

Called Meeting of the Library Board

May 13, 1938

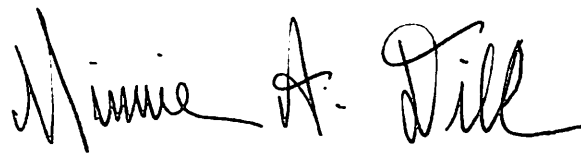
Present: Messrs. Shilling, Mueller, Knuth, Mrs. Evans, Mrs. Miller and Mrs. Garman.

The meeting was called to hear the reading of the annual report for the year ending April 30, 1938.

The reports of the president and librarian were read and, on motion, accepted and ordered placed on file. The president's report was signed by all members present, and had been read and signed earlier by Mrs. Buckner, who could not attend. The reports were to be notarized the next day and sent to Mayor Lee.

There being no regular meeting in May, the Finance committee only will meet to approve the bills, and the president will sign the checks.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is centered on the page.

Secretary.

Regular Meeting of the Library Board

June 24, 1938

Present: Messrs. Knuth, Borchers and Mrs. Evans.

On motion, Mr. Knuth was made temporary chairman and signed the checks. As there was not a quorum, the consent of Mr. Shilling, Mrs. Miller and Mrs. Buckner was obtained for regular routine business and the approval of the bills.

Minutes of the regular April meeting and of the annual meeting May 15, were read and approved.

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

The Lincoln letters which had been placed under glass ^{taken from the Lincoln cabin in Macon Co., 1830,} and framed in wood, were shown. On motion, Mr. Borchers was to obtain a suitable standard to hold these for display.

A letter from the American Library Association, urging the library to become a contributing member at \$25.00 a year, was read. No action was taken. The Board feels that our \$5.00 institutional membership is sufficient.

A letter was read from Yale University, announcing the gift of their publication "Queen Victoria's letters", and a promise of more books as selected by us from the Yale catalog.

Mention was made of the meeting of the Macon County Historical Society, in the children's room, the evening of June 23. Future meetings, held quarterly, will be in the same place. This is a reorganization of the one which was in existence about 20 years ago. The library should aid an organization to help collect all local history that should be preserved.

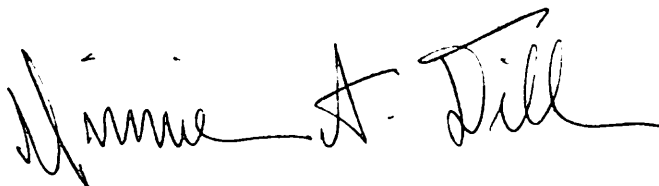
Announcement was made that Miss Carola White, of the staff, was attending the University of Illinois Summer Library school.

June 24, 1938 --- 2

The librarian expressed appreciation of the beautiful hydranga sent to her when she was in the hospital early in June.

Bills to the amount of \$2561.95 were approved by the Finance committee and ordered paid. Mr. Borchers and Mrs. Evans acted on the committee for this meeting.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned centrally on the page.

Secretary.

Regular Meeting of the Library Board

July 29, 1938

Present: Messrs. Shilling and Nash, Mrs. Evans, Mrs. Miller, Mrs. Garman and Mrs. Buckner.

Minutes of the last meeting were read and approved.

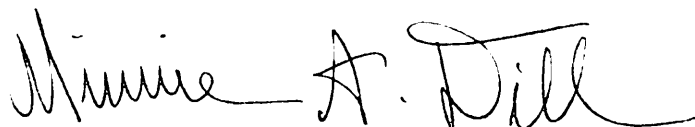
The librarian's report was read, on motion approved and ordered placed on file.

On motion, the list of recommended new books was ordered purchased.

The possibility of having an East End branch was again discussed, but no definite action was taken.

Bills to the amount of \$2527.17 were approved by the Finance committee and ordered paid.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned centrally on the page.

Secretary.

Regular Meeting of the Library Board

August 26, 1938

Present: Messrs. Knuth and Nash, Mrs. Evans, Mrs. Miller and Mrs. Garman. Mr. Borchers, who was unable to attend, gave his consent to the passage of the regular bills should there not be a quorum. On motion, Mr. Knuth was made temporary chairman and signed the checks.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Mention was again made of a branch library for the east side of the city, and Mr. Nash spoke of the increase of building costs as compared with the cost at the time the Evans Branch was erected. He also referred to the zoning law which might prevent the storetype of building which we plan to erect when possible, from being placed in a residence district.

On motion, it was decided to pay at once the remainder of the final instalment, as well as the interest and principal now due, on the loan from Millikin National Bank. This will clear the library of all indebtedness incurred for the erection of the new stack room in 1934.

Bills to the amount of \$5,051.73 were approved by the Finance committee and ordered paid.

On motion, adjourned.

Mabel A. Wayne

Acting secretary.

Regular Meeting of the Library Board

September 30, 1938

Present: Messrs. Shilling, Knuth, Mueller, Mrs. Evans, Mrs. Miller and Mrs. Garman.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

On motion, Mr. Shilling, president, and Miss Dill, secretary, were reelected for the coming year.

On motion, new books recommended by the Book committee were ordered purchased.

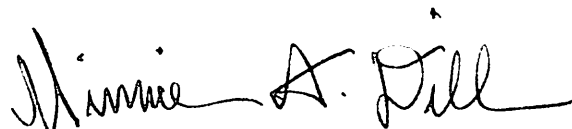
There was an informal discussion regarding the possibility of again opening the East End branch library, which had a very successful existence from January 1926 through March 1932, when it became necessary to close it because of lack of funds.

Mention was made of the annual conference of the Illinois Library Association to be held in Springfield, October 26-28, Wednesday, Thursday and until Friday noon, in the Abraham Lincoln Hotel. Members were urged to attend, especially the Trustees section and luncheon on Thursday; also to join the Association.

An invitation was presented to attend the meeting of the Macon County Historical Society, to be held in the children's room, on the evening of October 6, at 7:30. Mr. Paul M. Angle, librarian of the Illinois State Historical library will speak.

Bills to the amount of \$2,185.90 were approved by the Finance committee and ordered paid.

On motion, adjourned.



Secretary.

Regular Meeting of the Library Board

October 31, 1938

(Postponed from Friday, Oct. 28, because the I.L.A. Conference was being held at that time in Springfield)

Present: Messrs. Shilling, Knuth, Mrs. Evans and Mrs. Garman. Consent to pass the regular bills was given by Mrs. Buckner and Mr. Mueller.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

On motion, the subscription for furnishing periodicals for 1939 was let to the Hanson-Bennett Magazine Agency, Chicago, for \$553.90, and the bill was ordered paid. Sixteen new magazines were added this year and only two dropped.

A letter was read from Mr. W. E. Mueller of this Board, regarding the opening of a branch library in the east section of the city, again. The letter was discussed and an outline for an answer was made, and the secretary instructed to send a reply, together with statistics regarding the previous branch which was closed in 1932; also the approximate cost of a new building, and an estimate of the yearly cost of operating such a branch.

It was voted to add Armistice Day, now a national holiday, to the regular scheduled holidays on which the library will be closed.

Mention was made of the recent annual meeting of the Illinois Library Association in Springfield, and of the Trustees luncheon and sectional meeting which was attended by Mr. Shilling.

Bills to the amount of \$3,388.07 were approved by the Finance committee and ordered paid. Mr. Knuth acted on the committee for this meeting.

On motion, adjourned.

Minnie A. Dill

Secretary.

Regular Meeting of the Library Board

November 25, 1938

Present: Messrs. Shilling, Borchers, Knuth, Mrs. Evans, Mrs. Miller and Mrs. Buckner.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and order^y placed on file.

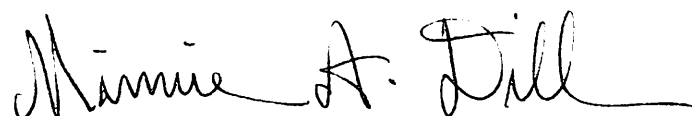
Mr. Borchers reported that copies of Macon County historical records would be made by a department of the W.P.A. in Springfield, at cost, except the paper for typing. He suggested that the Library Board furnish this, with the understanding that one copy of any such record made was to be deposited in the library. On motion, the Board will pay for the paper up to five dollars.

On motion, the list of new books recommended by the Book committee was ordered purchased.

On motion, the staff salaries, for December only, were to be paid in two instalments,- the first one the middle of the month. Mr. Shilling appointed Mrs. Evans to sign these checks.

Bills to the amount of \$2840.24 were approved by the Finance committee and ordered paid.

On motion, adjourned.



Secretary.

Regular Meeting of the Library Board

December 30, 1938

Present: Mrs. Knuth, Mrs. Evans, Mrs. Buckner and Mrs. Garman. Mr. Knuth was made temporary chairman and signed the checks. Mr. Shilling had given his consent to the passage of the regular bills.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

A pleasant surprise was given the Board when Mr. W. E. Mueller's letter of December 24, was read. In this his check for \$150.00 was enclosed saying it could be used for the Decatur Public Library for any purpose desired, - but suggested it might be used for the children's department, or put in a fund for some definite purpose. This generous Christmas present to the library was much appreciated, and various suggestions were made as to its use. It was left in the hands of the librarian and her staff for consideration with the thought of getting something of permanent value, and preferably for the children's room.

Bills to the amount of \$3238.98 were approved by the Finance committee and ordered paid. Mrs. Buckner acted on the committee for this meeting.

On motion, adjourned.

Mimmie A. Dill

Secretary.

Regular Meeting of the Library Board

January 27, 1939

Present: Messrs. Shilling, Knuth, Borchers, Mueller, Nash, Mrs. Evans, Mrs. Miller and Mrs. Garman.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Mr. Shilling presented the Public Library Tax Collection Report for the calendar year, showing the total amount due library fund to be \$12,718. 95.

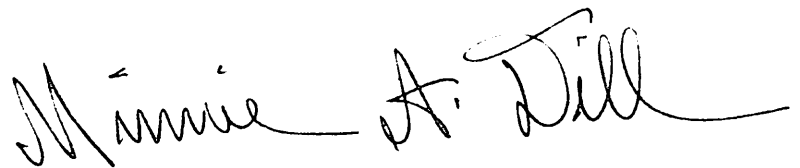
Mr. Mueller was thanked personally for his gift of \$150 at Christmas. The choice of something for the children's room has not yet been decided, but several suggestions have been made by the staff.

On motion, the list of new books recommended by the Book committee was ordered purchased.

On motion, Mr. Borchers's invitation to have the February 24th meeting held in his home, was accepted.

Bills to the amount of \$2,430.58 were approved by the Finance committee and ordered paid.

On motion, adjourned.



Secretary.

Regular meeting of the Library Board

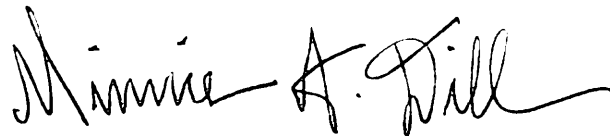
February 24, 1939

Present: Mrs. Evans and Mrs. Garman. Consent to pass the regular bills had been given by Mr. Knuth, Mrs. Miller and Mrs. Buckner, who were ill. Mrs. Evans acted as chairman and signed the checks.

The minutes and librarian's report were omitted.

Bills to the amount of \$2,472.87 were approved. Mrs. Evans acted as a member of the Finance committee for this meeting.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is centered on the page.

Secretary.

Regular Meeting of The Library Board

March 31, 1939

Present: Messrs. Shilling, Knuth and Mrs. Garman.

Consent to pass the regular bills was given by Mrs. Evans and Mrs. Buckner.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file. On motion, the list of books recommended by the Book committee was ordered purchased.

A communication was read from a Committee for the study of Cost accounting in public libraries. The letter explaining the plan was from William E. Marcus, directing chairman and president of the Board of trustees, Montclair, N.J. public library, which is headquarters. This library has received \$3,500 as a grant-in-aid from the Carnegie Corp. to further the study begun in 1938. In place of using this grant for a detailed study of that library alone, the Committee asked about fifty libraries of comparable size to participate in the study which would cover four months, and require a detailed time record of work by the library staff, and a pro rata share of the expense, as the grant covered only a partial cost of the study for one library.

Mr. Shilling received a similar letter addressed to the Board. The librarian communicated with him and, as far as possible with other members- many were out of the city and others ill- and the general expression was that because of the cost, as well as the time and labor expended, the library did not feel justified in participating in the study at this time.

Bills to the amount of \$2766.73 were approved by the Finance committee and ordered paid. Mr. Knuth acted on the

March 31, 1939 --- 2

List of new books passed.

Committee for this meeting.

On motion, adjourned,

Minnie A. Dill

Secretary.

RESOLUTIONS

Mrs. John T. Miller died in her home, Sunday, May 7, 1939. Mrs. Miller was serving her second term as a member of the Board of Trustees of the Decatur Public Library, having been appointed in 1933. During these six years she was a faithful attendant at the regular meetings until her illness in the past few months. The last meeting she attended was in January and even a month or more later she was consulted on library affairs.

Mrs. Miller brought fine intelligence and keen interest to her library tasks, giving special attention to finance and buildings-the committees on which she served.

The Library Board wishes to record its appreciation of Mrs. Miller's services to the Library, and the members individually to express their pleasure in their association with Mrs. Miller, and their sincere regret at her untimely death.

They further desire that these resolutions be spread upon the minutes and that a copy be sent to her husband and son.

Adopted by the Board of Trustees,
Decatur Public Library,
Friday, April 28, 1939.

Radley H.
President

Minnie A. Dill
Secretary

Regular Meeting of the Library Board

April 28, 1939

Present: Messrs. Shilling, Mueller, Knuth, Mrs. Evans, Mrs. Buckner and Mrs. Garman.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

The budget for 1939-40 was presented and discussed. A few changes were made and, on motion, it was adopted by roll call, all members voting yes. The City Council was to be requested to allow the maximum levy of \$39,500.00.

It was reported that two magazine racks had been purchased for the children's room, from part of the W.E. Mueller fund, and members were asked to look in and see them.

On motion, Miss Dill was to be allowed \$200.00 for expenses to San Francisco, June 18-24, to attend the A. L. A. Conference.

Mrs. Miller's illness was reported and that flowers had been sent.

Bills to the amount of \$2,726.30 were approved by the Finance committee and ordered paid. Mrs. Buckner acted on the committee for this meeting.

On motion, adjourned.

Minnie A. Dill

Secretary.

Called Meeting of the Library Board

May 12, 1939

Present: Mr. Shilling, Mr. Knuth, Mrs. Evans and Mrs. Buckner. Mrs. Garman read and signed the Report the next day.

There were no minutes read, nor the April report, as it is included in the Annual report, which was read and, on motion, accepted and to be notarized and sent to the Mayor the next day.

The death of Mrs. Miller on May 7 was reported. The secretary was instructed to prepare resolutions from the Board to be sent to her husband and son, and a copy spread upon the minutes.

House Bill 951, known as Public Library Service Fund, asking an appropriation from the Illinois General Assembly of \$415,000.00 was read. The Board instructed the secretary to write our senator and representatives asking their support of this measure.

There will be no regular May meeting, except for the Finance committee to pass the bills and the president to sign the checks.

On motion, adjourned.

Minnie A. Dill

Secretary.

Called Meeting of the Library Board

June 16, 1939

Present: Messrs. Shilling, Knuth, Mrs. Evans and
Mrs. Garman.

The meeting was called to consider bids on linoleum for the main floor of the library,- vestibule, lobby, reading and reference rooms, 2 study rooms, back of loan desk, coat room, 2 two offices and small hall.

The following firms submitted estimates on the best grade Armstrong linoleum, of which various samples were loaned for examination and selection of design:

Gebhart-Gushard Co.-	420 sq.yds.+ coverage of vestibule- Armstrong 1/8" inlaid linoleum, cemented on felt,- including sales tax -----	\$1,111.50
Linn & Scruggs Co.-	461 sq.yds.+ coverage of vestibule- Armstrong 1/8" embossed linoleum, laid on 1 lb. felt, both linoleum and felt to be pasted down,- including sales tax -----	\$1,075.27
Bachman Company-	Approximately 500 sq.yds. Armstrong 1/8" embossed linoleum, double pasted over felt, using remnants,-- exclusive of sales tax -----	\$ 975.00

The use to be made of remnants referred to in the estimate of the Bachman Co., not being clear, Mr. Kekeisen of their carpet dept. was requested to appear before the Board to explain. He said that remnants were short lengths of linoleum, usually about three to a roll, caused by imperfections which had to be cut off from the full roll, leaving the remainder short but in perfect condition. His quotation was for the use of remnants to cover the entire space, - ~~that~~ with the modern method of laying linoleum the seams can scarcely be detected.

The members of the Board, after some discussion, decided it was preferable to have at least enough full length rolls to cover the lobby, so Mr. Kekeisen was asked to have the Bachman Co. submit another bid which was to include three full length rolls and seven rolls of remnants, the number estimated by him to meet the requirements of the Board. He was also asked to include in this second bid, an estimate of the cost of taking up the old linoleum.
Adjourned.

Mabel A. Wayne

Acting secretary.

Called Meeting of the Library Board

June 21, 1939

Present: Mr. Shilling and Mr. Knuth.

The meeting was called for the further consideration of bids for linoleum for Main floor.

Because of the lack of a quorum, no action was taken, but after again examining the bids, it was decided to ask for new estimates. The measurements mentioned in each bid differed greatly, so it was agreed to ask the various firms to state the exact rooms to be covered, instead of the yardage.

Mr. Kekeisen had reported that the remnants upon which he had figured were no longer available, so all firms were to bid on full length rolls,- also to state price of taking up the old linoleum, rolling it up and tying it so that it could be stored.

Adjourned.

Mabel A. Wayne

Acting secretary.

Regular Meeting of the Library Board

June 30, 1939

Present: Messrs. Shilling and Borchers.

Because there was not a quorum no regular business was transacted, but it was decided to take some action in regard to awarding the contract for the linoleum; it seemed advisable to have the work done before the next school term.

The bids, with estimates according to specifications, were opened and read, from the following firms:

Gebhart-Gushard Co.	\$1239.20
Linn & Scruggs Co.	1118.58
Bachman Company	1090.00

It was decided to award the contract to Bachman Company after the bid had been approved and signed by a quorum of the Board. Mr. Borchers suggested that Miss Wayne be given authority to close the library for a few days, if necessary, when the linoleum was being installed. Mr. Shilling approved.

Bills to the amount of \$2817.21 were approved by those present and ordered paid after the vouchers had been signed by the required number.

Adjourned.

Mabel A. Wayne

Acting secretary.

LET US FURNISH YOUR HOME

Established
1881

Bachman Company Incorporated
1892

"Decatur's Oldest Furniture Store"

Fine Furniture

Phones { 5211
5212

Decatur, Illinois

June 26, 1939



234-238 North Main Street

The Decatur Public Library
Decatur, Illinois

We herewith propose to install Armstrongs #6310 Embossed Inlaid Linoleum 1/8" Gauge, as specified in regular full length rolls, same to be installed in the Armstrong Method of double pasteing over felt on the floors of the following rooms: Vestibule, Lobby front and back of loan desk, Two Reference Rooms, Reading Room, Two Study Rooms, Coat Room, Small Hall, and two Offices. Our complete price for the above specification is \$1075.00 including the State Sales Tax.

We propose to take up the old linoleum, roll the same and tie for moving for total of \$15.00. We propose to relay any part of the old linoleum where specified in the same Armstrong Manner of double pasteing over felt for 35¢ per square yard.

Hoping to have the pleasure of serving you in this instance, we remain

Yours very truly,

BACHMAN COMPANY Inc.

Per C. H. Keiser

CFK:G

P.S. - We have figured on laying the linoleum in the lobby complete under the loan desks. In case this is not desired we will furnish to the Library this linoleum which would be used under the loan desks.

O.K. _____

Fr. Stillings

OK Mr. Bachman

Jessie R. Buckner.

William E. Mueller

W. H. Nash.

GEBHART - GUSHARD Co.

N^o 207

301 NORTH WATER STREET

DECATUR, ILL. June 27 1939

Decatur Public Library

WE QUOTE YOU AS FOLLOWS: IF SATISFACTORY PLEASE SIGN AND RETURN DUPLICATE

QUANTITY, MATERIAL AND LABOR	PRICE	TOTAL
<p style="text-align: center;">Proposal for Linoleum for the Decatur Public Library</p>		
<p><u>SPACE TO BE COVERED</u> Main floor (except stack room & rest room)</p>		
<p>Vestibule Lobby Reading room Reference rooms Two study rooms Back of loan desk to where stacks begin Coat room Small hall Two offices</p>		
<p><u>MATERIAL TO BE USED</u></p>		
<p>Armstrong's No. 6310 Embossed inlaid - heavy 1/8" gauge linoleum - full length rolls.</p>		
<p><u>INSTALLED</u></p>		
<p>In the regular Armstrong method of double pasting over felt.</p>		
<p><u>GUARANTEE</u></p>		
<p>To be installed in a first class workmanship manner.</p>		
<p><u>COST</u> - Price quotation to include sales tax TAKING UP OLD LINOLEUM - Cost of taking up old linoleum, rolling the same up and tying it so that it can be stored</p>	1225 70 13.50	\$1239.20

GEBHART - GUSHARD Co.

By _____
ACCEPTED _____

- Section _____
- This estimate is submitted subject to satisfactory arrangements for payment, and, if accepted, is not subject to cancellation.
 - This estimate is given on today's market quotations and subject to change without notice.
 - Electric current, light, heat, hoisting or elevator service to be furnished without charge.
 - Floors covered by this proposal shall be smooth and level and free from debris; damp or wet concrete shall be water-proofed.
 - Overtime charged for all work executed by request outside of regular working schedule.
 - Packing, crating and other debris incidental to the delivery and/or installation of merchandise herein referred to, to be removed by the purchaser.
 - No liability shall accrue against us by reason of any strike, lockout, accident, or other delay beyond our control.

LINN & SCRUGGS DRY GOODS & CARPET CO.

RELIABLE MERCHANDISE

SINCE 1869

DECATUR, ILLINOIS

June 26, 1939

Decatur Public Library Board
Decatur, Illinois

Dear Madam:

Attention: Mrs. Wayne

We are pleased to submit you herewith bid for linoleum and installation of same for the Decatur Public Library.

We hereby agree to furnish and install embossed inlaid, heavy 1/8 inch gauge Armstrongs linoleum pattern 6310, same to be laid on 1 lb felt, both linoleum and felt being pasted down, linoleum to cover the vestibule, lobby, reading room, reference room, two study rooms, small hall, coat room, two offices and back of the loan desk to where the stacks begin, for the sum of \$1075.24 plus tax of \$31.34, total \$1106.58. This linoleum to also be rolled with 150 lb roller.

We will also remove the old linoleum, roll same and tie in the proper way so that it can be stored for the sum of \$12.00. We also agree to remove all linoleum brads from the floor for \$5.00.

We agree that all material used is to be first quality and full rolls, no remnants, and we also agree the job will be taken care of in a first class manner, and we guarantee to give satisfaction.

Yours truly,
LINN & SCRUGGS D. G. & C. CO.

 V. Pres.

1106.58
12.00

1118.58

DB

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS
MINNIE A. DILL, LIBRARIAN

Specifications for
Linoleum for Decatur Public Library

SPACE TO BE COVERED: Main Floor (except stack & rest room)

Vestibule
Lobby
Reading room
Reference rooms
Study rooms (2)
Back of loan desk to where stacks begin
Coat room
Small hall
Two offices

MATERIAL TO BE USED:

Armstrong's No. 6310 Embossed Inlaid - Heavy (1/8") gauge
linoleum, full length rolls

INSTALLED:

In the regular Armstrong Method of double pasting over felt.

GUARANTEE:

To be installed in a firstclass workmanship manner.

COST:

Price quoted, to include sales tax

TAKE UP OLD LINOLEUM:

Cost of taking up, rolling the same up and tying so that it can
be stored.

Regular Meeting of the Library Board

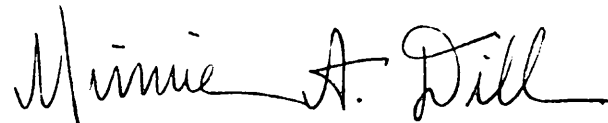
July 28, 1939

Present: Mrs. Evans and Mrs. Garman.

Mrs. Evans acted as chairman and signed the vouchers and checks.

No business was conducted except a list of recommended new books was ordered purchased and the regular bills were passed, having the consent of Mr. Shilling and Mr. Mueller.

Adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is centered on the page.

Secretary.

Regular Meeting of the Library Board

August 25, 1939

Present: Messrs. Shilling, Knuth and Mrs. Evans.

Consent to pass the regular bills was given by Mrs. Buckner and Mrs. Garman.

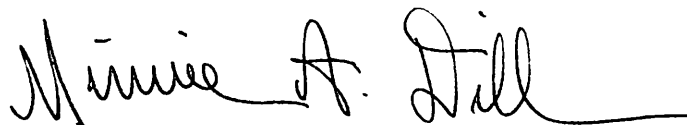
Minutes of the last meeting were read and approved.

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

It was suggested that the front steps, both upper and lower groups, have iron handrails placed at sides. Recently a number of people have said they wished they could use the library but dreaded the steps. It has been observed that many public buildings have added such safety guards in recent years. Mr. Shilling suggested that Mr. Knorr, of the Mississippi Valley Structural Steel Company, be consulted about it.

Bills to the amount of \$4,032.08 were approved. Mr. Knuth and Mrs. Evans acted on the Finance committee for this meeting.

Adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned centrally on the page.

Secretary.

Regular Meeting of the Library Board

September 29, 1939

Present: Messrs. Knuth, Nash, Mrs. Buckner, Mrs. Garman, and Miss Riggs, new member.

Minutes of the last meeting were read and approved.

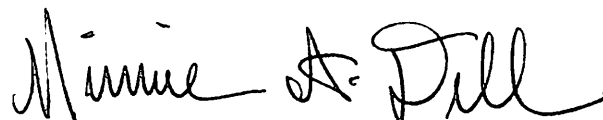
The librarian's report was read, on motion approved, and ordered placed on file.

Unfinished business: Mr. Tolly of the Mississippi Valley Structural Steel Company was sent to see what could be done regarding handrails at front steps. He brought blue prints for center rails only as, after consultation with some of his associates, it was thought that side rails would be out of keeping with the architecture of the library building. Even this was not considered very good for the top flight of steps. The price of the steel rails would be \$35.00. The firm does not install. No action was taken.

On motion, the list of new books recommended by the Book committee was ordered purchased.

Bills to the amount of \$2,929.10 were approved by the Finance committee and ordered paid. Miss Riggs acted on the committee for this meeting.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned centrally on the page.

Secretary.

Regular Meeting of the Library Board

October 26, 1939

Present: Messrs. Shilling & Knuth, Mrs Evans and Mrs. Garman.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Mr. Shilling told of receiving a telephone call from Mayor Lee in regard to a certain Mr. Loveland who was trying to collect funds for printing a bookmark for the public library. He wished to know if the man had been given authority, by the library board or by Miss Dill; also if the library could not purchase its own bookmarks. After some discussion, the Board voted to go on record as opposed to any public solicitation of funds for any purpose whatever; the staff to be notified of this action.

7 It was mentioned that a new display case had been purchased for Evans branch, with part of the Sarah Ellen Glore fund.

Bills to the amount of \$2669.92 were approved by the Finance committee and ordered paid.

On motion, adjourned.

Mabel A. Wayne

Acting secretary.

On motion, the bid for ^{the} 1940 periodicals and newspapers, from the Hanson-Bennet Magazine Agency, of Chicago, was accepted, -
\$542.25

Regular Meeting of the Library Board

November 24, 1939

Present: Messrs. Shilling, Knuth, Borchers, Nash,
Mrs. Evans, Mrs. Garman and Miss Riggs.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved
and ordered placed on file.

On motion, the list of new books recommended by the
Book committee was ordered purchased.

Report was made on the landscaping of the grounds at
the Main library and Evans branch under the direction of Mr. J.A.
Frazier, superintendent of the Decatur Park District. The shrubs
and trees were donated by the Park Board, and most of the labor of
removing the old growths and planting new things was done by Mr.
Frazier's workmen of the W.P.A. Miss Emmy Lou Smith, a graduate
of the University of Illinois in landscape architecture, drew the
planting plan and presented her services in this and overseeing
the planting.

Brief mention was made of the meeting of the Illinois
Library Association in Peoria, October 26-28.

On motion, the staff salaries for December were to be
paid in two instalments,- the first by the middle of the month
and the second half after the regular Board meeting December 29,
when both vouchers will be approved.

Bills to the amount of \$3,463.44, together with the bill
of \$44.49 paid from the Sarah Ellen Glore fund, for a display case
for the Evans branch, were approved by the Finance committee and
ordered paid. Mr. Borchers acted on the committee for this meeting.

On motion, adjourned.

Minnie A. Dill

Secretary.

Regular Meeting of the Library Board
December 29, 1939

Present: Messrs. Shilling, Knuth, Nash, Mrs. Evans and Mrs. Buckner. Mrs. Garman came before the meeting and signed the vouchers.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

It was reported that an emergency job of plumbing, including complete reconditioning of the men's toilet, was done since the last meeting. There was not time for bids and a special meeting, but the matter was presented to Mr. Shilling who gave his consent to go ahead and install new equipment and make all necessary repairs. The work was done by the T. E. Downing Co. and the bill was \$589.46. Because of the reduction in the amount budgeted for repairs, on motion, and passed by each member present, \$400 was transferred from the the furniture budget to repairs.

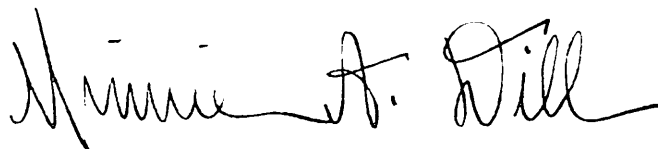
A letter from Mr. J.A. Frazier, park superintendent, was read, giving a summary of the planting work done by the Park District, on the library grounds. He said that \$108 was expended by the Park Board in taking out old shrubbery and putting in new, replacing soil, and cleaning up debris in the rear of the library. He also made recommendations for the future which include the removal in a few years, of the Lombardy poplars, and new trees planted to take their places. The Board discussed the plan and suggestions. The secretary was instructed to write to Mr. Frazier and Miss Smith, who drew the plans gratis, thanking them for their fine contribution to the library.

December 29, 1939 --- 2

The new printed reports, 1938-39, were distributed. Copies of these had been mailed to all Illinois librarians, and to those in other states to whom we were indebted, and will be sent to many in Decatur.

Bills to the amount of \$3513.12 were approved by the Finance committee and ordered paid. Mr. Nash acted on the committee for this meeting.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is centered on the page.

Secretary.

Regular Meeting of the Library Board
January 26, 1940

Present: Messrs. Shilling, Mueller, Knuth, Nash and Borchers, Mrs. Evans, Mrs. Buckner and Miss Riggs.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Comptroller Wylie's Tax collection report, 1938 levy, relating to the library's finances, as of January 25, was read by Mr. Shilling.

On motion, the list of new books recommended by the Book committee was ordered purchased.

When discussing recent extensive repairs in the building and mentioning others to be made, Mr. Mueller suggested that it might be well to have a competent man make a survey of the physical condition of the library building, and have a definite plan for future improvements to cover a period of years. This was to be looked into and some^{one} selected to make such a survey. The librarian and assistant were to list repairs and improvements most necessary in the Main library and Evans branch, also administrative expansion and development including a new branch library.

Mr. Borchers reported that early records of Macon County, 1829-1850, were now being typed from records in the County Court House. The work was under the supervision of the Historical Records Survey of Illinois and, as president of the Macon County Historical Society, he had agreed to have three copies of each book- two for the Historical Society and one for the library. He proposed that the library pay for the binding of all. There will be at least 75 volumes. The question of the legality of having the library assume the expense of paying for the binding

January 26, 1940 --- 2

of books for any other organization, also as to whether the library's budget for binding could bear the additional expense- at least \$150- was discussed. The president appointed a committee consisting of Mrs. Evans, Mrs. Buckner and Miss Riggs, to look into the matter, and to talk it over with the librarian and assistant librarian, before the next meeting.

Bills to amount of \$2826.02 were approved by the Finance committee and ordered paid. Miss Riggs acted on the committee for this meeting.

On motion, adjourned.

Minnie A. Dill

Secretary.

Regular Meeting of the Library Board
February 23, 1940

Present: Messrs. Knuth, Nash, Mrs. Evans, Mrs. Buckner and Mrs. Garman. On motion, Mr. Knuth was made temporary chairman and signed the checks.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Unfinished business- Mrs. Evans, chairman of the committee, said there was no report about the binding of Macon County historical records, now being typed under the supervision of the Historical Records survey of Illinois and sponsored by the Macon County Historical Society.

A survey of the main building for repairs, as recommended at the last meeting, was taken up. Mr. Nash suggested L. H. Foltz, who has been employed by the Board of Supervisors, to look over the building and make recommendations. This would take part of several days and would cost \$25. On motion, Mr. Foltz was to be employed to do this and report at next meeting.

On motion, it was voted to transfer \$50 from the furniture fund to miscellaneous in the budget, the vote by roll call being unanimous.

It was reported by the librarian that over 400 letters were mailed to newcomers in the city with gratifying results, as many people came in to register for library cards and borrowed books. However, a number of letters were returned as people had moved and left no forwarding address.

Lenten lists had been compiled and mimeographed. These, together with the library's last report, were mailed to ministers

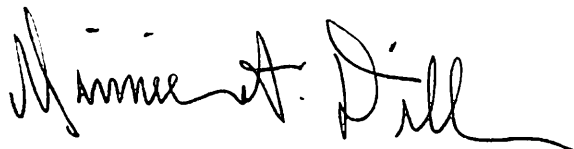
February 23, 1940 --- 2

and other church workers, and were distributed at the library where a shelf of new books for Lenten reading was displayed.

The serious illness of Miss Pollock, head cataloger, who is recovering in the Decatur & Macon County Hospital, was reported.

Bills to the amount of \$3232.16 were approved by the Finance committee and ordered paid. Mrs. Buckner acted on the committee for this meeting.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in black ink and has a long, sweeping underline.

Secretary.

Regular Meeting of the Library Board

March 29, 1940

Present: Messrs. Shilling and Knuth. Consent was had from three absent members to pass the regular bills.

Mrs. Garman came Monday April 1 to approve and sign vouchers.

Minutes of the meeting were read and approved.

The librarian's report was omitted.

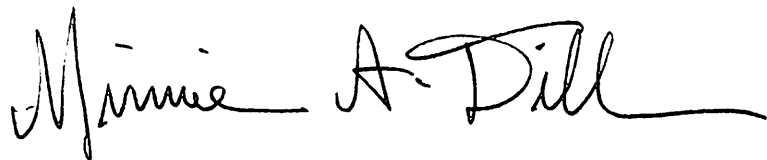
The report of L. H. Foltz on the physical condition of the library was read and discussed.

Mention was made of the Township lot for sale, and other lots in that vicinity for a branch building.

Regional library institutes are now being held,- four of the staff will go to Belleville and four others to Clinton.

Bills to the amount of \$2,743.09 were passed, and ordered paid. Mr. Knuth acted on the Finance committee for this meeting.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in black ink and is positioned centrally on the page.

Secretary.

ROY W. CHRISTY

General Contractor

No. 6 Ridge Court

DECATUR, ILLINOIS,

PHYSICAL SURVEY OF DECATUR PUBLIC LIBRARY BUILDING

March 29, 1940

Exterior: Generally, the exterior stone work and mortar joints are in good condition. The only part of the building that shows actual need of repair is the gable on the west elevation above the sky light over the book stacks. The mortar joints in the stone ^{in this} portion of the building are weathered out and may contribute to leaks in the sky light area. There is also a wood louvre into the attic in this wall area that needs repair. Some of the slats being loose and others out of place. During a heavy or blowing rain, water undoubtedly comes into this louvre and will, in time, damage the plaster on the ceiling below. The stone joints mentioned above should be raked and tuck-pointed by a capable brick or stone mason.

Iron Window Guards - Basement: In the old portion of the building there are twenty ornamental iron window guards that are entirely rusted out. These guards were originally intended as burglar protection and if this protection is still desired, should be replaced. Also, they should be of such design for convenience in window cleaning. There are four window lights in the basement which are cracked and can be replaced at small expense.

Plumbing: The men's toilet in the basement has new fixtures of the latest type but do not operate properly for a public toilet room. There are three water closets and two urinals operating on a meter type system. That is, the water is metered directly from the main rather than from a reservoir above the fixtures. There is a 1" supply into the building from the main, this supply is reduced to 3/4" to said toilet room and from this 3/4" supply there is a 1" pipe to a thirty gallon tank at the ceiling and also to the water closets and urinals. It is my opinion that this is the wrong type of fixtures for this toilet room since the supply from the city main is only 1" and should be at least 1 1/2" to have satisfactory operation but since this is impossible, the changing of the 3/4" pipe to a 1" size which comes through the meter would be an improvement. The next thing to improve the operation of these fixtures would be a larger tank on the first or second floors since the tank, as installed at the present time, is only a gravity supply to the fixtures. The ladies toilet on the first floor has one water closet of antiquated design and should be replaced at some early date as it is a potential trouble-maker and might at any time damage the property far above its value.

ROY W. CHRISTY

General Contractor

No. 6 Ridge Court

DECATUR, ILLINOIS,

PAGE TWO

Scagliola Columns and Bases: Several of the column bases in the main portion of the Library are badly in need of repair and inspection shows that in the past the repairing has been done by someone who did not understand marble work. Altho Scagliola is a synthetic marble, it has sufficient hardness that it can be drilled and anchored with brass wire and molding plaster so it is almost indestructible. However, many of the sections of these bases are broken and it might be adviseable to have them replaced with either genuine marble or a wood base. But if they are to be repaired only, the work should be done by a marble setter.

Lighting: Generally, the lighting of the interior of the building is old type but fairly good. There are two places that with small expense could be greatly improved. First, the work room in the northeast corner of the basement has drop cords from the ceiling with plain lamps and no reflectors. Although the wattage of these lamps is of sufficient size, the light from these lamps is absorbed in the upper part of the room which is non-reflective. It is suggested that these old drop cords be replaced and porcelain reflectors installed. This will deliver the light to the correct points and make working conditions more satisfactory. Second, the catalog room on the second floor is also poorly lighted. It is suggested that the same thing be done with the four drop lights in this room, as the center fixture is of almost no benefit. It would greatly improve working conditions if a flourescent tube light three feet long be installed on top of the catalog files. This new type of lighting gives much greater candle power at a lower cost.

Plaster and Painting: Generally, the plaster is in good condition. Plaster in the children's room at the north end of the second floor is in worse condition than any other part of the building. In the northeast corner of this room the paint and plaster has broken loose as if there is an alkali condition present but, due to the age of the building, this does not seem possible. It is my opinion that this is a moisture condition and can probably only be overcome by the removal of the plaster and some water proofing applied to the exterior walls before the plaster is replaced. This condition is also apparent in the Librarian's office. The ceiling in the children's room has cracked where the ceiling construction has sagged and in the corners of the room there are settling cracks. It would be necessary to remove the plaster to overcome this condition but once it was replaced, these cracks should not reappear since both the ceiling and the building itself should have had its final set.

ROY W. CHRISTY

General Contractor

No. 6 Ridge Court

DECATUR, ILLINOIS,

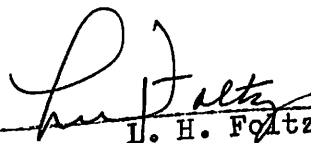
PAGE THREE

Windows and Doors: Windows and doors throughout the building are in good condition. They are loose from age and leak some air from shrinking but it does not appear that any replacements are warranted since they do not leak rain and the radiation in the building is ample to offset this leakage. The finish on the window stools, in many cases, is damaged or gone and can be replaced by anyone by simply sanding and brushing on some varnish or hard finish floor oil.

Roof: Inspection of the roof shows that composition roofing on the upper part is in fairly good condition and the metal roofing forming the gutter at the parapet walls is also in good repair. There is a leak near the front wall in the catalog room on the second floor but the flashing and metal roof directly over this leak appears to be in good condition. However, it is entirely possible there are pin holes in this metal roof and when heavy rains or snows causes water to stand at this point, a leak would develop. It would be a fairly expensive proposition to have this metal roof and flashing renewed but is probably the only way to correct the trouble. The flashing over the offices in the northwest corner of the old building are almost entirely gone and should be replaced at the earliest possible moment. This may be the cause of the paint failure in the ceiling of the Librarian's office. There appears to be a leak at the west edge of the sky light over the book stacks although the sky light has been flashed and plastered with asphalt plastics until it would seem impossible for a leak to occur. The same thing is true of this sky light as of the metal roof. If this condition is sufficient to warrant repair, it is the opinion of the writer that all flashings and asphalt should be removed and new flashing installed.

There is an old fire screen rolled above the opening by the book stacks and the passage to the Librarian's office. This screen is not in condition to be used and is only 5'8" from the floor. It is suggested that this screen, since it is out of use, be removed so the passage will have proper head room.

In conclusion, I wish to mention that the building as a whole is in exceptionally good condition for its age and that the new addition, which was built under rather adverse conditions, is of good sound construction.


U. H. Foltz

Regular Meeting of the Library Board
April 26, 1940

Present: Messrs. Shilling, Knuth, Borchers, Mrs. Evans, Mrs. Buckner and Mrs. Garman.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

A letter from J. R. Downing was read, relating to the complaint that water pressure was not sufficient to permit the new plumbing fixtures, recently installed, in the basement, to operate properly. On motion, a committee was appointed to investigate and make a report at the next meeting. The president named the following- Messrs. Borchers, Knuth and Nash on the committee. Near the close of the meeting Mr. Downing came in person and made a fuller explanation.

On motion, and passed by roll call, \$25 was transferred from the furniture budget to miscellaneous.

The financial statement for the year just ending and the budget for 1940-41, were submitted and discussed. The balance on hand April 26 is \$6,588.61. Mr. Shilling recommended that \$3,387.09 of this be placed in a special building fund in the savings department. This is the amount received from forfeited tax, covering several years. On motion, by roll call, this was passed unanimously and the amount, \$3,387.09, was to be transferred from the general fund immediately.

On motion, the budget as presented, was passed unanimously.

On motion, the Board authorized the maximum levy of 12 mills, about \$39,500, be requested of the City Council for the regular operating expenses of the library for 1940-41.

April 26, 1940 --- 2

On motion, the list of books recommended by the Book committee was ordered purchased.

Miss Dill made a brief report of the tour of Illinois and Wisconsin libraries, made by Miss Wayne and herself, April 15-22, to investigate various methods in administration and building arrangements now current in some libraries,- as the electric charging machine, adult education courses, etc. Libraries visited in Illinois: Moline, Sterling, Waukegan and Evanston; and Madison and Racine in Wisconsin. A very profitable and enjoyable trip, and much useful information was secured, both negative and positive. We returned with a feeling of sincere thankfulness for our recently added stack room, which allows us plenty of shelf space. Many libraries have very, very crowded conditions.

Report was made of the two Regional library institutes: Belleville, April 13, to which four of the staff went; and Clinton, April 18, to which meeting four staff members went, also Mrs. Buckner, Board member, and Miss Walker of the O.B.Gorin library at Millikin. Miss Oakes, of the Catalog department, was on the program, reviewing five adult books and had mimeographed lists to distribute.

It was reported that over 500 letters had been sent to Newcomers, with a response to date, of 20%.

Bills to the amount of \$2,817.28 were passed by the Finance committee and ordered paid.

On motion adjourned.

Minnie A. Dill

Secretary.

Called Meeting of the Library Board
May 15, 1940

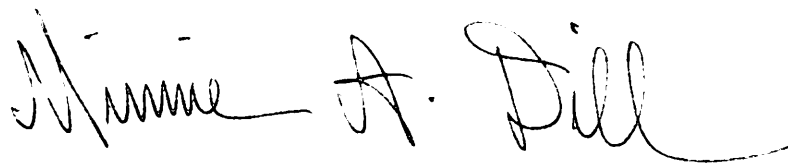
Present: Mr. Shilling and Mrs. Garman.

The minutes of the last meeting and the librarian's report for April were omitted.

The Annual Report was read, and signed by those present. The required number of signatures was to be obtained the next day, before sending the report to the City Council. (It was signed later, by Mr. Knuth, Mrs. Buckner and Miss Riggs)

No regular meeting was to be held in May, but the Finance committee was to approve and sign the vouchers and the president sign the checks.

Adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is centered on the page.

Secretary.

Regular Meeting of the Library Board

June 28, 1940

Present: Messrs. Shilling, Nash and Mrs. Garman.

Mrs. Evans and Mr. Borchers had given consent to pass the regular bills.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

On motion, F. W. Schlie was to be notified that his estimated bid was accepted for further improvements in the plumbing of the men's toilet.

Repairs and decoration of the walls in the children's room were discussed and the room visited to see the condition of the walls. This was placed in the hands of the Buildings and Grounds committee with power to act. Mr. Shilling was to meet with the committee.

Bills to the amount of \$3463.41 were approved by the Finance committee and ordered paid. Mr. Nash acted on the committee for this meeting.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned centrally on the page.

Secretary.

Regular Meeting of the Library Board

July 26, 1940

Present: Messrs. Shilling, Knuth, Nash, Mrs. Evans and Mrs. Garman.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Unfinished business:- Mr. Knuth mentioned that at various times the poor lighting system in the library had been called to the attention of the Board; he suggested that an investigation be made. Mrs. Garman, reported that in connection with the proposed improvements in the children's room, she had asked Mr. Everard at the ~~Fa~~eries Mfg. Co. for information in regard to fluorescent and other lighting and he was to make recommendation later. It was decided to take no further action until after his report.

On motion, the new books recommended by the Book committee were ordered purchased.

Bills to the amount of \$2850.89 were approved by the Finance committee and ordered paid.

Mr. Nash reported that no decision had been made in awarding the contract for the decoration of the children's room as there seemed to be an uncertainty regarding the work to be included. It was decided to ask Mr. Graybill to come to the meeting and explain exactly what his bid included, and perhaps after discussing it with him a definite understanding could be arrived at.

Mr. Graybill arrived promptly, but after visiting the children's room and talking over various phases of the work, no definite action was taken.

July 26, 1940 --- 2

Meeting adjourned.

Mabel A. Wayne

Acting secretary.

Called Meeting of the Library Board

August 4, 1940

Present: ~~Messrs~~ Borchers, Shilling, Knuth, Nash and Mrs. Evans.

The meeting was called to consider bids for repairs on roof.

Mr. Nash, chairman of the committee reported that at first the representative for Dennis and Son refused to make a bid, but had finally given a verbal bid for the repairs on the flashing, of \$75 to \$100; using new galvanized tin with three layers of roofing felt, each layer to be covered with a coat of hot tar.

Mr. Nash also recommended that the top roof be given a coat of hot asphalt, to insure against deterioration, Dennis and Son had estimated this work at \$66.60

On motion, it was decided to give Dennis the contract for both pieces of work, to be done at once.

Adjourned.

Mabel A. Wayne

Acting secretary.

Regular Meeting of the Library Board

August 27, 1940

Present: Messrs. Shilling, Knuth, Borchers and Nash, Mrs. Evans, Mrs. Buckner, and Miss Riggs.

Minutes of the last meeting were read and approved.

The Librarian's report was approved as read and ordered placed on file.

Miss Riggs mentioned that the new fluorescent lighting system just installed in the Herald & Review library was most satisfactory. She judged it might be equally so in our library and suggested that before making any changes here we come in and see them in use. The letters received from Mr. Everard at Faries Mfg. Co. in regard to lighting recommendations were read, but after learning that it might be necessary to make extensive repairs on the roof, it was decided to let the plans for changes in lightning, drop temporarily.

The recent heavy rains disclosed much needed repairs on the roof should be considered at once. Mr. Longbons of the Dennis Hardware Co. had recommended that an examination of the entire roof, flashing, coping, etc. be made by a good architect; but various members of the Board recalled that several months ago, a building expert had been paid to look the building over and give advice in regard to repairs and improvements. Since no special mention was made at that time of the roof and coping, it was the opinion of the Board that conditions were perhaps not quite as bad as several roofers had suggested.

Mr. Nash, Mr. Borchers and Mr. Knuth left the meeting to go and examine the skylight and lower roofs, an entrance to

August
~~September~~ 27, 1940 --- 2

these being easily made by way of the Lincoln room. Their opinion was that the main trouble was in the flashing which they thought could be repaired without great expense. By motion, they were appointed a committee of three to make further investigations, determine what was needed and then contact three or four reliable firms, showing each what ought to be done and requesting them to make bids to be submitted at an early called meeting.

Bills to the amount of \$2,903.24 were approved by the Finance committee and ordered paid.

On motion, adjourned.

Mabel A. Wayne

Acting secretary.

Regular Meeting of the Library Board

September 27, 1940

Present: Messrs Shilling, Knuth, Nash, Mrs. Buckner and Mrs. Garman.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

There was a discussion of roofing repairs. Mr. Nash reported about the skylight and said he would make the forms for \$100. No action was taken.

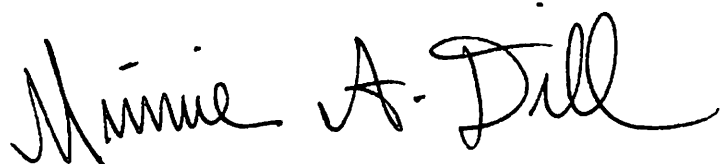
The proposed repairs of the walls in the children's room was again discussed. Mrs. Garman spoke of the plaster board ceiling in a large room in the Y.W.C.A. building. It was suggested that the Board and librarian see what they think of this for the children's room, and report at the next meeting.

Mention was made that the furnace room and hall in the basement of Evans branch had been replastered.

On motion, the new books recommended by the Book committee were ordered purchased. The library's printed report for 1939-1940, was distributed.

Bills to the amount of \$2788.30 were approved by the Finance committee and ordered paid. Mr. Nash and Mrs. Buckner were appointed to serve on the committee for this meeting. Mrs. Garman who is on the committee, came later and signed the vouchers.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned centrally below the text of the meeting minutes.

Secretary.

Regular meeting of the Library Board

October 25, 1940

Present: Messrs. Shilling, Knuth, Borchers, Nash,
Mrs. Evans and Mrs. Garman.

Minutes of the last meeting were read and approved.

The librarian's report was approved as read and
ordered placed on file.

The contract for our periodical subscription list
for 1941 was given to the Hanson-Bennett Agency of Chicago;
their bid was \$535.75. The Mayfair Agency of New York presented
a bid of \$565.20.

Bills to the amount of \$3205.59 were approved by the
Finance committee and ordered paid. Mr. Borchers and Mr. Knuth
acted on the committee for this meeting.

Adjourned.

Mabel A. Wayne

Acting secretary.

Regular Meeting of the Library Board

November 29, 1940

Present: Mr. Knuth, Mrs. Evans and Miss Riggs.

Mr. Knuth acted as chairman and signed the checks. Consent was given by Mr. Shilling and Mrs. Garman to pass the regular bills.

Minutes of the last meeting were read and approved.

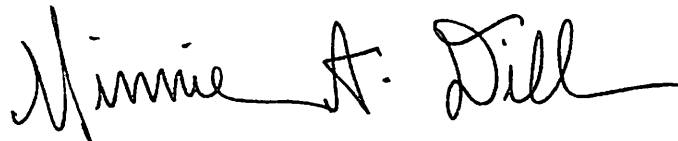
The librarian's report was read, on motion approved and ordered placed on file.

On motion, the new books recommended by the Book committee were ordered purchased.

On motion, the librarian was empowered to have handrails installed at both flights of front steps. This had been considered a year ago.

Bills to the amount of \$3291.20 were approved by the Finance committee and ordered paid. Mrs. Evans and Miss Riggs acted on the committee for this meeting.

On motion, adjourned,

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in black ink and is positioned above the typed name of the secretary.

Secretary.

Regular meeting of the Library Board

December 27, 1940

Present: Mr. Knuth, Mrs. Evans and Mrs. Buckner. Mr. Knuth acted as chairman and signed the checks.

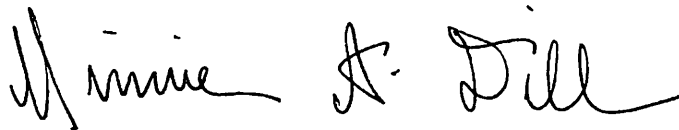
Consent to pass the regular bills was given by Mr. Shilling and Mrs. Garman.

Reading of the minutes of the last meeting and the librarian's report for November was omitted.

No list of new books was presented.

Bills to the amount of \$2935.27 were approved by the Finance committee and ordered paid. Mrs. Evans and Mrs. Buckner acted on the committee for this meeting.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is centered on the page.

Secretary.

Regular Meeting of the Library Board

January 31, 1941

Present: Mr. Knuth, Mrs. Garman, and Miss Riggs.
Mr. Knuth acted as chairman and signed the checks. Consent to pass the regular bills was given by Mr. Shilling, Mrs. Evans and Mrs. Buckner.

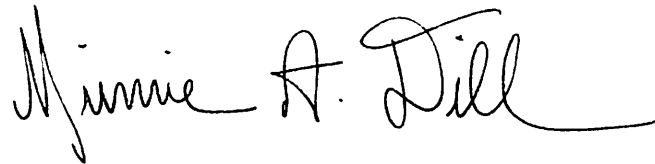
Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

On motion the list of new books recommended by the Book committee was ordered purchased.

Bills to the amount of \$3106.40 were approved by the Finance committee and ordered paid. Mrs. Garman and Miss Riggs acted on the committee for this meeting.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned centrally on the page.

Secretary.

Regular Meeting of the Library Board

February 28, 1941

Present: Messrs. Shilling, Knuth, Mueller, Nash,
Mrs. Evans, Mrs. Garman and Mrs. Buckner.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved
and ordered placed on file.

Mr. Shilling read a letter addressed to him from
Mr. C.A. Imboden, vice-president of the Millikin National Bank,
asking that two signature cards enclosed have the signatures of
all those authorized to sign for the Decatur Public Library
Board, together with a copy of the resolution by the Board au-
thorizing such signatures, be sent to the bank.

On motion of Mr. Mueller, seconded by Mrs. Garman, a
resolution was passed on roll call, by the seven members present,
authorizing the following persons to sign checks:

Franklin Shilling, president
Mrs. Lucile L. Evans
Mrs. Jessie R. Buckner
Edmund Knuth

When the president is present he is authorized to sign. And with
one of these four Board members the checks were to be counter-
signed by Minnie A. Dill, secretary, or Mabel A. Wayne, assistant
librarian and acting-secretary in the absence of Miss Dill. The
two signature cards were duly signed by the four Board members
and the two secretaries so authorized. The secretary was in-
structed to send Mr. Imboden a copy of the resolution and the
signed cards.

Notices from the City clerk that Board members must be
bonded had been received. There was some discussion but it was
to be investigated and taken up at a later meeting.

A report was made of House Bill No. 128, introduced by Mr. Querfield, February 4, 1941, which provides for an increased levy from one and two-tenths to one and seven-tenths mills on the dollar on all taxable property in the city, for library purposes. A discussion followed, and the Board did not go on record in favor of the amendment. A hearing before the Committee on Municipalities was to be held Tuesday March 4, at three o'clock. On motion, Mrs. Garman, if in Springfield that day, was to attend and report back to the Board.

Mention was made of the Petition for Probate of the will of Minnie M. Bailey, in which the Board of Library Directors is mentioned as legatee, and that the hearing on the Petition was to be held in the Court House, March 5, 1941 at 9 A.M., when some member should be present, or by ~~an~~ attorney. No action was taken.

It was reported that the budget for Supplies had been overdrawn \$91.09. On motion \$300 was to be transferred to this fund from Repairs.

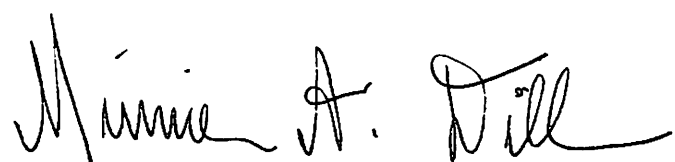
Report was made on the personnel of the Library. Miss Mildred Johnson, assistant in the Children's Room for three years, had resigned to be married March 7. Miss Ruth Crum, who had been page in this room during her high school years and one year at the Millikin University, had been selected to fill the vacancy. The janitor^{service} had been somewhat impaired during the illness of faithful Mr. Hiser, and^{that} the new janitor, George Paire, seemed reliable and fitted for the place.

On motion, Mr. Knuth, seconded by Mrs. Evans, bills to the amount of \$3,526.37 which had been recommended by the Finance

February 28, 1941 --- 3

committee and approved by the Board, were ordered paid. Mrs. Buckner acted on the Committee for this meeting.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in black ink and is centered on the page.

Secretary.

Regular Meeting of the Library Board

March 28, 1941

Present: Mr. Knuth, Mrs. Evans, and Mrs. Buckner. Mr. Knuth acted as chairman and signed the checks. Consent to pass the regular bills was given by Mr. Shilling and Mrs. Garman.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

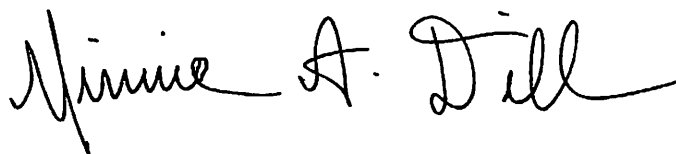
On motion the list of new books recommended by the Book committee was ordered purchased.

Miss Dill reported that she and Miss Wayne went to Springfield, March 4, to the hearing of House Bill 128, an amendment to the library statute, which will permit increase of the tax levy from one and two-tenths mills to one and seven-tenths mills on the dollar annually on property in the city, for library purposes.

Mention was made of the regional library meeting in Mattoon, April 22.

Bills to the amount of \$2898.20 were approved by the Finance committee and ordered paid. Mrs. Evans and Mrs. Buckner acted on the committee for this meeting.

On motion, adjourned.



Secretary.

Called Meeting of the Library Board

April 11, 1941

Present: Messrs. Shilling, Knuth, Nash, Mrs. Evans, Mrs. Garman, Mrs. Buckner, and Miss Riggs.

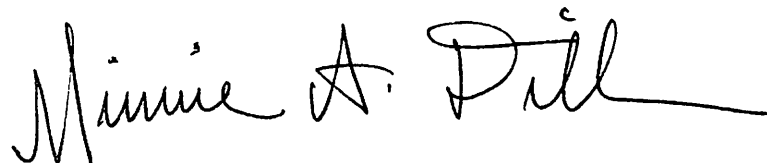
The meeting was called to consider much needed repairs on the main building, the most important being pointing up the stone work. There was a general discussion of the problem, the best method of making a start, the legal procedure, etc.

On motion, the secretary was instructed to telephone the City attorney as to the procedure the Board should follow in the matter of repairs to the building in excess of five hundred dollars, and to ask for written advice.

On motion of Mr. Knuth, seconded by Miss Riggs, a committee of four was to be appointed to formulate a plan for needed outside repairs, not to exceed \$3,000, the plan to follow the legal advice of the City attorney, such a committee to have power to act. Motion carried.

The president appointed the following: Mr. Nash, Mr. Knuth, Mrs. Garman and Mrs. Buckner, and they were to select their own chairman and chose Mr. Knuth.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned above the typed name of the secretary.

Secretary.

CITY OF DECATUR

WALKER H. MILLS
CORPORATION COUNSEL

1151-1161 CITIZENS BUILDING
DECATUR, ILLINOIS

15 April, 1941

Franklin W. Shilling, Esq.,

Public Library,

Decatur, Illinois.

Dear Sir:

Miss Dill, the librarian, a day or two since requested from me an opinion as to whether or not the Library Board is bound, in making repairs to the library building, by the statute of the State of Illinois in reference to contracts of Commission Form cities involving an outlay of as much as \$500.00.

In my opinion it is, because the Library Board, according to our Supreme Court, is a quasi corporation, and is a part of the city. Thus it has been held that a Library Board may not be sued upon a contract. All that can be done is for the claimant in that case to bring a proceeding for mandamus to require the Library Board to draw upon the Library Fund of the city, and again it has been held that where the Civil Service Act for Cities is in force, that the Library Board is subject to such Act. This last decision was rendered only late in 1939.

In addition to that, in 1939 the State Legislature provided that whenever a Library Board should determine to erect a building or to repair, remodel or improve an existing building, the Board should cause a plan to be drawn up and an estimate to be made of the cost, and that it should then determine the term of years over which to spread the collection of the cost of such repairing, and make a record of such proceedings and transmit a copy to the City Council for its approval. The City Council might then determine to issue bonds. If not, then the Library Board may divide the cost into as many parts as it shall determine, and certify the amount of the parts to the Council each year, and in that case the Council shall include such sum in its Annual Appropriation Ordinance.

*No
Requires
Council
approval*

The statute as amended in 1939 further provides that when the directors shall determine to commence construction or repairing they may revise the plan or adopt a new plan and provide estimates of the cost, and "shall advertise for bids for the construction of said building or the remodeling, repairing or improving of an existing library building and shall let the contract or contracts for the same to the lowest and best responsible bidder or bidders, and may require from such bidders such security for the performance of the bids as the Board shall determine." The sections I have referred to are 13-15 inclusive of Chapter 81 of the Illinois Bar Statutes.

Franklin W. Shilling, Esq.

- 2 -

15 April, 1941

You will note that the Library Act does not put any limits of amount at all. The act affecting directly cities does not require competitive bids for contracts where the outlay will be less than \$500.00. I think that the two statutes may be read together so that you should advertise for bids for any repairs of more than an estimated cost of \$500.00.

Yours very truly,

Walter H. Miles.

M:R

Regular Meeting of the Library Board

April 25, 1941

Present: Messrs. Shilling, Knuth, Nash, Mrs. Evans, Mrs. Buckner and Mrs. Garman.

Minutes of the March meeting and of the called meeting April 11, were read and approved. The librarian's report was read, on motion approved and ordered placed on file.

The Committee on building repairs made a brief report and remained after the meeting closed for further discussion.

On motion of Mr. Knuth, seconded by Mrs. Evans, \$2,426.08 was to be placed in the special building account in the savings department before the end of the library year.

The financial statement from the Comptroller was read by Mr. Shilling, and the library budget for 1941-42 was submitted and discussed. On motion of Mr. Knuth, seconded by Mrs. Garman, the budget was adopted as presented, on roll call. On motion of Mrs. Evans, seconded by Mr. Nash, the City Council was to be requested to allow the maximum levy by law of ^{1 & 2/10} 1.2 mills, about \$39,500, for regular library operating expenses for 1941-42.

On motion of Mrs. Evans, seconded by Mr. Knuth, the library was to conform to the request of the auditor regarding a more adequate record of fines.

On motion of Mrs. Evans, seconded by Mr. Knuth, expenses not to exceed \$140.00 were to be allowed Miss Dill to attend the A.L.A. Conference in Boston, June 19-25.

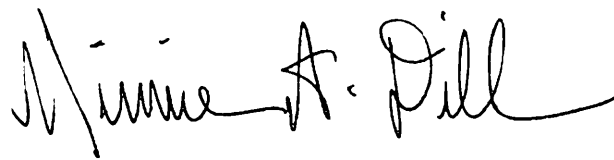
Mr. Shilling mentioned that the annual meeting would be some time before May 15 and that there is no regular meeting that month. As he plans to be out of town, he appointed Mrs. Evans to sign the checks, and Mrs. Buckner and Mrs. Garman to approve the bills for May. On motion of Mr. Knuth, seconded by Mr. Nash,

April 25, 1941

appointments were approved.

Bills to the amount of \$2,559.25 were approved by the Finance committee and ordered paid. Mrs. Buckner acted on the committee for this meeting.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in black ink and is centered on the page.

Secretary.

Called Meeting of the Library Board

May 12, 1941

Present: Messrs. Shilling, Knuth, Mrs. Evans,
Mrs. Garman and Miss Riggs.

The meeting was called to hear the reading of the
Annual Report for the year ended April 30, 1941.

On motion of Miss Riggs, seconded by Mrs. Garman,
the Report was accepted and signed by all members present,
and was to be notarized and sent to Mayor Lee by May 15.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is centered on the page.

Secretary.

Regular Meeting of the Library Board

June 27, 1941

Present: Mr. Knuth and Mrs. Evans.

The librarian's and secretary's reports were not read nor approved.

Mr. Knuth approved ~~the~~ bills to the amount of \$3,322.10 which were later also approved by Mrs. Buckner; and Mrs. Evans signed the checks.

Mabel A. Wayne

Acting secretary.

Called Meeting of the Library Board

July 18, 1941

Present: Mr. Knuth, Mrs. Evans and Mrs. Buckner.

The meeting was called to consider needed repairs and decoration in the children's room.

Since there was not a quorum, no action was taken.

Adjourned.

Mabel A. Wayne

Acting secretary.

Regular Meeting of the Library Board

July 23, 1941

Present: Mr. Knuth, Mrs. Evans, Mrs. Garman, Mrs. Buckner and Miss Riggs. Mr. Knuth acted as president and signed the checks.

Minutes of the last two meetings were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

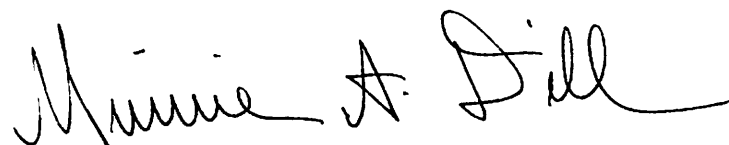
Mr. Knuth as chairman of special committee on building repairs, reported the amounts spent:

B. M. Dennis & Son	roofing	\$183.96
R. H. Lunn & Sons	pointing & caulking	376.94
W. T. Delahunty & Co.	plumbing	200.00
S. A. Clausen,	superintending repairs	45.59
A total of \$806.49		

On motion, Mrs. Garman, seconded by Miss Riggs, a committee consisting of Mr. Knuth, Mr. Nash and Mrs. Evans was to be appointed, with power to act in regard to all necessary repairs in the children's room.

On motion of Mrs. Evans, seconded by Miss Riggs, bills to the amount of \$2,816.63 were approved by the Finance committee and ordered paid. Miss Riggs acted on the committee for this meeting.

On motion, adjourned.



Secretary.

Meeting of the Special Building Committee
of the Library Board
August 18, 1941

Present: Messrs. Knuth and Nash and Mrs. Evans; with
Mr. Clausen, architect.

The Committee met to open bids and let the contracts
for work in the children's room.

After careful consideration as to cost, etc. on motion
of Mr. Nash, seconded by Mrs. Evans it was voted to accept the
bid of Ralph A. Mahon for the electrical work, for the sum of
\$931.00, and of Michael Bechtel for carpentry and plastering, for
the sum of \$717.00.

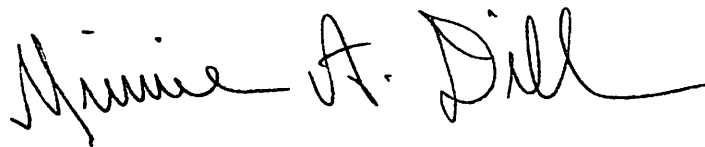
The other bids for the electrical work were:

Krigbaum Electric Co.	\$990.00
Field & Shorb Co.	1072.00

Mr. Bechtel's was the only bid for carpentry.

Mr. Clausen notified both men, and the lumber came the
next morning and carpenters began at once. Mr. Mahon reported
that material would have to be ordered and he received information
later that there would be no deliveries for three weeks.

Adjourned.



Secretary.

Regular Meeting of the Library Board

August 28, 1941

Present: Messrs. Knuth, Mueller, Nash and Imboden, Mrs. Evans and Mrs. Garman. Mr. Imboden is the new member recently appointed by the Mayor when he reappointed Mrs. Evans and Mrs. Buckner. Mr. Knuth acted as president.

Minutes of the last meeting were read and approved. The librarian's report was read, on motion approved and ordered placed on file.

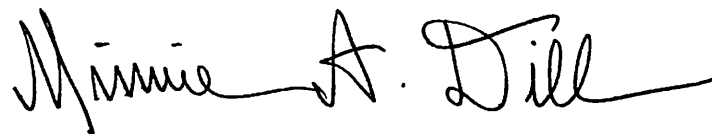
On motion of Mrs. Evans, seconded by Mr. Mueller, Mr. Knuth was elected president for the coming year.

Mr. Knuth reported on serious leaks in the children's and catalog rooms at the time of the recent torrential rain, and gave a detailed description of the roof and needed repairs. On motion of Mrs. Garman, seconded by Mr. Mueller the special committee was to have all necessary repairs done by the Dennis Co.

Miss Dill made brief report of the A.L.A. Conference which she attended in Boston, June 18-26.

Bills to the amount of \$3514.92 were approved by the Finance committee and ordered paid. Mrs. Evans acted on the committee for this meeting.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned above the typed name of the secretary.

Secretary.

Meeting of the Special Building Committee

September 12, 1941

Present: Messrs. Knuth, Nash, and Mrs. Evans; also
Mr. Clausen, architect.

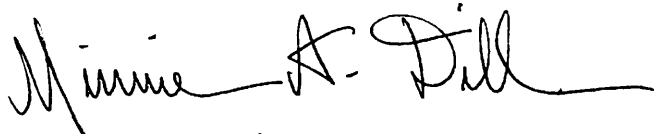
Bids were opened from painters for the decoration of
walls and woodwork in the children's room.

The following bids were submitted:

W. G. Spaeth	\$244.00
Myer & Son	220.70
F. A. Songer	192.00
Charles Graybill	133.00

On motion of Mr. Nash, seconded by Mrs. Evans, and
made unanimous by Mr. Knuth the contract was let to Mr. Graybill.

Adjourned.



Secretary.

Painters began work the following Monday, September 15,
and the work was finished September 19, except for a little in the
ceiling that must wait until electrical fixtures are placed.
Word has been received that these will be sent October 3.

Regular Meeting of the Library Board

September 26, 1941

Present: Messrs. Knuth and Imboden, Mrs. Buckner, and Mrs. Garman. Mrs. Evans had given her consent to the passing of the regular bills.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

The president appointed his committees for the year ending April 30, 1942.

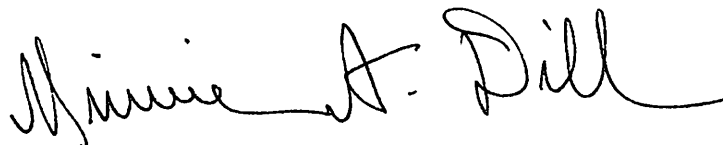
Report was made of the meeting, September 12, of the special building committee, when the painting contract was let to Charles Graybill for \$133.00

On motion of Mrs. Garman, seconded by Mrs. Buckner, the list of new books presented by the librarian was passed.

Repairs in the children's room and on the roof were discussed. The work was held up awaiting electric fixtures from St. Louis. Word had been received that shipment would be made October 3. An invitation was given to members to attend the annual conference of the Illinois Library Association to be held in Springfield, October 9-11. The trustees meetings and luncheon to be Friday, Oct. 10.

On motion of Mrs. Garman, seconded by Mr. Imboden, bills to the amount of \$2388.83 were ordered paid.

On motion, adjourned,



Secretary.

Regular Meeting of the Library Board
October 31, 1941

Present: Messrs. Knuth, Imboden, and Mrs. Evans.

Mrs. Garman came before the meeting and signed the vouchers, and consent to pass the regular bills was given by Mrs. Buckner.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

On motion, the contract for the periodical subscriptions for 1942 was given to the Hanson-Bennett Magazine Agency of Chicago, for \$585.25, and the bill was ordered paid.

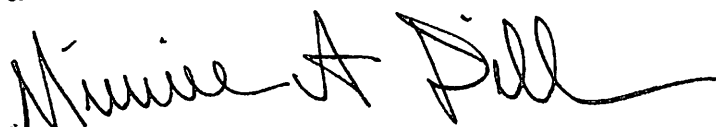
On motion, authority for signing checks was given to the president of the Board, and in his absence to any member of the Finance committee, and to the secretary or in her absence to the assistant secretary. Cards with authorized signatures were to be filed at the Millikin National Bank.

It was reported that work on the children's room was about completed and that further repairs for leaks had to be made in the attic. Plans for the opening were discussed and these were left for the librarians to arrange, as it would take considerable time for the thousands of books stored in other rooms to be cleaned and shelved in the children's room.

A Western Union clock was to be purchased for the lobby, the cost of the service would be \$1.25 per month paid quarterly in advance. Free service containing local advertisement was turned down.

On motion of Mrs. Evans, seconded by Mr. Imboden, bills to amount of \$5,365.63 were ordered paid.

On motion, adjourned.


Secretary.

Regular Meeting of the Library Board

November 28, 1941

Present: Messrs. Knuth and Imboden, Mrs. Evans, Miss Riggs and Mrs. Garman.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Mention was made of the opening of the children's room, after being closed for several months while it was being reconditioned. There were many visitors through the day and evening, who came to see the improvements, and the children to use their room and get books for home reading. The room looked attractive with lowered ceiling and the bright lights recessed, the pale green walls, the bookcases filled with gay-colored books, and lovely flowers and plants- most of these were gifts of friends and patrons. The newspapers had given good publicity, having a long story with picture in the Sunday Herald and Review, November 16, and several other stories and items throughout the week. The total cost of the work in this room was \$1,887.86.

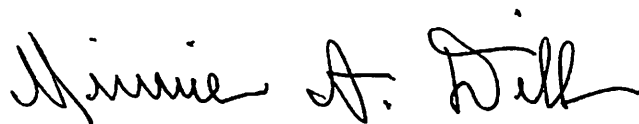
There was an informal discussion about further repairs and improvements. All agreed that better lighting was needed all over the library. The catalog room, being across the hall from the children's room, is conspicuously dark and the walls need paint. The Evans branch library should not be forgotten in budget for repairs and improvements, as it has been neglected for some time. The Board members planned to visit the Branch, many had never been there, and decided to hold a regular meeting there in the near future.

On motion of Mrs. Evans, seconded by Miss Riggs, salary payments for December would be made in two installments. As the next regular meeting would come the day after Christmas it was thought

November 29, 1941 --- 2

best to advance the date. On motion of Mr. Imboden, seconded by Miss Riggs, the December meeting was to be the 19th instead of the 26th. This made unnecessary the previous motion for a split salary payment.

On motion of Mrs. Evans, seconded by Mrs. Garman, bills to the amount of \$3,207.08 were ordered paid.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned above the typed name.

Secretary.

Regular Meeting of the Library Board

December 19, 1941

Present: Messrs. Knuth and Imboden, Mrs. Evans, Mrs. Buckner, and Mrs. Garman.

Minutes of the last meeting were read and approved.

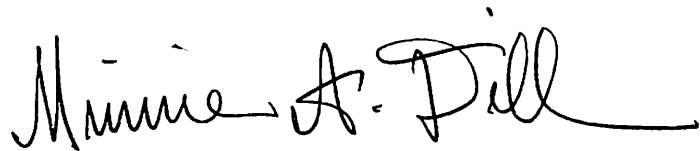
The librarian's report was read, on motion approved and ordered placed on file.

On motion of Mrs. Evans, seconded by Mrs. Garman, the list of new books recommended by the Book committee was passed.

On motion of Mrs. Evans, seconded by Mr. Imboden, the January Board meeting was to be held in the Evans branch. As many of the members had never visited the branch it will be an opportunity to see it in action and to find what repairs are needed, etc.

On motion of Mrs. Garman, seconded by Mr. Imboden, bills to the amount of \$2716.24 were ordered paid.

On motion, adjourned,

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in black ink and is positioned centrally below the text of the meeting minutes.

Secretary.

Regular Meeting of the Library Board

January 30, 1942

Meeting: held at Evans Branch.

Present: Messrs. Knuth and Imboden, Mrs. Evans and Mrs. Buckner. Miss Riggs gave her consent to passing the regular bills.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

The financial statement of the comptroller, Mr. Barr, was read showing the balance of the Library fund to be \$16,340.03. This will be placed in the bank today.

Mention was made that the library was directing the Victory Book Campaign for Decatur and Macon county and that over 12,000 books had been taken care of, more than 8,000 volumes were packed ready to be shipped to Springfield, the depository nearest Decatur, from which place camp libraries would be made up and shipped as directed by the Corps Area librarian. Tomorrow, the campaign, begun January 12, will end.

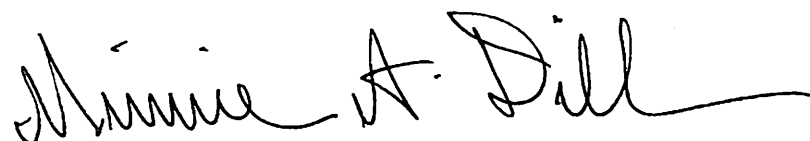
Report was made of the resignation of Miss Maxine McCulloch, children's librarian for seven years, and very successful in her work. She will leave Sunday to take up her new work as librarian in the elementary schools in Long Beach, California. Her successor will be Miss Kathryn Green, who comes from Wichita, Kansas. Both Miss Green and Miss McCulloch are graduates of Western Reserve University School of Library Science, which specializes in children's work. Miss Green will begin work here, February 23.

January 30, 1942 --- 2

Bills to the amount of \$3,472.16 were approved by the Finance committee and ordered paid.

Before adjourning the Board went over the library to see about needed repairs and improvements and, on motion, this matter was placed in the hands of the Building committee, to be reported upon at the next meeting, or as soon after as possible.

Adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in black ink and has a long, sweeping underline that extends to the right.

Secretary.

Regular Meeting of the Library Board

February 27, 1942

Present: Messrs. Knuth and Imboden, Mrs. Evans and Mrs. Garman. Consent to pass the regular bills was given by Mrs. Buckner.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Unfinished business,- the president listed the repair needs at Evans branch library, but there was no Committee report.

On motion of Mrs. Evans seconded by Mr. Imboden, the recommended list of new books was ordered purchased.

A letter from Mr. James M. Landis, Office of Civilian Defense, was read, regarding special "defense" packets which are being offered to certain key libraries,- our library included. These packets are to contain major civilian defense pamphlets and important policy speeches; it is suggested that they be conspicuously displayed and made freely available to the public. On motion of Mrs. Evans, seconded by Mrs. Garman, we are to get in touch with the Mayor about the use of the library for civilian defense.

On motion of Mr. Imboden, seconded by Mrs Evans, letters of thanks were to be sent to the Decatur Cartage Company, Rigby Delivery Co., ^{Dept. of Public Recreation,} and others who gave splendid cooperation and service during the Victory Book Campaign.

Bills to the amount of \$2489.68 were approved by the Finance committee and ordered paid.

Adjourned.

Minnie A. Dill

Secretary.

Regular Meeting of the Library Board

March 27, 1942

Present: Messrs. Knuth, Imboden, Borchers and Mrs. Evans. Consent to pass the regular bills was given by Miss Riggs. Capt. Borchers was present for the first time in over one year,- during his army service in Kentucky.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Unfinished business- Mr. Knuth reported that the Building committee- Messrs. Nash and Imboden- had met with him at the Evans branch to decide upon needed repairs, the main item being painting of the walls and furniture, and refinishing the woodwork. Mr. Nash was to get bids for the work, which should be started early.

Through the efforts of Mr. Borchers, and after consultation with Mr. Knuth and the librarian, the last remaining relics of Dunham Post 141, G.A.R.- now closed since the death of Commander Collins- were sent to the library. These articles are a table, a Bible, two framed charters (of Post 141 and a facsimile of Post 1) and a picture of Dr. B. F. Stephenson, the founder of Post 1 in Decatur. The two gavels given at first were claimed by the State headquarters in Chicago, and later sent there.

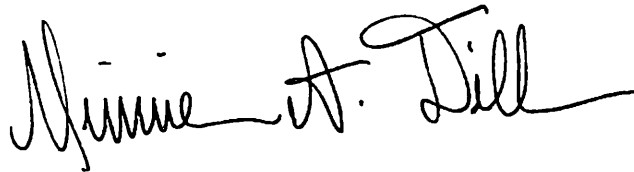
On motion of Mr. Borchers, and seconded by Mrs. Evans the custody of these historic objects was accepted by the library, and the Board expressed appreciation to Mr. Borchers for his efforts in acquiring them. The secretary was instructed to write to the State department of the G.A.R. acknowledging the acceptance of these memorial records, and the gratitude of the people of

March 27, 1942 --- 2

Decatur that they will remain in the birthplace of the Grand Army of the Republic.

Bills to the amount of \$2,716.25 were approved by the Finance committee and ordered paid. Mr. Borchers acted on this committee for this meeting.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in black ink and is positioned centrally on the page.

Secretary.

Regular Meeting of the Library Board

April 24, 1942

Present: Messrs. Knuth, Imboden, Borchers, Mrs. Evans, and Miss Riggs.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Unfinished business- Charles Graybill's bid for painting walls and varnishing woodwork at Evans branch was presented and discussed. The total amount was \$504.80. In order to keep under \$500,- for which advertised bids would be necessary,- the amount was divided. On motion of Mr. Borchers, seconded by Mr. Imboden the bid for \$499 was passed. If the two extra rooms in the basement were to be included, the price should not exceed \$90. This passed on motion of Mr. Borchers, seconded by Mrs. Evans. In addition to this improvement, the furnace was to be repaired.

On motion of Mrs. Evans, seconded by Mr. Imboden, \$1184.02, received this year in back taxes, was to be transferred to the Special building account in the savings department. Passed on roll call. With this additional amount the total in the savings department would be \$7,030. On motion of Mr. Imboden, seconded by Mrs. Evans \$7,000 was to be placed in War bonds, Series F, as explained by Mr. Imboden. Passed on roll call.

The library budget for 1942-43 was submitted and discussed. On motion of Mrs. Evans, seconded by Mr. Borchers, the budget was adopted as presented, on roll call. The secretary was instructed to inform the City Council that the Library Board requested the maximum tax levy of one and two-tenths mills on the dollar for regular library operating expenses for next year.

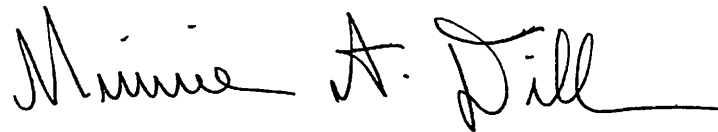
April 24, 1942 --- 2

On motion, the list of new books recommended by the Book committee was ordered purchased.

It was mentioned that there would be no regular May meeting. On motion, the annual meeting was to be May 13 at the usual time.

Bills to the amount of \$4,482.78 were approved by the Finance committee and ordered paid. Mr. Borchers acted on the committee for this meeting.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned centrally on the page.

Secretary.

Called Meeting of the Library Board

May 15, 1942

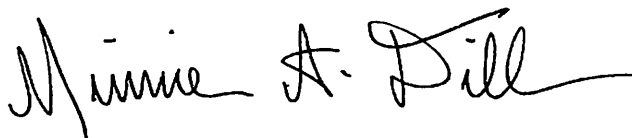
Present: Messrs. Knuth and Mueller, and Mrs. Evans.

The meeting was called to hear the reading of the Annual Report for the year ended April 30, 1942.

On motion, the report was accepted and signed by members present. Mr. Borchers had been in earlier, read and signed it. Other signatures were to be obtained and after being notarized the Report was to be sent to Mayor Lee by May 15.

A report was made that the installation of fluorescent lights in the catalog room had been authorized by Board members in the interim, as haste was necessary in order to get the material before the government prohibited the sale. The Heise Electric Shop gave an estimate for eight fixtures with lamps, the wiring, installation, etc. at \$300. This was confirmed. Also, the walls and ceiling in the room were to be painted.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned centrally on the page.

Secretary.

Regular Meeting of the Library Board

June 26, 1942

Present: Messrs. Knuth, Imboden, Mrs. Evans and Mrs. Buckner

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

On motion, the ^{list of} new books recommended by the Book committee was passed.

The subject of the transferal of \$500 from the book budget to salaries was brought up for consideration, but no action could be taken because not a quorum was present. This would allow an increase to nine of staff members whose salaries were not raised with the rest in the budget passed in April. The book fund would be the same as last year.

Several volumes of typed "Macon County Marriage Records, 1829-1880" and the "Record of the County Commissioners, Court of Macon County, 1829-1840" were displayed. The work which was done by the Historical Records Survey from county records, was paid for by the Macon County Historical Society, which sponsored it, when Mr. A. W. Borchers was president.

A letter from A. E. Weiss, retired janitor at Evans branch, was read in which he expressed appreciation for salary received when he was ill.

Bills to the amount of \$3,756.34 were approved by the Finance committee and ordered paid. Mrs. Evans acted on the committee for this meeting.

After adjournment the board members visited the Catalog room to see the great improvement since the walls were painted and fluorescent lights installed.

On motion, adjourned.

Minnie A. Dill

secretary.

Regular Meeting of the Library Board

July 31, 1942

Present: Messrs. Knuth, Imboden, Mrs. Evans and Mrs. Buckner. Consent to pass the regular bills was given by Mrs. Garman.

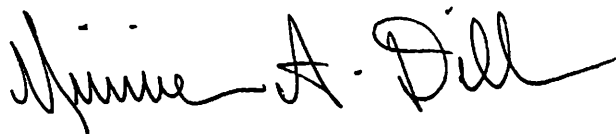
Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

A report was made on progress on repairs and improvements at Evans branch. New shades are to be purchased.

Bills to the amount of \$3,950.46 were approved by the Finance committee and ordered paid. Mrs. Evans acted on the committee for this meeting.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned above the printed name of the secretary.

Secretary.

Regular Meeting of the Library Board

August 28, 1942

Present: Messrs. Knuth, Mueller, Borchers, Mrs. Evans, Mrs. Garman and Mrs. Buckner.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Unfinished business: The question of transferring \$500 from the book budget to the salaries budget, which was postponed until a quorum was present, was discussed. This would permit an increase to nine members of the staff whose salaries were not raised with the rest when the budget was passed in April. It would leave the books fund \$6,500,- the same as it had been the previous year. On motion of Mrs. Evans, seconded by Mr. Mueller, this transfer was recommended. Passed on roll call. On motion of Mr. Mueller, seconded by Mrs. Garman, each of the nine staff members was to have an increase of five dollars a month, retroactive from May,- the first month of the library year 1942-43. Passed unanimously.

Further unfinished business: The early records of Macon County, about which Mr. Borchers reported at the Board meeting, January, 1940, are now completed and are the property of the Macon County Historical Society. Mr. Borchers recommended that the library purchase one set consisting of "Macon County Marriage Records, 1829-1900", six volumes and "Record of the County Commissioners of the County of Macon, 19 May 1829," for \$50.00. On motion of Mrs. Evans, seconded by Mr. Borchers, the price of \$25.00 was agreed upon and passed by all present.

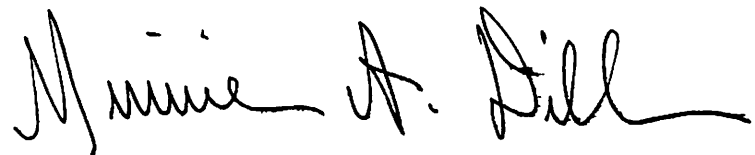
August 28, 1942 -- 2

Mention was made of the small table in the children's room given by Decatur teachers as a memorial to Sarah Mark Imboden, for many years supervisor of the elementary grades. The table, which is appropriately inscribed, is revolving, with a shelf below and will be used for books given in memory of deceased teachers.

On motion of Mrs. Evans, seconded by Mrs. Garman, the list of new books recommended by the Book committee, was passed.

On motion of Mrs. Evans, seconded by Mrs. Buckner, bills to the amount of \$3,317.69 were ordered paid.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Bill". The signature is written in dark ink and is positioned centrally on the page.

Secretary.

Regular Meeting of the Library Board

September 25, 1942

Present: Messrs. Knuth, Imboden, Valentine, Woodcock, Mrs. Evans, Mrs. Garman and Miss Riggs. Messrs. Valentine and Woodcock are newly appointed members, Miss Riggs was reappointed.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

On motion of Miss Riggs, seconded by Mr. Imboden, the present officers were reelected for the coming year.

On motion of Mr. Imboden, seconded by Mrs. Garman, bills to the amount of \$3,229.18 were approved and ordered paid.

Mention was made of the death of Ernest Cowgill janitor at Evans Branch, on September 1. The new janitor is J. E. Prossor.

On motion, adjourned.

Minnie A. Dill

Secretary.

Regular Meeting of the Library Board

October 30, 1942

Present: Messrs. Knuth, Imboden, Valentine,
Mrs. Evans, Mrs. Garman and Miss Riggs.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved
and ordered placed on file.

On motion of Mrs. Evans seconded by Mrs. Garman, the
list of new books recommended by the Book committee, was ordered
purchased.

On motion of Mrs. Evans,, seconded by Mrs. Garman, bills
to the amount of \$3470.16 were ordered paid. These bills included
the periodical subscriptions for 1943, which was given to the
Hanson-Bennett Magazine Agency of Chicago, whose bid was \$626.10.

A report^{of} plans to date was made by Miss Oakes, for the
Committee in charge of the Fiftieth anniversary Dinner to be
given in honor of Miss Dill, November 13, 1942.

On motion, adjourned.

Mabel A. Wayne

Secretary, pro tem.

Regular Meeting of the Library Board

November 27, 1942

Present: Messrs. Knuth, Imboden, Valentine, Woodcock, Mrs. Evans and Mrs. Buckner.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

On motion of Mrs. Evans, seconded by Mr. Imboden, salary payments for December would be made in two installments, as has been done in previous years. As the next regular meeting would come on Christmas day it was decided to have the meeting on Tuesday, December 29, at the usual hour.

Miss Dill expressed appreciation for the honor paid her in the delightful dinner on November 13, in the Decatur Club, given in recognition of her fifty years of service in the library. It was planned and carried out by the Board of Trustees and Staff, and was attended by 260 people- thirty of these were librarians and book dealers from Illinois cities who were old friends. The table decorations of gold and bronze chrysanthemums and candles were lovely, and the program was interesting. Mayor Lee acted as toastmaster and Miss Helene H. Rogers, ^{Asst. State Librarian} was speaker of the evening. Short talks were also made by Mr. P.L. Windsor and Miss Anne Boyd, of the University of Illinois, and Miss Eugenia Allin and Mr. Edward Powers. Rev. Elmer Freed offered the prayer and Miss Velda Gerber was soloist. A purse of nearly four hundred dollars from townspeople was given Miss Dill, the presentation made by Mr. Knuth, president of the Board.

Miss Dill displayed a few of the lovely gifts she received and told of her home filled with flowers, and of the one hundred or more congratulatory letters, cards and telegrams received from friends all over the country.

November 27, 1942 --- 2

Bills to the amount of \$2,719.44 were approved by the Finance committee and ordered paid.

On motion, adjourned

Minnie A. Dill

Secretary.

Regular Meeting of the Library Board

December 29, 1942

Present: Messrs. Knuth, Imboden, Woodcock, Valentine, Mueller, Mrs. Evans and Mrs. Buckner.

The meeting had been postponed because last Friday was Christmas.

Minutes of the last meeting were read and approved.

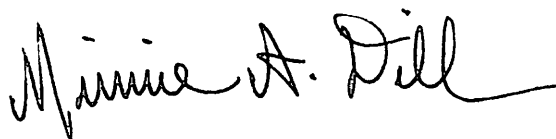
The librarian's report was read, on motion approved and ordered placed on file.

On motion, the new books recommended by the Book committee were ordered purchased.

Mrs. Evans proposed that the Board does something about opening another branch. The subject was discussed by all members. Some suggested that the fund which has been accumulating for a branch building, be used now to start up in a rented building; others felt that we should be sure of a large enough appropriation to support a branch, after this fund was exhausted. It was mentioned that the Illinois library law was amended in 1941, and that by referendum the library tax rate of 1 2/10 mills may be raised to two mills. No action was taken.

On motion of Mr. Woodcock, seconded by Mrs. Evans, bills to the amount of \$2,901.83 were approved and ordered paid.

On motion, adjourned.



Secretary.

Regular Meeting of the Library Board

January 29, 1943

Present: Messrs. Knuth, Imboden, Woodcock, Mrs. Evans, Mrs. Garman, and Mrs. Buckner.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

On motion of Mrs. Evans, seconded by Mr. Woodcock, the new books recommended by the Book committee were ordered purchased.

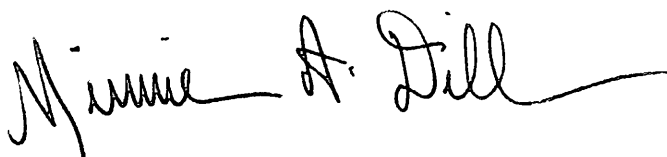
The Report of the City Comptroller, John A. Barr, was read which shows the balance due the Library fund to be \$15,186.83.

Unfinished business- increase of the library levy to two mills, on referendum vote, according to the Illinois library law ammended in 1941. On motion of Mr. Imboden, seconded by Mrs. Buckner, a committee consisting of Mr. Knuth, Mrs. Evans and Miss Dill ^{was} ~~are~~ to consult the Corporation counsel about this. Passed.

Mention was made of the 1943 Victory Book Campaign in progress since January 5. Books are being collected at fifty or more centers over town and at the library where all books will be brought, and packed for shipping according to directions from state headquarters. Money also is accepted at the library and placed in the keg which was used in World War I.

On motion of Mrs. Garman, seconded by Mrs. Evans, bills to the amount of \$2866.08 were approved and ordered paid.

On motion, adjourned.



Secretary.

Regular Meeting of the Library Board

February 26, 1943

Present: Messrs. Knuth, Woodcock, Valentine, Mrs. Evans, Mrs. Garman, Mrs. Buckner and Miss Riggs.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Unfinished business,- Report of the Committee regarding and increase of the library levy to two mills, on referendum vote. Mr. Knuth, Mrs. Evans and Miss Dill consulted Mr. Mills, corporation counsel, who did not seem very enthusiastic about it. Thought it would stand a better chance of passing at a special election than general one.

^{Dill}
Miss_A telephoned Mayor Lee about this. He did not definitely commit himself but suggested that we endeavor to get the reaction of different groups before there is any publicity. The subject was discussed at length. A committee consisting of Messrs. Knuth, Valentine and Woodcock was to look into the matter further and report.

On motion of Mrs. Evans seconded by Mr. Woodcock, bills to the amount \$2696.76 were approved and ordered paid. Mr. Woodcock acted on the committee for this meeting.

On motion, adjourned

Minnie A. Dill

Secretary.

Regular Meeting of the Library Board

March 26, 1943

Present: Messrs Knuth, Imboden, Woodcock, Mrs. Evans and Mrs. Buckner.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Unfinished business- Mr. Woodcock reported briefly for the Committee regarding the two mills library tax levy, saying it was generally thought better to have this voted upon at a special election, besides it was too late for the general election. Those he had talked with seemed in favor of the increase for the library.

On motion, the new books recommended by the Book committee were ordered purchased.

Library bills known as H.B.117, 118, & 119 were mentioned briefly. Two are ammenments clarifying the law. These bills will not increase any taxes, and are merely permissive legislation providing a legal basis for ^a library in any section of the state. The librarian has written the Hon. Dan Dinneen, asking his support of these bills and he came to say they had passed a third reading and he believed they would be passed by the House of Representatives.

A report on the result to date of the V.B.C in Decatur gives these estimates: 3,000 books collected at the library and more to be sent; \$500 received and more promised. Mr. Ralph E. McCoy, state director of the drive, wrote asking us to send 500 of our best books to George Army Air Field, at Lawrenceville, Illinois. He also suggests that we use some of our money to

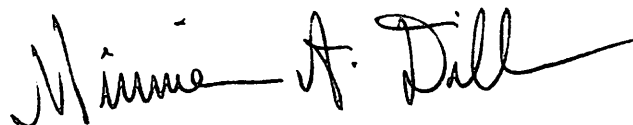
purchase special technical books and foreign language texts.

Letters had been received by the president and librarian from the Chicago and St. Louis librarians, regarding Regional Institutes on Post War planning, and Library and Adult education. The Chicago meeting will be held April 3-4 and the St. Louis one April 6-7. Librarians and trustees are urged to attend one or the other of these. On motion of Mr. Imboden, seconded by Mrs. Evans, the librarian or some member of the staff was to represent the library in either of these places, with expenses paid. Because of war conditions there will be no other state or regional conference this year.

It has been found that the balance in the Heat budget is but \$42.13 which will not be enough for the April bill, the last to be received during this fiscal year. The balance in Repairs is \$821.09. It was suggested that \$150 be transferred from this fund to Heat. On motion of Mrs. Evans seconded by Mr. Woodcock this was passed on roll call.

Bills to the amount of \$2959.88 were approved by the Finance committee and ordered paid.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned above the typed name of the secretary.

Secretary.

Regular Meeting of the Library Board

April 30, 1943

Present: Messrs. Knuth, Imboden, Miss Riggs, Mrs. Evans and Mrs. Buckner.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Unfinished business- Nothing further had been done regarding a referendum vote to increase the tax levy from one and two-tenths mills to two mills on the dollar. Other Illinois cities have voted this increase- some at the spring elections. It had the support of educational and civic organizations in those cities- why not in Decatur? Mr. Knuth said the committee was not discharged and would be urged to see the new city administration and get its support.

On motion of Mrs. Evans, seconded by Mr. Imboden, \$1269.60 received this year in back taxes, was to be transferred to the Special ^{Meeting} Library account in the Savings department. Passed on roll call. With \$16.13 left in the savings department, this would make \$1285.73.

On motion of Mrs. Buckner, seconded by Mrs. Evans, more War Bonds - Series F - were to be purchased from this fund. Passed by roll call. Mr. Imboden was to transact the business.

The library budget for 1943-1944 was submitted and discussed. On motion of Mrs. Evans, seconded by Mr. Imboden the budget was adopted as presented, on roll call. As there was some uncertainty as to the legality of the salary increases under present war rulings the secretary was to get the opinion of the new Corporation counsel, Byron Merris. The increases would begin with the new library year in May.

April 30, 1943 --- 2

On motion of Mr. Imboden, seconded by Mrs. Evans the secretary was to inform the City Council that the Library Board requested the maximum tax levy of one and two-tenths mills on the dollar for regular library operating expenses for next year.

Mention was made of some necessary repairs, improvements and purchases in the next year, for which amounts have been budgeted.

A brief report of the Institute for Post War Planning, held in St. Louis April 6-7, was read from notes furnished by Miss Oakes who was sent to represent our library. One of the chief speakers stated that libraries should be more militant by going out and doing things; another said that libraries must carry library service out to the people in order to reach laboring people.

It was mentioned that there would be no regular meeting in May but that the Finance committee would pass the bills, and the president sign the checks. No exact time was set for the annual meeting but it should be between May 12 and 14, as the Report must reach the Mayor by the 15th.

Bills to the amount of \$2536.95 were approved by the Finance committee and ordered paid.

On motion, adjourned

A handwritten signature in cursive script, reading "Minnie A. Dill". The signature is written in a dark ink and is positioned above the typed name of the secretary.

Secretary.

Called Meeting of the Library Board

May 14, 1943

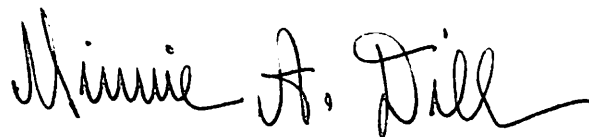
Present: Messrs. Knuth, Imboden, Mueller and Valentine, Mrs. Evans, Mrs. Garman and Mrs. Buckner.

The meeting was called to hear the reading of the Annual Report for the year ending April 30, 1943. On motion, the report was accepted and signed by members present. Mr. Merris, corporation counsel, gave his sanction to the increase in salaries, voted by the Board at the April meeting.

Redecoration of the walls of the entire main floor was to be taken over by the Building and grounds committee.

Mention was again made about the increased levy to two mills by a referendum vote, and that it had recently been passed in the Lincoln, Illinois. Our committee was supposed to be active.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned above the typed name of the secretary.

Secretary.

Regular Meeting of the Library Board

June 25, 1943

Present: Mr. Imboden and Mrs. Evans. Consent was given by absent members to pass the regular bills. Mrs. Evans acted as president and signed the checks.

Reading of the Minutes and the Librarian's report was omitted.

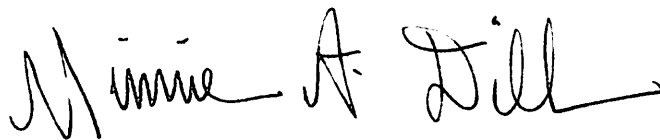
The list of new books was ordered purchased.

Mr. Myer's bid for \$230 for washing all the walls on the main floor, except the stackroom, was accepted by the Building committee,- Mr. Imboden and Mrs. Buckner- with Mr. Evans agreeing. The job was to be done early in July.

Mention was made of the death of Mrs. Stuart, Mrs. Garman's mother, and of Kenneth Schoby, the husband of Vera Schoby who is acting children's librarian.

Bills to the amount of \$2925.57 were approved and ordered paid.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned above the typed name of the secretary.

Secretary.

Regular Meeting of the Library Board

July 30, 1943

Present: Messrs. Knuth and Imboden, Mrs. Evans and Mrs. Garman.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Unfinished business: It was found that washing the walls of the rooms on the main floor was not sufficient (after a period of eight years since last painted). Mr. Myer's bid of \$290.00 for painting the walls was accepted by the Building committee, after consultation with Mr. Knuth.

New business: On motion of Mrs. Evans, seconded by Mrs. Garman the radiators were to be bronzed in the rooms recently painted, and the front door refinished. Mr. Myer was to do this work.

On motion of Mrs. Garman, seconded by Mrs. Evans, bids for painting the walls and ceiling in the stack room were to be submitted by two or three firms.

It was mentioned that the Mayor had not made his appointments on the Library Board, and that Wayne Woodcock, appointed just last year, had resigned and that the Trades Assembly had submitted the name of another man to represent them on the Board. The librarian had talked with the Mayor regarding this and the regular appointments or reappointments of the three members whose terms have expired. Old members hold over until this is done.

Letters were read from Mrs. Karraker of the Illinois State Library, asking what efforts were being made here regarding

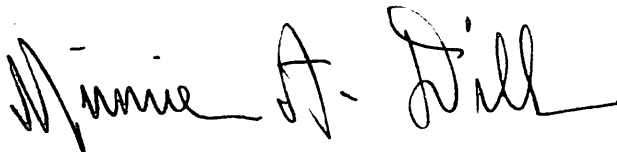
July 30, 1943 --- 2

the increase of the library tax rate to two mills. Also a letter from Miss Kent, librarian of the Vespasian Warner library of Clinton, telling how that city carried out a successful election for this much-needed increase in tax levy for library purposes.

We have as great need for an increased levy as had the many Illinois cities which have already taken advantage of the law. Decatur should make the effort soon, as not only needed now but should have more for post-war planning for which we were asked to submit estimates.

Bills to the amount of \$3435.16 were approved by the Finance committee and ordered paid.

On motion, adjourned

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned above the typed name of the secretary.

Secretary.

Called Meeting of the Library Board

August 14, 1943

Present: Messrs. Knuth, Imboden, Mrs. Evans,
Mrs. Buckner and Mrs. Garman.

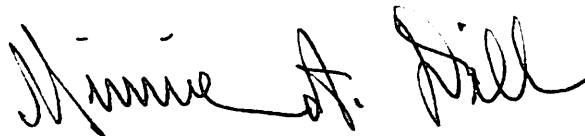
The purpose of the meeting was to open the bids
for painting the stack room walls and ceiling, and to let
the contract. The following firms bid:

Myer & Son	for	\$268.49
Henry W. Kroger	"	215.00

J.J. Swartz who was asked to submit a bid said he
was too busy to do the work at the time specified. On motion
of Mrs. Evans seconded by Mrs. Garman, Mr. Kroger's bid was
accepted and the work was to be done before school opened.

Mrs. Buckner went on record as having desired two
coats of paint on the recent job of painting and, in the dis-
cussion that followed, it was decided that to be uniform the
stack room (except ceiling) would have but one coat.

On motion, adjourned.



Secretary.

Regular Meeting of the Library Board

August 27, 1943

Present: Messrs. Knuth and Imboden, Miss Riggs, Mrs. Evans, ~~and~~ Mrs. Buckner, and Mrs. Garman.

Minutes of the last meeting were read and approved.

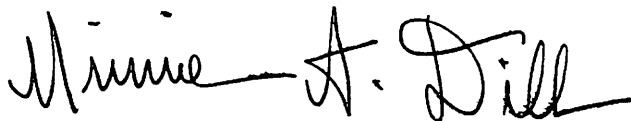
The librarian's report was read, on motion approved and ordered placed on file.

On motion, the new books recommended by the Book committee were ordered purchased.

On motion of Mrs. Evans, seconded by Miss Riggs, bills to the amount of \$3476.22 were approved and ordered paid.

Mention was made of Mr. Valentine's illness and a plant or flowers was to be sent to him from the trustees present at the meeting.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned above the typed name of the secretary.

Secretary.

Regular Meeting of the Library Board

September 24, 1943

Present: Messrs. Knuth, Imboden and Valentine
Mrs. Evans, Mrs. Buckner and Mrs. Garman.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Bills to the amount of \$2888.68 were approved by the Finance committee and ordered paid.

Mr. Valentine announced that he had been appointed to the Office of Foreign Relief and Rehabilitation Operations, and was leaving the city immediately.

On motion, adjourned.

Mabel A. Wayne

Acting secretary.

Regular Meeting of the Library Board

October 29, 1943

Present: Messrs. Knuth, Imboden, Mrs. Evans and Mrs. German.

Minutes of the last meeting were read and approved.

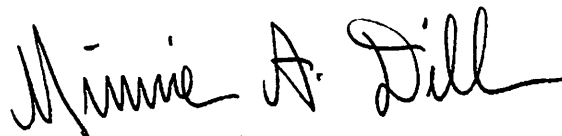
The librarian's report was read, on motion approved and ordered placed on file.

On motion of Mrs. Evans seconded by Mrs. Garman, the list of new books recommended by the Book Committee were ordered purchased.

It was mentioned that Discussion Clinics on post-war planning were being held in eight cities in the State, the places nearest us being Peoria, Jacksonville and Urbana. Board and staff members had been notified.

On motion of Mrs. Evans seconded by Mr. Imboden, bills to the amount of \$3619.44 were approved and ordered paid. These bills included the periodical subscriptions for 1944, which was given to the Hanson-Bennett Magazine Agency of Chicago, whose bid was \$646.50.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned above the printed title "Secretary".

Secretary

Regular Meeting of the Library Board

November 25, 1943

Present: Messrs. Knuth, Imboden, and Nalefski, Mrs. Evans and Mrs. Garman. Mr. Nalefski, a new member who takes Mr. Mueller's place was recently appointed by the Mayor, at the same time he appointed Mr. Jacob F. Hanes, who takes Mr. Woodcock's unexpired term, and reappointed Mr. Knuth and Mrs. Garman. Their terms of office will expire in June 1946, as their appointments were five months late, with the exception of Mr. Hanes, whose term will expire in June 1945.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

On motion, the new books recommended by the Book committee were ordered purchased.

On motion of Mrs. Garman, seconded by Mrs. Evans the present officers,- Mr. Knuth, president and Miss Dill, secretary, were reelected for the coming year.

Miss Dill reported the resignation of Miss Charlotte Oakes, assistant cataloger, to take effect December 18. She has accepted the position of head cataloger in the University of Redlands library, Redlands, California. Miss Oakes has been on the library staff for eight years. She was here three years in the circulation department following her graduation from James Millikin University. She resigned to take a course in library work in the University of Michigan and was graduated from the School of Library Science, June 1938. She accepted the position of assistant cataloger here. Her work and

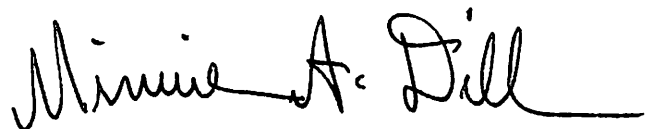
November 25, 1943 ----- 2

relations with the public and staff have been highly satisfactory and we regret her leaving very much. Her new work will be an advance and change in type of work. On motion of Mrs. Evans, seconded by Mr. Imboden, Mr. Knuth was asked to write a letter of appreciation to Miss Oakes.

Mention was made of the annual dinner meeting of the Association of Commerce, December 7, in the Masonic Temple, when future plans of various organizations will be announced. It was suggested that the public library should be included to present some of its outstanding plans for consideration. Tentative plans for improvements and expansion of the library in the post-war period had been discussed with representatives of the National Resources Planning Board, early in 1942. In cooperation with this Board, a six-year public improvement program had been worked out by the librarian and assistant librarian, and Mr. Knuth had met with some of the men engaged in compiling the data. The library was given one copy of this record and another was to be deposited in the County Building. It was decided to have Mr. Knuth represent the library, and, on motion of Mrs. Evans seconded by Mr. Imboden, the library was to pay for three tickets to the dinner, for Mr. and Mrs. Knuth and Miss Dill.

On motion of Mrs. Garman seconded by Mrs. Evans, bills to the amount of \$2513.25 were approved and ordered paid.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned above the typed name "Secretary".

Secretary.

Regular Meeting of the Library Board

December 31, 1943

Present: Messrs. Knuth, Hanes, and Mrs. Garman.

Consent to pass the regular ^{bills} was given by Mrs. Evans.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

The new books recommended by the librarian were to be purchased.

It was reported that George Rogers, janitor since June, was leaving to return to his previous job at a much larger salary. Also, S. F. Hiser who has been janitor for about ten years had offers of more pay and might leave. It was recommended that Mr. Hiser be increased to \$125.00 beginning January 1, 1944. The members present agreed that Mr. Hiser be given this salary with the approval of the majority of the Board. A second janitor was to be obtained as soon as possible, at the same salary Mr. Rogers had, \$90.00 per month.

Mention was made that Mr. Knuth as president of the Board, represented the library on the program at the annual dinner of the Association of Commerce held in the Masonic Temple, December 7. The general theme of the meeting was "Decatur looks forward." The public library's plans and needs were briefly outlined.

Bills to the amount of \$2846.80 were approved by the Finance committee and ordered paid. Vouchers were to be signed by Mr. Imboden.

On motion, adjourned.

Minnie A. Dill
Secretary

Regular Meeting of the Library Board

January 29, 1944

Present: Messrs Knuth, Imboden, Hanes and Mrs. Evans.

Consent to pass the regular bills was given by Mrs. Buckner and Mrs. Garman.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Unfinished business: The salary of S. F. Hiser, head janitor, which was increased to \$125.00 per month by the three members present at the last meeting, was, on motion of Mr. Imboden and seconded by Mr. Hanes, approved by the Board.

It was mentioned that August Lischewski had been given the place of George Rogers, resigned, as second janitor at the salary of \$90.00 per month.

On motion the new books recommended by the Book committee were ordered purchased.

The subject of an increased tax rate levy to two mills on referendum vote was discussed. Letters were read from the librarians of Clinton and Paris and the State library. All of these favored a special election as the surest way of success for the passing of the measure. The P-T.A. which always cooperates with the library and knew of the plan for increased support for the library, asked for a letter regarding it. This was sent to Mrs. Reuben Judge, president of the Council and was read at the meeting, January 11, and endorsed with recommendation of a special election. Services of the Association to help before and during an election were offered.

January 29, 1944 --- 2

Mr. Knuth recommended that preliminary to presenting the matter to the Mayor and Commissioners a committee of the lawyer-husbands of our three women members,- Mrs. Evans, Mrs. Garman and Mrs. Buckner, be asked to pass on the legal phases of the election. On motion of Mrs. Evans, seconded by Mr. Hanes, Mr. Imboden was asked to contact these three men and get their consent.

Bills to amount of \$3085.38 were approved by the Finance committee and ordered paid.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in black ink and is positioned centrally on the page.

Secretary.

Regular Meeting of the Library Board

February 25, 1944

Present: Messrs. Knuth and Nalefski, Mrs. Evans, Mrs. Garman and Miss Riggs.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Unfinished business: Mr. Knuth reported his talk with Mr. Merris, corporation counsel, regarding a special election and the number of polling places required. After consideration Mr. Merris reported back that it was not necessary to have as many as at regular elections but that the Council would designate the number and places where election would be held.

A discussion followed with the suggestion that a committee of the Board members present the proposition to Mayor Hedrick. It was felt that some definite move should be made by Board before March 14, when the City Council P-T.A. will have its next meeting and, as the organization has pledged support and active cooperation in the campaign to get an increased tax levy, the president, Mrs. Judge, has called to find out about the plans of the Library Board to be able to report at the meeting.

A letter from the president of the Waukegan Public Library, regarding the successful election held there on the increased levy of two mills, was read.

It was reported that the torrential rain last night had damaged many books on the balcony stack. This is a new leak and a very bad one and must have immediate attention.

Announcement was made about the Chicago Regional Institute, sponsored by the Illinois, Indiana and Wisconsin library associations, to be held March 4-5.

February 25, 1944 --- 2

Bills to the amount of \$3082.12 were approved
by the Finance committee and ordered paid.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in black ink and is centered on the page.

Secretary.

Special Meetings in February and March, 1944

Called Meeting, February 28, 1944.

Present: Mr. Knuth and Mrs. Evans of the Board and Messrs. Buckner, Evans and Garman who had kindly consented to give their opinions regarding the legal points of the proposed special election for an increase of the library tax rate from one and two-tenths to two mills. They recommended that after the Corporation Counsel was consulted, the consent of the Mayor be obtained.

Appointment at Mayor Hedrick's Office, March 11, 1944.

Present: Messrs. Knuth and Nalefski, Mrs. Evans and Miss Dill. Mr. Knuth presented the needs of the library and asked for a special election. This was discussed by others, and the Mayor said the proposition would have to come before the whole Council at a date to be set. Later in telephone conversation with Mrs. Evans and Mr. Knuth, the Mayor said it would be necessary to know how many people wanted this tax levy in order to call for a special election. He suggested having petitions signed by a sufficient number of legal voters to justify it.

Committee Meeting Called By Mr. Knuth, March 23, 1944.

Of the three lawyers who have been giving advice only Mr. Garman was able to be present at this time. He made many good suggestions as to the organization and publicity needed to put across the information to legal voters and create a desire for this increase in the library tax rate to two mills; the work the library and their friends would have to do to carry the proposed measure at an election. He thought the amount

asked was not excessive and that the library had sufficient reason for asking and expecting that increase. Mr. Garman wrote the heading for a petition which he thought should have 5,000 signatures.

Committee of Trustees Called By Mr. Knuth
March 27, 1944

Present: Mrs. Knuth, Mrs. Evans and Mrs. Garman.

Mr. Knuth asked Mrs. Garman to serve as head of the publicity, and Mrs. Evans to be in charge of getting the petitions circulated.

It was planned to get out a small information folder stating the needs of the library and the objective of the increased library tax rate which would give more library service to all parts of the City. These to be used by the people who circulate petitions, and for other publicity. Newspapers would be asked to help with fuller publicity later.

Minnie A. Dill

Secretary.

Regular Meeting of the Library Board

March 31, 1944

Present: Mr. Knuth, Mrs. Evans, Mrs. Garman and Miss Riggs.

Minutes of the last meeting were read and approved. Reports of special meetings on February 28, March 11, 23, and 27 relative to the proposed special election, petitions, etc. were read.

The librarian's report was read, on motion approved and ordered placed on file.

Unfinished business: Petitions had been mimeographed and those taken by Board members were numbered consecutively in order to keep account of all returned. The brief publicity story suggested by Miss Adele Murphy was passed around and turned over to Miss Riggs for a few additions. Several hundred of these were to be mimeographed for use of those circulating the petitions.

On motion the new books recommended by the Book committee were ordered purchased.

A letter from Mayor Hedrick was read and an anonymous post card which he enclosed, asking that the library be kept open on Sunday afternoons and holidays. The Mayor suggested that the librarian get in touch with the chairman of the Wartime Manpower Recruitment Committee, Mr. W. C. Van Law. Miss Dill acknowledged the Mayor's letter and met Mr. Van Law. His letter after discussing ^{the matter} said- "that the Committee felt that there was not enough information or pressure at the moment to make any recommendation, and that you might keep your present hours until such interest developed that you could feel justified in making the necessary change". The majority of the members present seemed favorable

March 31, 1944 --- 2

to the idea of Sunday hours but no definite action was taken. A copy of Mr. Van Law's letter was to be enclosed in a reply to the Mayor, and the subject considered further.

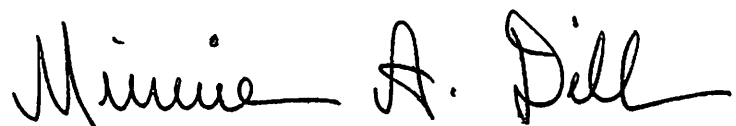
It was reported that the Dennis Roofing Company had been employed to repair all the roof including the skylight as completely as possible to avoid a repetition of the damage to books as was done in the downpour of February 24.

The walls in the children's and catalog rooms were to be washed this year. Consent to go ahead was given.

It was announced that Miss Marjorie Grow, general assistant since 1941, had resigned and been inducted in the WAVES. Her position is not yet filled.

Bills to the amount of \$2,961.77 were approved by the Finance committee and ordered paid.

On motion, adjourned.



Secretary.

Miss Wayne was present and read the Reports and took down the Minutes, as Miss Dill had a slight head injury just before the meeting began.

Regular Meeting of the Library Board

April 28, 1944

Present: Messrs. Knuth, Nalefski, Mrs. Evans, Mrs. Buckner and Mrs. Garman.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

The report of the Comptroller regarding library finances was read. This stated the amount of taxes of 1941 and prior years due the library was \$1,125.45. On motion of Mr. Nalefski, seconded by Mrs. Evans, this amount together with \$2,378.34 of fines, etc. making a total of \$3,503.79 was to be transferred to the special building account in the savings department of the bank. More war bonds in Series F were to be purchased with this. Mr. Imboden would be asked to transact the business. This passed on roll call.

The library budget for 1944-45 was submitted and discussed. This ^{is} based on the full amount the library receives of 1 2/10 mills on the dollar. The items are almost identical with last year's budget. Balances which seem large are because of outstanding orders which could not be filled in the current library year. Salaries of all the staff in the lower and middle brackets were increased commensurate with their education, training, experience, and value to the library. On motion of Mrs. Evans, seconded by Mrs. Garman, the budget was adopted as presented, on roll call.

On motion of Mrs. Garman, seconded by Mr. Nalefski, the secretary was instructed to inform the City Council that the Library Board requested the maximum tax levy of one and two-tenths mills for regular operating expenses for next year.

April 28, 1944 --- 2

It was reported that the total number of signatures on petitions requesting a special election asking for an increase in the library tax rate to two mills, was 3,179 with more groups to be heard from. These petitions were to be presented to the City Council and Mr. Knuth would make the arrangements. There was a discussion on methods of publicity, and Miss Dill was to consult Mr. H.C. Schaub as to the best means of advertising the library during an election.

Mention was made of the special election held in Jacksonville, March 4~~x~~, which resulted in favor of the increase for that library. Petitions were not required there. It was announced that Mr. H. C. Schaub, a former Board member, gave the library a check for \$25.00 to be used for a book or books that the library might not feel able to purchase. On motion, the secretary was to acknowledge this generous gift.

Reference was made of the death of Miss Alice S. Tyler, of Cleveland, on April 18. Miss Tyler, who had reached the top in the library profession, being dean emeritus of Western Reserve Library School, and one of the few women who had been president of the American Library Association, was a Decatur woman and began her career in the 80's in this library.

As usual, there will be no regular meeting in May, but the bills are to be passed on by the Finance committee and the checks signed by the president. The annual meeting should be held before May 15, as the Annual report must reach the Mayor by that date.

Bills to the amount of \$3,103.31 were approved by the Finance committee and ordered paid. Mrs. Evans acted on the Committee for this meeting.

On motion, adjourned.

Minnie A. Dill

Secretary.