

Annual Meeting
Board of Trustees
May 14, 1953

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

Members present: Mr. Stafford presiding, Mrs. Bailey, Mrs. Gage, Mrs. Ridgley, Messrs. Blackford, Felts and Hull.

All members had read the Librarian's Annual Report previous to the meeting.

The motion was made by Mrs. Gage, seconded by Mrs. Ridgley and unanimously passed that the Report be accepted and that the Librarian express to the Staff the Board's appreciation for their part in making it so fine.

A final examination of the Budget was made. With the exception of the addition of 6% for loss and costs fees, the figures were the same as discussed at the last meeting. The motion was made by Mr. Blackford and seconded by Mrs. Bailey that the budget as submitted be sent to City Hall. Roll call: all voted "aye".

The members discussed the importance of contacting the City Council to explain to them the various items. Mrs. Gage felt that the public should be made aware of the fact if the Council cuts again.

Mrs. Ridgley said that if other Boards in the city go to Council meetings to protect their budgets we are lax not to do the same.

Mr. Felts suggested that he speak to the Mayor about it.

It was reported that the A.L.A. National Convention is to be in Los Angeles June 21 to 26.

The motion was made by Mr. Felts, seconded by Mr. Hull and unanimously passed that the Librarian go as usual.

A discussion took place of the contemplated survey by the University of Illinois Library School. No decision was reached.

The meeting adjourned at 5:25 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees

May 28, 1953

22

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

Members present: Mr. Stafford, presiding; Mrs. Gage, Messrs. Blackford, Felts, Gore and Owen.

The motion was made by Mr. Felts, seconded by Mr. Gore and unanimously passed that the minutes for the April 24th meeting be accepted as read.

The motion was made by Mr. Blackford, seconded by Mr. Felts and unanimously passed that the minutes for the annual meeting May 14th be accepted as read.

The Librarian's Report for April was examined and ordered filed.

The motion was made by Mr. Owen, seconded by Mrs. Gage that bills for maintenance totaling \$3844.37 and for salaries totaling \$5166.37 be paid. Roll call: all voted "aye".

The By-Laws as submitted for examination some weeks before were discussed. The motion was made by Mrs. Gage and seconded by Mr. Blackford that the By-Laws be accepted with the agreed changes in Article (1) Duties of the President; Article (2) Elections and Terms of Office; Article (2) The Annual Meeting; and Article (7) Employees and Appointment of Trustees. All voted "aye".

It was agreed that the election of officers should take place at the June meeting and that notification of election should be sent to the members.

The contemplated survey of the library system by the University of Illinois was discussed at length. The members expressed surprise at the prices quoted for the project. They decided they were not interested in the publication of the survey but wanted only the knowledge and recommendations which would come out of it.

The members questioned the Librarian about the possible benefits of a total survey and she explained that it should do for the library what the survey of the public schools had done for the school system.

Mr. Gore said that they had had a survey about six years ago and had put some of the recommendations into action since that time. In fact, the survey had been used three times, ^{this year} in improving certain aspects of the schools.

Mr. Stafford questioned Mr. Owen about the survey done at the D. and M. C. Hospital. Mr. Owen replied that their survey had been more or less concerned with job analysis.

The Board instructed the Librarian to ask for further information from the Illinois Library School. She was to ask for (1) the minimum figure for an over-all survey minus publication; (2) the figure for a survey of the Evans Branch, administration and community relations; and (3) the price of a survey of the Evans Branch.

It was reported that Mr. Eichel had sprayed the front of the building with "Roust-Em" to prevent the pigeons from nesting there.

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It was reported that Mr. Eichel had sprayed the front of the building with "Roust-Em" to prevent the pigeons from nesting there.

It was reported that Linda Weisbecker had been appointed as general non-professional assistant; that she would come on duty June 1st; that Mrs. Dorothy Turner, a teacher at the Grant School, had been appointed part-time clerk on April 24th; that Mr. Wilson had left our employ on May 20th.

It was suggested that the meeting day and time be discussed in view of the fact that Mr. Gore and Mr. Felts had conflicts with the Friday meetings. Both of these members said that although Friday was difficult, it might be wise to continue the present time and that they would endeavor to come as much as possible.

The meeting adjourned at 5:05 o'clock.

Respectively submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Special Board Meeting
June 8, 1953

A special meeting of the Board was called to order at 4:10 p.m.
Purpose: election of officers.

Members present: Mr. Stafford, presiding, Mrs. Bailey, Mrs. Ridgley, Messrs. Felts, Gore and Hull.

Mr. Stafford declared nominations open for the president.

Mr. Felts said he had two opinions regarding qualifications for president: (1) the ability to preside at Board meetings and to make the machinery of business run smoothly. (2) to guide Board relationships within the community and especially with the city government.

He nominated for the presidency Mr. A. Lewis Hull. This was seconded by Mrs. Ridgley. The motion was made by Mr. Gore and seconded by Mrs. Bailey that the nominations be closed and that Mr. Hull be elected by acclamation. All voted "aye".

Mr. Stafford turned the meeting over to Mr. Hull.

Nominations for the vice-president were declared open.

Mr. Gore nominated Mr. Felts. This was seconded by Mrs. Bailey. The motion was made by Mrs. Ridgley and seconded by Mr. Stafford that the nominations be closed and that Mr. Felts be elected by acclamation. All voted "aye". Mr. Felts was declared vice-president.

Mr. Hull and Mr. Felts agreed to go to the Millikin Bank within the next few days to sign the Public Library's checking account so that bills and payroll for June would be honored.

Mr. Hull considered committee appointments.

The Advisory Committee requested by the Librarian was left as it stood: Mrs. Bailey, Mr. Felts, Mr. Gore.

Finance: Mr. Gore, Mrs. Bailey, Mrs. Ridgley, Mr. Felts.

Building and grounds: Mrs. Gage (in case she is reappointed), Mr. Blackford.

Mr. Felts expressed the unanimous feeling of the Board in commendation of Mr. Stafford's work as president during the past year. He had given generously of time and effort in making the business of the Board run smoothly.

The meeting adjourned at 4:25 o'clock.

There took place an unofficial discussion of the contemplated survey. The Secretary reported a telephone conversation she had had with Mr. Stone

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of the University of Illinois Library School faculty. Mr. Stone said that a letter was in the mail answering the Board's letter of May 25th.

The cost of an over all survey minus publication would be \$750. Cost for a survey of Evans Branch, general administration and community relations, \$500. Cost of a survey of the Evans Branch only, \$400.

The University's faculty would like to reserve the right to publish its findings at their expense.

They would also like a meeting with the Board to discuss the survey before a decision was reached. They recommended only an over all survey since anything less than a complete project would not give the Board a fair picture of Library service.

It was agreed that the Secretary was to send the members a copy of the University's letter as soon as it was received.

It was reported that the position of cataloger had been offered to Miss Lora Seaman of the Fenn College in Cleveland at \$3900 a year.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees
July 28, 1953
(moved up from July 31)

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

Members present: Mr. Felts, who presided until Mr. Hull's arrival, Mr. Hull, Chairman, Mrs. Gage, Mrs. Bailey, Mrs. Ridgley, Messrs. Blackford, Felts, Gore and Rollins (the latter present at his first meeting since appointed). Mr. Schroeder, also new, was out of town.

Mr. Walter Stone and Mr. Ernest Reece of the Library School faculty, University of Illinois, were present to discuss with the members the possibility of a survey of the library system.

Mr. Felts gave a brief background of the project stating that it had been started by an inquiry into the wisdom of closing the Evans Branch and adding another Bookmobile or of continuing and building up the Branch.

Mr. Hull asked the visitors if they would explain some of the things to be covered in a survey.

Mr. Stone mentioned the relationship of the Bookmobile to the neighborhood, e.g., occupations, economic background and education of the people; location of the Branch in relation to residential areas who use it; relationship between the Branch librarian and the library director; where the processes such as cataloging are done; the background of the staff (are they appropriately cast in the rolls of service in which they are placed?); the children's work; finances of the Branch in relationship to its service and to the whole system; the actual conditions under which the Branch operates; the possibility of Bookmobile stops.

Mr. Reece explained that one person would have the job of directing the thinking of the survey team in order to get what the Trustees want out of it. There would be a good deal of visiting in Decatur by the surveyors - here and at the Branch and throughout the neighborhood. The team would gather statistics, personnel records and correspondence, ledgers, book stock, services to groups such as business and industry, and public relations.

Mrs. Bailey asked if there were any place between the situation at present and the actual survey which would give the Board the answers they seek.

Mr. Blackford wondered if a town of this size needed a Branch.

Mr. Felts thought that with only \$300.00 difference between a survey of the Branch and the whole system the Board would be getting a great deal for a small sum by taking the whole survey.

It was Mrs. Gage's opinion that with a survey report the Board would have something as a definite guide for future development which is especially important because of the lack of continuity in the Board membership.

Mr. Stone mentioned that surveys are often made through the American Library Association who assigns a librarian of reputation to conduct it.

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This is more in the nature of a one man project and carries more expense since the surveyor receives compensation.

Mr. Felts observed that a survey by the University of Illinois would have a great deal of meaning to Decatur tax-payers.

Mr. Hull asked if the survey would be an official University of Illinois survey or a survey by individuals. Mr. Stone replied that the survey would be by contract with the University of Illinois. Since the Board is not interested in publication, the survey would become the property of the University which would hold the right of publication. The Board, however, would be given assurances that nothing detrimental to the library would be made public. The contract wording would be according to the Board's request.

Mr. Stone and Mr. Reece retired to permit Board discussion.

After a lengthy discussion the motion was made by Mr. Blackford, seconded by Mr. Felts and unanimously passed by roll call that such a complete survey be made and that Mr. Stone and Mr. Reece ask the University to submit a contract, the expense not to exceed \$750.00.

Mr. Hull explained this motion to the visitors when they were recalled to the Board Room.

After they had left the minutes of the meeting for May 22nd were read and approved.

The minutes of the special meeting for June 8th were read and approved.

The motion was made by Mrs. Ridgley, seconded by Mr. Rollins and unanimously passed that bills for June - maintenance, \$2531.32; salaries, \$5708.54; total, \$9714.87; and bills for July - maintenance, \$3258.36; salaries, \$5770.17; total, \$9028.53 be paid.

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

The Librarian was instructed to call a meeting of the Building and Grounds Committee to take action regarding the repair of the exterior of the main building.

A discussion took place regarding the purchase of an electric buffer for the building staff. The motion was made by Mr. Rollins, seconded by Mr. Felts and unanimously passed that the Librarian investigate the possibility of renting a buffer from another agency and if this was found to be impractical, to purchase one.

The Librarian reported that there was a situation in the janitorial staff which should be corrected. She asked the Board if she was to correct this or if the Board wanted to review the situation. After a brief discussion the Librarian was told to clear the matter up.

Mr. Hull reported on the visit he and the Librarian made to City Hall where they discussed the budget for 1954 with the Mayor and Mr. Merris. Both officials had assured him that collection fees would not be deducted from the 1953-54 budget or from the 1954-55 budget. Mr. Merris gave this year's appropriation as \$101,832.82 less cost and losses which he believed

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would average about 5%. The Board, therefore, could expect about \$96,741.18 for the current year.

It was reported that Guy Ballard had been appointed Head Janitor on May 28th, that the roof had leaked during the last rainstorms in the Lincoln Room and the office hallway, that two library tables had been sold to the Masonic Temple for \$20.00.

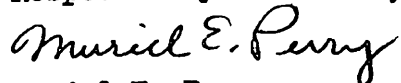
She asked permission to buy one or two fans to relieve the intense heat in the building. No action was taken.

The Librarian reported that she had just learned of the death of Miss Garrett's mother. The Trustees made arrangements to send flowers.

It was agreed that the Librarian was to call an early meeting in August upon receipt of the survey contract.

The meeting adjourned at 5:40 o'clock.

Respectfully submitted,



Muriel E. Perry
Secretary

MEP/gh

Building and Grounds Committee Meeting
August 7, 1953

The meeting was called to order at 7:30 o'clock.

Members present: Mr. Blackford, chairman, Mrs. Bailey, Mrs. Gage, and Mr. Schroeder.

Object of meeting; to discuss repairing exterior of main building.

The members examined the window sills in the auditorium.

Mrs. Bailey asked if we did not have architectural advice for projects of this nature. Mrs. Gage replied that Mr. Rodney Spangler had always served in that capacity.

Mrs. Bailey questioned if the members should not recommend that he go over the building and draw up a continuing plan for maintaining it in good condition. It was her opinion that since the members were not building experts they might be wise to get the opinion of an expert.

Mr. Blackford stated that he would be very willing to follow such a course although he had not been satisfied with Harris Associates and their work during the renovations.

Mr. Schroeder suggested that there were other architects in the city. He wondered, however, if it would not be possible to have a builder draw up specifications for bids with the knowledge that he could submit bids on his own specifications.

The members looked over the windows in the catalog room and in the second office.

They voted to recommend that the Board request a builder to draw up specifications on which bidders might submit figures.

The meeting adjourned at 9:00 o'clock.

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

MEP/gh

Special Trustees' Meeting
August 17, 1953

A special meeting of the Board was called to order at 3:00 p.m.

Purpose of the meeting: to open bids for renovations of Bookmobile.

Members present: Mr. Hull, presiding, Mrs. Bailey, Mrs. Gage, Mrs. Ridgley, Mr. Felts and Mr. Gore. Mr. Spangler representing Harris Associates was present.

No bids had been received.

Mr. Spangler reported that Kistler Trailer Sales, Inc. and Nolen Motor Co. had been interested enough to ask for the specifications. His office had called Barding Auto Service and Jimmie Dale Body and Paint Shop and had mailed specifications to them.

After some discussion Mr. Hull agreed that the Board had fulfilled the law and that we could try to place the job without ^{further} bids.

To Mrs. Gage's question as to the probable cost of the renovations, Mr. Spangler said it was out of his line. He wouldn't dare give a figure.

It was finally agreed that Mr. Spangler should call those who had intimated their interest and see why they had not submitted figures. He reported that Kistler Trailer Sales had no time for such a project, Nolen Motor Co. did not have enough room and Jimmie Dale had too much business. Mr. Barger was out-of-town.

After further discussion the members agreed that Mr. Spangler was to call Mr. Barger in the morning and ask him to do it at his own price. He could report to Mr. Duchac tomorrow.

After Mr. Spangler left, Mr. Hull explained that a contract had been received from the University of Illinois for the survey and that it should be signed and returned if the Board so voted.

Dr. Stone had explained to the Librarian that the University felt the Library School faculty had made too low a price and had changed the \$750. figure to \$800. which included the Contract Office's 10% and left \$720. for the survey.

Mrs. Bailey asked if the job would be the same as outlined to the Board by Dr. Stone and Dr. Reece on July 28th. The Librarian assured them it would.

Mr. Hull asked if the members wanted to return the contract unsigned and ask the University to include the coverage or if they wanted to sign it and mention the fact that the details had been omitted.

Mr. Felts said that he would feel better if possibly Dr. Downs would re-state what the survey would encompass. Mrs. Bailey suggested that Dr. Stone or Dr. Reece might be willing to do so in order to reassure the Board.

The motion was made reluctantly by Mr. Felts, and seconded by Mr. Gore that the contract be signed and returned with a request for a more detailed statement. By roll call all voted "aye".

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The motion was made by Mrs. Gage, seconded by Mrs. Bailey, and unanimously passed that Mr. Duchac's resignation as Assistant Librarian be accepted with regret.

The meeting adjourned at 4:50 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry

Secretary

Board of Trustees Meeting
September 25, 1953

The regular meeting of the Board was called to order at 3:40 p.m.

Members present: Mr. Felts presiding in Mr. Hull's absence, Mrs. Bailey, Mrs. Ridgley, Mr. Blackford, Mr. Rollins and Mr. Schroeder.

The minutes of the special meeting August 17th were read. The motion was made by Mr. Blackford, seconded by Mrs. Ridgley and unanimously carried that these be accepted.

The Librarian's reports for July and August were examined and ordered filed.

The motion was made by Mrs. Ridgley, seconded by Mr. Schroeder that bills for August - maintenance, \$146.35; salaries, \$6193.67; total \$6340.02 - be paid. By roll call all voted "aye".

The motion was made by Mrs. Bailey, seconded by Mr. Rollins that September bills - maintenance, \$5439.76; salaries, \$5229.90; total, \$10669.66 - be paid. (These included the check to the University of Illinois of \$800.00 for the survey.) By roll call all voted "aye".

The Librarian reported that the heat in the main building and Evans Branch during the summer months is extremely excessive - in the main building particularly in the Magic Carpet Room. She asked if the Building and Grounds Committee would investigate ways and means of alleviating these conditions. The public spends as little time as possible in the buildings and the staff really suffers in trying to carry out their duties.

Mrs. Bailey asked if a window fan would help.

Mr. Rollins suggested the possibility of obtaining a one-ton air conditioner which, he thought, might be available for under \$500.00. He suggested, however, that an estimate be secured from an air conditioning firm as to the possibilities for making the building cool.

The Librarian was instructed to investigate and report back.

A letter written to Paul Barger by Mr. Spangler innumrating the things undone during the renovations of the bookmobile was read to the Board. It was Mr. Rollins' opinion that the Board need not pay the bill for this work until all items had been corrected or that Mr. Barger might quote a lower price since the Librarian felt it would be a grave hardship for both the public and the staff if the vehicle had to be dismantled again.

The report of the Building and Grounds Committee meeting on August 7th was read. The motion was made by Mr. Rollins, seconded by Mrs. Ridgley and unanimously passed that this be accepted.

In the discussion regarding the outside work Mr. Rollins repeated the question Mrs. Bailey had asked in the committee meeting, "Would all the work have to be done at one time?" It was the consensus that with a long range program immediate needs could be covered in the near future and others done according to a definite program.

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After some discussion as to what the immediate need was, Mr. Felts asked if Mr. Spangler's connection with the library was an official one. The Librarian replied that she had frequently asked the Board for the name of someone on whom to call for building advice but that the matter had always been laid on the table.

Mr. Rollins suggested that Mr. Ted Threlfall, retired maintenance engineer at Staley's, might be prevailed upon to act as advisor and to take charge of any work to be done.

The motion was made by Mrs. Bailey, seconded by Mr. Blackford and unanimously passed that the Librarian be authorized to get professional advice on the outside work.

The members agreed that the Librarian should contact a construction company to see what could be done to keep the pigeons from off ledges above the front entrance.

The motion was made by Mr. Rollins, seconded by Mr. Schroeder that the Librarian be empowered to spend a sum not more than \$100.00 a month for routine maintenance and equipment for the library without Board notification. By roll call all voted "aye".

The members agreed that as soon as personnel was available the library should begin the loan of music records.

It was reported that Mr. Neff had been released as second janitor on August 15th and Mr. James Powers came on duty September 8th in that capacity.

The meeting adjourned at 5:00 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees
October 30, 1953

The regular meeting of the Board was called to order at 3:35 p.m.

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

The minutes of the previous meeting were read. The motion was made by Mrs. Ridgley, seconded by Mr. Blackford and unanimously passed that these be accepted.

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

The motion was made by Mrs. Ridgley and seconded by Mr. Rollins that bills for maintenance for \$4078.48, salaries for \$5456.96, a total of \$9539.44 be paid. Roll call all voted "aye".

It was noted that Rodney Spangler's bill for \$22.50 for drawing up specifications for, and supervision of, the Bookmobile renovations was very reasonable.

The subject of housing the Bookmobile was discussed and laid on the table.

After discussion the motion was made by Mr. Schroeder, seconded by Mrs. Bailey and unanimously passed that the Librarian have the rear stone wall and the rear stairway wall replaced and protected from automobiles by the Christy Corporation.

The Librarian replied in the negative when asked if she had contacted Mr. Threlfall about supervising specifications and work on the exterior of the main building. She said she had tried to contact him on numerous occasions and had called Mr. Rollings when she had been unable to reach him.

The motion was made by Mr. Rollins, seconded by Mrs. Bailey and unanimously passed that if the Librarian could not get Mr. Threlfall to undertake the work, she was to ask Mr. Spangler to do so.

The Librarian spoke of the I.L.A. Convention to be held in Chicago November 5 to 7. She asked permission to use the sum of \$36.83 (or part of it) from the Public Telephone Fund to help pay transportation for the four assistants who wanted to go. There was a lengthy discussion on the wisdom of sending staff members to conventions.

The motion was made by Mr. Rollins, seconded by Mr. Schroeder and unanimously passed that transportation plus \$10.00 per diem be allowed each of the four assistants to permit them to go in addition to the Librarian. The motion stated that the Staff was not to assume this action to set a precedent, that they were to inquire about the policies followed by other libraries and with the other staff members were to submit to the Librarian for Board consideration a policy they considered good for Decatur.

The Librarian gave a progress report on preparations for the Third Annual Book Fair.

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A discussion took place regarding the new television station and the possibility of a library program.

The meeting adjourned at 5:00 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees

December 2, 1953

The meeting postponed from November 27th was called to order at 3:45 p.m.

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

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

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

The motion was made by Mrs. Ridgley and seconded by Mr. Felts that bills for maintenance totaling \$2799.61 and the payroll for \$5468 be approved. By roll call all voted aye.

The Librarian presented for examination a plan with prices from Crum Distributing Agency for air conditioning the main building. This had been worked out with window units.

Mr. Hull said that his firm had such an installation in their offices. He believed it cost about \$5000.00. They were not completely satisfied since the windows had to be permanently raised causing drafts in spite of felt linings, and it was almost impossible to keep the windows clean. He questioned whether in the long run a unit system might wear out sooner than ducts.

Mr. Schroeder believed that the unit system does not give a continuous even temperature. In the Metzler building they have ducts and an even temperature at all times.

Mrs. Gage, Mrs. Ridgley and Mr. Felts spoke of the fact that grocery stores and churches with airconditioning are the ones which draw people in.

After a lengthy discussion the Librarian was instructed to have an expert present at the next meeting to discuss the subject.

It was reported that immediately after the last meeting, Mr. Threlfall had told the Librarian that he had been around the outside of the building and was trying to find a contractor to go over it with him again. He had a few days work on his own home and then he expected to concentrate on the Library.

The Book Fair and its success was discussed. Mrs. Gage said she felt that it was one of the finest events of the year and definitely turned the public's attention to the Library. The Librarian reported that the three book stores which co-operated felt satisfied that it had been much worth while.

December 2, 1953

A progress report on the survey told of a week's check on the various catalogs and their use by Miss Eaton, professor of cataloging, and U. of I. graduate students.

A discussion took place regarding a petition from the Staff that the Library be closed Saturday the day after Christmas.

The motion was made by Mrs. Gage, seconded by Mr. Felts and unanimously passed that the Librarian keep the reading room and stacks of the main building open from 9:00 to 6:00 with as few assistants as possible, closing Evans Branch, the Bookmobile and reference service and giving, if possible, those assistants who work on Saturday Thursday or the day before Christmas.

The Librarian spoke of the need for a larger budget for binding. With increased use and poorer quality of publishers' bindings we are building up too large a stock pile of titles in need of new covers. The members instructed her to examine the budget and if possible transfer funds to bindery.

It was agreed that it would be wise for the Librarian to take the rest of her vacation before the end of the calendar year.

It was decided to omit the regular December meeting.

The meeting adjourned at 5:00 p.m.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees
January 29, 1954

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

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

Rodney Spangler of Harris Associates was present to discuss air-conditioning the main building.

Mr. Spangler said he had talked the previous day with an air-conditioning specialist from Peoria who had agreed with him that the plan as submitted by the Crum Distributing Company (window units) was, to be sure, the cheapest system to install, but was the most unsatisfactory. Window units would take care of the two offices but on days where they were most needed they would probably cool only about two-thirds of such areas as the Young Adult Room, Adult Reading Room and the Magic Carpet. It is questionable whether there would be any advantage gained in the charging area, and it would have no effect on the stacks.

Mr. Rollins observed that the Mississippi Valley Building used window units, and had found them entirely satisfactory. It was Mr. Spangler's opinion that their building was not nearly so large as ours; also he felt quite sure they had some ceiling ducts.

There are two other air-conditioning systems, Mr. Spangler explained, one, the central duct system is very expensive and practically impossible to use here without tearing the building completely apart. The other is the package unit of three, five and seven ton units. He thought 18½ tons of units at maybe \$600. a ton would be of minimum effectiveness here. A cooling tower would be necessary. Water ducts would have to be exposed but he thought these could be installed in such a way as not to be too ugly.

Mr. Hull asked him if we should have an expert from the engineering field survey the building. Mr. Spangler recommended this - someone not connected with actually selling the equipment. A competent engineer could make a survey at an hourly cost which would not be too expensive. Then if the project were continued, the engineer and the architect would expect to receive the assignment on a fee basis.

Mr. Hull asked him if he could give the Board a wild guess as to the cost. Mr. Spangler said that was impossible but if the Board were really serious he could have the figures reasonably soon.

The members agreed that he should make a pre-survey of the building and report back in two weeks, giving an estimate of what an actual survey will cost. His report is to be made to a committee and the Librarian who are authorized to proceed with the actual survey if the price is reasonable. Later in the meeting Mr. Hull appointed Mr. Blackford, Mr. Schroeder and Mrs. Gage to this Committee.

January 29, 1954

Mr. Spangler left the meeting at this point.

The motion was made by Mr. Blackford, seconded by Mr. Rollins and unanimously passed that the reading of the December 2nd minutes be omitted.

The motion was made by Mr. Schroeder and seconded by Mrs. Ridgley that January bills for maintenance totaling \$3224.97 and salaries totaling \$5341.11 be paid and those for December (maintenance \$363.86 and salaries \$5443.58) be approved. Roll call, all voted "aye".

The Librarian reported that Mr. Threlfall spent most of the day January 11th examining the building and the plans but that she had received no word from him since that date - also that Mrs. Threlfall had told her he was not well enough to have the responsibility of supervising the outside work.

After discussion the motion was made by Mr. Blackford, seconded by Mr. Schroeder and unanimously passed that Mr. Rollins explain to Mr. Threlfall that the Board is investigating air-conditioning and think it better to drop immediate plans for outside renovations.

The motion was made by Mr. Rollins, seconded by Mr. Felts and unanimously passed that Mr. Spangler be authorized to prepare a plan for necessary maintenance of the outside of the building including all interior areas such as window frames that affect the exterior and to prepare specifications for bidders.

The Librarian reported that Mr. Frank Schroeder, Manager of W.D.Z., had asked her for permission to sell The Book Peddler to a commercial sponsor.

After discussion the Board resolved that there was no objection from the Trustees to the Librarian appearing on commercially sponsored T.V. and radio programs although they would prefer that she appear as an individual with the title "Librarian" and not as the Librarian of the Decatur Public Library. The Board assumes that such commercial sponsors would be "dignity" institutions. *

The Librarian asked for permission to notify the McNaughton Lending Library Corporation that we would be willing to accept less than one fourth of the proceeds from our rental collection. She explained that the rental collection was not as profitable to McNaughton as it should be and that she was apprehensive lest he withdraw it. The motion was made by Mr. Felts, seconded by Mr. Schroeder and unanimously passed that the Librarian bargain with McNaughton's for a fee that would keep the rental collection here.

The members agreed that the Librarian should go to the A.L.A. Midwinter Convention in Chicago February 1 to 6.

It was reported that Mrs. Lucile Carroll had accepted the position of Assistant Librarian and would come on duty April 1st, that Miss Martin had been granted a six month leave of absence beginning January 1st because of her mother's serious illness, that Miss Fox had resigned as Young Adult Librarian, her resignation to become effective March 1st and that Mrs. Dorthia Turnbo had come on duty January 4th as a clerk.

* The members pointed out that this resolution referred only to the Librarian. Activities of this nature by other staff members are to be discussed as they come up.

January 29, 1954

Board of Trustees

January 26, 1954

The Librarian reported that the Library had completed payments to the Herald-Review Newspapers for the microfilming project begun October 26, 1945.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

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

A motion was made by Mr. Blackford seconded by Mr. Schroeder and carried that the salary for maintenance, \$25.23; salaries, \$5664.85, be paid.

The Librarian was asked to consider as a first item of business the salary which was due to the staff if it were left to the last time for a proper discussion.

A member of the staff had questioned the Librarian about the possibility of a salary schedule. The Trustees really serious in saying that they would not pay the salary unless there was no possibility of saying one in the future.

The Librarian stated that the staff continued to be unpaid about the same amount. The staff had been increased by the Trustees in the 1940s. A few weeks back giving names of all employees with their salaries. She said she felt this to be a most serious matter and that she would refuse to give the newspaper payroll until a majority of the Trustees as voted by roll call. In the last two years a great deal of unhappiness and no positive result has been achieved by the publishing of these lists.

Mr. Hall suggested that the statement made to the staff after that the staff last year was in effect the Deater Library's payroll. It was his belief that it was better to bargain individually with the staff than to have a stated schedule. He asked Mr. Hollins if he might see the staff and see if they would agree.

Mr. Hollins answered that on the whole he thought it was better business to have some actual statement of salary policy. It might be a poor one but it might be acceptable to the staff and it would give the Librarian some basis for negotiations.

Deater's has a definite salary scale with an "A" rating for new employees, "B" for those just getting by, "C" for good average performance, "D" for good work, and "E" for truly excellent performance. He suggested that the staff go to their maximum salary; others never reach their maximum salary so no justification for moving them up.

The salary scale is the Administrator's responsibility. It is his responsibility to make a salary scale and to make it work.

Board of Trustees
February 26, 1954

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

Members present: Mr. Hull presiding, Mrs. Bailey, Mrs. Gage, Mssrs. Blackford, Rollins and Schroeder.

The minutes of the previous meeting were read and with one minor change stood approved.

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

The motion was made by Mr. Blackford, seconded by Mr. Schroeder and unanimously passed that bills for maintenance, \$2535.23; salaries, \$5664.85; total, \$8200.08 be paid.

The Librarian asked the members to consider as a first item of business a personnel problem which had come up since, if it were left to the last, time might not be sufficient for a proper discussion.

A member of the staff had questioned the Librarian about the possibility of a payroll schedule. Were the Trustees really serious in saying that they intended to study the situation or was there no possibility of having one in the reasonable future?

She gave the Librarian to understand that the staff continued to be unhappy about the situation. Apparently the unrest had been increased by the article published in the Sunday paper a few weeks back giving names of all city employees with their salaries. She said she felt this to be a most vicious practice and that in the future she would refuse to give the newspaper our payroll until a majority of the Trustees so voted by roll call. In the past two years a great deal of unhappiness and no positive result has been caused by the publishing of these lists.

Mr. Hull observed that the statement made to the staff after their April 17th meeting last year was in effect the Decatur library's payroll policy. It was his belief that it was better to bargain individually with members of the staff than to have a stated schedule. He asked Mr. Rollins if this might not be considered wise.

Mr. Rollins answered that on the whole he thought it was better business procedure to have some actual statement of salary policy. It might be a poor one or it might be acceptable to the staff but it would give the Librarian some basis for negotiations.

Staley's had a definite salary scale with an "A" rating for new employees, "B" rating for those just getting by, "C" for good average performance, "D" for unusually good work, and "E" for truly excellent performance. At Staley's some employees get to their maximum salary; others never reach their maximum if there is no justification for moving them up.

A salary scale is the administrator's tool. It outlines procedure frankly and from time to time is reviewed and revised if circumstances call for revision.

February 26, 1954

Mrs. Gage asked if such a scale was based on merit for increases.

Mr. Blackford said he did not go in for merit increases. In the public school increases were automatic. If a teacher did not produce good work she was released, otherwise increases were given automatically.

The Librarian suggested that automatic increases would destroy initiative and a desire to improve work. It seemed to her that the best personnel procedure called for increases only on merit.

Mrs. Gage asked what exactly the staff had in mind for a payroll policy. Would the Librarian think that given a policy the staff would really be happier?

Mrs. Gage also explained to the members that in the teaching field young graduates from Millikin without experience were going to positions paying more than the Millikin faculty received after years of service.

Mr. Hull appointed Mr. Rollins to be chairman of an investigating committee to study this particular situation and to report recommendations to the Board.

She told the Trustees that the library was definitely giving poorer service than at any time since her administration. The staff was working at a disadvantage without proper supervision and under great pressure because of insufficient help. People brought in as clerical and non-professional assistants had no idea of library processes and there was no time in which to teach them properly.

She reported that she had offered Catherine Yamamoto a position as General Assistant at \$3500 to begin when she had graduated from Western Reserve University in June. She was hoping also to attract another General Assistant from this year's class at St. Catherine in St. Paul.

The Trustees questioned the Librarian about the status of our record collection and asked if it would be possible for Trustees to borrow records even though this service was not sufficiently organized for public borrowing. She said that she would try to have a listing of our record collection for them at the next meeting and that they certainly were welcome to borrow records at any time.

The University of Illinois survey is progressing slowly. Several members of the survey team visited the library in February and the Librarian has sent material to Champaign at their request.

Mr. Hull expressed his disappointment that no time was available to discuss the air-conditioning pre-survey.

The members voted to meet at 3:45 instead of 3:30 for the next few meetings to see if that were more convenient.

The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees
March 24, 1954

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

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

The minutes of the last meeting were read. The motion was made by Mr. Rollins, seconded by Mrs. Ridgley and unanimously passed that they be filed after the deletion of an over long passage.

Mr. Rollins asked about the legality of the Librarian's refusal to give payroll figures to the newspapers or public if this information were requested.

Mr. Hull explained that the Librarian could refuse only until instructed otherwise by a majority of the Board.

After discussion the motion was made by Mr. Rollins, seconded by Mr. Schroeder and unanimously passed that the Librarian give payroll figures to the public whenever they are requested.

Statistics for the Librarian's March report were examined and ordered filed.

The motion was made by Mrs. Bailey, seconded by Mr. Felts and unanimously passed that bills for maintenance totaling \$2697.06 and salaries, \$5245.34, a total of \$7942.40 be paid.

A progress report on the University of Illinois survey was given.

The resignation of Miss Fleta Davis as Branch Assistant to take affect April 30th was read.

The Librarian asked the Board's opinion regarding closing the Branch Tuesday and Friday evenings if no assistants could be secured to augment the dwindling staff. Permission was granted. It was also considered wise to postpone placing the oil contract until the survey is completed.

The Librarian reported that a sex offense had occurred in the stacks on the evening of March 3rd. The young man involved was under the jurisdiction of the proper authorities. The Librarian had talked with Byron Merris about the possibility of having our janitors made special police officers. He believed this would be simple.

He agreed that the installation of flood lights at the rear of the building for protection of our property at night should be recommended to the Board. An estimate for such an installation with controlling time clock for \$200.00 from Hamilton Electric Company was read and discussed.

The motion was made by Mr. Schroeder, seconded by Mr. Rollins and unanimously passed that Hamilton be instructed to make the installation.

Mr. Spangler's itemized cost estimate for repairs to the outside of the main building totaling \$10,285.00 with his recommendation that 5% be added for unseen or miscellaneous expenses was discussed at length.

March 24, 1954

The motion was made by Mr. Schroeder, seconded by Mrs. Bailey and unanimously passed that the Librarian direct Mr. Spangler to prepare specifications preparatory to the publishing of bids so that the necessary renovations may be started as soon as possible.

The Librarian asked if the Finance Committee had any preference for a meeting date previous to the April Board Meeting. Mr. Felts said that Friday was a bad day for him.

Mr. Rollins asked for an expression of the Board's thinking on a payroll schedule based on seniority versus merit. Mr. Blackford said he believed the automatic system was better since it eliminated entirely any element of discrimination on the part of the employer. Mr. Felts also favored this type.

Mr. Rollins said the merit system is a tool in the hands of the employer. Used wisely it can be the means of increasing staff morale and efficiency.

On being questioned, the Librarian said that in her opinion an automatic schedule was easier to administrate since it excluded the necessity of telling an employee that her work did not warrant an increase. Schedules based on merit are more difficult but certainly are more conducive to production of quality service.

The questions of employer discrimination is virtually eliminated since staff members are rated by their supervisors as well as the Assistant Librarian and the Librarian. Department Heads are rated by the latter two. Only the Assistant Librarian is rated solely by the Director.

Five of the members present favored in general the merit system, two, the seniority.

Mr. Hull reviewed the Committee report for air conditioning Main. Mr. Blackford explained his negative vote was based on his feeling that the full Board should decide the issue.

After a lengthy discussion the motion was made by Mr. Rollins, seconded by Mrs. Bailey and unanimously passed that the Librarian authorize Mr. Spangler to prepare a survey for air-conditioning the main building, the cost to be between \$215.00 and \$235.00.

The meeting adjourned at 5:20 p.m.

As the members were preparing to leave, the Librarian reported that U. S. Representative Springer had offered to name Decatur as a Federal Depository. At first she had asked a delay in the appointment. Personnel shortages seemed too great to permit us to undertake the work of a Depository. Miss Eaton of the survey team had recommended immediate acceptance of the offer and negotiations were underway between the Superintendent of Documents and the Librarian.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

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Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Finance Committee

April 23, 1954

April 27, 1954

On Friday, April 23rd the Finance Committee met to consider Mr. Rollins' recommendations regarding a payroll schedule and classification plan for the library staff.

Members present: Mr. Felts, chairman, Mrs. Ridgley, Mr. Rollins.

Mr. Rollins explained that he had gone over the plan and schedule as prepared by the Librarian and with certain changes was recommending it to the Committee. The members examined and discussed the material item by item. They asked the Librarian if she thought it would be possible to put it into action. She replied she wasn't sure because any plan of this nature was bound to cause some dislocation at first. She was instructed to see what could be done with it in the light of the 1954-55 budget and to report back on Tuesday, April 27th.

On Tuesday, April 27th the same Committee members met to continue their investigation. The Librarian reported that she had worked out the payroll schedule as well as she could. Because more taxes and fines had been collected than expected, and staff vacancies unfilled we had a larger-than-usual balance. By using this the schedule could be adopted if the Board cared to consider using the building fund for the outside renovations.

The members questioned her regarding every salary adjustment and every budget figure for 1954-55 and 1955-56. At the end of a lengthy discussion the members agreed that the classification plan and these figures be recommended to the Board for adoption.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees

April 30, 1954

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

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

The minutes for the previous meeting were read. The motion was made by Mr. Felts, seconded by Mr. Schroeder, and unanimously passed that these be approved.

The motion was made by Mrs. Bailey, seconded by Mr. Felts and unanimously approved that bills for maintenance, \$3367.39; for salaries, \$6256.10; total, \$9623.49 be paid.

Mr. Felts, Chairman of the Finance Committee, gave his report of the April 23rd and April 27th meetings. Each member had the work sheets before him. Mr. Felts said that Mr. Rollins had done most of the review and the recommendations although the three members of the Committee had worked on it and on the budget. He felt at a little disadvantage in being the only representative present.

The written report of the Committee was read. After a lengthy discussion the motion was made by Mr. Felts, seconded by Mrs. Gage and unanimously passed that the work sheet for the budget for 1955-56 be accepted.

The members felt that regarding the 1954-55 payroll a special meeting should be called next week with the members of the Financial Committee present to explain their recommendations in more detail.

The motion was made by Mr. Felts, seconded by Mr. Gore and unanimously passed that the meeting adjourn. Time, 5:30 p.m.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Special Meeting
Board of Trustees
May 4, 1954

A special meeting of the Board was called to order at 4:15 p.m. to continue the discussion of a payroll and classification plan held over from the meeting of April 30th.

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

A brief review of the outside renovation project was made and the motion was made by Mr. Schroeder, seconded by Mrs. Bailey and unanimously passed that the Librarian be instructed to keep in touch with Mr. Spangler and remind him that the Board is interested in having plans for the immediate repairs and air conditioning of the main building.

The resignation of Miss Fleta Davis was read. Miss Davis became a member of the Library staff in January, 1920, retiring after 34 years of service. Mr. Hull appointed Mr. Felts to prepare an appropriate expression of appreciation to be sent Miss Davis by the Board. The motion was made by Mr. Schroeder, seconded by Mr. Blackford and unanimously passed that the Librarian send roses to Miss Davis in the name of the Board.

The members agreed that the annual meeting should take place Friday, May 14th, at 4:00 p.m.

The Librarian reported that at the Finance Committee meeting Mr. Rollins suggested that allowing the employees the option of taking their salaries in lieu of vacations might help to alleviate the personnel shortage. She asked the Board's reaction to this. After discussion the members agreed that this was a matter of administration and that she was to use her best judgment in allowing payment of salaries in lieu of vacation.

The resignation of Mrs. Gloria Hinds was read and accepted with regrets at losing her services but with congratulations on the establishment of her family.

A discussion of the tentative payroll classification took place. That portion of the minutes of the April 30th meeting referring to the Board's action on this was read.

Mr. Felts asked what the Board's basic thinking was toward the classification and payroll schedule as the Financial Committee had recommended it.

Mrs. Gage felt that certain recommendations for 1954-55 took too little cognizance of some employees and appeared to increase salaries of others whose work was of questionable quality. The Librarian explained that the scale was meant as a guide only which should be followed with due consideration of the personnel rating sheets. The important thing was to send the budget to City Hall. The Board need take no action on 1954-55 salaries until they want to do so.

Mrs. Bailey expressed the opinion of the members in her remark that the philosophy underlying the classification scheme was a step in the right direction and definitely something that should

have been undertaken long ago but that she would like to see it developed further when the Board has time to more thoroughly study it.

The motion was made by Mrs. Bailey, seconded by Mr. Felts and unanimously passed that the Finance Committee's report of the tentative classification of positions be accepted and that the matter be referred to a special committee for further development.

Mr. Hull appointed Mrs. Bailey to work with the members of the present Finance Committee as a special group to continue development and study of the classification scheme.

The meeting adjourned at 5:50 p.m.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Annual Meeting
Board of Trustees
May 14, 1954

The meeting was called to order at 3:55 o'clock .

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

A lengthy discussion was held regarding the Librarian's Annual Report. It was Mr. Hull's opinion that the Librarian's recommendations concerning revision of budget figures so that more attractive salaries could be offered to draw librarians to Decatur might be misinterpreted by the City Council.

The motion was made by Mrs. Ridgley, seconded by Mr. Schroeder and unanimously passed that the recommendation be revised, turned into the present tense and made to sound more encouraging.

Mr. Hull asked the Librarian if she did not consider the 1955-56 salary item to be realistic. The Librarian replied that in light of today's circumstances she would say it was realistic but that the Board's previous action had been to defer an increased salary budget for 1954-55. In view of the imperative need for increased personnel and particularly for a minimum number of trained librarians May, 1955 seemed a long time off.

The Librarian said she must have mislaid the minutes of the May 4th meeting since they were not in the minute book.* It was the Board's consensus that they had passed the 1954-55 budget as discussed at the previous meeting.

The motion was made by Mrs. Bailey and seconded by Mr. Blackford that the budget be forwarded to the City Council as it stood. By roll call: Mrs. Bailey, aye; Mrs. Ridgley, aye; Mr. Blackford, aye; Mr. Felts, aye; Mr. Gore, aye; Mr. Schroeder, aye.

Election of officers:

Mr. Hull declared that nominations were open for the President's Chair.

Mrs. Ridgley nominated Mr. Felts. This was seconded by Mr. Schroeder. Mr. Gore moved that the nominations be closed and that the Secretary be instructed to cast a unanimous ballot electing Mr. Felts. This was unanimously passed.

Before accepting the chair Mr. Felts said that it was his opinion that a memorandum should be placed in the minutes that it need not necessarily follow that the Vice-President should become President. In his experience he has observed cases where other members should be considered.

** These had not been mislaid. The Librarian had dictated them to the Secretary who had forgot to transcribe them during the preparation of the Annual Report.*

May 14, 1954 -- 2

The Trustees expressed complete agreement with Mr. Felts' observation and decided that the Secretary should remind them of the conversation at each election of officers.

Mr. Felts declared that nominations were in order for the position of Vice-President. Mr. Schroeder nominated Mrs. Ridgley. This was seconded by Mrs. Bailey. Mr. Blackford moved that the nominations be closed and that the Secretary be instructed to cast a unanimous ballot electing Mrs. Ridgley to the position. This was unanimously passed.

Mr. Felts observed that the newspaper reporters were aware of the meeting and asked the Board's opinion regarding giving them copies of the Annual Report. The fact that they were probably more interested in the budget was discussed.

The members agreed with Mr. Gore that the City Council should receive the Report and budget before reading about it in the papers.

The Librarian reminded the members that Dr. Lancour of the University of Illinois survey was planning to meet with them behind closed doors on June 18th.

Mr. Spangler's and Mr. Conrad's report on the air conditioning survey was discussed. It was decided that this should be considered carefully and a meeting of the special committee be arranged some time the first week in June when Mr. Conrad could discuss it with the Board and answer questions.

The Librarian reported that Mr. Conrad said that if air conditioning were begun the first of June partial or full operation might begin in August.

Mrs. Ridgley expressed the Board's deep appreciation for Mr. Hull's fine service as President.

Mr. Hull replied that his tenure had been a pleasurable experience. When he had been appointed he had thought there would not be much to do. He had been tremendously surprised to learn of the Board's activities. In fact, he had learned more as a member of this body than from being on any other Board.

It was decided that the regular meeting for May should be omitted with the President signing the payroll and bills and that the next meeting should be Friday, June 25th.

The meeting adjourned at 5:15 o'clock.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

COMMITTEE MEETING
BUILDING AND GROUNDS
June 8, 1954

Members present: Mr. Felts, ex officio and Mrs. Bailey. Mr. Spangler and the air-conditioning engineer, Mr. Conrad, were present to explain the air conditioning survey report. Dr. Ernst Reece of the University of Illinois Survey Team was present as an auditor.

Mr. Conrad explained that there are several types of air-conditioning equipment. One of these is a combined unit controlling heat with steam medium for winter and air-conditioning for summer. This is done by a system of ducts throughout the building and is very effective in new structures. In old buildings such ducts are difficult to hide. He said that the results which could be obtained in scheme 1 and scheme 2 as submitted would be exactly the same. If the unit for the first floor were to be installed in the basement they could fit or build in the ducts on the outside of the present walls, but we would have to lose certain shelving areas. In both schemes the units in various rooms would be controlled separately as air-conditioning in any given area was needed.

In answer to Mrs. Bailey's question regarding the possibility of a future addition to the building Mr. Conrad replied that any conditioning of a new wing would be completely divorced from this present system. Any additional units added for building space would call for additional air-conditioning units which would undoubtedly be installed within the walls. There is no disadvantage in the present plan in this respect.

Regarding the life span of the equipment, he said that would be as long as the life span of any refrigeration unit made today, although it depends somewhat on maintenance care. There must be constant water treatment, also the cooling tower must be changed as needed. Mrs. Bailey asked how such maintenance is usually accomplished. Mr. Conrad thought that the Library janitors could do a great deal. The ideal method is by contract with a local refrigeration company at a stated nominal sum. They would check the system at the beginning of the season to see that everything were in order, check during the season for oiling, water treatment, filter

changes and etc., and again at the end of the season to drain the oil lines and to check in general. Such maintenance would eliminate a great deal of trouble for the Library, since air conditioning is more intricate and complicated than the average heating system.

The recommendations had been drawn up in such a way that the first installation might be for the first floor and only the childrens room on the second floor. The function of the cooling tower which would be installed on the library roof is to reuse the system's water. While expensive to install, a cooling tower would more than pay for itself within a short period of time.

Estimated maintenance expenses per season might possibly be as follows: \$40.00 to \$50.00, water treatment; maintenance contract, \$100.00 to \$200.00; replacement of filters, \$1.50 each (with water treatment filters would probably need replacing once or not more than two times per season); if water treatment is not used, cost for filters might run from \$30.00 to \$50.00; water expense (with the tower) \$127.50; electricity, \$582.00; maintenance, \$200.00. Mr. Conrad said that his figures for water and electricity were undoubtedly a little on the conservative side, but he based them on four months operation a year. The Librarian explained that our electricity is purchased through the city at special rates.

Mr. Spangler said that he had talked to Mr. Chastain about installing air-conditioning without a cooling tower. Mr. Chastain reported that Decatur water rates had now been raised to a point where no building without a tower can use air-conditioning. The water rates are such as to force conservation of water and to make a cooling tower imperative.

Some discussion was held about the possibility of concealing the units in the various service areas. Mr. Conrad said that concealment to a certain degree will be possible although that would increase the added expense for plaster and paint. The larger units weigh 769 lbs. and must rest upon the floor. It was Mr. Spangler's opinion that our floors are strong enough to support this added burden.

A unit in the basement to control the first floor would cause less floor loss, would be more concealed than scheme two and would be less noisy. Mr. Conrad repeated that either scheme would cause some loss in book shelf space. This the Librarian regarded as unfortunate, especially in the reference areas.

Mr. Felts asked if installation figures would be any less if contracts for the work were issued during the fall or winter when the average owner is not thinking of air-conditioning. It was Mr. Conrad's opinion that off season rates for the work would be much lower if the trustees felt that they could wait until fall or winter. In fact, if work were to be done immediately there might be only two or three weeks of use the later part of this summer, since completion would depend heavily on delivery of the equipment.

At the end of this discussion, Mr. Spangler reported that his recommendations for renovations to the outside of the building were nearly completed. He thought that one more week would see the work finished. He said that upon closer examination he had discovered the iron window guards to be in such poor condition that it would be less expensive in the long run to remove them entirely and to replace them with diamond shaped aluminium guards. At many windows they are completely rusted away from their supports. He also found for the most part the window screens are in too poor condition to be repaired.

The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry,
Secretary

Briefly Scheme I for the first floor is:

Six unit air conditioners from 3 to $7\frac{1}{2}$ tons each. Those for two reference rooms, delivery hall and reading room would be located in basement with ducts to those areas. Units for youth room and stacks would be directly in the areas because of difficulties of locating them in basement.

Scheme II for first floor is:

Seven unit air conditioners located directly in each area.

Second floor:

Units would be located in each area as in Scheme I for first floor.

Scheme I for first floor would mean less loss of shelving area and less noise from units in operation.

<u>Installation Expense</u>		
First floor - <u>Scheme I</u>	\$21,975.00	This includes expense for 30 ton cooling tower which would be sufficient for <u>1st floor only</u> .
Water tower for 50 tons for air conditioning <u>both floors</u> \$500. extra	500.00	
Second floor	10,972.00	
Total	<u>\$33,447.00</u>	
First floor - <u>Scheme II</u>	\$18,375.00	
Water tower - 50 tons	500.00	
Second floor	10,972.00	
Total	<u>\$29,847.00</u>	
<u>Operational expense</u> <u>Per Season</u>		
Water Treatment	\$ 50.00	(Estimated \$40. to \$50.)
Maintenance Contract	200.00	(" " \$100. to \$200.)
Water (with cooling tower)	127.50	
Electricity	582.00	
Total	<u>\$959.50</u>	

Expense for filter replacement unknown but with cooling tower it would be under \$30.00.

Our Financial Status

Building Fund	\$14302.56
Budget for repairs - improvements	2080.00
Budget for furniture	1000.00
Budget for special projects	7485.00
Total	<u>\$24867.56</u>

Bal. Brought Fwd.

\$24867.56

Item to be held for
balance May 1, 1955
for May - June operation

15000.00
\$39867.56

This would be using every available source that we have under present budget--
even money for day-by-day repairs.

I should also remind the Board of the outside renovations.

Board of Trustees
June 29, 1954

The regular meeting of the Board was called to order at 4:10 p.m. Members present: Mr. Felts, presiding, Mrs. Bailey, Mrs. Gage, Mrs. Ridgley, Messrs Blackford, Hull and Rollings.

The Minutes of the May 4th meeting were approved as read with the exception that the words "employee's option" were to be inserted in Mr. Rollins suggestion regarding salary in lieu of vacations.

Regarding the outside renovations, the Librarian reported that Mr. Spangler had asked for the Board's preference in preparing the specifications for bids. Did the Board want one bid on the work as a single unit or the work broken down so that certain projects could be done first and others later according to our finances.

Mr. Felts read Mr. Spangler's letter of March 26th listing work to be done and estimated costs.

It was Mr. Rollins' opinion that engineering expenses were high and that having the specifications drawn up as one unit would be less expensive.

Mr. Hull said that the one unit type would mean only one contractor to deal with instead of several.

After discussion the motion was made by Mr. Hull, seconded by Mr. Rollins and unanimously passed that the Librarian instruct Mr. Spangler to consider all the outside work as one unit to be done by one contractor.

The Minutes of the Annual Meeting May 14th were approved as read.

The motion was made by Mr. Hull and seconded by Mr. Rollins that bills be approved for maintenance \$1567.36; salaries \$5947.56 total \$7514.92. Roll call, all voted aye.

Mr. Rollins questioned the wisdom of making voucher folders for the bills in view of the great amount of time involved. He believed that initialing the monthly bill lists would be just as effective and much less time consuming. The Librarian was instructed to investigate the matter and report back.

The report of the Building and Grounds Committee on air conditioning of the main building was read. Mr. Felts asked the Board's pleasure regarding the report. Should it be sent back to Committee for final decision or should the members be a committee of the whole?

In reply to a question regarding available finances the Librarian read the figures appended to the Building and Grounds Committee's report.

It was Mr. Hull's opinion that the Board might have to ask the City Council to return our budget in order that a figure might be inserted for the air conditioning. Mr. Felts appointed Mr. Hull to make inquiries to see if the Council would return the budget for further consideration.

Mr. Felts enumerated the four important projects to be considered by the Board: 1. Outside renovations. 2. Air conditioning. 3. Salary scale and classification of positions. 4. University of Illinois survey.

The Librarian was instructed to prepare and mail to each member a brief statement of the library's finances.

*

Mr. Felts asked that the special committee on payroll and classifications meet as soon as @conveniently possible.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

* (Mr. Rollins, Mrs. Bailey, Mrs. Ridgley, Mr. Gore)

Special Committee
Payroll and Classification
July 6, 1954

The Special Committee studying payroll and job classification came to order at 3:55 p.m.

Members present: Mr. Rollins, Chairman, Mrs. Bailey, Mrs. Ridgley, Mr. Felts, Ex Officio.

The Librarian presented a tentative scheme for staff re-organization which was discussed and which drew several suggestions from Mr. Rollins.

After a lengthy discussion of the plan based on A.L.A. specifications Mr. Rollins said that he would revise the plan with the help of Mrs. Bailey and Mrs. Ridgley after which the Committee would meet again for further discussion.

The meeting adjourned at 5:10 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Special Committee
on
Payroll and Classification
July 19, 1954

The meeting came to order at 4:10 p.m.

Members present: Mr. Rollins, Chairman, Mrs. Bailey.
Mrs. Carroll represented the Staff.

Mrs. Bailey had brought copies of the public teachers' salary schedule.

Mr. Rollins explained that once we could get a proper scale it would not be difficult to insert some of the present staff who didn't otherwise fit into it under so-called "red star rates."
He outlined the various attributes a personnel director looked for in employees.

The following salary figures were discussed:

	<u>Present</u>	<u>Possible</u>
Reference Librarian	\$3859.	\$4000.
Reference Ass't.		3780.
Circulation Head	3859.	4460.
Cataloger	3900.	4100.
Bookmobile Libn.	3500.	3859.
Ass't. Librarian	4565.	4655.

No definite conclusions, however, were drawn and the Librarian was instructed to develop into additional steps the schedule Mr. Rollins had presented.

Respectfully submitted,

Muriel E. Perry

Board of Trustees
July 30, 1954

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

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

The minutes of the last meeting were approved as read.

The motion was made by Mrs. Bailey, seconded by Mr. Schroeder, and unanimously passed that bills be approved for operation totaling \$2370.53, for payroll \$5884.52; a total of \$8255.05.

Mr. Felts asked Mrs. Bailey for a report on the meetings of the Special Committee on payroll and classification, July 6 and July 19. Mrs. Bailey reported that the committee was making excellent headway under Mr. Rollin's chairmanship. She had contributed pay schedules for the public school teachers for comparison purposes and the Librarian had presented a tentative reorganization plan for the staff. The committee was working to get a proper scale into which some members of the present staff could be fitted under so called "red star rates". The committee has instructed the Librarian to develop into additional steps the pay schedule which Mr. Rollins had drawn up in order to provide for additional grades for professional workers.

Mr. Schroeder said he considered the report very fine and made the motion that the Board accept it as a progress report and ask the committee to continue its study and report back. This was seconded by Mrs. Gage and unanimously passed.

Mr. Felts reported on the conference which he, Mr. Hull and the Librarian had had with the City Council on July 15. Mr. Hull had contacted the council to see if the Board might have the 1955-56 budget back to include a sum for air conditioning of the Main Building. Instead of returning it they had asked that representatives meet with them.

The council was most courteous. Mr. Hull had presented the Board's case with a lawyer's ability. There was a lively skirmish concerning the \$15,000 which is held each year for operational expenses until the next taxes are collected. This was finally explained to the council's satisfaction.

It was Mr. Felts feeling that we had made a good impression on the council when they went into caucus. Later the Mayor had called him to say that the Board's request had been turned down with Mr. Kirby, Commissioner of Streets; Mr. Holmes, Commissioner of Health; and Mr. Davis voting against it.

Mr. Felts expressed a belief that on the whole the contact was most positive and that it would be easier to repeat the request in the future. In fact, he thought the council might expect to have it brought up again.

A discussion of the outside renovations took place. Mr. Blackford had examined the specifications submitted by Mr. Spangler's firm and had reported that he had found nothing to be changed. The motion was made by Mrs. Ridgley, seconded by Mr. Schroeder and unanimously passed that bids for the renovations be published and that Mr. Spangler be asked to set a date for the opening.

The Librarian reported that Mr. Petty of Murphy and Nash and Jones, and Mr. Richardson, the City Auditor, had given their opinions regarding our use of Vouchers for our monthly bills (see appended report). This was in answer to the questions raised by Mr. Rollins at the June Meeting. No action was taken.

The Librarian presented a contract from the Film Council of America for film previews during the coming season. She recommended that the preview project be continued. The motion was made by Mr. Schroeder, seconded by Mrs. Gage and unanimously passed that this be done.

The Librarian reported the appointment of Miss Charlene Whitney who replaced Mrs. Hinds as secretary on July 19.

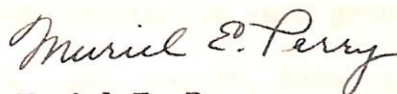
The resignations of Miss Nelius B. Martin to take effect September 1, and Miss Mildred Tupper to take effect August 25, were read.

The Board agreed in view of Miss Martin's long term of service, that Mr. Felts write a letter expressing their regret in accepting her resignation and their best wishes.

The Librarian spoke of the fact that she was losing two of her most dependable assistants which caused her apprehension because of the acute personnel shortage. She said the need of experienced Librarians to supervise was extremely great.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,



Muriel E. Perry
Secretary

Mr. Petty of Murphy, Nash, & Jones

RE: Opinion using of financial vouchers.

Under our present system the whole thing is pretty well buttoned up. He would much prefer it to any other system. If a person signs a voucher and/or check without examination he is adopting the integrity of the one who prepared it as though it were his own.

It is appropriate to show that the Librarian has presented bills for the Trustees' approval and they have passed on them. Because four people are in on the act, he would say it was good internal control. The Librarian's signature testifies that the money has been spent and why, the two trustees signing the voucher signify the Board's approval and the Chairman's signature on the check is the final evidence of approval. He would not like to see the system changed.

Mr. Richardson, City Auditor (Accountant in office gave information over telephone after talking with Mr. Richardson.)

A rubber stamp might be used on each invoice or each group of invoices from one firm. Rubber stamp should show check number, date paid, account charged to, and have several spaces for Board's names giving approval.

Bills will be filed alphabetically in a folder by name of firm. Actually the present system and this above are probably 50-50 in amount of time spent.

BOARD OF TRUSTEES
SEPTEMBER 9, 1954

The regular September meeting moved up from September 24 came to order at 3:50 p.m. Members present: Mr. Felts, presiding; Mrs. Bailey; Mrs. Gage; Mr. Blackford; Mr. Gore.

Four contractors were present and five bids were opened by Mr. Felts. These included:

Christy & Foltz	\$15,960.00
Giese	16,122.00
Simmons	16,734.00
Grohne	18,883.00
Thompsons	19,618.00

After the contractors had withdrawn, Mr. Spangler and the members discussed the comparative bids. Mr. Spangler said he would study them and report back to the Board with his recommendation.

The Librarian reported that she had two items of importance (1) That she was notifying the Board of her intention to ask for Miss Garrett's resignation as Reference Librarian.

(2) That Mrs. Carroll had resigned as of September 15 and because of the short period of her service she had asked for permission to speak to the Board. Mrs. Carroll was called in to discuss her resignation. Mr. Felts explained to the members that she had said she would expect no salary check from September 1 to September 15. This will repay the Library for the salary paid her during the period of her absence for her Mother's illness.

The Librarian discussed her decision to ask for Miss Garrett's resignation. She said that Miss Garrett had not been loyal to either her or the Library, had given grudging cooperation in the matter of the Pamphlet File revision and the Government Document Project.

Members of the staff were aware of the fact that she shirked her fair share of work.

The Librarian reported that it seemed impossible to undertake the Book Fair this year in view of the personnel shortage. On the whole the Trustees regretted that this seemed necessary and the former replied that she would make every effort to undertake the project.

It was reported that Miss Mavis Bly had been appointed to take the place of Miss Nelius Martin and that she would come on duty as a General Assistant on Sept. 1.

Mrs. Francis Lee Schlobohm had been appointed as clerk to assist Mrs. McNabb on the Bookmobile.

Negotiations are under way with applicants for the position of Assistant Librarian and Head of Circulation.

The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees
September 24, 1954

The regular meeting of the Board was called to order at 3:40 p.m.

Members present: Mr. Felts presiding, Mrs. Bailey, Mrs. Ridgley, Messrs. Blackford, Burgess, who was attending his first meeting, Rollins, and Schroeder, Gore.

The Minutes of the July 30th and the September 9th meetings stood approved as read.

The motion was made by Mrs. Bailey, seconded by Mr. ^{Gore} ~~Schroeder~~ and unanimously passed that bills for operation totaling \$1646.37, salaries \$5773.19, a total of \$7419.56 be paid.

Miss Fern Garrett, who had requested a hearing before the Board regarding the Librarian's request for her resignation, was invited into the Room at 4:05 o'clock. Miss Garrett presented her case and the Librarian was given an opportunity to explain her position. Mr. Felts thanked Miss Garrett for talking with the Trustees and assured her that she would receive a letter giving the Board's decision. She retired at 4:30.

After discussion, Mr. Felts summed up the Board's agreement that the Librarian has the authority to dismiss personnel when the reason is justifiable. He suggested that the Librarian consult with him in drafting a letter to Miss Garrett in which she could be informed that the Board considered it wiser to let matters stand as they are and suggesting that she submit her resignation.

He asked the Board's pleasure regarding any news releases since reporters might seek statements. It was decided that when Miss Garrett's resignation was received, the Librarian was to report it to the papers along with that of Mrs. Carroll.

A letter from Dr. Robert Downs, Director of the University of Illinois Library School was read and discussed. With this Dr. Downs had sent twenty-five copies of the Summary of Findings and Recommendations of the Survey for the Board's exclusive use. He said that the full working reports will be sent as soon as they are duplicated.

Mr. Felts reported that on their last visit Dr. Lancour and Dr. Stone had said that at least one member of the Survey group would be glad to meet with the Board to discuss their findings and answer questions. Mr. Felts read to the members a news release prepared by the Survey Team.

A discussion took place regarding publicity. It was the Librarians's opinion that the contract made it impossible for any news reports to be released except by the Survey Team. In the end it was decided that if anyone were asked about the matter he would answer that only a preliminary statement had been received which the Board was studying.

Mr. Felts spoke of the fact that the salary scale was one of the most important problems before the Board and he hoped this could be solved this Fall.

The Librarian reported that the Christy Co. had started the outside renovations yesterday.

The meeting adjourned at 5:30 o'clock.

Muriel E. Kemp

BOARD OF TRUSTEES
OCTOBER 29-1954

The regular October meeting was called to order at 3:50 p.m. Members present: Mr. Felts, presiding; Mrs. Bailey, Mrs. Gage, Mrs. Ridgley, Mr. Blackford, Mr. Burgess, Mr. Rollins, Mr. Schroeder.

The minutes of the previous meeting were read and approved.

The motion was made by Mr. Rollins, seconded by Mr. Burgess and unanimously passed that bills for operational expenses for \$5591.70, payroll \$5398.58, total \$10,990.28 be paid.

The Librarian brought to the attention of the Board members Mr. Spangler's bill for architectural services for \$1390.50

Mr. Felts asked Mr. Rollins for a report on the special committee for payroll and classification. Mr. Rollins gave a detailed report going down each figure on the suggested payroll beginning December, 1954 through April, 1955. (See report at end.)

There was much discussion and many questions. Mr. Felts asked if there were any objections to the payroll increases as they stood. There were none as they stood to this point.

The Librarian was instructed to continue with her work projecting figures for 1955-56 payroll to see if increases could be sustained or other steps added.

It was brought to the attention of the members that during the heavy rainfall the night of October 11th, rain had flooded the ceilings above the Auditorium and Lincoln rooms. The wall between these two rooms was soaked through and the ceiling in the Meeting room was badly stained.

Mr. Gates, the roofing contractor, had investigated after the storm and it was his opinion that the men had left the south-east area of the front of the building without caulking after removing the old pointing. The excessive leak was traced to the point where they were working at the time.

It was also discussed that the contractor had been using our electric current for his outside work and that on October 13th our circuits were continually overloaded.

The Librarian was instructed to report the leak and the use of our electricity to Mr. Spangler and to be guided by his advice regarding both the repair of the ceiling and reimbursement for electricity.

The Librarian asked the Board's opinion regarding payment for the outside renovations. Did they wish her to use first the items in the budget for current repairs and Special Projects before going into the building fund? It was the members' opinion that it would be wise to use the current budget first.

The matter of staff members to I. L. A. in Springfield the following week was discussed. The Board asked the Librarian what had been done the previous year. She reported that the Board had sent four assistants and the Librarian to Chicago. The Trustees had asked the assistants to check on delegate policies of other Libraries and report back so that a possible policy for Decatur might be considered. The reports submitted to the Librarian were not adequate.

See Oct 30, 1953

October 29, 1954

It was Mrs. Bailey's opinion that possibly it might be wiser not to have a policy for sending delegates to Conventions and to consider each instance as it arose. Mr. Felts asked the Librarian to bring Conventions to the Boards' attention early enough for them to consider what they would like to do.

The Members agreed to pay expenses for all assistants going to Springfield but the Librarian was to make it understood that no policy had been formulated.

The Librarian reported once more that she was greatly concerned about books being taken without charge. The matter of some method of overcoming this problem was briefly discussed.

There was a brief discussion of the survey. Mrs. Ridgley expressed the Boards' opinion when she said that she would prefer to study the survey first before having someone from the University come to discuss it. She thought that it would be the only way in which members might know the questions that they would like to ask.

The Librarian was instructed to inform Dr. Lancour of the University of Illinois that the Board would prefer to study the survey first before having anyone come to discuss it with them. They would like Dr. Lancour to set a date for such a meeting after the survey is submitted.

Mrs. Bailey asked the Librarian if she thought it would be possible to close the Evans Branch and give some type of service by Bookmobile to these other areas that ~~were~~^{are} asking for it before a second Bookmobile were added. The Librarian said that she hoped some service would be continued in the Evans area up to the time of the second Bookmobile, especially after the present branch is closed because the people in the area have had service and it seemed to her punishment to take away all services of any type.

Mr. Felts thought that time would not permit an adequate discussion and the Board agreed that it might be wise to wait until the survey is submitted.

The Librarian reported that Mrs. Mary T. Howe expects to come on duty as Assistant Librarian Tuesday, November 16.

The meeting adjourned at 5:20 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Financial Committee Meeting

October 28, 1954

The meeting opened at 2:40 p.m.

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

The members examined the Librarian's estimates item by item. She explained the manner of arriving at the proposed salary scale for Decatur - by using A.L.A. 1952 figures for professionals and filling in and adapting the figures for subprofessionals and clericals by combining features of A.L.A. and Mr. Rollins' schedules.

Mr. Rollins suggested the Librarian's salary be raised to \$6500. The Librarian explained she had rather have experienced professional Department Heads than a raise. The Committee agreed to ~~keep the present department heads at~~ let Mr. Rollins' figure stand.

Mrs. Howe's salary was placed at \$4940. with instructions to the Librarian that it be raised, if possible, in the 1955-56 projection to \$5299.

It was agreed to keep the present department heads at the proposed \$4300. If the Librarian had to pay \$4450. for new appointees, the former were to be raised to keep harmony.

The Bookmobile Driver Clerk was to be raised from \$3000. to \$3250. rather than to \$3400. as recommended by the Librarian. If he complained she was to tell him another raise was being considered for May 1, 1955.

Part time college graduates were to be raised from \$1.00 an hr. to \$1.10 p.h. rather than the recommended \$1.30 p.h.

Pages were to be kept at \$.40 an hour. If they were unhappy the Librarian was to replace them. She suggested that ~~th~~ such action would be expensive in the long run since it took a great deal of time to train them.

The janitors' increase from \$3100. to \$3200 and from \$2700. to \$2800. would bring them in line with comparable wages of public school janitors.

The members asked the Librarian to have a map showing Main, Evans and Bookmobile stops ready for the next Board meeting.

A discussion of Mrs. Hopkins' rating and salary took place. The Librarian said she wished to avoid releasing her for inefficiency until Mrs. Howe had been here long enough to rate her too. She was instructed to report back to the Board in three months from the time of Mrs. Howe's coming on duty as to the quality of Mrs. Hopkin's work.

She was to fill in the first two steps of the A.L.A. clerical scale before the next Board meeting.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Financial Committee Meeting
November 23, 1954

The meeting opened at 4:00 p.m.

Members present: Mr. Rollins and Mrs. Bailey. At the Librarian's request Mrs. Howe, the new Assistant Librarian, was present.

After examination of the Librarian's reports and estimates the following decisions were reached

1. That a letter from the Chairman of the Board be sent to the City government asking for confirmation of their decision about action regarding collection fees for our 1955-56 budget.
2. That the Committee recommend to the Board that the salary scale considered at the previous Board meeting for operation from December 1, 1954 to April 30, 1955 be adopted.
3. That the Committee recommend to the Board that they move toward adopting the new salary scale for Decatur as rapidly as possible. The Librarian was cautioned that if such action were adopted and she posted the salary scale for the staff that she should emphasize that the Board "was moving toward it not adopting it".
4. That the Committee recommend to the Board the adoption of a policy that the Librarian is not to increase the salaries of more than two people without the Board's consent.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

The regular meeting of the Board was called to order at 3:35 p.m.

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

Mr. Lancour and Mr. Stone of the University of Illinois Survey Team were present to discuss the Survey report. Mr. Felts thanked them for coming and turned the meeting over to them.

Mr. Stone explained there were seven short chapters (possibly 50 pages) on community and adult services still to come.

The Library was below average in its services but there was no problem that couldn't be solved with vision and planning.

Mr. Rollins asked if our income were adequate. Mr. Stone replied that our \$1.44 p.c. income was below the \$1.50 p.c. necessary for minimum service. The Surveyors thought one-half to three-fourths again might be adequate.

They also stated that no more money should be spent on the present main building but all our energies spent toward a new building within the next ten years at the most. Under the law the Library can assess more money. There can be contributions from citizens and industry. Success will be based on good fund raising techniques plus building on the good status of the Library in the community. Our location is magnificent.

Survey recommendations included:

1. Closing the Evans Branch immediately.
2. Adding one or two more Bookmobiles.
3. Trading in present Bookmobile for a new one of 4000 vol. capacity.
4. Adding to the staff sufficient personnel for good service.
5. Experimenting with a North West Branch.
6. Beginning to plan for County Service (Out-of-town borrowers total 4% of present registrations)

To Mr. Rollins' question they replied that we should consider Sunday Bookmobile service.

The Librarian was asked her opinion of the Personnel recommendations. She replied that the Survey Team had reached conclusions apparently on insufficient research or knowledge of actual conditions. There was a personal element in many of the reports that approaches animosity. She believed that if the Staff were to read it the present high morale would be destroyed. She reminded the Board that even under the best conditions it would take several years to achieve standard service.

At this point Mr. Lancour and Mr. Stone retired and the Board held their regular meeting.

BOARD MEETING.

It was unanimously agreed to dispense with the reading of the previous meeting's Minutes.

The motion was made by Mr. Rollins and seconded by Mr. Burgess that bills for operational expenses totaling \$2561.08; for payroll \$5558.17, a grand total of \$8119.25 be paid.

Rollcall: All voted "aye".

Mr. Rollins made a report for the Payroll and Classification Committee. He explained each figure in the Payroll Scale and how the members had arrived at it. He said that it allows for reward for merit but like all scales must be revised as necessary.

The motion was made by Mr. Blackford and seconded by Mr. Burgess that the Payroll Schedule as presented be approved. By roll'call it was unanimously passed.

Mr. Felts asked the Board's pleasure concerning the Survey. It was agreed that the Librarian should ask Mrs. Howe to read it and express her opinion of it and that it was to be reviewed at the next meeting.

The Librarian made a progress report on the outside renovations. Regarding the Meeting Room ceiling, damaged by rain when the caulking was removed from the building exterior, she was instructed to discuss the matter with Mr. Spangler and be guided by his advice.

It was decided to omit the December meeting.

The Librarian reported that she expected to take her vacation beginning December 13th.

At this time Mr. Lancour and Mr. Stone returned to the room.

Mrs. Gage asked them if a history of developments could be appended to the Survey to cover the gaps. She also asked what use they expected to make of it. Miss Perry had said they expected to use it in their graduate classes.

Both Mr. Lancour and Mr. Stone said that it would not be used by their students and that it would not be published by the Survey Team.

The meeting adjourned at 5:50 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees

January 28, 1955

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

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

The Minutes of the October 29th meeting were approved as read. The Librarian was instructed to revise the Minutes of the November 26th meeting for action next month.

The motion was made by Mrs. Ridgley and seconded by Mr. Schroeder that bills for operation totaling \$12,694.75, for Payroll \$6094.86, a total of \$18789.62 be paid. (This included a bill from Christy and Foltz for the outside renovations for \$8747.31) Roll call: all voted "aye."

The Librarian asked for instructions for meeting the Christy bill. Should she spend the general funds as far as possible toward April 30th or should she transfer funds from the Savings account immediately? After discussion she was instructed to use general funds first.

A brief discussion of the Survey took place. It was noted that there were some fifty pages still to be submitted.

The Librarian asked for permission to close Evans Branch except for Mondays and Saturdays from 1:00p.m. to 6:00p.m. These were the days covering the largest circulation from May 1, 1954 to January 30, 1955.

After discussion Mr. Gore suggested that we keep the present schedule until Board action is taken regarding the entire subject. All agreed.

Mr. Felts appointed the following people to investigate the Branch situation and report back: Mrs. Ridgley, Chairman, Mr. Schroeder, and Mr. Burgess.

It was noted that three letters had been received requesting Bookmobile service to South Shores, one letter from a representative of the Oglesby P.T.A. and one request for Sunday opening.

A progress report of the outside renovations was discussed. Mr. Spangler had said that the west wall in the Youth Room was now as weather proof as it was possible to make it. Examinations showed that the wall was constructed of pyrobar which would permit infiltration of water in time and could, under certain circumstances, cause an explosion from combustion. The new window casings are cypress, a most durable wood.

The Librarian asked the Board for a statement of policy concerning loans of films and filmstrips. The State Library will no longer subsidize this service. After discussion the motion was made by Mr. Gore, seconded by Mrs. Bailey and unanimously passed that audio-visual aids be rented from the University of Illinois and loaned free of charge as an informational service.

A request from the Staff for an extra day off in lieu of Lincoln's birthday was discussed. The motion was made by Mr. Blackford that the Library be open as usual but that each assistant be given an extra day off - the days to be staggered at the convenience of maintaining service.

Mr. Felts declared the motion lost for want of a second.

It was agreed that the Librarian should represent Decatur at the A.L.A. Midwinter Convention in Chicago January 31 to February 5th.

The Librarian asked the Board's permission to take one copy of the Survey to A.L.A. and ask Marian Manley, Business Librarian of Newark, New Jersey, to read it and give her opinion. After discussion Mr. Felts expressed the members' reaction that if the Librarian wanted another Librarian to read it, that was her privilege but what another person thought of the survey would be of no interest to the Board.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Extension Committee

February 11, 1955

The meeting opened at 4:17 p.m.

Members present: Mrs. Ridgley, Chairman, Mr. Burgess and Mr. Schroeder with Mrs. Howe for consultation.

The Librarian reported that she could find no deed to the Evans Branch property. In the Minutes for the Trustees Meeting February 2, 1922, she found a mention of plans to build the Branch on municipal land.

Mr. Burgess said that the deed as recorded at the Courthouse showed no change from city ownership.

A discussion of the situation took place. Mrs. Howe spoke of the possibility of using the Branch as Extension Headquarters with bookstock moved from Main thus relieving the growing pressure at Main.

The Librarian mentioned some difficulties this would involve if the Bookmobile were housed downtown - also that Bookmobile personnel would have to report daily to Main for reserves, etc. She wondered if the basement could be remodeled and an entrance made; so the vehicle could be housed there.

The discussion included the fact that another Bookmobile at least was needed to reach areas such as South Shores, Southeast and Oak Grove. Book-eterias in some of the new supermarkets and shopping areas under construction were mentioned.

Mr. Burgess said he would try to have something definite to report regarding the status of Branch ownership by next week. The Librarian was instructed to investigate some of the market areas.

The meeting closed at 5:05p.m.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees
February 25, 1955

The meeting opened at 3:50 o'clock

Members present: Mr. Felts, presiding, Mrs. Bailey, Mrs. Ridgley, Messrs. Blackford, Gore, Rollins and Schroeder.
The Minutes for November 26, 1954 and for January 28th were passed as read.

The motion was made by Mrs. Ridgley and seconded by Mr. Rollins that bills for operational expenses totaling \$2646.75, for salaries \$6080.89, a grand total of \$8727.64 be paid. (Christy & Foltz certificate #2 was included)
Roll call: all voted "aye".

A discussion took place regarding the Library's income. Mr. Felts reported that Mr. Merris told him our present income is \$.06 on \$100. valuation. Our legal limit is \$.20 on \$100. valuation or \$335,000.

Mr. Blackford observed that the City Council ought to heed our budget requests.

Mrs. Bailey remarked that the Lincoln Library in Springfield received an income of \$265,000.

Mrs. Ridgley gave a progress report on the Extension Committee. She said that there was some doubt as to our ownership of the Evans Branch (See report filed previous to these Minutes) Mr. Burgess said there was doubt in his mind that we even owned the building.

The Board's reaction to the Librarian's suggestion of moving the building to a better location was that such action would be extremely expensive and therefore not feasible.

Mr. Felts inquired if the Committee had studied the community's attitude? Other questions were raised as to the possibility of using it as an Extension Headquarters.

Mrs. Bailey remarked that possibly it would simplify things not to have to dispose of it. If it is a dead weight in a poor locality it might be less expensive to simply write it off our books and purchase another bookmobile.

The members agreed that some definite service should be offered the community when the Branch is closed.

The Committee was instructed to continue its study of the situation.

Mr. Felts read a letter from Dr. Stone of the University of Illinois saying that the balance of the Survey would be submitted in time for the March meeting if not well ahead of that time."

A discussion of the Survey took place. Mr. Rollins felt that a copy should be made available to the Staff - possibly on file in the second office. Mrs. Ridgley felt that if the Staff read it in its present form lowered morale might result. She suggested that a summary be made for their inspection. The Librarian said that distributing it to the Staff would be most harmful in her opinion.

February 25, 1955 - 2

It was agreed that Mr. Felts and Mr. Gore's suggestion to lay the matter on the ~~table~~ table for a decision at the next meeting was wise

The Librarian reported that she had released James Powers as Head Janitor on February 12th and had appointed George Owens to the position on Feb. 14th.

The meeting adjourned at 5:15 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Trustees Meeting
March 25, 1955

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

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

The Minutes of the previous meeting stood approved as read.

The motion was made by Mrs. Ridgley, seconded by Mr. Burgess and unanimously passed that bills for operations totaling \$4853.58, for salaries \$6138.10, a grand total of \$10,991.68 be paid.

Mr. Burgess reported that he had seen Mr. Merris, City Attorney, half a dozen times and the latter had promised to examine the original Council Resolution offering the land on North Jasper St. to the Board for a Branch, but no report had been received. The only solution that Mr. Burgess can think of is that the Council may consider making the deed a fact.

In reply to Mr. Rollins suggestion that the Board write to Mr. Merris for an opinion, Mr. Burgess thought the delay was because the City Attorney was busy. It was just a question of "when"

The question was raised as to the possibility of Sunday opening for the Branch. Mr. Schroeder had discussed this with Mr. Knuth, Principal of St. John's School and former Trustee. The latter said the area was heavily Lutheran and the people wouldn't like it. Mr. Schroeder had spoken with the Minister of the Evangelical United Brethren Church who opposed the idea.

Mr. Felts reminded the Board that the Librarian had recommended closing the Branch except on Mondays and Saturdays from 1:00p.m. to 6:00 p.m.

After discussion the motion was made by Mr. Rollins seconded by Mr. Blackford and unanimously carried that beginning April 18th the Evans Branch be closed except on Mondays and Saturdays from 1:00 p.m. to 6:00 p.m.

The Librarian was instructed to send for descriptive materials and prices on bookmobiles and the Extension Committee was asked to continue its study and report back at the April meeting.

Mr. Rollins questioned the wisdom of housing the Bookmobile and Mr. Burgess suggested investigating carpools.

Mr. Felts reported on the March meeting of the Council of Education at which he and the Librarian discussed the Survey. He said it was a selective report, that the information was news to the Council and would be to the general public. They were extremely interested in how little income we have and in the new building. It was a profitable meeting for the Library.

The members agreed with Mr. Rollins that we definitely need a new building and that the probable cost would be two million dollars.

Mr. Felts spoke of the Association of Commerce Future Decatur Committee's request for a projection of library needs from 1955 to 1970.

Mrs. Gage remarked that it would be most unwise to use the term "County service" in extension planning because of the surrounding small communities' local pride. She suggested the term "Metropolitan area".

The Librarian was instructed to prepare a projection from 1955 to 1970, discuss it with Mr. Felts and send it to the A. of C. Committee as soon as possible.

Mr. Felts read a letter (Feb. 15th) from Walter Stone of the Survey team in which the latter reported that he would have the final pages of the Survey delivered in time for the March meeting if not before. These had not been received.

The matter of allowing the Staff to read the Survey was taken from the table. The Librarian asked if Mr. Down's letter of Sept. 23, 1954 which reads "These are for you exclusive use" meant that they should not be given to the Staff. Mrs. Ridgley thought such action would be wrong. The Librarian felt strongly that staff morale which has been so fine since September would be endangered.

The motion was made by Mr. Rollins, seconded by Mr. Burgess and unanimously passed that one copy of the Survey be made available in the Second Office for the Staff members only and that Mr. Felts meet with them beforehand to interpret the Board's acceptance of it.

Mr. Felts asked the Financial Committee to meet previous to the April meeting and to prepare the 1956-1957 budget. Mrs. Gage's remark that the collection fee of 5% be added to each individual item was referred to the Committee. also the Librarian's request to have Mr. Carmean put grounds, shrubs, and trees in good condition.

A discussion took place regarding the wisdom of purchasing the American Legion property.

The motion was made by Mr. Rollins, seconded by Mr. Schroeder and unanimously passed that the Staff be allotted expenses for Regional meetings on the same basis as last year.

The Librarian requested the appointment of a Staff doctor for pre-employment and routine examinations. She was instructed to inquire about the services of the City Physician.

The members agreed that it would be permissible to use Roy Schlobohm (Mrs. Schlobohm's husband) as Bookmobile driver on a temporary or emergency basis.

The meeting adjourned at 5:30 o'clock.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

EXTENSION COMMITTEE MEETING
April 5, 1955

Members present: Mrs. Ridgley, chairman, Mr. Schroeder.

Mrs. Ridgley reported that so far as she knew there were no new developments in the information regarding the status of the Evans Branch. Mr. Burgess had not talked further with Mr. Merris. Mr. Burgess believes there is some question of even our ownership of the building.

Mr. Schroeder wondered if we might lease the ground from the city and then use the Branch for income by renting the building. He reported that after the announcement of Branch closing, except for two afternoon, was made public, he had heard little adverse reaction especially when the people understood that we would give them bookmobile service when a new vehicle is secured.

Mr. Paul Wyer of the Gerstanslager Co. had telephoned the previous day that his firm would send descriptive material and specifications for a bookmobile and that he would contact us when he returned from his vacation.

The Librarian was instructed to call a meeting of the Committee when Mr. Wyer could be present.

The members agreed to recommend to the Board that \$10,000 be inserted in the 1956-1957 budget for a purchase of a second bookmobile of 3200 to 4000 book capacity with space for 25-30 people and air-conditioned.

The Librarian reminded the Committee that if this vehicle were purchased before 1956-1957 provision for extra salaries must be found for its staff.

She reported that South Shores residents were circulating a petition for library service to begin this summer and that September would be the earliest date that a bookmobile could be delivered if an order were placed immediately. She suggested that we investigate some type of temporary service to the South Shores area for the summer.

Mr. Schroeder offered to contact the chairman of the Board of Elders of the Mt. Calvary Lutheran Church to see if any space in their building were available,

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Librarian

Financial Committee Meeting

April 6, 1955

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

The 1956-1957 preliminary budget was examined carefully. Mr. Rollins suggested that no detailed salary figures be sent to the City Council with the official budget. The Librarian explained that this was not customarily done although one year the Council asked for a copy.

A discussion took place concerning the need of fans to cool the main building since the Committee would consider it unwise to recommend air-conditioning to the present building. The Librarian was instructed to talk with Mr. Spangler about the possibility of a fan in the attic which might run all night and with the basement windows open cool off the building.

Mrs. Bailey spoke of the need of a public relations assistant who could do for Decatur what is being done in Springfield for the Lincoln Library to acquaint the Community with all library services.

Mr. Rollins suggested that it might be wiser to ask a professional agency like Pownall Advertising Agency to do our publicity especially in view of the need to educate the public to the need of a new building.

The itemized list of needed equipment was examined. It was voted that the \$10,000. originally estimated for furniture and equipment be kept and that certain equipment be selected for first purchase.

Mrs. Ridgley reported the action of the Extension Committee regarding the Bookmobile.

It was agreed that when Mr. Felts and the Librarian met with the City Council, as many as possible of the Trustees should be present to add weight to the Board's requests.

The Committee voted to recommend the following items for Board consideration:

1. Add \$1200. to the salaries for public relations.
2. Insert \$10,000. for a new bookmobile plus \$2000. for maintenance of two vehicles.
3. Insert \$1200. for Repairs.
4. Add ~~5%~~ collection fee to each budget item rather than keep it as a separate figure.

It was agreed to recommend that in the Chairman's covering letter he use the Survey to emphasize the requests.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

MINUTES OF THE EXTENSION COMMITTEE
MEETING
APRIL 27, 1955

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

Mr. Paul Wyer, representative of the Gerstanslager Co. was present to discuss a Bookmobile. Mr. Wyer explained at length the different types of chassis that might be used, especially the P600 Ford chassis - cost \$2500. (There is one in the plant now which he could offer at \$2275.) and the bus type chassis made by the Available Co. of Chicago which has a Walker-Shaw engine - cost \$4135. He recommended this bus type chassis with engine mounted midship because it is better and heavier with larger engine, brakes, etc., also, because we are building a specialized piece of equipment which should be expected to last 15 or 20 years.

Nineteen feet working area is the largest body that can be built on the P600 Ford chassis; 14 feet is the shortest and 29 feet, 6 inches is the maximum that can be built on the bus type chassis.

Mr. Schroeder brought up the subject of type of fuel that may be used within the next few years.

Mr. Wyer explained that LPG (Liquid petroleum gas) was apparently going to take the place of our present type of gasoline and these engines can be converted to it.

He recommended a 23 foot working area body (28 feet overall and 3 feet longer in working area than our present vehicle.)

This unit with a 2-ton air conditioner, 4 skylights, heavy-duty linoleum, reel with cords, rear ventilating window, 7 shelves high with chrome edges, book followers and rubber mats, 2 desks, driver's chair, stenographers' chair for charging desk, 2 oscillating 10" fans, deluxe doors with controlling stops, hand rails, folding steps with well lights, 4 electric heaters (2-2000 watt heaters in the open floor area, 2-1300 watt heaters in the desk areas plus a hot water heater), extension cables, 2 continuous rows of florescant lighting down the center of the ceiling, a fire extinguisher and translucent shades on sky lights would come to \$14,111. A lavatory would add \$50.00 and lockers and storage under the skirt of the vehicle would add a couple of hundred dollars more.

The Librarian asked about some sort of platform that could be placed in front of the doors on rainy days to protect borrowers from mud. Mr. Wyer suggested some kind of a simple ramp that could be unhooked and carried in a locker.

A discussion took place about the wisdom of housing a Bookmobile. Mr. Wyer explained that books became an absorbent factor when a Bookmobile stood in a cold atmosphere for any length of time. The cold seeped through the side walls and then into the books and when heat was turned on the heat was absorbed by the books before the interior felt any warmth at all. He mentioned St. Louis's first Bookmobile which was still in good condition after 15 years of service and which had been carefully housed.

In considering air conditioning, the difficulty was discussed of securing employees who would undertake the work because of the cold in winter and the heat in summer.

If the Board is to seriously consider air conditioning, certain items would have to be added from the very beginning of the chassis.

Sky lights must be of double glass, for example, the body must be wrapped with aluminum foil, and insulating must be inserted.

After a vehicle is completed it would become extremely expensive to add air conditioning.

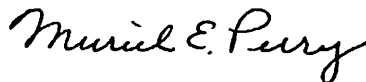
A telephone connecting the bookmobile to the library would cost approximately \$25.00 for installation and \$25.00 a month.

Delivery date is approximately 5 months from date of placing the order.

Mr. Wyer said that he believed it was possible to obtain the loan of one of the State Bookmobiles while a new bus is being constructed. Granite City has a new vehicle similar to the one described above.

In the pioneer type P600 Ford chassis the air conditioning unit is $1\frac{1}{2}$ tons and there would be 3 sky-lights rather than 4.

Respectfully submitted,



Muriel E. Perry
Secretary

Board of Trustees
April 29, 1955

The regular meeting of the Board opened at 3:50 o'clock. Members present: Mr. Felts, presiding; Mrs. Bailey, Mrs. Gage, Mrs. Ridgley, Mr. Blackford, Mr. Gore, Mr. Rollins, Mr. Schroeder.

Six residents from the South Shores Addition were present to petition the Trustees for Bookmobile service to their area.

Mr. Felts greeted them and invited them to speak.

Mrs. Lamar said that they had already visited the City Council and that Mr. Merris had advised them to return after the new Council was sworn in May 2nd. He explained to them that the Library Board controls where the Bookmobile is to be sent.

Mrs. Lamar replied, "We are here in support of the Library Budget which is coming up. We hope that the City Council will give the Library the Budget for a Bookmobile when it is requested, since we understand that the Council controls the Library tax. The parking downtown prohibits people stopping near the Library. The Children's Room is closed at night when parents are free. We have no bus service in South Shores. Because of traffic, small children can not be sent to the Bookmobile when it is on Franklin Street. We believe several stops should be made to our area. Southerland Heights, Medial Drive and Meadow Court are suggestions."

Mrs. Bailey reminded the group that more than a year would pass before our 1956-57 budget goes into operation although we are asking for it this May.

Mrs. Lamar repeated that the people of the area want books. There are at least 450 families and the children need the service, also there are many adults who would appreciate it.

Mr. Felts assured them that the Board wants to give them service and will do everything possible to send books to them.

After the delegation had retired Mr. Schroeder explained to the Board that he had contacted the pastor of Mt. Calvary Church who had told him there was space in the church that might be used for temporary library quarters but that the Elders meet this evening and the matter would be in their hands.

The minutes of the previous meeting were accepted and ordered filed.

The motion was made by Mrs. Bailey, seconded by Mrs. Ridgley and unanimously passed that bills for operation totaling - \$7957.04, for salaries - \$6133.03, a total of \$14,090.07 be paid.

The Extension Committee Report was given by Mrs. Ridgley (see report of April 5th).

Mrs. Ridgley recommended that the Board invite Mr. Paul Wyer, representative of the Gerstenslager Co. to a full meeting. It was so voted.

The Librarian asked the Board if they would reconsider closing the Evans Branch if circulation were to rise substantially in the next few months. It was the Board's opinion that there was no point in discussing the subject further.

Mrs. Bailey reported on the Financial Committee recommendations (see report dated April 6th).

The Librarian reported Mr Spangler's opinion that it would be extremely expensive to try to cool the Main Building by fans and ventilators in the attic. Mr. Rollins differed in this opinion.

Mr. Felts asked the feeling of the Board about a new building. Mr. Rollins said he would hate to see the present building used for 10 more years. It is an obsolete tool and he believes there is money in Decatur for a new building.

It was Mrs. Bailey's opinion that it was the Board's duty to think in terms of library service required by the city and that people will buy what they want. She stressed the need of a public relations director.

The 1956-57 Budget was discussed item by item and plans were made for the members to meet with the Council when the latter considered it.

Mr. Rollins believed that the Council should be asked if we should run the Library on a depression schedule or give standard service.

The Librarian reminded the Board that no sum had been inserted in the Budget for a preliminary survey in connection with building plans. It was Mr. Rollins' opinion that this was not necessary and that we could find the money somewhere in the figures.

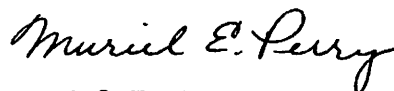
The motion was made by Mrs. Bailey and seconded by Mr. Rollins that the Budget be passed as presented. By roll call, all voted "Aye".

Mr. Felts reported his early morning meeting with the Staff to explain the survey. The Librarian was asked about the Staff's reaction after reading it.

She said that the majority of assistants had taken it in good spirit and had recognized weaknesses; but that on the whole the result had been unfortunate in that two assistants had been rated definitely unloyal to the Administration and she regreted this as a result of the survey.

It was voted that the Annual Meeting should take place ~~May~~ 12th at the usual hour.

Respectfully submitted,



Muriel E. Perry
Secretary