

Mr. Patterson will check into lighting; ^{improvement in} the mending room.

Meeting adjourned.

Joyce Curtis, Secy.

January 10, 1969

The meeting was called to order with 6 members present: Mrs's Phrekeld, Johnson and Curtis and Mrs's Stafford, Lunan and Crist.

The minutes of the previous meeting were read and approved.

Pick Kirsham, city treasurer, was introduced to the board with a proposal of the city's to go to one bank with one account for all city business. The city clerk will write and issue all warrants. The board was asked to approve the promise of the combining of the bookkeeping systems of the library by the City Clerk with final approval when details are worked out. Mrs. Phrekeld moved we accept the promise. Seconded and carried.

The bills for \$2,576.99 (General fund, \$1,968.94, Allender \$608.05)

were read and allowed.

The typewriter is ordered from Youngs and the phone is installed in the Music Room.

The annual report was presented. Mr. Crist moved that we approve the annual report. Seconded and carried.

The clock & hygrometer may need adjustment.

Mr. White had stepped in to see about lighting in the meeting room. The music committee will see about extra lighting in the Music Room.

Mrs. Curtis announced that she had been contacted by the Adult Education Board and asked if they could use the library Music Room for a class in music appreciation to be held for 10 weeks starting January 27th each Monday P.M. from 7:30 - 9:30 P.M. with Larry Kelly in charge. It was moved, seconded & carried.

Mr. Crist announced that 20 stack chairs were on order; it was moved to accept these.

Lighting
in Music
Room

Seconded & carried. Mrs. Threlkeld will check with White Pillars Antiques Shop about selling the bent wood chairs. A new turn table has been ordered.

Election of officers was held. The following were re-elected: Mr. Stafford, President; Rex Crist, Vice-President and Joyce Curtis, Secretary.

Meeting adjourned.
Joyce Curtis, Secy.

February 6, 1969

The meeting was called to order with the following members present Mrs.'s Threlkeld and Johnson and Mrs. Stafford, Lunan, Crist and Patterson.

The minutes of the previous meeting were read and approved.

Bills for a total of \$2,062.83 (General \$1,515.15 and Allender Fund \$547.68.) were read and allowed.

The librarian announced that lights were installed in the mending + magazine rooms. The heat has been too hot in the

humidity - should be 50

music room and Mr. Pulliam has been contacted. All the bentwood chairs were sold for \$3.00 each as a result of the January 27th ad in the paper. One was saved for the library. One reading table & bench has been sold for \$25.00. Mr. Crist is still chalking on the Music Room lights. Mr. West called concerning humidity in the Music Room. It should be an average of 50.

Mr. Stafford reported the letter of resignation from Mrs. Tennant effective May 31, 1969. The problem of filling the vacancy was discussed. Mrs. Tennant will contact Mr. Baldrige concerning the newspaper coverage of her retirement.

Meeting adjourned.
Joyce Curtis, Secy.

March 6, 1969

The meeting was called to order with 7 members present: Mrs. Threlkeld, Leonard & Curtis and Mrs. Stafford, Luvon, Crist and Patterson.

The minutes of the previous meeting were read and approved.

It was moved by Mr. Crist that the library pay the dues to I. L. A. of the librarian, assistant-librarian and president and secretary of the board. Seconded and carried.

The bills for \$2,390.43 total - (General \$2,139.86 - Allender - \$250.57) were read and allowed.

It was decided that as we get more records the number allowed to be checked out be increased.

Mrs. Tennant discussed the budget.

The lights in the Music Room are installed. Also the new turn table with 4 sets of earphones are installed.

Mr. Stafford discussed the bookkeeping system. An outline was presented from the City Manager. It was decided to think about this for a month, this will give the librarian time to study the matter and consult with the city treasurer.

Music Room
Staff

Mrs. Tennant announced that we have had one applicant for librarian. It was moved by Mrs. Curtis that we advertise for the position in the Chariton paper. Seconded & carried.

Mr. Patterson was appointed to see about extra lighting in the upstairs alcoves and magazine room. Ken Crist moved we buy these lights. Seconded and carried. Mr. Patterson will get an estimate for inside painting upstairs.

Meeting adjourned,
Joyce Curtis, Sec'y.

April 3, 1969

The meeting was called to order with 6 members present: Mrs. Threlkeld, Johnson, Lewis and Curtis and Mrs. Stafford, Lunan and Crist.

The minutes of the previous meeting were read and approved.

Bills for \$2,068.⁴³ general fund and \$31.25 Allender fund were read and allowed.

Mrs. Tennant gave the monthly reports.

We again discussed the book-keeping system. Mrs. Curtis moved we

table making a decision on the bookkeeping system until further word comes from City Hall. Seconded and carried.

We viewed a sign sent to us by Prairie Hills Library system.

Mrs. Threlkeld discussed an applicant for the position of librarian. She will be requested to apply in writing. Salary was discussed.

Meeting adjourned.
Joyce Curtis, Secy.

Called Meeting
April 18, 1969

The meeting was called to order with the following members present: Mrs. Lewis, Threlkeld and Curtis and Mr's Stafford, Lunan and Patterson.

An application for librarian was read. Mrs. Threlkeld moved that ~~we~~ Mrs. Maurice (Nita) Tickle be employed as librarian. Seconded & carried. She will be on a part time basis until June 1, 1969 when she will be employed as fulltime head librarian at \$325.00. After 6 months to be raised to \$350.00 per month. and at the

rate of \$400.00 per month after a year's employment.

Mrs. Tennant was instructed to inform Mrs. Taylor that her salary will be raised the first of July. Mrs. Tennant's salary was raised to \$400.00 as of April 1.

Meeting adjourned.
Joyce Curtis, Secy.

May 1, 1969

The meeting was called to order with 7 members present: Mrs. Thulke, Johnson, Lewis and Curtis and Mr's Stafford, Lunan and Crist.

The minutes of the previous meetings were read and approved.

Bills for \$1,365.35 general fund were read and approved.

Mrs. Tennant gave the monthly reports.

Mr. Crist reported that one phonograph is not operating properly. He discussed a form to be filled out for Prairie Hills.

The Budget was discussed.

The Music Room has had a request from an individual to tape

some of the records. Mrs. Curtis moved that this be allowed at the discretion of the librarian if the machines are in no way injured. Seconded & carried. The committee will investigate the use of machines for this purpose.

Meeting adjourned.
 Joyce Curtis, Secy.

June 5, 1969

The meeting was called to order with 8 members present: Mrs. Theekeld, Johnson, Leonard and Curtis and Mrs. Lunan, Patterson and Stafford.

The minutes of the previous meeting were read and approved.

Bills for \$3,087.75 were read and allowed.

Mrs. Lewis moved that the summer hours for the Music Room as set up by the librarian be approved. Seconded and carried.

It was moved that we send \$700.00 from the general fund and \$800.00 from the Allender fund to Prairie Hills. Seconded & carried.

It was moved that we buy a dehumidifier for the Music Room from

Acknowledged - Moved
 Form 254

Pulliamis for \$96.00. Seconded + carried.

It was moved that the librarian investigate buying new chairs for upstairs. Seconded and carried.

It was moved that the Secretary send a letter to the City Council recommending that Oscar Stafford, Frank Luman and Sue Johnson be reappointed to the board. Seconded and carried.

The plaque given by the city in honor of Marguerite Tennant will be hung in the library.

Mr. Patterson reported that new lights will be installed in the alcoves. The painter will also make an estimate on the painting.

A letter of appreciation from Mrs. Tennant for the retirement dinner was read.

The roof has been fixed. Mrs. Nickel will contact the city about a bicycle rack for the front of the library. Mr. Patterson will see about a combination lock for the trust door.

Mr. West has informed the librarian that it is illegal to tape music from the library, so no taping will be allowed.

No taping in music room

The budget was discussed. It was moved to ask for \$20,979.00 from the city.

Seconded and Carried.
Meeting adjourned.
Joyce Curtis, Secy.

July 3, 1969

The meeting was called to order with 6 members present: Mrs. Stafford, Luman and Crist and Mrs. Lewis, Leonard and Johnson.

Bills for \$1,995.74 were read and allowed.

Mrs. Nickel quoted prices from Koch Bros. for 30 oak chairs for the main library. Mrs. Nickel suggested we buy 10 new chairs. Seconded and carried.

Mr. Pulliam no longer carries dehumidifiers. The D. S. T. had quoted a price of \$99 for the same humidifier. The board moved to purchase this one. Seconded & carried.

Mr. Bidbridge suggested we divide the cost of removing the dead tree between the library and the newspaper office. Our cost would be \$125. We moved to do so, Seconded

& carried.

Meeting adjourned.
Sue Johnson, Secy. Pro-Tem

August 7, 1969

The meeting was called to order with 7 members present - Mrs. Leonard, Lewis, Johnson and Curtis and Mr's Stafford, Crist and Patterson.

The minutes of the previous meeting were read and approved as corrected.

Bills for \$1,662.24 were read and approved.

A letter was read from Prairie Hills Director, Verena Mast concerning the necessity of a charge for services, because of an executive order from the President of the United States. This charge will be made in October; this was tabled until the next meeting.

A raise in salary for Mrs. Taylor was discussed. Mr. Crist moved that her salary be raised to \$250.00 per month retroactive to July 1. Seconded & carried.

The librarian announced that winter hours will be in effect again when school starts.

Meeting adjourned.
Joyce Curtis, Secy.

September 4, 1969

The meeting was called to order with 7 members present: Mrs. Threlkeld, Johnson, Lewis and Curtis and Mrs. Stafford, Lunan and Crist.

The minutes of the previous meeting were read and approved.

The fee to be paid to Prairie Hills was discussed. Mrs. Curtis moved that we pay the fee as assessed. Seconded & carried.

Bills for \$1,099.53 were read and allowed.

Mrs. Nickel pointed out that she had no one to work on Saturday nights. Mr. Crist moved that we close the library on Saturday nights. Seconded & carried. She asked that the next meeting be held the second Thursday in October, as she will be gone earlier. It was moved to make this change. Seconded and carried.

The need for more record bins was discussed. It was

moved to have the Librarian order 4 more and also see about extra book cases. Seconded & carried.

Meeting adjourned.
Joyce Curtis, Sec'y.

October 9, 1969

The meeting was called to order with 5 members present: Mrs. Threlkeld, Lewis & Curtis and Mr's Stafford & Patterson.

The minutes of the previous meeting were read and approved.

Bills for \$2942.01 were read and allowed.

Mrs. Nickel announced that the chairs have arrived, but are not suitable as they are too short. Mrs. Curtis moved that these chairs be returned and new ones be ordered. Seconded & carried.

Mrs. Threlkeld moved that organizations and adult individuals be allowed to take out the record player and for 24 hours. Seconded & carried.

The new record cabinets have arrived.
Meeting adjourned.
Joyce Curtis, Sec'y.

November 6, 1969

The meeting was called to order with 6 members present: Mrs. Johnson and Threlkeld and Mr. Stafford, Luman, Patterson & Crist.

Minutes for the previous meeting were read and approved.

Bills for \$1163.82 were read and allowed.

Mrs. Mickel reported that she had gone to Koch Bros. concerning the chairs and chairs were re-ordered. & a sample of wood will be sent to us. Damaged records were discussed. It was decided in case of major damage a person could purchase the entire album or record for our cost price if he wished and we would repurchase. Otherwise, a person will be charged a percentage of the cost, taking into account age & usage of the record, and the person's carelessness.

Louise Leonard's letter of resignation was read. The resignation was accepted with regret. The secretary was instructed to write a note of appreciation to Mrs. Leonard.

Damaged Records

Mrs. Nickel asked for permission not to work on the one Saturday a month that the assistant librarian works. A motion to this effect was made and seconded.

There was a discussion of the matter of publicizing our library facilities. It was decided that the librarian call the principals of the elementary schools to encourage each grade school class to visit the library. It was moved & seconded that the librarian conduct a publicity and advertising campaign. Motion carried.

Members were urged to consider names to be presented at next month's meeting to fill the vacancy created by the resignation of Louise Leonard.

Meeting adjourned.
Sue Johnson.
Secy. - Pro-tem.

Dec. 11, 1969

Mr. Stafford called the meeting to order with 5 members present: Mrs. Lewis, Johnson & Curtis and Mrs. Stafford & Luman.

The minutes of the previous meeting were read & approved.

Bills for 1911.94 were read and allowed.

Mrs. Nickel showed samples of wood for the new chairs. It was moved that the librarian purchase 12 chairs. Seconded & carried. She said that the painter suggested flocking part of the ceiling. It was moved by Mrs. Curtis that the librarian ask several carpenters for estimates for this job. Seconded & carried. We have new lights in the alcove & the upstairs painting has been completed.

Mr. Crist suggested several names for a new member. Other names were suggested. We will decide on this more definitely at the next meeting.

Meeting adjourned.
Joyce Curtis, Secy.

January 15, 1970

The meeting was called to order with 7 members present: Mrs.'s Johnson, Lewis and Curtis and Mr.'s Stafford, Lunan, Patterson & Crist.

The minutes of the last meeting were read and approved.

Bills for \$2,369.36 (+ the gas bill for) a total of were read and allowed.

The librarian reported an increase in circulation of almost 2,000 over the past year. It was suggested that our librarian be responsible for keeping articles in the newspaper regarding the library.

The board will recommend that the City Council appoint Mary Lewis (Mrs. Joe) to fill the position on the board vacated by the resignation of Louise Leonard.

The next order of business was election of officers: The following officers were elected: Oscar Stafford, President; Kenneth Crist, Vice-President and Sue Johnson, Secretary.

It was moved by Mrs. Lewis that we raise the salaries

of adult help to \$1.75 per hour, student help to \$1.45 per hour and the janitors to \$155.00 ^{per month} - to be retroactive to January 1. Seconded and carried.

The librarian mentioned a discipline problem in the library. The carpet was burned. This is to be repaired. Mrs. Tichel was authorized by the board to call the police or take any other action that she deems necessary to discipline library users.

Meeting adjourned.
Joyce Curtis, Secy.

February 5, 1970

The meeting was called to order by Mr. Stafford with five members present: Mrs. Louise Sims, Mary Sims, Threlkeld and Johnson, and Mr. Stafford.

The minutes of the January meeting were read and corrected. Bills for \$1886.37 from the general fund and \$14.00 from the Allender Fund were read and allowed.

The librarian's monthly reports were presented.

Meeting Adjourned
The Johnson, Secretary

February 26, 1970

A special meeting of the Board was called to order by President Oscar Stafford with eight members present: Yvonne Lewis, Mary Sue Joyce Carter, Jennie Thelkeld, Sue Johnson, Ken Crist and Floyd Patterson.

The purpose of the meeting was to consider the letter of resignation of Mrs. Esther Hutchison, music room librarian.

After a report by the music committee Mr. Crist moved the Board not accept the resignation. The motion was seconded and carried.

Mr. Crist moved the Board accept the oral resignation of Mrs. Rosamond Dunn, music room assistant. The motion was seconded and carried.

The music committee with Mrs. Michel and Mrs. Hutchison plans a general review and possible revision of music room policies. Mrs. Michel was authorized to hire additional help in the music room if necessary.

Meeting adjourned,
Sue Johnson
Secretary

March 5, 1970

The meeting of the Chautauq Library Board was called to order by President Oscar Stafford. Nine members were present: Mr. Stafford, Mr. Luman, Mr. Patterson, Mr. Crist, Mrs. Louise Lewis, Mrs. Mary Lewis, Mrs. Joyce Curtis, Mrs. Jenny Threlkeld, and Mrs. Gene Johnson. The minutes of the February 5th and February 26th meetings were read and approved.

A letter of resignation from Mrs. Rosamund Owen was read.

The bills of \$1783.80 were read and allowed.

The Librarian presented her monthly reports.

The new chairs have arrived.

A leak in the roof in the Librarian's office has been reported to Gene Johnson for repair.

Mr. Patterson will try to find someone to paint the windows and cornice.

Meeting adjourned,
Gene Johnson
Secretary

April 2, 1970

The meeting of the Chautauq Library Board was called to order by President Oscar Stafford. Six members were present: Mr. Stafford, Mr. Larkin, Mr. Peterson, Mrs. Mary Lewis, Mrs. Curtis, Mrs. Johnson. The minutes of the March meeting were read and approved.

Bills of \$2,516.11 from the general fund and \$500.00 from the Allender fund were read and allowed.

The Librarian's monthly reports were presented. The custodian has asked permission to purchase gliders for the legs of the new chairs and permission was granted.

Bills for repair of the ceiling blocks in the Librarian's office were presented. The bid of Dennis Johnson for \$135.00 was accepted.

The music committee, the Librarian, and the music room Librarian have met and revised the rules of the music room.

The repair of music room equipment was discussed. The music committee will check on warranty and service with Mid-West Visual Education.

The letter of resignation of board member Louise Lewis was read and accepted with regret. The secretary was instructed to write a note of appreciation for her services.

It was moved and seconded that a replacement on the board be deferred until the May meeting.

Meeting adjourned,
 Sue Johnson
 Secretary

May 7, 1970

The meeting of the Chantaw Library Board was called to order by President Oscar Stafford with six members present: Mr. Stafford, Mr. Crist, Mr. Luman, and Mrs. Shulbeld, Mr. Curtis, and Mrs. Johnson.

Minutes of the April 2nd meeting were read and approved.

Bills of \$1,446.45 from the general fund and \$75.34 from the Allend Fund were read and allowed.

The librarian's monthly reports were presented.

The break-in in the Music Room was discussed. Both the typewriter and a record player were taken. We are under a \$500 deductible city insurance policy so the loss was not covered. Mr. Crist was appointed to check with the city manager concerning additional

new
portable typewriter
purchased to
replace
one stolen
insurance allowed
fund

break-in coverage.

Mrs. William Shelton was selected as the new member of the Board.

Mrs. Yvonne Taylor, assistant librarian, has been called to Federal Grand Jury duty in Des Moines. The librarian was instructed to handle extra help as needed.

Meeting adjourned,
Sue Johnson
Secretary

June 5, 1970

Vice-President Mr. Crist called the meeting to order in the absence of Mr. Stafford. Seven members were present: Mr. Crist, Mr. Yunan, Mr. Patterson, Mrs. Shelton, Mrs. Lewis, Mr. Curtis, and Mrs. Johnson.

The minutes of the previous meeting were read and approved. Bills of \$491.95 from the Attended Fund and \$2414.75 from the general fund were read and allowed.

Mr. Crist welcomed our new board member, Mrs. Bill Shelton.

The librarian's reports were presented. The librarian presented a tentative budget for 1971, which was discussed. It was moved and seconded

that the board approve the budget for \$51,950, and ask the city for that amount.

The four stereos machines and the typewriter in the Music Room have been insured through the city on a new \$50 deductible insurance policy.

Meeting adjourned,
Lue Johnson
Secretary

July 9, 1970

President Oscar Stafford called the meeting to order with five members present: Mr. Stafford, Mr. Luman, Mr. Patterson, and Mrs. Skelton and Mrs. Johnson.

The minutes of the June 5th meeting were read and approved.

Bills of \$2,589.46 from the general fund and \$20 from the Allender Fund were read and allowed.

The librarian's monthly reports were presented.

The salary of Mrs. Yvonne Taylor, assistant librarian, was raised six per cent, fifteen dollars, to total \$265.00 per month retroactive to July 1, 1970.

Meeting adjourned,
Lue Johnson
Secretary

August 6, 1950

Mr. Stafford called the meeting to order with eight members present: Mrs. Stafford, Crist, Patterson, and Jenaw, and Mrs. Curtis, Lewis, Threlkeld, and Shelton.

The minutes of the last meeting were read and approved.

Bills for \$1328.34 from the general fund and \$552.00 from the Alexander fund were read and allowed.

Mrs. Nickel announced that our library will host the Prairie Hills Library meeting in September. Mrs. Curtis moved that when the librarian has further information she may contact members for assistance. The motion was seconded and carried.

Mrs. Nickel said that we had used up this year's payment to Prairie Hills and suggested that she order books directly from other sources, since it would be faster.

Meeting adjourned,
Joyce Curtis
Secretary Pro-tem

September 3, 1970

Mr. Stafford called the meeting to order with seven members present: Mrs. Shelton, Curtis, Lewis, and Johnson, and Mrs. Crist and Sarah. Minutes of the last meeting were read and approved. The bills of \$1653.48 from the general fund and \$8.50 from the Alexander fund were read and allowed.

The librarian reported that Tuesday, September 22nd we will host the Prairie Hills Library Meeting. The librarian will call on members of the board for assistance in planning.

Mention was made of the State Library Association meeting in Cedar Rapids on October ^{the 8th} 7, 8, 9th. It was moved and seconded that our librarian attend this meeting with expense to be paid.

Meeting adjourned,
 Sue Johnson
 Secretary

October 1, 1970

Mr. Stafford called the meeting to order with five members present: Mr. Coit and Patterson, and Mrs. Shelton and Johnson.

All notes of the last meeting were read and approved. Bills of \$5226.78 were read and allowed.

The Librarian reported on the Prairie Hills Library Meeting held in our Allender Music Room Tuesday, September 22nd. Twenty-eight persons attended the all-day meeting. Mr. West of Prairie Hills presented a program of music.

The Librarian announced that she will be on vacation for ten days beginning October 6th, and therefore will not be able to attend the State Library Association meeting.

Meeting adjourned,
Lue Johnson
Secretary

November 5, 1970

Mr. Stafford called the meeting to order with seven members present; Mr's Crist and Luman, and Mrs's Threlkeld, Curtis, Lewis, Shultz, and Johnson.

Minutes of the last meeting were read and approved. Bills of \$1552.16 were read and allowed.

The Librarian reported receiving a letter from Mr. West of the Prairie Hills System. The letter, which was read to the board, concerned the Iowa Legislature drafting a new law for municipalities called "Home Rule", which will in effect eliminate Library Boards of Trustees. The board discussed the letter. The Librarian was asked to accumulate any information concerning this which she receives.

The Librarian asked if she could have Saturdays off. She reported new help able and willing to work on Saturdays. A motion to this effect was made and allowed.

Mr. Crist suggested we purchase additional sets of earphones for use in the music room when other sets are being repaired. The motion was made and approved to buy two more sets.

Meeting adjourned
Sue Johnson, Secretary

December 3, 1970

Vice-President Kenneth Crist called the meeting to order with five members present; Mrs. Crist, Lunan, and Patterson, and Mrs. Shelton and Johnson.

Minutes of the November 5th meeting were read and approved. Bills of \$1437.48 from the general fund and \$15.65 from the Blended Fund were read and allowed.

The Librarian's monthly reports were presented. The Librarian asked and received permission to destroy warrants for bills over ten years old.

Meeting adjourned,
 Sue Johnson
 Secretary

January 14, 1971

The meeting of the Charter Library Board was called to order by President Oscar Stafford with seven members present: Mr. Stafford, Crist, Lunan, and Patterson, and Mrs. Curtis, Lewis, and Johnson.