

Minutes of Library Board Meeting.

Jan. 14th...1958.

Cedar City Public Library Board met in the Library Jan. 14th.. 1958 at 7:30 P.M. Present were: Chairman, Fern Amend, Claudia Forsyth, Ruth Gardner, Hazen Cooley, Robert Loer, Librarian Elene Jenson and Secy. Annette Betenson.

Minutes of meeting held Nov. 27th..1957, were read and approved. The meeting that was to have been held in Dec. with members of the State Library Board was postponed indefinitely.

The first item of business was a thorough discussion of the operational expenses of the Library and how the budget, as at present set up, can best be spent, especially from the standpoint of books.

A simplified list of expenses was presented at the meeting based on expenditures since moving into the new Library in May, set salaries of most employees and set income.

Appointments were made as follows: Finances, Mr. Cooley. He will meet with the Librarian and Secy. to formulate a more detailed study of Library finances; Mr. Loer and Mr. Croft, Building and grounds; Ruth Gardner to work with Mrs. Jenson in connection with book orders; Claudia Forsyth advisor in the Jr. department.

Mr. Loer will investigate prices and quality of local coal as against northern coal as now being used.

It was the unanimous opinion of the Board that the Chairman write up a definite policy regarding ordering of books and other needed adjustments. Members of the Board would like to know what is being ordered and pass on said orders. All orders of any kind must have the approval of the Librarian. Book repairing came in for discussion and it was decided that those books stored in the basement in need of repair will be looked over right away to determine what can be done with them.

Book binderies would, no doubt, not want to handle books that are badly worn. Book mending and binding is a regular procedure at the Library now and most work can be adequately handled. Mrs. Forsyth will investigate prices and type of work done at binderies.

Mrs. Jenson reported that the position of Library Secy. was open. There are two good prospects and the Librarian will make the selection.

Occasionally patrons have need of coming into the Library during the morning hours while the personell are a work. This practice should not be discouraged because these patrons are often from out of town and need this convenience... .Next meeting to be held Feb. 11th.

Meeting adjourned.

Annette W. Betenson
Secy.

Feb. 11th 1958.

Cedar City Public Library Board met in the Rare Book room at 7:30 P.M. with the following present: Chairman Fern Amend, Claudia Forsyth, Ruth Gardner, Hazen Cooley, George Croft, Head Librarian Elene S. Jenson, and Sect. Annette Betenson. Also present were Mayor Annold Anderson, Jr. Lib. Blanche Dotson and Custodian, Thornton Jones. Mts. Dotson and Mr. Jones were present for the first half hour.

Mrs. Amend presented a chart explaining the Library Board organization including duties of members and Library staff. Funds allocated to the Library are under full control of the Library Board.

Mrs. Dotson and Mr. Jones were asked to write out any suggestions as to what is needed, from their points of view, in keeping with their duties.

Minutes of meeting held Jan. 14th 1958 were read and with two corrections, were approved.

Use of local coal was discussed and upon recommendation of Mr. Croft who favored local coal for his furnace, it was agreed to try it.

In regards to future ^{or} book orders, Mrs. Dotson, is to hand her orders to the Head Librarian, who in turn will get approval of the Jr. supervisor.

Mayor Anderson reported on prospects for air conditioners in Library and Mr. Croft will check with the engineers to see what can be done with the present setup.

Mrs. Forsyth reported her findings concerning commercial book binding. Binderies would do "strip binding" for 25¢ per book, including end-sheets.

The problem of sun glare from windows in Jr. department will be studied and corrected.

As mentioned in previous minutes, a plan for the Board to get ^a better picture of finances, it was decided that bills payed and receipts be reviewed at Board meetings.

An application for a nurse training course to be held in the Library basement was considered. A policy to determine use of basement for such purposes was left up to the Librarian to decide after a trial.

Mayor Anderson suggested a re-write of all policies regulating the Library. In other words "start from scratch".

Meeting adjourned.

Annette W. Betenson
Secy.

March 11th, 1958

Cedar City Public Library Board met in the Rare Book room March 11th 1958 with the following present: Chairman Fern Amend, Claudia Forsyth, Ruth Gardner, Head Librarian, EleneJenson and Annette Betenson, Secy.

Minutes of meeting held Feb. 11th 1958 were read and approved.

Bills and receipts for Feb., payed in March were looked over and members present had ~~opportunity~~ opportunity to see just how bills and receipts are handled each month. Hereafter, only summary of bills will be presented at meetings.

Mrs. Palmer's class from the High School asked permission to plant a tree on the Library grounds on Arbor Day. Chairman Amend will get in touch with Mayor Anderson regarding the proposed project.

Mrs. Amend read a report prepared by Mr. Croft (Mr. Croft was on vacation) containing suggestions that he had received from Thornton Jones, custodian, in regards to repairs and needs in his dept. Mr. Croft left a sample of non glare glass for the Board to pass on to replace present glass in Jr. dept. A motion was made by Ruth Gardner, seconded by Claudia Forsyth, that the non glare glass be used and that work of installing it be done right away.

Mrs. Amend also reported that a brass plaque for the Rare Book room has been ordered through Mullett Jewelry. It will be in keeping with the wishes of the ladies of The Cedar City Women's Club.

A set of Policies and Regulations for the Library were read and studied. After some minor changes are made, these Rules will be presented for adoption at a future meeting.

The agenda for next meeting will include: Job specifications for all payed members of the Library Staff...A plan for consolidation of Libraries in this area as presented by a member of the State Library Board, Mr. Davis, at a recent three County Library meeting held in the Cedar City Public Library.

Meeting adjourned

Annette W. Betenson
Secy.

Minutes of Library Board Meeting.

April 8th 1958.

Cedar City Library Board met in the Rare Book room April 8th 1958 with the following present: Chairman, Fern Amend, Claudia Forsyth, Ruth Gardner, Hazen Cooley, George Croft, Head Librarian, Elene Jenson and Secy. Annette Betenson. Minutes of Mar. 11-1958 were read and approved.

Mrs. Amend presented a summary of monthly expenses for March prepared by the Secy. Mr. Cooley will find time to help the Secy. work out a more realistic financial system.

A set of Rules and Policies of the Library Board governing the Library itself and all paid personell is in process of being formulated including a policy of hiring substitute help so there will be no question as to proper procedure. Tentative employee regulations were drawn up and will be incorporated in the permanent document.

Job specification sheets were given to Mrs. Gardner for Senior Library; Mr. Cooley, finances; Mr. Croft, maintenance and Janitorial supplies; Mrs. Forsyth, Jr. Library.

A master plan for landscaping the Lib. grounds is in the making and when the project gets underway, the High School class which wishes to plant a tree will be given an opportunity to do so.

The American Legion asked permission to sell poppies in the Lib. but upon a motion by Mrs. Gardner, seconded by Mr. Croft, the request was refused.... Mrs. Jenson will bring employee time sheets to next meeting. Also, she will contact Mayor Anderson regarding repair of damage of drainage at back of Library.... Mr. Croft will bring in a sample time sheet for inspection by the Board. He will also check with the Janitor to ascertain his needs on a monthly basis.

Mrs. Amend will contact Mayor Anderson regarding Rules and Policies in the City Ordinances which effect the Library. She will also write up the rules governing substitute help, sick leave, absence from the Library.

A suggestion was made by Chairman Amend that one Board member join the American Association of Library Trustees (fee \$6.00) and each member join the Utah Library Ass'n. (fee \$1.00 each)... the memberships to be paid by the Library. Mr. Cooley made the motion that Mrs. Amend join the A.A.L.T. and that all members join the U. A.... Motion carried. The Secy. was instructed to write check to cover memberships and send them in.

There was a short discussion pertaining to the consolidation of Libraries in this area. Mrs. Amend will contact Lael Jones, one of State Library Board members who resides in Cedar City, in the hope that she can meet with us soon to further discuss the matter.

Meeting adjourned

Annette W. Betenson

Secy.

Minutes of Library Board Meeting

May 12th 1958

Cedar City Library Board met in special session with Lael Jones to further discuss the proposed State Library Services Act and federation or merging of Libraries in Southern Utah counties, namely: Iron, Beaver, Washington, Kane, Garfield and Piute. Members present were: Chairman, Fern Amend, Claudia Forsyth, Hazen Cooley, George Croft, Robert Loer and Secy. Annette Betenson.

The Meeting was turned over to Mrs. Jones for questions and answers. She wondered who was responsible for the movement--our Board or Iron Co. Commissioners as far as our Library was concerned. Many phases of the question were discussed.

Mrs. Jones said that during the coming Summer School Sessions at C.S.U. a two weeks Library course will be given and a Bookmobile will be displayed in this area. (covering area of proposed merger). She heartily endorses our participation in the Lib. Services Act which is to encourage more efficient use of Lib. facilities in rural areas.

Our Board would like some suggestive plans to best serve our needs and facilities. Bulletins left at the Library by Mrs. Jones will be available to Board members for study of Lib. Services Act.

Meeting adjourned

Annette W. Betenson
Secy.

Minutes of Library Board Meeting.

May 13th 1958

Cedar City Library Board met in Rare Book room May 13th, 1958 at 7:30 P.M. with the following present: Chairman, Fern Amend, Claudia Forsyth, Ruth Gardner, Hazen Cooley, George Croft, Robert Loer, Librarian Elene Jenson and Annette Betenson.

Minutes of meeting held April 8th, 1958 were read and approved. Mrs. Amend reported on meeting held with Mrs. Lael Jones May 12th. Bulletins further explaining the Lib. Services Act are available for study by members of the Board in the Rare Book room.

Mrs. Jenson reported monthly expenses and on her assignment which was to contact the Mayor regarding repairs of the drainage at the back Library and future plans of landscaping.

Replacing the glass in the Jr. Lib. is finished and the non glare glass proves to be very satisfactory. Time sheets presented were also satisfactory. Janitorial and maintenance department was reported on by Mr. Croft. No recommendations have been made, as yet, on air conditioning.

The furniture factory agreed to replace or refinish tables and any other furniture showing signs of "checking" in the finish of the furniture.

At this point of the meeting the Librarian and Secy. were dismissed while the Board Members discussed salaries and proposed increases.

Minutes of above mentioned meeting.

The matter of salaries was discussed by the members of the Library Board. It was agreed that the present salaries were not adequate, except for the of the custodian. The following salaries were discussed and determined: The Custodian \$300.00 per Mo. (\$225.00 for the New Library and \$75.00 for the old Library, the latter to be paid by the City)
The Head Librarian...\$300.00 per Month
The Jr. Librarian....\$1.25 per hour for a 33 hr. week.
The ~~Relief~~ Librarian...\$1.10 per hr. for a 28 hr. week.
Secretary....\$40.00 per month.
Secretarial Assistant...75 cents per hr. starting rate, to be raised after 6 months at the recommendation of the Librarian to 85 cents per hr.
Substitutes.... 85 cents per hour.

Extra help

Minutes of Library Board Meeting.

June 10th 1958.

Cedar City Library Board met June 10th, 1958 at 7:30 P.M. with the following present: Chairman Fern Amend, Ruth Gardner, Hazen Cooley, George Croft, Robert Loer, Librarian Elene Jenson and Secy. Annette Betenson. Minutes of meeting held May 13th, 1958 were read and approved.

Bills and expenses were reported by the Librarian. Hereafter, expenses will be itemized, upon recommendation of Mr. Cooley. Also on recommendation of Mrs. Gardner, copies of same will be mailed to Board members a few days preceding meetings.

The Librarian reported some difficulties in over due books and collection of fines. Mrs. ^{Amend} would like the Board to know these things so they have a better understanding concerning them. Also review cases that need attention.

The custodian would like to take part of his vacation now. A list of names to substitute for him was made and the Librarian will make necessary arrangements. Pay will be on an hourly basis.

The amount now charged for over due books is less than required by a City ordinance. Mrs. Amend will follow through on this problem.

Job specification sheets as presented at this meeting will be revised where necessary after which they will be typed up for use as a guide for future Library operations.

Landscaping of Lib. grounds came in for lengthy discussion. Plans were submitted and desirable changes were made. Structural changes are a must this year, especially the drainage problem at the rear of the building which is considered extremely dangerous in case of a flood. The lawn should be planted as soon as possible.

A resolution was passed by the Board that George Croft and Robert Loer submit in writing to Mayor Anderson, projects considered on the "must list" for his approval and financial support.

Meeting adjourned

Annette W. Betenson
Secy.

*Terms of office for Board members as appointed
by a recent City Council meeting.*

<i>Hazen Cooley -</i>	<i>July 1960</i>
<i>George Croft -</i>	<i>July 1960</i>
<i>Robert Loer -</i>	<i>" 1962</i>
<i>Ruth Gardner -</i>	<i>" 1962</i>
<i>Fern Amend -</i>	<i>" 1964</i>
<i>Claudia Forsyth -</i>	<i>" 1964</i>

Minutes of Library Board Meeting.

July 8th, 1958.

Cedar City Public Library Board met in Library July 8th, 1958 at 7:30 P.M. with the following present: Chairman, Fern Amend, Claudia Forsyth, Ruth Gardner, Geo. Croft, Hazen Cooley, Librarian Elene Jenson and Secy. Annette Betenson. Mayor Anderson was also present for part of the meeting. Minutes of meeting held June 10th, 1958 were read and with one correction, were approved.

Job specification forms were again discussed and those not finished or in need of revision, will soon be compiled. The Jr. Dept. will be required to make requisitions for needed supplies, etc, to be approved by Head Lib. Books are not to go through desk fund but be listed as book purchases.

Mrs. Amend listed Sections of City Ordinances that were at variance with present Library procedure. Mayor Anderson said that the Lib. Board was a powerful organization and could ^{make} such changes as was deemed necessary for proper operation. The new ordinances will be drawn up and put into legal form by City Attorney, Patrick Fenton. A set of Rules and Regulations pertaining to Lib. procedure should be filed with the City Recorder.

The Mayor explained present set up regarding future tax levy for Lib. purposes in the County. Our board should present a proposed budget to the County Officers when the levy is made in October.

Secy. Annette Betenson asked the Mayor about the bills that were incurred in finishing and furnishing the Rare Book room. The City paid part of these bills at the time the work was done but was to be re-imbursed from the Women's Club Library Fund. Mayor Anderson said that the books were closed now and for Secy. to transfe^r the amount to Lib. operations funds. However, the Women's Club would get credit for finishing and furnishing the Rare Book Room. A full report on disposition of Club's funds will be written up.

Replacing of old top soil with new soil in preparation for lawn will be done soon. The Janitor is to put in the lawn and care for it on present salary. Filling in of drain at rear of Library, putting in a retaining wall and planting the lawn are this years project.

The Janitor is to have requisitions for every transaction. Secy. is to pay substitute janitor as soon as he hands in his time.

Library tables to be refinished by Utah Idaho School Supply will be sent collect.

A nice door plate has been placed on the door to the Rare Book Room stating that the Women's Club finished and furnished the room. The Lib. Board is very appreciative of this generous gift.

Air conditioning in the Lib. is a must and engineers will report on their decisions as to what type will be best. Mr. Croft will also investigate the situation.

The Librarian and Secy. are to set up a monthly picture of estimated expenditures to the end of the year and present same to the Mayor.

The Lib. Board hopes to sometime send a representative to the American Library Ass'n Annual Conference. It would be a worthy project to work for.

Meeting adjourned

Annette W. Betenson- Secy.

Minutes of Library Board Meeting.
August 12- 1958.

Cedar City Public Library met Aug. 12-1958 in the Library with the following present: Chairman Fern Amend, Claudia Forsyth, Ruth Gardner, George Croft, Robt. Loer, Librarian Elene Jenson and Secy. Annette Betenson. Minutes of meeting held July 8-1958 were read and approved.

The Secy. reported that transference of Women's Club funds at First Security Bank to pay for finishing and furnishing the Rare Book room has been completed. Ruth Gardner was appointed to write an article to be published in the Iron County Record expressing appreciation of the Library Board for this generous gift. She will also write a letter of appreciation to the Women's Club including a statement as to what use the funds were made.

The table tops to be refinished have been sent to Utah-Idaho School Supply but the desk top will be refinished here.

Mrs. Jenson presented bills for the month, reported on vacations of employees and said that collection of fines is improving. Reports were also given by Mrs. Amend on the Revised Ordinances that affect the Library that are to be drawn up by City Attorney Fenton.

Often patrons of the Library inquire if certain new books are available so it was decided that lists of books added each month be given to the Senior and Junior advisors.

Books from the Jr. department that are in need of repair will be sorted to determine whether they are worth mending. The Senior Library is in need of technical books; these will be ordered. Mrs. Jenson said that she had ordered some books by good authors for teen-agers. She also reported that one of the ladies clubs was looking over a list prepared by her with the idea of giving a good book in memory of Carrie Leigh who recently passed away.

Mrs. Amend reported that the Mayor said that he had met with the County Commissioners and a representative of the Co. Lib. Board and they will give \$1500.00 to be matched by the City for equal amount for landscaping the Lib. grounds next spring.

Discussion on structural changes was led by Mr. Loer and Mr. Croft. They explained the anticipated changes, including filling in the area back of the Library. Mr. Loer will have complete plans ready in a day or two for approval by the Board. The old soil has been removed from the designated lawn area ready for replacement by good top soil. Also, the sprinkling system will be replaced and necessary extensions made.

Mr. Croft reported that there is a possibility of putting coolers on the roof to provide air conditioning for the Sen. and Jr. departments. He said that \$1500.00 would install the equipment if funds are available. He will go before the City Council and present the problem.

The Board went on record as expecting regular hours of all employees.

Meeting Adjourned

Annette W. Betenson-Secy.

Minutes of Library Board Meeting

Sept. 9-1958

Cedar City Library Board met in the Library Sept. 9-1958 at 7:30 P M. with the following present: Chairman Fern Amend, Claudia Forsyth, Ruth Gardner, George Croft, Robert Loer, Librarian Elene Jenson and Secy. Annette Betenson. Minutes of meeting held Aug. 12-1958 were read and approved.

New books add to the Library, including some science books, were discussed. The schools are being asked to furnish a list of books to augment those purchased by the Library.

Mrs. Jenson reported that books from the Jr. department that have been stored in the basement will be repaired. Mrs. Forsyth reported that the bindery coming to the schools will be here about the middle of Sept. They charge about 30¢ per book which includes strips and end sheets.

Mrs. Jenson submitted Aug. expenses except salaries. Amount paid to substitute help should be included in this report.

There is a need for a policy and course of procedure in regards to lending books to teachers and children in the grade schools. This information will be given to school Principals who in turn will present it to the teachers. Teachers and students are welcome in the mornings to select and sign out books.

Mr. reported that the City Council rejected all bids to build wall and steps at rear of Library in connection with filling in rear area. He will contact the Mayor again.

Mr. Croft met with the Mayor regarding cost of air conditioning and was told that the budget that is to be set up in Nov. may provide coolers for next year.. Mr. Croft is at present working with Architect Gardner on plans for best installation.

The Utah Library Ass'n. will meet in the Union Bldg. at U. of U. Oct. 3-1958. Mrs. Forsyth of the Board will likely represent the Cedar City Library at this convention in connection with U.E.A.

Mrs. Gardner reported that the Iron County Record would like a write-up from the Library at least once a month.

The Pamphlet files that are now kept in the basement will be moved up stairs for more convenient use, according to Mrs. Jenson.

Meeting adjourned.

Annette W. Betenson-Secy.

Minutes of Library Board Meeting.

October 14-1958.

Cedar City Public Library Board met in the Library Oct. 14-1958 at 7:30 P.M. with the following present: Chairman Fern Amend, Claudia Forsyth, Hazen Cooley, Robert Loer, Librarian, Elene Jenson and Secy. Annette Betenson. Minutes of Meeting held Sept. 9-1958 were read and approved.

Mrs. Jenson reported Month's bills and Board looked over employees time sheet for the month. An accurate account of time spent ~~spent~~ by employees of Library is required—must sign time sheet upon arrival and time of departure. On a trial basis, monthly bills will be paid near the last of the month instead of the first as has been the policy.

The Librarian reported on activities at the Library. Many C.S.U. students are using the Library and are making good use of the facilities available but sorry to say, there are some problems with disorderly conduct by teenagers. Perhaps talks with parents would help.

Some County patrons feel that they are not getting proper service from our Library. It was decided that an article be published in the local paper stating that out of town patrons could ^{bring} out books in the mornings if they cannot get to the Lib. at regular hours and are welcome at all times.

The Library budget from the City and County came in for lengthy discussion. Since moving into the New Library and a much needed raise in salaries, the present budget of \$13,839.21 per year is not adequate. It was recommended that a formal request be made to the City Council that the amount of \$4981.19 be made available for Lib. operations for Nov. & Dec. Estimates of needs will be sent with this request. Also that next years (1959) budget be increased to cover an estimate to be made by the Board.

Meeting adjourned,

Annette W. Betenson-Secy.

Minutes of Library Board Meeting.

November 11- 1958.

Cedar City Public Board met in the Library Nov.11-1958 at 7:30 P.M. with the following present: Chairman Fern Amend, Claudia Forsyth, Ruth Gardner, Hazen Cooley, George Croft, Mayor Arnold Anderson, Librarian Elene Jenson and Secy. Annette Betenson. Minutes of meeting held Oct.14-1958 were read and approved.

In as much as finances to carry on Lib. operations is of paramount importance at this time, Mayor Anderson met with the Board to discuss the problems involved.

First, Mrs. Jenson reported the month's expenses. All present received a copy of this report. Mr. Cooley will set up a comprehensive form for monthly finance reports with the beginning of the new year.

At present the Library receives 1.7 mills from the County but the Mayor hopes to have the mill levy raised to 2 mills next year and prospects look good for this added revenue. He will do all he can to bring this about. The Library will continue to receive it's revenue from the City on a monthly basis.

The proposed bookmobile was discussed and it was the general sentiment of the Board that a bookmobile would be advantageous to out-lying areas in the County but here in Cedar City where there are Libraries in all Elementary Schools, Jr. High, High School, C.S.U. and City Library, there was no need for one to operate.

Some time ago the Board decided that plans of the Library should be available for future use and Mrs. Forsyth was delegated to contact the City Engineer on this project. She reported that these plans are now available.

Air conditioning was next discussed. Mr Croft has put in considerable time investigating different types of equipment and read letters from several sources. One type received favorable comments and the Mayor will present the expense involved to the County Library Commissioner with hopes of approval.

Mrs .Forsyth reported on the Utah Lib. Ass'n. meeting that she attended at the time she was in Salt Lake City to attend the U.E.A. Convention.

Meeting adjourned.

Annette W. Betenson-Secy.