

February 4, 1959

The regular meeting of the Lawrence Free Public Library Board was held Wednesday, February 4th, 1959 in the directors room of the library. Those present were Dr. Barr, Pres., Charlyne Mc Chuggage, Donald Welling, Judge Rankin and Sally Ewing. Mrs. Allen Crafton was a visitor.

Minutes of the last meeting were read and approved.

The librarian reported:

Maintenance Fund - \$874.05

Others Fund - 537.41

Total \$ 1409.46

Desk Fund 269.82

In regard to Mr. Cossis showing the stone front of the library, the board agreed it would be best to consider that detail after the shoring up on the library was completed.

Mr. Howard stated that he had received two bids on the job of shoring up. One from the Intrusion Prepack Co. of Kansas City, Missouri and one from Lee Turzillo Contracting Co., also of Kansas City, Missouri. These bid proposals were shown to Prof. Haines and his opinion as to the relative merits of the two bids was obtained.

A motion made by Judge Rankin and seconded by Mrs. Mc Chuggage that the Board accept the Lee Turzillo Contracting Co's bid with provisions which Prof. Haines recommended should be added to the contracts. Motion Carried.

Bills for the month of January totaling \$6,153.76 were unanimously allowed by roll call.

Meeting adjourned

Sally Ewing, Secretary

Approved March 4, 1959

Copied by
Donald H. McCallister

February 4, 1959

Immediately following the regular meeting of the Library Board on Wednesday Feb. 4th, 1959 the Annual Meeting was held.

Those in attendance were: Mr. Barr, Charlyne McCluggage, Donald Welling, Judge Rankin and Sally Ewing.

The minutes of the last annual meeting that is of February 6, 1958 were read and approved.

Mr. Howard, the Librarian gave his annual report.

A motion was made by Mrs. McCluggage and seconded by Judge Rankin that the report be accepted and that a copy of it be sent to each member of the City Council. Motion Carried.

Mr. Howard stated that when Mr. Lesh made his audit of the books on January 20th, he found these outstanding checks

check no. 1240 in 1952 - \$3.15

" " 1366 in 1953 - 3.00

" " 2280 in 1955 - 7.50

" " 3085 in 1957 - 1.00

Total - \$14.65

A motion made by Don Welling and seconded by Judge Rankin that payment be stopped on these checks, as suggested by the auditor. Motion carried.

Mrs. McCluggage moved that we continue to use the Desk Fund as an Emergency Fund and used at the discretion of the Librarian. Motion Carried.

New officers for the year were duly elected:

Kelvin Hoover - Pres.

Judge Rankin - Vice-Pres.

Sally Ewing - Secretary & Treasurer

Mr. Welling made the motion, seconded by Mrs. McChuggage that a vote of appreciation be extended to the Librarian, Mr. Howard and his staff for their fine work throughout the year. Motion carried.

Judge Rankin made a resolution which was seconded by Donald Welling, ratifying and approving all action of the board and its affairs during the year as set forth in the minutes. Resolution carried.

Meeting adjourned
Sally Ewing Secretary
Copied by Donald L. McMillen
Approved 3 February, 1960

March 4, 1959

The Lawrence Free Public Library Board held its regular meeting Wednesday, March 4th, 1959 in the directors room of the library.

Those in attendance were; Kelvin Hoover, Pres., Dr. Barr, Charlyne McCluggage, Donald Welling, Judge Rankin and Sally Ewing. Mrs. Allen Crafton was a visitor.

Minutes of the last meeting were read and approved.

The Librarian reported

maintenance fund \$ 32,831.58

Other funds 791.03

Total 33,622.61

Desk Funds 227.20

Mr. Howard announced that the city has acquired the property at 835 Vermont.

He also stated that the Lee Turzillo Contracting Co. had accepted the bid with the provisions we had discussed and had agreed to complete the job by May 15th, 1959.

Also - The Great Books Discussion Group has had two meetings and a third meeting will be held March 16th at 7:30 P.M.

National Library week will be held April 12th through 18th. The library will hold open house and the Library Board will serve as hosts and hostesses, Sunday April 12th from 2 until 6 P.M. The Bookmobile will be manned by the League of Women Voters. There will be Special Exhibits and films will be shown in the basement for the children.

Publicity for the same has been well taken care of; including spot announcements by radio and much printed matter.

In the store windows will be many book jackets displayed with dummies inside.

Bills for the month of February totaling \$4,921.47 were unanimously allowed by roll call

Meeting adjourned.

Sally Ewing, Secretary

Approved April 1, 1959

Copied by Donald L. McMillan

April 1, 1959

The regular meeting of the Lawrence Free Public Library Board was held Wednesday April 1, 1959 at the City Library.

Those present were R. Edwin Hoover, Pres. Judge Charles Rankin, vice Pres., Dr. Harold Barr, Supt. Wm. D. Wolfe, Don Welling, Charlene McCluggage, Mayor John Weatherax and Sally Ewing. Mrs. Albin Crafton was a visitor. Minutes of the last meeting were read and approved.

The Librarian's report:	Maintenance Fund	\$27,927.78
	Other Funds	1,031.21
	Total	28,958.99
	Desk Funds	246.85

He also gave a special report as to the completed work done by the Lee Turzillo Contracting Co., together with their bill of \$3,000.00 as agreed upon earlier. Dr. Barr made a motion, seconded by John Weatherax that the bill be approved subject to a written statement from Don Haines that the work had been performed in accordance with the contract.

Mr. Howard stated that the tuck pointing on the outside of the building together with patch plastering on the inside could wait a couple of months and suggested that we might ask the city to take care of that repair. He felt it was important that we try to ascertain what caused the settling in the first place. He thought the drains that fill each time it rains have contributed to it. If the city will not take care of this matter, he suggested that we have it done out of our budget next year.

He reported some painting done upstairs and invited the board to see the new book drop at the front door.

He announced that burglary insurance has been added and precautions taken to prevent another burglary at the library. (The premium for the insurance was \$29.00). Mrs. McCuggage moved that the \$39.00 premium be allowed. Mrs. Wolfe seconded the motion. Motion carried.

Mr. Howard informed the board that new Personnel had been added to the staff upstairs that the first of June, Mrs. Sue Moberg would be on full time.

He stated that we should consider in the 1960 budget her salary as well as a second person full time to assist Miss Gralapp - each to be paid \$3000.⁰⁰ per year. He stated that Mrs. Moberg is now paid from the Desk Funds.

He feels that if we take care of the drains, wash the outside of the building, and build new shelves upstairs in the reading room, we will have accomplished a great deal.

Pres. Hoover announced his committee for the year

Budget & Finance

John Weatherwax - Chairman
Charlyne McCuggage
Charles Rankin
Sally Ewing

Administrative

Sally Ewing - Chairman
Charlyne McCuggage
Charles Rankin
Don Welby

Building & Grounds

Don Welby - Chairman
John Weatherwax
Sally Ewing

Special Projects

Charlyne McCuggage - Chairman
Don Welby

Mr. Hoover asked that the Budget be prepared by the committee for presentation at our next meeting.

He reminded the board of National Library Week April 12th and of open house at the Library.

The Administration Committee was asked to look into our present insurance and have a report as to its status.

Mayor Weather was offered the following resolution, seconded by Don Willing: Be it Resolved, that the deep affection and appreciation of the Board be expressed for the long and faithful service of Dr. Harold G. Barr and Supt. Wm. D. Wolfe.

Refreshments of coffee and cookies were served by Mrs. Mc Chuggage and Mrs. Crafton in honor of the last meeting with Dr. Barr and Mr. Wolfe. Both of whom expressed their pleasure in serving on the board.

Bills for the month totaling \$6,368.42 were unanimously allowed by roll call.

Meeting Adjourned

Sally Ewing, Secretary
 Approved to May 6, 1959.
 Copied by Donald L. McMillan

May 6, 1959

The regular meeting of The Lawrence Free Public Library was held Wednesday May 6, 1959 in the directors room of the library. Those in attendance were Pres. Kelvin Hoover; Vice Pres. Charles Rankin, Mayor John Weatherwax, Charlyne McCuggage, Don Welby, Eldon Breazier, and Sally Ewing. Mrs. Allen Crafton was a visitor.

Minutes of the last meeting were read and approved.

The Librarian reported

Maintenance Fund	\$18,621.28
Other Funds	<u>1,218.35</u>
Total	19,839.63
Desk Coll.	278.77

In regard to repairs a letter was read from Prof. Don Haines stating that the Lee Turzillo Construction Co. had finished their work according to their agreement with the board and an additional bill of \$35.⁰⁰/₁₀₀ from Mr. Haines.

A motion made by John Weatherwax and seconded by Chas. Rankin that we pay the bill; carried.

Mr. Howard stated that the tuck pointing on the outside and the patch plastering on the inside would be taken care of in about ninety days.

Mr. Hoover reported that the Open House on Sunday April 12th had been a very successful affair. Some twenty organizations had participated in making it a success and Mr. Howard said that a thank you letter had been sent to each of those that had assisted.

Mr. Hoover asked that the Building & Grounds Committee have a report at the next meeting.

It was announced by letter that the League of Women Voters had again appointed Mrs. Allen Crafton to be their representative at our board meetings and Mrs. Merle Clubb would be the alternative.

Mr. Weatherax reported the 1960 Budget. Books and Personnel made the biggest increase. Mr. Weatherax made a motion, seconded by Chas. Rankin that the budget be approved and that the board authorize expenditures of the library of \$65,592 and request the city commissioners to include in their tax levy for library use the amount of \$63,092, the difference representing the estimated desk collections. Motion Carried.

Pres. Hoover asked that the city manager and each of the city commissioners be sent a copy of the budget by Mr. Howard.

Mr. Howard said that he had talked with the Lee Turzillo Construction Co. in regard to our drainage problem and the two possible methods of correction and that he will have a report on it at our next meeting.

Charles Rankin reported as to the status of our insurance coverage and it was agreed by the board that the situation could not be improved.

Bills totaling \$4,257.11 for the month of April were read and unanimously approved by roll call.

Meeting Adjourned
Sally Ewing Secretary
approved June 57
Copied by Donald L. McMillan

June 3, 1959

The members of the Board of the Lawrence Free Public Library met for their regular meeting in the directors room June 3, 1959. Those present were Pres. Kelvin Hoover, Rev. Brantle, Eldon Breagier, Charles Rankin, Don Welling and Charlyne Mc Cluggage. Mrs. Allen Crafta was a visitor from the League of Women Voters.

Minutes for the last meeting were read and approved.

The Librarian reported a decrease in adult circulation, though the juvenile circulation increased the total to 16,895, a gain of 887 over May, 1958. Mr. Howard felt there were two reasons that influenced the adult decrease; seasonal and the parking problem.

The Maintenance Fund was \$14,459.79

Other Funds 1,401.50

Total 15,861.29

Desk Coll. 274.49

The Librarian reported the budget for 1960 which was approved May 3 has been submitted to the City Commissioners and the City Manager for their approval.

Board Members were given book marks with the 1959 summer Bookmobile schedule.

Don Welling reported his study of the drainage problem at the library. He and Mr. Inegas inspected the stain wells and found there is a need for a drainage ditch on the northwest. The southwest corner has no drain at all. The southeast stain well is similar except there is a small hole with no drain pipe. The east stainwell has a drain, but water backs up there. The sidewalk on the east slopes toward the building and water seeps into the library.

LAWRENCE FREE PUBLIC LIBRARY

LAWRENCE, KANSAS

TO THE LIBRARY BOARD OF THE LAWRENCE FREE PUBLIC LIBRARY

It is with great reluctance that I am submitting my resignation, to take effect on September 1.

My association with the Lawrence Public Library staff, board, and patrons has been a most pleasant one. Only such an attractive offer as the one which I have received from Boulder would make me consider changing positions at the present time. However I feel that the chance to complete work on my Master's Degree without taking a year's leave of absence is an opportunity which cannot be ignored.

I do want to thank you for your interest and cooperation in the work of the Children's Department. I hope that my replacement will be as happy here in the library and in Lawrence as I have been.

Sincerely,

Marcelle Gralapp

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Mr. Smezas suggested caulking the sidewalks and cleaning out all drains. Mr. Hoover asked Mr. Welby to further investigate suggestions and questions made by Board Members.

Mr. Howard reported that Miss Gralapp will be leaving Lawrence to work on her Masters Degree in Library Science, Sept 1. There are two other personnel changes, Mrs. Paul Moberg and Mrs. Don McMiller have been added as full time workers in the adult department and children's dept. respectively.

Mr. Hoover welcomed Rev. Bramble to the Library Board.

Bills for the month of May totaling \$3,342.85 were read and approved by roll call.

It was moved and seconded that the meeting be adjourned.

Charlyne McChuggage
Acting Secretary
Copied by Don McMiller
Approved July 1, 1959

July 1, 1959

The regular meeting of the Lawrence Free Public Library Board was held Wednesday July 1, 1959 in the directors room of the library.

Those in attendance were; Kelvin Hoover, Pres. Charles Rankin, vice-pres., Charlyne McCluggage, Don Welling, Eldon Breeseian, Rev. Bramble and Sally Ewing.

Minutes of the last meeting were read and approved.

The librarian gave his report; including

a maintenance of \$ 11,116.94

other funds 1,700.99

total 12,817.93

desk collections 250.99

He reported a circulation of 27,049 being a gain of 3,368 over June of last year.

Don Welling gave a report in regard to the drains at the library and the caulking which needs to be done.

There was some discussion as to the parking problem near the library.

Mr. Howard stated that a children's librarian was not yet available but the assisting librarian would help until one is engaged.

Don Welling reported that the repairs to the engine of the bookmobile will be approximately \$230.00 according to the University Ford Repair Co.

In as much as a retirement plan is pending in the State Legislature, it was suggested that a committee be appointed to investigate what might be done in this matter for the Library Staff.

Mrs. McCluggage made the motion, seconded by Rev. Bramble that a committee be appointed to investigate.

Motion carried.

Mr. Hoover appointed Rev. Bromble, chairman,
Charles Rankin and John Weatherwax
Bills totaling \$5,334.53 were read
and unanimously allowed by roll call.

Meeting adjourned

Sally Ewing

Secretary

Approved Sept 2, 1959

Copied by Don McMillen

Sept 2, 1959

The regular meeting of the Lawrence Free Public Library Board was held Sept. 2, 1959 in the Directors Room. There was no Board meeting in August due to the lack of a quorum.

Members present were Kelvin Hoover, Pres; Charles Rankin, Don Welling, Eldon Breazick, Rev. Bramble and Charlyne McCluggage.

Minutes of the July meeting were read and approved.

Mr. Howard, librarian, gave his report for July.

Funds	Maintenance	5,782.41
	Other Funds	1,874.68
	Total	7,657.09
	Desk Collections	237.30

Circulation

Adult	9,030
Juvenile	<u>17,090</u>
Total	26,120

A gain of 785 over July, 1958

Mr. Howard's report for August was

Funds	Maintenance	17,564.67
	Other	2,111.98
	Total	19,676.65
	Desk Collection	222.18

Circulation

Adult	8,094
Juvenile	<u>10,656</u>
Total	18,750

A gain of 651 over August, 1958.

Mr. Howard reported we received the balance of our tax funds from the City Treasurer for 1959.

The Bookmobile made 11 stops at playgrounds for the summer program with a total circulation of 3,949. Our goal would be to have the Bookmobile used in a similar fashion through the entire year.

Mr. Hoover read Miss Gralapp's letter of resignation and expressed regret as did the members of the Board that she is leaving Lawrence.

The librarian reported \$300.00 was spent for truck painting around the library. The project isn't finished but must wait until more funds are available.

Mr. Howard reported he wrote a letter to the Commissioners asking for free 20 minute parking in front of the library and 30 minute meter parking on the east side. The commission took steps to grant the 20 min. free parking in front, but rejected the 30 minute meter parking.

The Annual Kansas Library Association Conference will be in Emporia Oct. 7th & 8th. Mr. Howard invited the Members of the Board to go to Emporia Oct. 6th to hear Mrs. Eleanor Roosevelt speak the evening of Oct. 6.

Charlyne McCluggage made a motion that the library be closed Oct. 7 so the members of the staff may attend the K. L. A. meeting at Emporia, Oct 7. Mr. Rankin seconded the motion. Motion Passed.

Mr. Hoover appointed Rev. Bramble and Eldon Bressler to be on the Administrative Committee to replace Rev. Barr and Mr. Wolfe to restudy the personnel manual for the Lawrence Public Library.

Bills totaling \$3,488.49 were allowed
by roll call.

Meeting adjourned

Charlyne McCluggage

Acting Secretary

Approved 30 Sept. 59

Copied by Donald L. McMillen

September 30, 1959

The board of the Lawrence Free Public Library held its regular meeting in the directors room of the Library Wednesday Sept. 30, 1959.

Those present were Kelvin Hoover, Pres. Don Welling, Rev. Bramble, Eldon Brazier, Charlyne McCluggage and Sally Ewing.

The Librarian reported

Maintenance Fund	\$14,076.18
Other Funds	2,349.16
Total	16,425.34
Desk Collection	199.84

Mr. Howard stated that only one application for a children's librarian had been received.

Rev. Bramble reported that the retirement plan was to come up before the next state legislation, and that the insurance plan would be considered later.

Mr. Howard announced the 56th Annual Kansas Library Association Conference at Emporia, Oct. 6, 7, and 8th and invited all to attend.

Bills for the month, totaling \$4,452.50 were unanimously allowed by roll call.

Meeting adjourned.

Sally Ewing

Secretary

Approved 4 Oct. 59

Copied by Donald L. McMillen

Nov 4, 1959

The regular meeting of the Board of the Lawrence Free Public Library was held Wednesday, Nov. 4, 1959 in the directors room of the library.

In the absence of the Pres. Mr. Kelvin Hoover; Judge Chas. Rankin presided. Those present were, Judge Rankin, Vice-Pres. Charlyne McCluggage, Don Welling, Eldon Bressien, and Sally Ewing.

The librarian reported Maintenance Fund \$9,550.26

Other Funds 2,604.00
\$12,154.26

Desk Funds 282.10

The administrative committee asked that the discussion of the Staff Manual as revised by Mr. Howard be postponed until Mr. Hoover could meet with the board.

Mr. Howard reported the K.L.A. convention as the very best with Mrs. Roosevelt's address as the highlight. Three members of the Staff attended the meeting at Emporia.

He also reported that the Teen-age problem at the library was now under control.

He stated that the new lending regulation will be effective Dec 1st. with fines raised to four cents a day on books with a maximum of one dollar.

The Board was pleased to learn that in regard to National Library Week 1960, Mr. Howard has been named executive director of the State of Kansas.

Mrs. McCluggage made a motion, seconded by Don Welling that the board hire Mrs. Sydney Feldman as the new Children's Librarian, effective Dec 1, 1959. Motion carried

Bills for the month of October, totaling \$3,304.34 were unanimously allowed by roll call.

Meeting adjourned

Sally Ewing

Secretary

Approved Dec 2, 1959

Copied by Donald L. McMillen

Dec 2, 1959

The board of the Lawrence Free Public Library held its regular meeting in the directors room of the library on Wednesday, December 2, 1959. Those in attendance were, Pres. Helvin Hoover, vice-pres, Judge Rankin, Rev. Bramble, Eldon Braezick, Don Welling, Charlyne McCluggage and Sally Ewing.

Mrs. Allen Crofton, a representative of The League of Women Voters also attended.

Minutes of the last meeting were read and approved.

Mr. Howard, the librarian reported

A maintenance fund \$6,313.53

Other funds 2,818.49

Total 9,132.02

Desk Fund 279.83

Mr. Howard also reported that Mrs. Feldman would probably be able to work for only a limited time. A motion was made by Mr. Braezick that the board authorize Mr. Howard to proceed with the question of hiring Mrs. Feldman on a sub professional basis. Motion carried.

In regard to the closing of the library during the Christmas holidays, Mrs. McCluggage made a motion, seconded by Judge Rankin, that the library be closed from Thursday, December 24th at one o'clock to Monday, December 28th at ten o'clock. Motion carried.

Bills amounting to \$2,729.12 were unananimously allowed by roll call.

Meeting adjourned

Sally Ewing

Secretary

Approved Jan. 6, 60

Copied by Donald L. McMillen