

Called Meeting of the Library Board

May 12, 1944

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

The meeting was called to hear the reading of the Annual Report for the year ended April 30, 1944.

On motion, the Report was accepted and signed by those present. Other signatures were to be obtained and after being notarized the Report was to be sent to the Mayor 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.

Miss Wayne had it notarized and the page, Martin Fitzpatrick took the Report to the Mayor's office.

Regular Meeting of the Library Board

June 30, 1944

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

Reading of the Minutes and Report were omitted.

A letter from V. G. Longbons of the Dennis Company, explaining the extensive roof repairs, was read.

It was reported that Miss Claire Wurdell had accepted the position of assistant cataloger, and would begin work July 5. Miss Wurdell comes well recommended, is a graduate of the Library School of the University of Illinois, and has had considerable experience.

Mention was made of the Institute for Librarians to be held in Urbana, July 6-8, which the librarian plans to attend.

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

Bills to the amount of \$3,551.26 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.

SINCE
1881

HARDWARE

TELEPHONE
5113

"DEPEND
ON
DENNIS"

B. M. DENNIS & SON

SHEET METAL WORKERS & BUILDERS OF QUALITY ROOFS
WARM AIR HEATING - AIR CONDITIONING
611 NORTH WATER ST. DECATUR, ILLINOIS

June 19, 1944

Decatur Public Library
Decatur, Illinois

Att; Miss Minnie Dill
Re: Re-roofing work and
removal of skylight

Dear Madam:

Attached you will find our invoice for the roof repair work recently done at the Library. You will notice that the cost of the job is somewhat higher than we had anticipated and for that reason we are sending along this word of explanation that you may have it for your records.

When we put the two small roofs over the north and south sections adjoining this roof a few years back, we found ordinary wood sheathing and wood construction underneath so we had no difficulty whatever in removing the old roof and we used a smooth surfaced built-up asbestos roof for the replacement work. We naturally supposed this roof would be the same but when we got into it we found that it is concrete construction and that the old roof was cemented down to the concrete roof deck which made the job of removing the old roof a great deal more difficult.

Then we found that the top surface of the concrete deck was badly cracked up so that we had to do a considerable amount of repair work to it before we could put the new roof on. We also used five layers of felt in the construction of the roof in place of the standard three layers ordinarily used. We did this because we felt that the roof should be of heavier construction due to the cracking of the concrete underneath. The roof deck being concrete also called for a gravel top surface to hold it on which was a change from our original plan.

We also found the copper downpipe from the main

Manufacturers of SHEET METAL PRODUCTS - SKYLIGHTS - VENTILATORS

Regular Meeting of the Library Board

July 28, 1944

Present: Messrs. Imboden, Hanes, Nalefski, Mrs. Evans and Mrs. Garman. Mrs. Garman acted as president 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.

On motion of Mrs. Evans seconded by Mr. Nalefski, the purchase of War savings bonds- Series F- by Mr. Imboden was approved. The maturity value of these is \$4,750.00 The purchase was made from the special fund in the savings department, as authorized at the April Board meeting.

The special election was discussed and the need of having the time set very soon. Mr. Knuth was to be requested to talk with the Mayor and urge that action be taken.

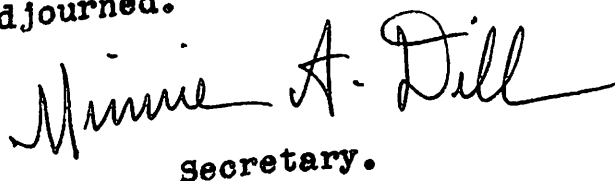
It was stated that the City budget allocated the library \$42,000 for 1944-1945.

Mention was made that the Board room walls had been decorated, the floor refinished and rug cleaned. The gladiolas on the table were the gift of Hourans who offered the library fresh flowers every day, or when wished. We accept the gift twice a week.

Miss Claire Wurdell, the new assistant cataloger was introduced. She began her work here July 5.

Bills to the amount of \$7141.59 were approved by the Finance committee and ordered paid.

On motion, adjourned.


Secretary.

Regular Meeting of the Library Board

August 25, 1944

Present: Messrs. Knuth, Imboden, Hanes, Mrs. Evans and Mrs. Huff, who is a new member, taking the place of Mrs. Buckner, was appointed recently by the Mayor, at the same time he reappointed Mrs. Evans and Mr. Imboden.

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 Mr. Imboden, the present officers, -Mr. Knuth, president, and Miss Dill, secretary, were reelected for the coming year.

A letter from Mrs. T. J. Prentice was read in which she states her desire to donate a book to the library in memory of her husband, Mr. T.J. Prentice^{who}, was for many years a resident of Decatur, and president of the Linn & Scruggs Co. On motion, her letter was to be acknowledged and the gift accepted with pleasure.

A discussion of the proposed Special election, which had not yet been called, was taken up. It was moved that the women on the Board act as a steering committee in plans for the undertaking. This motion passed.

Bills to the amount of \$3363.13 were approved by the Finance committee and ordered paid.

Mention was made of the Macon County Municipal retirement referendum election to be held in November. It was not known whether this included city employees.

On motion, adjourned.

Miss A. Dill Secretary.

Regular Meeting of the Library Board

September 29, 1944

Present: Messrs. Knuth, Imboden, Mrs. Garman and Mrs. Huff. Consent to pass the regular bills was given by 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: The Committee of Women Board members met, September 7, with Mrs. Evans, Mrs. Garman and Miss Riggs present. Mrs Evans as chairman reported that she had talked with Mrs. Glenn England, library chairman of the P.T.A. Standing committies, regarding publicity plans for the special library election on October 24. She said Mr. Merris, corporation counsel, had named the four polling places for that day as follows: the Centennial and Johns Hill Junior high schools, the Oakland school, and No.3 Firehouse at the corner of North Main and Grand Avenue.

A discussion followed and the various members were asked to contact certain clubs and people whose names were listed on the petitions. Transportation and other problems concerning the election were taken up.

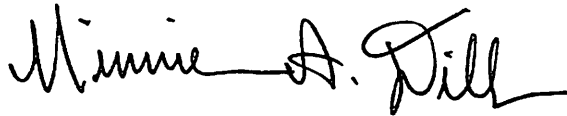
Miss Dill reported that Miss Ruth Pollock head cataloger, had asked for a leave-of-absence of serval months because of her mother's illness. This was granted, with the approval of the Board. Miss Pollock, who is an expert cataloger, has been with our library twenty years, coming

September 29, 1944 --- 2

from Drexel Institute Library School. Her home is in Washington, Pennsylvania.

Bills to the amount of \$3106.94 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 dark ink and is positioned above the printed name "Secretary".

Secretary.

Regular Meeting of the Library Board

October 27, 1944

Present: Messrs. Knuth, Nalefski, Hanes, Mrs. Evans, Mrs. Huff, 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: The Committee of Women Board members met October 12, with all four present to make final plans for the coming election. On invitation, Mrs. Mary Andrews, who was special promoter of the recent election of the public schools, came for part of the session and gave many helpful suggestions based on her experiences.

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

On motion of Miss Riggs, seconded by Mrs. Garman, the contract for the periodical subscriptions for 1945 was given to the Hanson-Bennett Magazine Agency of Chicago, for \$667.60, and the bill was ordered paid.

General satisfaction was expressed over the result of the special election held October 24, asking for an increase in the library tax rate from one and two-tenths mills to two mills on the dollar of taxable property. The total vote was only 668, but the proposal carried by the wide majority of 579 to 89, - about six to one. The funds from this increased levy will not be available until April 1946. A continuous effort was made by the Board and staff members, and the P.-T.A. in particular, and many friends during the year. The day of the election all of the staff members who could be spared from their departments were busy on the telephone and using their own cars to take people to the polls

October 27, 1944 --- 2

who lived at long distances from the four outlying polling places. Relatives of the staff members who used their cars were Miss Mary E. Baker and Mr. August Kowalsky. The total vote would have been larger if there had been a down-town place to vote in addition to the others.

On motion of Mrs. Evans seconded by Mrs. Huff, the secretary was to send letters of appreciation to many who gave outstanding assistance during the year and the election.

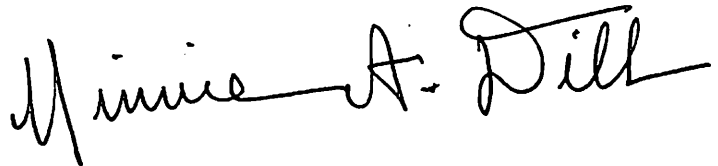
Miss Dill presented her resignation as librarian to take effect at the end of this year. Miss Dill has been connected with the library for fifty-two years,- since 1926 as librarian,- previous to that assistant librarian and head cataloger. After her return from Pratt Institute Library School in 1897 she reorganized the library. Miss Dill's fiftieth anniversary was celebrated November 13, 1942. She had considered retiring at that time but decided to stay a while longer to realize her chief objective through the expansion of the library, by means of branches, etc. This will be made possible now that the referendum vote was carried for the increased tax rate.

Her resignation was accepted with regret and, on motion of Miss Riggs seconded by Mrs. Garman, she was named librarian emeritus. Miss Dill recommended that Miss Wayne, assistant librarian, be appointed her successor. An additional assistant would be needed, if and when some one on the staff was promoted to Miss Wayne's place. On suggestion of Mrs. Evans the president appointed a committee to recommend a successor to Miss Dill and to fill other vacancies.

October 27, 1944 --- 3

Bills to the amount of \$3034.79 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, reading "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 24, 1944

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.

Unfinished business: Mr. Knuth reported that he met with his committee,- Mrs. Evans, Mrs. Garman and Mr. Imboden- and chose Miss Wayne, assistant librarian, for the position of librarian, under the same terms as applied to Miss Dill, who resigned in October, but will remain until the end of this year. On motion of Mrs. Evans, seconded by Mr. Imboden the Board approved the action. Miss Wayne, who has had extensive experience^{here} and elsewhere and is a graduate of the Wisconsin Library School, accepted the position, and said that for the present she would not try to fill the vacancy caused by her change in work but would re-organize the work of the present staff. It is very difficult in the ~~ext~~ times to secure either trained or untrained assistants.

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

Letters were read from J. W. Kerkerling of Quincy, chairman of the Membership and Publicity committee of the Illinois League of Municipal Employees, and from librarians of Moline and Rock Island regarding the Illinois Retirement Fund which is in effect in several Illinois cities. Several others are planning referendum votes in election soon. It is urged that the Board look into the matter and work with other municipal bodies to have this carried for the benefit of all members of the library staff.

November 24, 1944 --- 2

The president of the Illinois Library Association sent out a circular letter asking that librarians help in the War effort by selling bonds in the library, or using volunteer help there. The letter was discussed but the Board felt that the City was already organized for the drive and did not recommend this for the present.

Bills to the amount of \$3409.97 were approved by the Finance committee and ordered paid.

On motion, adjourned.

Minnie A. Dill,
Secretary

Regular Meeting of the Library Board

December 29, 1944

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

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 the Jaques painting, presented to the children's room by Mr. W. E. Mueller in memory of his father, Mr. Adolph Mueller, had been received and hung. A letter had been written to Mr. Mueller.

Mention was made of the E. A. West library of about 450 volumes which had been donated to the public library through the will of the late Mrs. Mabel West. Mrs. Eda Pegram's library had also been turned over to the public library, in the settlement of her estate.

Miss Dill expressed her regrets at leaving and acknowledged her gratitude for the friendly cooperation of the Board. Mr. Knuth responded in a few gracious words and presented Miss Dill with a lovely silver pin with blue stone, a parting token from the Board. It will always be much appreciated.

Bills to the amount of \$2877.82 were approved by the Finance committee and ordered paid. Mrs. Huff acted on the committee for this meeting.

On motion, adjourned.

Minnie A. Dill

per M.W.

Secretary.

Regular Meeting of the Library Board

January 26, 1945

Present: Messrs. Knuth, Imboden and Nalefski, Mrs. Evans, Mrs. Garman, Mrs. Huff, and Mrs. David F. Loewen, appointed to fill the vacancy caused by Miss Riggs resignation in January.

Minutes of the last meeting were read and approved.

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

New business: The possible resignation of a member of the staff, Miss Margaret Larmon, was reported. This, together with the previous shortage of four or five, would work a great hardship on the rest of the staff and perhaps curtail service. Miss Larmon's duties, length of service and the excellent quality of her work were fully explained, also the offer made to her by the John Hancock Insurance Company. Mention was also made of the similar length of service and fine work of other members of the staff. On motion of Mr. Imboden, Miss Larmon's salary is to be increased \$25 a month, and a committee composed of the president, Mr. Knuth, Mrs. Garman and Miss Wayne are to investigate the salary budget and make recommendations.

It was reported the starlings had been coming down the large chimney into the basement of the library, as well as through the fireplace into the reading room on the main floor. Mr. Longbons of the Dennis Hardware Co., had been called and later sent men to cover the chimney.

January 26, 1945

Because of recent activity by the Township employees as well as interest shown by Municipal employees concerning the retirement plan, the matter was again brought to the attention of the Board, in order to learn their attitude toward it. Comments were favorable, but it was suggested that more information should be obtained from the city attorney, Mr. Merris.

Mrs. Imboden explained that since business houses and banks were being kept open Friday evenings, the 4:30 hour of Library Board meeting made it difficult for Mr. Nalefski and him to get back to the bank on time. On motion of Mr. Imboden the time of the Board meeting is to be changed to 4:00 P.M.

Bills to the amount of \$2729.34 were approved by the Finance committee and ordered paid.

On motion, adjourned.

Mabel A. Wayne

Secretary.

Regular Meeting of the Library Board

February 23, 1945

Present: Messrs. Knuth, Hanes and Malefski, Mrs. Evans, Mrs. Garman and Mrs. Loewen.

Minutes of the last meeting were read and approved.

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

Mr. Knuth presented the recommendations of the committee in regard to salary increases for all members of the library staff, also that Miss Dill be retained if she was willing to help in book selection, making order cards, etc, during the period of extreme shortage on the staff. On motion of Mrs. Evans, seconded by Mr. Hanes, the recommendations were passed.

The new books recommended by the Book committee were ordered purchased.

It was stated that the city attorney, Mr. Byron Merris, had reported that it was his opinion the library employees are included among the other city employees in the municipal retirement plan. The members of the Board present at the meeting signed the petition to have the question brought to vote at a special election.

Bills to the amount of \$2776.43 were passed by the Finance committee and ordered paid.

On motion, adjourned.

Mabel A. Wayne

Secretary.

Regular Meeting of the Library Board

March 30, 1945

Present: Mr. Knuth, Mrs. Evans ~~and~~ Mrs. Garman, and Mrs. Huff.

Minutes of the last meeting were read and approved.

The librarian's report was read on motion approved and ordered placed on file. The librarian also reported participation in a number of community meetings. Miss Baker talked briefly at a luncheon meeting of the Wartime nutrition committee. Miss Wayne and Miss Kowalsky attended a meeting at the Y.W.C.A. to which had been invited representatives from various women's organizations and groups in the city. The purpose of the meeting was to plan a unified program to interest people in the peace proposals soon to be considered at the Conference in San Francisco. Miss Kowalsky was again asked to give her short talk on the use of the catalog, to the junior nurse's class at the Decatur and Macon County hospital.

It was reported that Miss Helen Friedrich had resigned, to be married and that Mrs. Jean McCumber, a 1944 graduate of the University of Illinois had become a member of the staff. Miss Pollock returned from a three months leave of absence, March 1st.

Mr. Hiser had called attention to the dangerous condition of the flag pole; it has crumbled away at the top and ought to be taken down before it falls and damages the roof. It was suggested that Mr. Roy Cope or the fireman might render first aid in the matter.

On motion the new books recommended by the Book

March 30, 1945 --- 2

Committee were ordered purchased.

Bills to the amount of \$3,241.96 were approved by the Finance Committee and ordered paid. Mrs. Evans acted on the committee for this meeting.

On motion, adjourned.

Mabel A. Wayne

Secretary.

Regular Meeting of the Library Board

April 27, 1945

Present: Messrs. Knuth, Imboden, Nalefski and Mrs. Evans, Mrs. Huff and Mrs. Loewen.

Minutes of the last meeting were read and approved.

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

The transfer of the 1942 and previous years tax collected this year, and the fines, fees, etc. for 1944-45, totaling \$3,196.25, to the Building account was discussed. It was decided to transfer the entire amount and on motion of Mr. Imboden seconded by Mr. Nalefski, bonds to the amount of \$3108.00 Series F were to be purchased at once. These will have a maturity value of \$4,200.00.

The Budget for 1945-1946 was presented and after some discussion, on motion of Mrs. Evans seconded by Mr. Nalefski, was adopted as presented, on roll call.

On motion of Mr. Imboden seconded by Mrs. Evans and passed on roll call, the secretary was instructed to inform the City Council that the Library Board requested a tax levy of one and three-tenths mills for operating expenses for the year 1946-47.

It was decided to hold the annual meeting May 14; there will be no regular meeting in May, but the bills are to be passed by the Finance committee and checks signed by the president.

It was reported that the firm had taken down the flag pole from the roof of the building and on motion of Mrs. Huff seconded by Mrs. Loewen, they were to be sent a check for \$10.00. Mrs. Belle M. Leon has offered the library a fine metal flag pole to be used on the lawn. The secretary was instructed to write her a note of thanks.

April 27, 1945 --- 2

It was mentioned that the library was registered at the Brownie Coal Company, for twenty tons of Glendora lump coal for Evans branch for the 1945-46 season. This was necessary because of the anticipated coal shortage.

Bills to the amount of \$6,398.75 were approved by the Finance committee and ordered paid.

On motion, adjourned.

Mabel A. Wayne

Secretary.

Called Meeting of the Library Board

May 14, 1945

Present: Mr. Knuth, Mrs. Evans and Mrs. Loewen.
Mrs. Garman arrived too late to attend the meeting.

The meeting was called to hear the reading of the
Annual Report for the year ended April 30, 1945.

On motion, the Report which had been read by
Mr. Knuth, was accepted without further reading and signed
by those present. Other signatures were to be obtained
and after being notarized the Report was to be sent to the
Mayor the following day, May 15.

On motion, adjourned.

Secretary.

Regular Meeting of the Library Board

June 29, 1945

Present: Mr. Imboden, Mr. Nalefski and Mrs. Loewen.

The secretary ^{acted as} ~~was appointed~~ chairman for this meeting.

No reports were read.

Mr. Prosser, janitor at Evans branch, had reported termites in the basement of the branch and the matter had been referred to Mr. Imboden of the Buildings and grounds committee. Mr. Imboden reported that he had asked Mr. Groves who had done some termite work at the Millikin Bank to investigate and report back, but he had not yet heard from him.

The worn out condition of the gutters and downspouts at Evans branch was mentioned. It was decided to have Dennis & Sons Hardware Co. do the work if the price is satisfactory.

The list of new books was ordered purchased.
Bills to the amount of \$3,351.08 were passed by the Finance committee and ordered paid.

Adjourned.

Mabel A. Wayne

Secretary.

Regular Meeting of the Library Board

July 27, 1945

Present: Mrs. Knuth, Mr. Imboden and Mrs. Huff.

No regular reports were read.

Unfinished business,- Mr. Imboden reported that he had received a letter from Mr. Groves in regard to termites at Evans branch. The termites are in one of the ^{basement} doors and door frames and Mr. Groves advised that these be taken out and replaced with new door and frames. Also, a trench should be dug around the entire building close to the foundation, and partially filled with termite exterminator, to prevent further trouble. Mr. Imboden was given power to act in the matter.

The estimate from B. M. Dennis & Son on installing new gutters and downspouts at Evans branch, was read. The present spouting is of copper and it is completely worn out. The estimate recommended using the same material for replacement, and a quotation of \$473 was made on 16 oz. copper, crimped to care for expansion, erected complete. If replaced with galvanized iron, the price would be \$318. After some discussion, it was decided, on motion of Mr. Imboden, seconded by Mrs. Huff, to replace with copper.

Some of the tiles on the roof at Evans branch are coming loose and falling into the gutter,- there has been no leak because of a heavy felt base beneath the tile. Mr. Longhons, of Dennis & Son, advised repairing the present roof, and on motion of Mr. Imboden, ^{it was decided} that the repairs be made as suggested. There is a small supply of extra tile in the branch library basement.

July 27, 1945 --- 2

On motion of Mr. Imboden, seconded by Mrs. Huff, Myer & Son were awarded the job of washing the walls, and ceilings of the main room, the office, hall and stairway at Evans branch.

Mention was made of the Library Development Fund, a movement under the direction of the American Library Association, on library development. The purpose is to promote recognition of libraries through the maintenance of a representative and staff in Washington, for four years. Libraries, staffs and trustees are being asked for contributions for this cause. The members of our library staff had already contributed four per cent of one month's salary as suggested by the A.L.A. On motion of Mrs. Huff, a contribution of \$25.00 was to^{be} made by our library.

The list of new books was ordered purchased.

Bills to the amount of \$3224.19 were approved by the Finance committee and ordered paid. Mrs. Huff acted on the committee for this meeting.

Adjourned.

Mabel A. Wayne

Secretary.

SINCE
1891

BUILDERS HARDWARE & SUPPLIES

TELEPHONE
5113 - 5114

"DEPEND
ON
DENNIS"

B. M. DENNIS & SON

SHEET METAL WORKERS & BUILDERS OF QUALITY ROOFS
WARM AIR HEATING - AIR CONDITIONING

140-144 E. CERRO GORDO ST., DECATUR 48, ILLINOIS

July 6, 1945

Decatur Public Library
457 N. Main St.
Decatur, Illinois

Att: Miss Mabel Wayne
Re: Evans Branch Library

Dear Miss Wayne:

In accord with your request we have taken measurements and have prepared the following estimates for replacing the gutters and down pipes on the above building.

The present spouting is made of copper and is worn completely out. We would recommend that the new material also be copper and we are quoting you as follows to replace the entire job with 16 oz. copper, crimped to care for expansion and contraction.

Our price for this job erected complete is Four Hundred Seventy-three Dollars (\$473.00). This price is based on our taking the old materials for salvage and we have allowed you salvage price in the above bid.

If the job were replaced with #26 ga. galvanized iron gutters and down pipes our price would be Three Hundred Eighteen Dollars (\$318.00).

All work to be done in a complete and workmanlike manner and all debris caused by this work to be removed from the premises.

Respectfully submitted,

B.M. Dennis & Son

V. G. Longbons

Manufacturers of SHEET METAL PRODUCTS - SKYLIGHTS - VENTILATORS

Regular Meeting of the Library Board

August 31, 1945

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

Minutes of several previous meetings were read and approved.

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

The new books recommended by the Book committee were ordered purchased.

Unfinished business- Mr. Imboden reported that Mr. Groves had not yet been able to do the termite work at Evans branch. It was mentioned that the roof at Evans branch had been repaired, and the walls and ceilings washed, but the new gutters and downspouts had not yet been taken care of.

Mr. Hanes, chairman of the Buildings and grounds committee, reported that Mr. Bechtel had been to see him in regard to digging a trench at the south side of the library lawn, next to the building recently purchased by the American Legion. The basement of that building is very damp and it is necessary to reinforce the foundation in such a manner as to remedy this condition. On motion of Mr. Hanes, seconded by Mrs. Loewen, Mr. Bechtel was to be permitted to dig the trench, with the understanding that the lawn and shrubbery removed, were to be replaced in satisfactory shape.

On motion of Mr. Nalefski, seconded by Mrs. Loewen, withdrawals from all accounts of the library are to be signed by the president and secretary, or, in the absence of either of these,

August 31, 1945 --- 2

by a member of the Finance committee. Copies of these authorized signatures are to be filed at Millikin National Bank.

It was reported that burglars had entered the library the night of the V-J celebration, August 15, but the police had arrived in time to prevent much damage; there was no loss.

Bills to the amount of \$3,040.45 were approved by the Finance committee and ordered paid.

On motion, adjourned.

Mabel A. Wayne

Secretary.

Regular Meeting of the Library Board

September 28, 1945

Present, Mr. Knuth, Mr. Nalefski, Mrs. Evans and Mrs. Huff.

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 Book committee were ordered purchased.

It was reported that the termite situation at the Evans branch had not yet been taken care of, and that termites had just been found in the shelving on the east side of the extension room at the Main library. The whole matter was to be referred to Mr. Imboden.

A workman who came from the Krigbaum Electric Company to repair the lights in the ceiling of the lobby at the Main library, had called attention to the worn condition of the insulation throughout the old part of the building. This might cause a fire; he advised that the whole building be looked over carefully. After some discussion the matter was turned over to Mrs. Evans of the Building and Grounds committee, who was to consult with Mr. Chamblin, chief engineer of the Illinois Power Company.

Upon motion of Mr. Nalefski, seconded by Mrs. Evans, the bid for our periodicals for 1946, from the Hanson-Bennett Magazine Agency, was accepted.

Bills to the amount of \$3,870.75 were approved by the Finance committee and ordered paid. Mrs. Huff acted on the committee for this meeting.

On motion adjourned.

Mabel A. Wayne

Secretary.

Called Meeting of the Library Board

October 12, 1945

Present: Mr. Hanes, Mrs. Evans and Mrs. Garman.

The meeting was called to pass upon the purchase of microfilms of the Decatur Herald and the Decatur Herald and Review, from 1900 to date.

Decatur Newspapers, Inc., because of recent damage to their file, from fire and water, are having their volumes covering those dates, microfilmed, and it seems at opportune time to have the library file done. The expense as estimated would be about \$4,000.

As there was not a quorum present, it was decided to postpone definite action in the matter until the next regular meeting in October.

Adjourned.

Mabel A. Wayne

Secretary.

Regular Meeting of the Library Board

October 26, 1945

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

Miss Agnes Henebry, librarian at the Herald and Review, met with the Board to explain the microfilming of their file of newspapers from 1900 to date. A large part of the file had recently been damaged by fire and water. The preservation of newspapers in the bulky, original size and form, has presented problems of quick deterioration, of binding, of storage space and fire hazard. By microfilming, 800 pages can be recorded in complete detail on a hundred-foot roll of 35mm film, which would occupy little more space than two cigarette packages. The films are kept in suitable, locked steel filing cases. They are easily adjusted in the film reader or viewer. When placed in a Recordak Library Film Reader, the film picture, which appears fine and unreadable to the naked eye, is brought up to a clear, larger than actual size brilliance, on a self-contained screen.

The photographing for the Herald and Review is to be done by the Recordak Corporation, a subsidiary of Eastman Kodak Company and the Master negative film is retained under ideal conditions for the subscriber in the film vault of the Eastman Kodak Company at Rochester, New York. If films owned by the Herald and Review are lost or damaged, they can easily be replaced from the master negative.

The Herald and Review has offered to have a duplicate set of positive films made for our library, - the films to be paid for as received by the library at a rate not to exceed 12 cents per foot of film. Volumes to be microfilmed are

Decatur Herald
Evening Herald
Herald and Review

1900-Aug.1931
1926-Aug.1931
Sept.1931 - date, and current
numbers, until further notice.

Regular Meeting of the Library Board

October 26, 1945 --- 2

The estimated total cost will be about \$4,000.00. If our films are damaged they may be replaced through the Herald and Review, at the regular cost of such films.

After some discussion, it was decided to accept the offer of the Herald and Review to order a duplicate set of positive films for use in our library, and to order a Recordak Library Film Reader.

It was also decided to increase Miss Dill's salary to \$90.00 per month for October, November and December, of this year.

Bills to the amount of \$3,303.85 were approved by the Finance committee and ordered paid. Mrs. Evans acted on the committee for this meeting.

Adjourned.

Mabel A. Wayne

Secretary.

DECATUR PUBLIC LIBRARY
DECATUR 48, ILLINOIS
MINNIE A. DILL, LIBRARIAN

November 8, 1945

Herald & Review
Decatur, Illinois

Gentlemen:

We understand that you are having your volumes of newspapers, recently damaged by water, microfilmed, and that you are willing to order a duplicate set of positive films for the Decatur Public Library.

At the regular meeting of the Library Board, October 26, it was decided to request you to place this order, - the films to be paid for as received by the library, at a rate not to exceed 12 cents per foot of film. Volumes to be microfilmed:

Decatur Herald	1900 - Aug. 1931
Evening Herald	1926 - Aug. 1931
Herald & Review	Sept. 1931 - date, and current numbers until further notice.

If our films are damaged at any future time, we understand that ^{by replacing} through your firm, they may be replaced at the regular cost of such films.

Very truly yours,

Mabel A. Wayne

Secretary.
Library Board

(Films are made by Recordak Corporation, subsidiary of the Eastman Kodak Co. 350 Madison Ave., New York, N.Y. The Master Negative Film is stored in the film vault of the Eastman Kodak Co., Rochester, N.Y., but we must order any damaged films through the Herald & Review.)

Regular Meeting of the Library Board

November 30, 1945

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

Minutes of the three previous meetings were read and approved.

The librarian's reports were read, on motion approved and ordered placed on file.

The new books recommended by the Book committee were ordered purchased.

The recent sale of property by the City, for delinquent taxes long overdue, brought up the question as to the amount the library might expect to receive from this fund. There was some discussion concerning the matter. Since the library is supported by a property tax it will probably receive its share of all funds collected by such tax.

On the recommendation of Mr. Knuth, it was decided to pay the salaries for December in two installments.

Attention was called to the special election, Dec. 18, to vote upon the Municipal Retirement Fund. This^{is} of great interest to library employees as well as all other city employees, as it provides security after retirement.

Bills to the amount of \$3,169.74 were approved by the Finance committee and ordered paid. Mrs. Huff acted on the committee for this meeting.

On motion, adjourned.

Mabel A. Wayne

secretary.

Regular Meeting of the Library Board

December 28, 1945

Present: Mr. Knuth, Mr. Imboden, Mrs. Loewen and Mrs. Huff. Mrs. Garman came early to sign the vouchers but was unable to stay to the meeting. Mr. Hanes came too late for the meeting.

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 Book committee were ordered purchased.

It was recorded that the Recordak Library Film Reader had been received, also films of the Decatur Herald for 1900 and 1901, and of the Herald and Review for October 1945. It will be necessary to install a new floor plug before the machine can be used.

A greeting to the Library Board from Miss Dill was read by Mr. Knuth. It was moved that the secretary write her that the Trustees were pleased to receive her greeting and and wish her a very happy New Year,- the note to be placed on record.

On motion adjourned.

Mabel A. Wayne
Secretary.

Note to Miss Dill

December 29, 1945

Dear Miss Dill:

The Trustees are pleased to receive your greeting and desire it to be placed on record that they are wishing you a very Happy New Year.

Secretary.

Regular Meeting of the Library Board

January 25, 1946

Present: Mr. Knuth, Mr. Nalefski, Mrs. Evans and Mrs. Loewen.

Minutes of the last meeting were read and approved.

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

The new books recommended by the Book committee were ordered purchased.

It was reported that the gutters, downspouts and roof at Evans branch had finally been repaired, but that the termites were still at large. Mrs. Evans was appointed to contact Mr. Cannon and urge him to take care of the termite situation at once.

The Recordak Library Film Reader is now being used by the public and films of the Decatur Herald have been received for the years 1900 through 1908 and for November and December, 1945.

Much time was consumed during January in compiling the material necessary to fill out the forms required by the Municipal Retirement Fund. Duplicate copies of two different forms were made for each member of the staff.

Bills to the amount of \$3,600.59 were approved by the Finance committee and ordered paid. Mrs. Loewen acted on the committee for this meeting.

On motion, adjourned.

Mabel A. Wayne

Secretary.

Regular Meeting of the Library Board

February 23, 1946

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

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 the termite work had been done
at the Main library but not at Evans branch.

The possibility of securing a lot or building for
the East End branch was discussed. Several suggestions were
made by Mrs. Evans who with Miss Wayne, had been out to look
over that part of the city. Part of the lot owned by the
township at the southeast corner of Twenty-second and Wood
streets and the vacant lot one block east of it were mentioned.
The building occupied by the McDaniel Variety Store between
Wood and Main streets is an admirable location as well as a
building which could be easily adapted to library use. There
was some question as to whether these locations would be too
close to the eastern edge of the city and the suggestion made
that one might be found nearer Jasper street. After some
discussion, Mr. Knuth turned the matter over to the Building
and Grounds committee for further investigation.

Bills to the amount of \$3,524.49 were approved by
the Finance committee and ordered paid.

On motion, adjourned.

Mabel A. Wayne

Secretary.

Regular Meeting of the Library Board

March 29, 1946

Present: Mr. Knuth, Mr. Imboden, Mr. Nalefski, Mrs. Evans, Mrs. Loewen 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 new books recommended by the Book committee were ordered purchased.

Unfinished business: Mrs. Evans reported that the termite work at Evans branch had been done. She also reported the rumor that Mr. Sproat was to erect an apartment house at the southeast corner of Wood and Twenty-second streets was untrue. However, there seems to be very little chance that even a part of this lot can be obtained for erecting a branch library. Mr. Imboden did not favor erecting a building at this time, because of the high cost of lots and scarcity of building materials. Mr. Nalefski agreed with him. Mrs. Evans and Mrs. Garman felt that the Library Board was obligated to do something in regard to replacing the East End branch library as soon as possible, because of promises made during the election campaign in the fall of 1944. At that time the citizens voted an increase in the rate of tax levy with the understanding that branch service would be furnished at the earliest possible date. No definite action was taken.

A request for Contract library service had been received from the Maroa Township Library Board. The main points of a tentative contract presented were:

1. A charge of \$100 a year for such service.
2. Sixty books to be loaned at a time, and to be exchanged

March 29, 1946 ---- 2

- four times a year, making a total of 240 books loaned.
- 3.- Upon recommendation of the Township librarian, any resident of Maroa township may have a card from the Decatur public library and be entitled to the same privileges as a resident of Decatur.
 4. The Maroa township library board is to be responsible for transportation of books. Also for any damage to or loss of books borrowed either by the Township library or by individuals of the township borrowing from the Decatur Public library.

On motion of Mr. Imboden, it was voted to have these terms presented to the Maroa Township Library Board for consideration and if satisfactory, a contract is to be drawn up for one year and signed by both parties.

Bills to the amount of \$3377.83 were approved by the Finance committee and ordered paid.

On motion, adjourned.

Mabel A. Wayne

Secretary.

Continental Exterminating Co.

238 SOUTH MAIN STREET

HOME OFFICE
Decatur, Illinois
Phone 2-3231

DECATUR, ILLINOIS

BRANCH OFFICE
413 S. Illinois Ave.
Carbondale, Ill.
Phone 133

26

June 4, 1946

GUARANTEE

The CONTINENTAL EXTERMINATING COMPANY guarantees
the exclusive property known as Extension room & Furnace room

Street 457 N. Main City Decatur

County Macon State Illinois for the control
of subterranean termites and to furnish said property for a period of
Five Years from this date its subterranean control service, under the
following terms and conditions:

Make re-inspections of the building each year for the first two years
after treatment.

Give additional treatment at any time during the Five (5) Years
term if subterranean termite infestation is found; such treatment to
be without cost to Owner.

The Owner warrants full co-operation with the CONTINENTAL
EXTERMINATING COMPANY during the life of this Guarantee and
agrees to maintain the treated area from any factor, or condition, con-
tributing to infestation by subterranean termites, such as moisture from
drains of faulty plumbing, fire wood, trash, lumber, or wood in direct
contact with the ground.

As soil treatment is an essential part of this control treatment the
Owner agrees not to disturb the soil within one foot of either side of
the building foundations, or either side of any part of the structure
which is in contact with the ground.

Failure to comply herewith by Owner shall nullify all guarantees.

Decatur Public Library CONTINENTAL EXTERMINATING Co.

OWNER

BY

R. R. Radd

OWNER

Continental Exterminating Co.

238 SOUTH MAIN STREET

DECATUR, ILLINOIS

HOME OFFICE
Decatur, Illinois
Phone 2-3231

BRANCH OFFICE
413 S. Illinois Ave.
Carbondale, Ill.
Phone 133

26

June 4, 1946

GUARANTEE

The CONTINENTAL EXTERMINATING COMPANY guarantees the exclusive property known as.....Evans Branch Library.....
Street.....1425 N. Jasper.....City.....Decatur.....
County.....Macon.....State.....Illinois.....for the control of subterranean termites and to furnish said property for a period of Five Years from this date its subterranean control service, under the following terms and conditions:

Make re-inspections of the building each year for the first two years after treatment.

Give additional treatment at any time during the Five (5) Years term if subterranean termite infestation is found; such treatment to be without cost to Owner.

The Owner warrants full co-operation with the CONTINENTAL EXTERMINATING COMPANY during the life of this Guarantee and agrees to maintain the treated area from any factor, or condition, contributing to infestation by subterranean termites, such as moisture from drains of faulty plumbing, fire wood, trash, lumber, or wood in direct contact with the ground.

As soil treatment is an essential part of this control treatment the Owner agrees not to disturb the soil within one foot of either side of the building foundations, or either side of any part of the structure which is in contact with the ground.

Failure to comply herewith by Owner shall nullify all guarantees.

.....Evans Branch Library..... CONTINENTAL EXTERMINATING Co.
OWNER

OWNER

BY..........

Regular Meeting of the Library Board

April 27, 1946

Present: Mr. Knuth, Mr. Imboden, Mr. Hanes,
Mrs. Evans, Mrs. Huff 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.

As Miss Wayne wishes to resign as librarian, the
matter of obtaining a new librarian was presented. An appli-
cation for the position, from Miss Muriel Perry now librarian
of the Carnegie-Stahl Public Library, Bellevue, Ohio, was read.
A very fine recommendation of Miss Perry's qualifications for
this position had been received from Miss Nina C. Brotherton,
director of Simmons College Library School, of which Miss Perry
is a graduate. She has her A.B. degree from Boston University.
Another recommendation came from Mr. Carl Vitz, librarian of the
Cincinnati Public Library. He spoke of her excellent work, last
summer, as executive assistant to the campaign Committee of the
Library Development Fund.

After a long discussion, Mrs. Knuth appointed Mrs.
Evans and Mrs. Garman a committee of two to investigate further
concerning Miss Perry, and if desirable, to call a special meet-
ing for an interview with her. Her expenses were to be paid.

The Budget for 1946-47 was presented and after some
discussion, on motion of Mrs. Evans, seconded by Mrs. Garman,
was adopted as presented, on roll call.

The report of the Comptroller regard^{ing} library finances
shows that the amount of taxes for 1943 and previous years, re-
ceived ^{by the library} this year, was \$738.50. On motion of Mrs. Garman,

April 27, 1946 --- 2

seconded by Mr. Hanes, it was voted that this amount, together with \$2820.38 in fines, etc, be transferred to the special building account in the savings department of the bank. Mr. Imboden was requested to purchase more war savings bonds in Series F with the total amount.

On motion of Mr. Imboden seconded by Mrs. Evans, the secretary was instructed to inform the City Council that the Library Board requests a tax levy of one and four-tenths mills for operating expenses for next year.

On motion of Mr. Hanes seconded by Mrs. Evans, it was voted to purchase a cabinet for holding micro-film reels. The reels are accumulating rapidly and have already outgrown the space at hand. This cabinet is recommended by the Recordak Corporation.

The annual meeting will be held May 13 or 14; there will be no regular meeting in May, but the bills are to be approved by the Finance committee and checks signed by the president.

Bills to the amount of \$3208.97 were approved by the Finance committee and ordered paid. Mrs. Evans acted on the committee for this meeting.

On motion, adjourned.

Mabel A. Wayne

Secretary.

Called Meeting of the Library Board

May 14, 1946

Present, Mr. Knuth, Mr. Hanes, Mrs. Garman
and Mrs. Evans.

The meeting was called to hear the reading of
the Annual Report for the year ended April 30, 1946.

On motion, the Report was accepted without
reading, and signed by those present. Other signa-
tures were to be obtained and after having the Report
notarized it was to be sent to the Mayor, May 15.

On motion adjourned.

Mabel A. Wayne

Secretary.

Called Meeting of the Library Board

June 10, 1946

Present: Mr. Knuth, Mr. Nalefski, Mrs. Evans, Mrs. Huff, Mrs. Garman and Mrs. Loewen.

Meeting was called for an interview with Miss Muriel E. Perry, in regard to the position of librarian of the Decatur Public Library.

Miss Perry was asked for information concerning her library experience and her educational qualifications. As mentioned in the April report she has her A.B. degree from Boston University and is a graduate from Simmons College Library School. Her education was secured over a longer period of years ^{than usual} ~~and during that time~~ ^{as} she was employed in library work at the same time.

In her present position as librarian of the Carnegie-Stahl Free Public Library, Bellevue, Ohio, she has reorganized the library, standardizing it to meet A.L.A. recommendations. She has also carried on publicity and public relations work with splendid results.

As executive assistant to the Campaign Committee of the Library Development Fund, last summer, her work was of a special character, requiring her to make many talks.

Miss Perry had looked over the library and met the staff, during the morning. At the meeting she suggested a larger and more fully trained staff as essential to carrying on in an adequate way; the librarian must be relieved of many inside duties, if she is ^{to} ~~make~~ outside contacts. She recommended especially an assistant librarian and a trained children's librarian. She questioned the authority of the state to

June 10, 1946 --- 2

place a tax limit for library purposes, on the municipality. Mr. Knuth told her this was also done in the case of schools and corporations.

Regarding the salary, she requested \$3,400. She also suggested that she leave the room while the Board discussed the matter. After some discussion of ways and means to meet the increased salary, it was decided to offer her \$3100. When this offer was presented to her she asked more time to consider it and the Board agreed to grant it.

On motion, adjourned.

Mabel A. Wayne

Secretary

Regular Meeting of the Library Board

June 28, 1946

Present; Mr. Knuth, Mrs. Evans, Mrs. Garman and Mrs. Loewen.

The minutes of the last regular meeting and two called meetings were read and approved.

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

Miss Wayne's resignation was read. On motion of Mrs. Evans, it was accepted "with regrets".

A letter from Miss Perry was read, in which she accepted the position of librarian of the Decatur Public Library at the salary offered, \$3,100, with the understanding that this salary would be increased to \$3,400 at the end of April, 1947. She also suggested that her present assistant librarian, Miss Elsa Anderson, might be secured as assistant librarian for this library. ^{After some discussion,} On motion of Mrs. Evans, seconded by Mrs. Loewen, the secretary was instructed to notify Miss Perry she had been appointed librarian at the salary of \$3,120 (\$260 per month) with an increase to \$3,400 at the end of our fiscal year, if circumstances permit. Concerning an assistant librarian, it was decided that a member of our present staff should be advanced to that position; the secretary was to inform Miss Perry.

The new books recommended by the Book committee were ordered purchased.

Bills to the amount of \$4,409.39 were approved by the Finance committee and ordered paid. Mrs. Loewen acted on the committee for this meeting.

On motion, adjourned.

Mabel A. Wayne

Secretary.

Regular Meeting of the Library Board

July 26, 1946

Present: Mr. Imboden, Mr. Nalefski, Mrs. Evans and Mrs. Loewen. Mr. Imboden acted as chairman for this meeting.

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 Book committee were ordered purchased.

The question of an apartment or room for Miss Perry was brought up and as no room had yet been secured for her, at Mr. Imboden's suggestion, Miss Layah Riggs of the Decatur Herald was to be requested to put an item in the newspaper in regard to the situation.

Bills to the amount of \$4119.66 were approved by the Finance committee and ordered paid.

On motion, adjourned.

Mabel A. Wayne

Secretary

Regular Meeting of the Library Board

August 30, 1946

Present: Mr. Knuth, Mr. Imboden, Mrs. Evans, Mrs. Loewen, Mrs. Garman and Mrs. Huff.

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 Book committee were ordered purchased.

The Contract for library service to the Maroa Township Library had already been accepted by that Board and signed by the president, Mrs. Iona J. Stoutenborough. On motion of Mr. Imboden seconded by Mrs. Loewen, the Contract was approved by our Board and signed by Mr. Knuth, to become effective September 1.

Mr. Arthur Wells, from the Wells Insurance Agency, attended the meeting. He came to explain the reasons for a more adequate insurance coverage for the Main library and Evans branch. An increase in coverage would result in a decrease in the rate of insurance. He mentioned the number of fires in recent years and the increase in the cost of materials required to replace a building destroyed by fire, windstorm or airplane damage.

A rough estimate placed a valuation of \$158,100.00 on the present main library building. We now carry \$26,000.00 fire insurance and \$27,500.00 windstorm insurance, on it. Mr. Wells recommended an increase amounting to 80% of the present valuation. There is now a co-insurance plan which allows a 25% decrease in rate of fire insurance and 300% decrease in the rate of extended coverage. But even with that reduction in

August 30, 1946 --- 2

rate, if the cost of 80% insurance would mean an increase of about \$400 per year over our present budget of \$425, as the total on the estimated valuation was \$842.46.

Mr. Wells suggested that this might be graduated over a period of five years, - one fifth of the policies to cover one year, one-fifth to cover two years, etc, renewing such policies for five years, so that at the end of five years each policy would be covering five years. The cost of such a plan for the first year would amount to about \$2,800. He advised that a reliable appraisal company be employed at between \$160 and \$600 to make a complete survey of the building and contents, in order to determine the exact valuation. The statement of such a company would be accepted by insurance companies, if the need arose for adjustment from loss by fire or other damage. He also recommended a revised form for insurance.

No action was taken at this meeting. Mr. Knuth appointed the Finance committee to make a thorough investigation and report at the next meeting. He asked all of the trustees to think it over carefully in the meantime.

Bills to the amount of \$3799.29 were approved by the Finance committee and ordered paid.

This was Miss Wayne's last meeting with the Board, as she leaves September 1. The trustees presented her with a wonderful Parker "51" fountain pen, which will always be one of her most treasured possessions.

On motion, adjourned, to have tea in the newly redecorated staff room.

Mabel A. Wayne

Secretary.