not filled the position because she had wanted to be sure of the Board's policy. She explained that when our children reach the 7th grade they refuse to go to the children's room, and that there is no service for them in the Adult Department. Mr. Hall questioned the advisability of engaging a Young Adult Librarian until a department for this group was organized. The Librarian explained that even without the department, we needed a Librarian trained and experienced in work for adolescents, and that, while she was giving professional service to this group without the department, she could be helping to organize it. The Board recommended that a Librarian for this position be added to the staff at the salary of \$3,000.00 a year, and that the salary of the Children's Librarian be raised from \$2,700 to \$3,000.

It was decided to try to secure an Assistant Librarian for \$3,500. The Librarian brought up the fact that she believed she might be able to secure people at these figures but that when an Assistant Librarian became familiar with our work she would raise the question that her salary was not in proportion to the other unit heads, and that an adjustment would have to be made in fairness to her responsibilities. It was decided that the minimum salary

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scale ~~recommendation~~^{ed} by the Librarian to be put into operation January 1, 1950, should be discussed by the full Board at their next meeting.

The fact that our 1950-1951 budget had been cut \$4,178. under this years' budget was brought to the members attention.

The meeting adjourned at 5:00 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

ILCP/rc

Board of Trustees

January 6, 1950

The regular meeting of the Board was called to order at 4:06 P.M.

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

The minutes of the previous meeting were read and approved.

The minutes of the Finance Committee's meeting of December 14th were read and ordered incorporated into the minutes.

The Librarian's report for November was read and ordered filed. As part of her report, the Librarian read a portion from the Bookmobile Librarian's report for the month of December in which Miss Austin said "We continue to receive many expressions of pleasure of Bookmobile service. Yesterday one lady said 'This is a Godsend to me'. We have started a good thing that will go on growing and growing, which should be a consolation in these confused days."

Bills to the amount of \$2,622.83 were presented for approval. It was moved by Mrs. Evans, seconded by Mr. Owen, and unanimously approved that these bills be paid.

The Librarian reported that the front steps were cracking in additional places and that large pieces of cement had fallen out. She expressed her fears that somebody might fall and be injured unless these were repaired in the near future.

Mr. Hull was asked to report on the state of the renovations project. He said that we are back in again, that our Levy of last May is valid, that several questions must be considered, whether tax anticipation warrants are to be given to one bank only or divided between two, or among three. Mr. Merris will call Mr. Albert regarding which process to follow. However, the Board can go ahead with the warrants. The problem is not simple, but we must take it by degrees. Mr. Owen brought up the question of the possibility that if we lost the Levy for renovations we might lose our revenue for maintenance. Mr. Hull responded that there is a remote possibility of this happening, that a Levy is considered ^{to be} ~~by the~~ good or bad, and if the amount requested for renovations were turned down, objections might be made regarding the amount for maintenance. Mr. Stafford asked if we could not begin asking for bids. It was agreed that the Board should go ahead to the point of signing warrants. Mr. Hull explained that we must proceed with the banks first, and that much data had to be collected.

The fact that in July, 1950, the Library will celebrate it's 75th Anniversary was brought to the attention of the members. Mr. Knuth appointed Mrs. Evans as Chairman of an Anniversary Committee, and suggested that she name the other members.

The Librarian told the Board that Mrs. Steffen, her new secretary, had had to pay the Personal Placement Bureau the sum of \$45.33, and that this, taken from her small salary check, had resulted in her working for one month at an extremely low price. She explained that some business houses pay this Placement charge to avoid such a disadvantage to new employees. The motion

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was made by Mr. Hull, seconded by Mr. Blackford, and unanimously voted that the Librarian repay Mrs. Steffen this amount.

It was reported that no progress had been made toward filling the vacancies on the Staff but that Mrs. Plummer began work as a Clerk January 3, 1950, for twenty hours each week, and that Mrs. McCully began work as Librarian on January 4, 1950, for nine hours a week, so that the routine schedules could be continued.

The Librarian read to the Board a letter received from the University of Chicago Library School giving prices for a survey of the Library to be made by an expert in the field. She asked for the Board's reaction regarding the wisdom of such a survey in Decatur. She explained that such surveys have become a common procedure when Library Boards and Librarians want expert advice on conditions within their Library, and the direction of the service they are giving to the public. Such a survey would be absolutely impartial, with the expert interviewing personnel, administration, trustees, and members of the public to ascertain whether service, as given, is the best that can be obtained for the budget, or whether recommendations for its improvement are in order. If the Board has any doubts regarding the administration of the Library this would be a fine method to take to reassure themselves. Several members believed that we do not need such a survey at this time. Others thought that it might have very good results regarding relations between the personnel and the administration. After some discussion, the matter was laid on the table for further discussion in the future.

The motion was made by Mrs. Evans, seconded by Mr. Owen, and unanimously passed that the Librarian represent Decatur at the American Library Association Mid Winter Convention in Chicago January 26th to 29th.

It was agreed that the next meeting of the Board should be the first Friday in February (Feb. 3).

The meeting adjourned at 5:05 P.M.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

MEP/rs

Board of Trustees

February 3, 1950

The meeting of the Board, postponed from January, opened at 4:12 P.M.

Members present, Mr. Knuth presiding, Mrs. Evans, Mrs. Garman, Mr. Blackford, and Mr. Stafford.

The minutes of the previous meeting were read and approved.

The Librarian's report for December was examined and ordered filed.

Bills for \$2615.74 were presented for payment.

Mrs. Evans asked for information concerning the circulation at the Evans branch and the Librarian gave the figures for that agency for the past few months, showing that although work there had been very quiet during the spring and early summer, each month lately has shown an encouraging increase.

A discussion of the Bookmobile service took place and the question was brought up as to whether we were reaching as many people as possible. The Librarian explained that it was difficult at the present time, to keep the Bookmobile stocked because people were using it to such a great extent. It was brought out that it is on the road as much as possible with only one driver and one librarian, but that when we can afford two drivers and another librarian, it would be possible and desirable to have it in operation 70 hours a week.

The Librarian reported that the Bookmobile staff is uncomfortable in cold weather because the electric heaters are not adequate. A discussion took place concerning the Hunter Heater, a new gasoline model which has just been put on the market. The members were told that this has been used extensively during the past few months by libraries in Ohio, St. Louis County, and states like Michigan. The price of the heater would be about \$193.00, without installation. The Board felt that more information should be gathered concerning the performance of the heater before this sum was expended, and the matter was placed on the table.

Mr. Stafford told the Trustees that several people working on the roof had mentioned to him that the library was really getting a very good bargain in the workmanship and quality of the new roof. Mention of the condition of the Evans roof was brought up. The Librarian said that during the windstorm of early ~~February~~^{January} tile from the roof was blown off into the street. She was afraid that the interior of the building would become damaged by rain or snow if something were not done. Mr. Stafford suggested that the Librarian contact the insurance company regarding this and see what provision they would make for damage to it by wind.

It was reported to the Board that no application had been received for the position of Children's librarian. When the Librarian went to the Midwinter Convention she interviewed the Placement Bureaus set up by Columbia, University of Illinois, and of Michigan. The only Children's librarians expressing a desire to change positions gave as minimum salaries \$5200 and \$4800, etc. To date there is only one person that she would recommend for the position of Assistant Librarian and she hesitates to do that because of his lack of experience. The Board members felt that good potentials might overcome the lack of experience but it was voted that the Librarian should continue searching for people until she felt she could honestly recommend applicants.

The Board was asked to decide as to whether or not the Library should be open on Lincoln's birthday. It was brought out that the merchants will be open, as well as the schools. It was voted that the Librarian should check on whether or not the schools would be open. If they were closed the Library might be closed until 12 o'clock, which would give the staff a free morning. If the schools were open, the Library was to be open.

The Board was asked what they wished done with the old bound magazines which are to be discarded. Miss Austin would like to sell or give old copies of the Popular Mechanics, which Miss Davis has asked to have withdrawn from the Evans Branch, to someone from the Bockmobile who is interested in shop work. The members voted that the Librarian should dispose of the magazines in whatever way she wished.

It was brought to the attention of the members that the library receives a very small income from the receipts of the public telephone in the front hall and from the rent of the auditorium. At the present time there is on hand \$14.90 from the telephone and \$9.95 from the auditorium. The Librarian asked permission to keep a separate account of these funds and to use the receipts for improving the Staff Room since they are not from tax sources. The motion was made by Mr. Stafford, seconded by Mr. Blackford, and unanimously carried that this money be used for Staff Room equipment so long as a separate account could be declared legal.

The Librarian reported to the Board that Mr. Gilman of Block & Kuhl had not only made us the permanent loan of a record player and radio, but had suggested that the various furniture merchants in the city might be very helpful in loaning or giving us furniture for an adult lounge.

The meeting adjourned at 5:15.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees

February 24, 1950

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

Members present, Mr. Knuth presiding, Mrs. Evans, Mrs. Garman, Mrs. Loewen, Messrs. Blackford, Hull and Stafford.

The minutes of the previous meeting were read and approved.

The Librarian's report for January was read and ordered filed.

The motion was made by Mrs. Evans, seconded by Mrs. Garman, and unanimously passed that bills to the amount of \$759.45 be paid.

It was reported that an insurance agency had looked over our policies for the Evans Branch and had assured us that the roof would be repaired with the expenses assumed by the insurance companies.

The work on the roof of the Main Library has been progressing rapidly in spite of the weather and Mr. Spangler assures us that it will be finished in three or four weeks and the bill rendered before the end of our fiscal year.

The Librarian reported that she had received no applications for the position of Children's Librarian, one from Miss Christine P'Simer for the position of Young People's Librarian, and several for the Assistant Librarianship. Of the latter she felt that she could recommend only one person, Mr. Kenneth Duchac at present on the Staff of the Detroit Public Library. An appointment for Mr. Duchac to visit the Library has been made for Wednesday, March 8th. The Board was asked if they would like to appoint several members who could interview Mr. Duchac during that time. Mr. Knuth appointed Mrs. Evans, Mrs. Garman, Mrs. Loewen, and Mr. Blackford to meet with Mr. Duchac. The name of Mr. Mountain, a Librarian at the Caterpillar Library in Peoria, was discussed. The Librarian felt that since he had had no experience in Public Library work that it would be unwise to consider him.

Mr. Hull reported on the status of the renovations. Howard Bond assures us that the tax is being spread and that he will cooperate with us. The main objectors to tax levies are usually the railroads, but if the tax is upheld there will probably be nothing more than a nominal loss. Mr. Merris thinks that everything is progressing well and had asked the Council for approval of tax anticipations. They have assured him that they will give this and the papers are now being drawn up. Mr. Hull and Mr. Merris decided not to go to the banks about the validity of the levy. Mr. Hull said that the Board was now ready to consider bids, then before actually signing the contracts they could sell a warrant at \$10,000.00 which would establish our right to get it. As a safety valve, Mr. Merris agreed to take all papers to Carl Willepp and have him check them informally. The motion was made by Mr. Stafford, seconded by Mrs. Garman, and unanimously passed that the Librarian call Mr. Harris and ask that bids be issued.

It was reported that, at the present time, there was a surplus of about \$15,000.00 in our budget which should be considered before the end of the fiscal year. The Librarian explained that there were several reasons for this. There were some items in the budget such as that of \$3,000.00 for repairs to the buildings which had not been used; the fact that three vacancies has left a small surplus in salaries; and that the City Hall had sent us more money than they had first told us we would have. The motion was made by Mrs. Garman, seconded by Mrs. Evans, and unanimously passed that a separate bid for repairs to the front steps be obtained and that the Librarian ask Mr. Harris to take care of it.

A discussion of Miss P'Simer as a possible applicant for the position of Young People's Librarian took place. The Board was told that she is now a Personnel Director at the University of Florida and is taking several courses in the School of Library Science. The Librarian said that it was very desirable for the person taking this position to have a basic knowledge of book ordering and cataloging since her primary responsibility for the first year or so would be building up a collection of excellent material for this age group. Miss P'Simer has not, as yet, acquired a knowledge of these subjects. Her work as Young People's Director at the Y.W.C.A. was discussed.

The meeting adjourned at 5:15 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

MEP/rs

Board of Trustees

March 31, 1950

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

Members present, Mr. Knuth presiding, Mrs. Evans, Mrs. Garman, Mrs. Loewen, Messrs. Blackford, Owen, and Stafford.

The minutes of the previous meeting were read and approved.

The Librarian's report for February was examined and ordered filed.

The motion was made by Mrs. Evans, seconded by Mr. Stafford, and unanimously passed that bills to the total of \$12,641.16 be paid. (Included in the bills was one from Gates and Co. for the roof totaling \$9,836.00). The bond for the roof was examined by the members.

It was reported that Mr. Kenneth Duchac would begin his duties as Assistant Librarian sometime from the 1st to the 3th of May.

The Librarian reported that she had tried to find a local person who could do non-professional work but that no one could be found who had a basic knowledge of the use of the catalogue or the Dewey decimal system. She asked the Board's reaction toward advertising for a non-professional. The members of the Board gave their opinion that it was wise to use every method of obtaining needed personnel.

The matter of discarding useless material before the renovations begin was discussed. The Librarian said that she had never been through many of the closets in the building, especially those in the extension room, but she believed that the building had many items stored in closets and files which would never be of any use. She mentioned the number of old pictures which were in the basement and suggested that all such material be gathered in a certain place and that members of the Board or a committee look through them. Mr. Knuth appointed Mrs. Evans and Mrs. Loewen to check on such material.

The Librarian said that she felt the members of the Board should be aware that the Decatur Barnwell portrait of Lincoln was not safe from fire if the building were ever destroyed. The portrait is filed in the safest place she knows of but she felt the responsibility of so valuable an object should not rest with her alone. It was suggested by Mr. Stafford that after the renovations are finished the Board undertake to obtain some kind of fireproof file for valuable material such as the portrait.

It was reported that Miss Austin had been using a watch loaned from a local watch repairer while her own was being adjusted and that it could be purchased for \$14.00. Both Miss Austin and Mr. Barding are under the impression that a clock in the bookmobile would become so magnetized that it would not be accurate. The Board agreed that it would be wiser for the Librarian to purchase a clock than to purchase anything as personal as a watch.

The Librarian reported that with so small a Staff it was impossible to give those Assistants accustomed to a month's vacation their full time this year. She recommended that the building be closed for one month during the heaviest period of renovations and that all Staff members be given their vacations at this time. The motion was made by Mr. Owen, seconded by Mr. Stafford, and unanimously passed that this be done.

A request for tools from Mr. Wilson was considered. The Librarian said that while she was sure that tools had been purchased down through the years, there was nothing in the building with which the janitors could do the ordinary maintenance work. Mr. Wilson would like a plane, hand saw, vise for bench, two wood tools, one large wrench, hand drill, small axe, and 50' hose. She believed that if these were purchased the name of the Library should be burned into the handle of each. Mr. Blac kford offered to use his discount at Sears, Roebuck & Co. and it was agreed that he would contact the Librarian concerning the purchase of the above.

The Board was asked its reaction to bringing the Bookmobile in at 12:30 on Saturday in order to give Mr. Barding the afternoon off. At the present time he is working 48 hours or six days a week. On Saturday afternoon the Bookmobile has been stationed at Longview East and it has been Miss Austin's opinion that a good-sized collection of books placed in the recreation house might benefit the people more than the two hour stop since so many of them work all day. The motion was made by Mr. Owens, seconded by Mrs. Evans, and unanimously passed that if such a deposit could be set up the Bookmobile could be brought in at 12:30 on Saturdays.

Mr. Stafford brought up the subject of raises and asked the Librarian if the raises as considered by the Finance Committee had been put into operation. The Librarian explained that no definite decision had been made regarding salaries at the Finance Committee meeting on December 14, 1949, other than those of the Assistant Librarian, Children's Librarian, and the Young People's Librarian; and that although the Finance Committee had decided that the minimum-maximum salary scale recommended by her should be discussed by the full Board at their next meeting, the Board, on that later date, had heard the minutes of the special meeting and had ordered them incorporated into the minutes without any action. The members of the Board agreed that it was desirable for the Librarian to draw up further recommendations for salaries in view of the 1950-51 budget and to submit them at a special Finance Committee meeting to be called previous to the next full Board meeting.

Mr. Owen reiterated the fact that the Librarian should call a special meeting at any time that anything new developed in the renovations program. The motion was made by Mr. Owen, seconded by Mrs. Garman, and unanimously passed that the Chairman speak with the Staff in the near future asking for their cooperation during the trying period necessitated by the renovations and especially their cooperation with the Librarian in her endeavors to carry out the Board's policies.

The meeting adjourned at 5:05 P.M.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees

April 28, 1950

A meeting of the Finance Committee opened at 3:20 P.M.

Members present, Messrs. Hull, Stafford, and Owen.

The purpose of the meeting was to consider the budgets for 1950-51 and 1951-52.

The budget for 1950-51, as submitted by the Librarian, was studied in detail, particularly the salary breakdown. The motion was made by Mr. Stafford, seconded by Mr. Hull, and unanimously passed that the Committee recommend to the full Board that this budget be accepted as submitted.

No time was left for consideration of the 1951-52 figures.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

MEP/rs

Board of Trustees

April 28, 1950

The regular meeting of the Board opened at 4:15 P.M.

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

The minutes of the previous meeting were read and it was noticed that the vote to have the building closed one month during the heaviest renovations so that the Staff could have their vacations at one time had been omitted. With this exception the minutes stood approved.

The Librarian's report for March was examined and ordered filed.

Regarding the renovations, Mr. Stafford reported that he had spoken with Mr. Spangler and they were purposely waiting until the contractor and labor settlement could be made. Otherwise, the Library might lose money. Mr. Spangler said that they would try to have a general contractor take the bid and farm out the different types of work to other contractors.

Mr. Knuth reported on his meeting with Staff members April 19th.

Mr. Blackford asked the Librarian if teachers from the public schools had approached her regarding the possibility of their working in the Library during the summer months. She reported that no such approach had been made.

Bills to the amount of \$16,871.79 were presented for approval. The motion was made by Mrs. Evans, seconded by Mr. Blackford, and unanimously approved that these bills be paid.

The Librarian asked for the Board's reaction to appointing a Children's Librarian without a personal interview. Miss Eleanor Sloan of Denison, Texas, has applied for the position. Her credentials and references have been excellent but traveling distance is so great that the wisdom of having her come for a personal interview is dubious. The only item needed to complete Miss Sloan's credentials was her doctor's statement regarding her physical health. The Trustees agreed that it seemed logical to make an appointment in this case without the interview on receipt of a satisfactory physical statement.

The matter of the non-tax fund was brought up and the motion was made by Mrs. Evans, seconded by Mr. Blackford, and unanimously passed that a check for \$14,281.41 be placed in our Savings account at the Millikin National Bank. This check represents the bonds cashed for cases of emergency, and the non-tax fines and fees for the past year.

Mr. Stafford reported to the members the recommendation of the Finance Committee. The motion was made by Mr. Owen, seconded by Mr. Hull, and unanimously passed that the budget for 1950-51 be adopted as submitted. The motion was made by Mrs. Evans, seconded by Mr. Owen, and unanimously passed that the Annual Meeting be held on May 10th at 4:00 P.M.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary