

minutes of Library Board meeting

Jan. 10 - 1961

Cedar City Public Library Board met in the library Jan. 10 - 1961 at 7:30 P.M. With the following present: Chairman, Fern Amend, Claudia Forsyth, Ruth Gardner, George Croft, ^{Lib. Jensen} and Hazel Cooley - also Secy. Annette Peterson.

Thornton Jones, custodian, was present for a few minutes and presented some suggestions that he would like to see carried out. These suggestions will be discussed at a later meeting.

minutes of meeting held Nov. 15, 1961 were read and approved.

Air conditioning of library again came in for extensive discussion, but as yet nothing was settled except the fact that air conditioning will be installed.

Mrs. Jensen reported that Goldberg Magazine Agency replied that they could not serve the library on our proposed plan but some way will be found to handle Magazine subscriptions before the present three year contract expires.

Because there was no Board meeting in December, Mr. Cooley, finance Board member, authorized the Secy to pay Dec. current bills last month.

Mr. Croft reported that he had ordered the necessary books for the children's coat racks.

Bills were presented by Mrs. Jensen and a motion by Mr. Cooley, seconded by Mrs. Forsyth, authorized the Secy. to pay these bills.

Cataloguing of books in the Rare Book room is progressing and will soon be completed.

Discipline in the library is still the No. 1 problem. Mrs. Forsyth suggested that perhaps a responsible man student at the College could spend Mon. Tues. Wed. and Thursday evenings (these being the busiest) to help the librarian on duty. Mrs. Forsyth will contact the College in this respect.

Locks for the rest room doors have been ordered. A carrier for the book return has yet to be provided. Mr. Croft will work with Mr. Jones and Mrs. Jensen

designing a suitable carrier.

To be paid out of Library Improvement Fund are the following: Book Return and installation, locks, hooks, and book carrier.

A strongly worded card was mailed out to people who had overdue books. The response has been good. However, some people just put through these book return overdue books through the book return instead of coming to the desk and paying the fine.

It was reported that the Christmas story hour held in the library was very good. Mrs. Southwick's literature class provided the stories -
meeting adjourned.

Annette O. Peterson
Secy.

January Library Expenses

Supplies	\$ 9.00
Telephone	\$ 11.17
Lights	\$ 29.60
Books	\$176.74
Main Library	75.89
Jr. Library	100.85

minutes of Library Board meeting
Feb. 7 - 1961

Cedar City Public Library Board met in the library Feb. 7 - 1961 at 7:30 P.M. with the following present: Chairman, Fern Amend, Ruth Gardner, Hazen Cooley, George Croft and Secy Annette Peterson. Clarence Miller, and Frank Milne, members of the County Commissioners, were also present for part of the meeting.

After reading and approval of the minutes, the group discussed at length the problem of air conditioning. Mr. Croft explained results of his careful investigation into different types of cooling units and read letters from several firms dealing in such equipment.

After careful consideration the refrigeration type was approved and the Commissioners suggested that Mr. Croft proceed with the legal bidding and installation.

Bills were presented by Mrs. Jensen and by motion of Mrs. Gardner, seconded by Mr. Cooley, the Secy. was authorized to pay them.

Discipline were solved for two weeks while a man student from the College was on duty at the library in the evenings but he couldn't continue due to his studies. Mrs. Jensen will try to get some other qualified person to help with this problem.

The Board approved of Mrs. Watson taking her vacation now instead of later in the season. Mrs. Batt will substitute for her during this period.

Mr. Croft reported that some hooks from the down stairs coat rack to upper hall coat rack for children.

The custodian wishes to remove the wax from the floors but it was the opinion of the Board that this not be done as long as there is mud

to be tracked in, Mr. Croft will talk to him or about it,

The carrier for the book return will soon be in operation.

The locks for the rest room door arrived. They are more expensive than expected but good locks are expensive therefore these will be put in place.

Mr. Cooley will look into the insurance problem and Mrs. Amend will check with the Mayor regarding proper procedure for bids on a City and County level.

- meeting adjourned

Annette W. Peterson
Secy.

Library Expenses February

Supplies

Janitorial Supplies	\$196.39
Screws, Castors etc.	\$ 19.88
Mending Supplies	\$ 6.66
Coal	\$123.00

Services

Lights	\$ 36.75
Telephone	\$ 11.17

~~Gardner & Rasmussen (Plans) \$ 3.60~~

Books

Junior Library	\$178.00
Main Library	\$ 89.40
Total Books	\$267.40

minutes of Library Board meeting -
March 14 - 1961

Cedar City Public Library Board met in the library March 14, 1961 at 7:30 P.M. with the following present: Chairman, Fern Amend, Claudia Forsyth, George Croft, Librarian, Elene Jensen, Ruth Gardner and Secy. Annette Peterson. Also attending this meeting for awhile was Mayor Arnold Anderson, Glen Floyd and Dixie Leavitt who discussed the Library's portion of the blanket "Liability Insurance" coverage held by the city.

A clearer understanding of this form of insurance was gained by members of the Board. A blanket policy is best for the Library, therefore this type met with the Board's approval and will be taken care of by the Mayor and City Council. Of course, the Library will pay its share which was less than at first quoted.

After reading and approval of the minutes by the Secy, Mrs. Croft explained some phases of air conditioning. Also Mayor Anderson said "that it was not the lowest bid that would necessarily be accepted, but a check for best materials used, and not to accept a bid on first opening of bids." Table bids until such time as they can be studied carefully.

It was decided that bids be opened Mar. 21 - 1961 at the library at 8 P.M. by Chairman Fern Amend at which time Board members will be present.

Mrs. Jensen presented bills to be paid and upon motion by Mrs. Forsyth, seconded by Mrs. Gardner, the Secy was authorized to pay them.

Mrs. Jensen related a discipline problem of the night before and this incident bore out the fact that a strict stand must be taken and followed up - no backing down. When children are asked to leave the library because of misconduct, their parents

should be notified.

Due to an oversight, the bill to General Acceptance Corporation for \$17⁷⁰ which the Board accept earlier in the meeting was not authorized to be paid. However, next day, Mar. 15th, Hazen Cooley, representing the finance dept. telephoned Secy. Betenson at the Library authorizing her to pay this bill along with other current bills so authorized. meeting adjourned.

These minutes, ^{re-}copied Mar. 15th

~~meeting adjourned~~

Annette W. Betenson
Secy.

48 hooks 9.60
castors 3.85

March Library Expenses

Supplies	
Book Leather	\$ 3.00
Plastic Covers	10.00
Hinges and Spring	<u>2.10</u>
Total Supplies	\$ 15.10
Services	
Telephone	\$ 11.17
Lights	31.11
Books	
Jr. Library	\$ 83.49
Main Library	<u>217.83</u>
Total Books	\$301.32
Magazines	\$ 26.00

Special Library Board Meeting

March 21 - 1961

The main purpose of this meeting was to open bids on an air conditioning unit for the library. Those present were, Chairman Fern Amund, claudia Forsyth, Ruth Gardner, Hazen Cooley, Mayor Anderson, Sen. Librarian Elene Jensen and Secy. Annette Peterson.

There were three bids as follows:

Halterman Service of Cedar City - \$4,985⁰⁰ - equipment and installation.

melchoir, Armstrong, Lissau^{Inc} of Ridgefield, New Jersey - \$5,700⁰⁰ - equipment only.

Janitorial Heating and Air Conditioning Co. of Denver, Colo. \$5,190⁰⁰ - equipment only.

Mr. Cooley motioned that decision on bids be held up for fifteen days, or until Mr. Craft returns from vacation. Mrs. Forsyth seconded this motion.

A Rotary Club project is in the making. They would like each member, on his birthday, to donate a book to either the Public Library or the C.S.U. Library. This would be a very worthwhile project and details are to be worked out with librarians.

Miss Ford would like a bulletin board or black board available in down stairs room where nurses ~~at~~ classes are held. This matter will be taken care of.

The Mayor said that one of the Civic Clubs wished to install a water fountain at the curb in front of the library. This matter is to be discussed later.

meeting adjourned.

Annette W. Peterson
Secy.

Library Expenses April

Telephone

Lights

Supplies

Glue

\$ 6.67

Tape

15.30

Total Supplies

21.97

Books

Main Library

\$115.48

Jr. Library

31.00

Total Books

\$146.48

Library Board meeting

April 11 - 1961

Cedar City Public Library Board met in the Library April 11-1961 at 7:30 P.M. with the following present: Chairman, Fern Anand, Ruth Gardner, George Croft, Hazen Cooley, Librarian Elene Jensen and Secy. Annette Peterson.

Minutes of meeting held March 14-1961 were read and approved. Also, minutes of meeting held March 21-1961 were read, and with one correction, were approved.

Mrs. Jensen presented a list of books chosen by the Rotary Club - general subject, "International Affairs". Each member selects the book of his choice as his Birthday gift to the Public Library or C.S.U. Library.

The problem of books lost by students or out of town persons, especially rare books, was discussed. This is a serious problem but no solution was reached at this time.

Insurance presently carried to cover books in the amount of \$15,000.00 is not sufficient. Mr. Cooley will investigate this problem.

Many organizations make use of the Library for meetings. as many as thirty (30) per month are held including some Divers classes which are held in the basement.

The annual report to the Utah State Library was presented and after further study, will be sent to the State Library.

Mrs. Jensen reported that discipline is much improved due to the fact that the City Officers drop in during the evening. No disciplinarian is on duty at present. However, the Librarian on duty evenings needs a mature or older helper three of the busiest evenings of the week. Mrs. Jensen will contact present applicants.

Payment of current bills was approved by motion of Mr. Cooley, seconded by Mrs. Gardner.

The Library received information from the State Office regarding Employee's Retirement System. After some discussion it was thought advisable to participate in the plan but it will take more study before final decision.

Halterman Service of Cedar City was awarded the contract for installation of the library air conditioning. He will buy all equipment and hire various phases of the work done. This bid was \$4,985.00 plus \$54.00 each for a 5-year warranty on three units.

The coat hangers are installed and will add to the convenience of the children.

It was decided to hire a carpenter to finish the book returns. Also the Board decided to accept the offer of the J.C.'s to install an outdoor water fountain. Proper location will be worked out.

meeting adjourned -

Annette W. Peterson
Secy.

Library Expenses for May 1961

Telephone	\$11.17		
Lights	29.04		
Supplies	35.53		
Books	110.96	- -	\$15.00 Childrens
Lilac plants	83.50		

Library Board meeting

May 16 - 1961

Cedar City Public Library Board met in the library
May 16 - 1961 at 7:30 P.M. with the following present:

Chairman, Fern Amend, Claudia Forsyth, Ruth Gardner,
Librarian, Elene S. Jensen and Secy Annette Peterson.
Also present for the first few minutes were Dr. Liben.

Blanche Dotson and Custodian, Thornton A. Jones.
Mrs. Amend gave Mrs. Dotson the opportunity to
discuss any problems she might have; requests for help
or other needed changes in her Dept. She indicated that
she would possibly need help in shelving books but
wasn't sure just how she would use extra help. The
Summer Story hour was discussed but no definite plans
were made at this time. However, Mrs. Forsyth thought
that if children were interested in a story hour, it would
be a worthwhile project. It is possible ^{that} the City Recreation
program will include a story hour.*

Mr. Jones discussed the problem of cleaning up
after the installation of the air conditioning units and it
was decided that a man be hired to vacuum the book
shelves and other surfaces. Later on the lib. staff will
have to dust more carefully while straightening up the
shelves as is the usual procedure this time of the year.

Planting of area along the north property line is com-
pleted with a row of lilac shrubs which will give a
nice appearance. The custodian suggested that a border
of low flowers be planted in front of the shrubs but no
action was taken. He also said there was a serious
roof problem developing which should be taken
care of immediately. Mrs. Amend will contact the
contractor of the Building.

* when asked about book purchases, Mrs. Dotson said
they had been adequate altho she would like some easy
reading material.

The V.F.W. organization proffered to give a Record Player
to the Library with the thought in mind that it be used

in connection with an Educational project. Bruce Gardner has a collection of choice records which he offered to give to the library once before. They will be accepted now.

The Rotary "birthday" books have begun to come in. It was suggested that a nice card of appreciation from the library to each donor would be appropriate.

Money set aside by the County and City for air conditioning is more than will be needed, therefore the City's portion may possibly be used for other improvements.

Mrs. Gardner, Board member, has helped the Librarian on duty evenings recently. She suggested that two people are needed to take care of the evening library traffic while school is in session.

Mrs. Jensen presented current bills and by motion of Mrs. Gardner, seconded by Mrs. Forsyth, the City was authorized to pay them.

Phyllis Chatterley, who has held the position of typist at the library for the past year is leaving to take a position as City Recreational Director for the summer. Mrs. Jensen will interview a former applicant to fill the vacancy.

The library staff and library Board members were saddened by the sudden death of Mrs. Jensen's husband, Kimball Jensen, May 2nd 1961. Our most sincere sympathy goes out to her and her family in their bereavement. Mrs. Jensen is a brave woman and will continue to carry on her responsibilities as Head Librarian. It is most fortunate for her that she has her lib. duties to help fill ^{this} void in her life.

meeting adjourned
Annette W. Peterson
Secy.

Library Board Meeting

June 13 - 1961

Cedar City Public Library Board met in the library June 13 - 1961 at 7:30 P. M. with the following present: Chairman Fern Amund, Claudia Forsyth, Hazen Cooley, Sen. Liben. Elene Jensen and Secy. Annette Peterson.

Mr. Jones, Custodian, also was present for awhile to discuss with the Board many problems and phases of his work at the library, most important of which was a raise in salary. Mrs. Amund took note of his declared duties and will confere with Mr. Croft, Board member in charge of the physical plant, for recommendations concerning this problem.

Planting of the lilac bushes is satisfactory and are guaranteed guaranteed by the florist, Mr. Barton.

minutes were read and approved.

Mrs. Forsyth will check with Mrs. Watson concerning a book order in question.

Secy. Peterson was advised to contact the City Office to ascertain the amount which the County contributed to the air conditioning, which by the way is proving to be satisfactory and will add much to the comfort of employees and patrons alike during hot weather.

Bills for the month of May were presented by Mrs. Jensen and upon motion by Mr. Cooley, 2nd by Mrs. Forsyth, the Secy was authorized to pay them.

A new mathematics procedure is coming into use in the schools and our library is keeping abreast in this change by ordering the necessary books to fill this need.

Mrs. Shirley Gunn is the new library typist and is proving to be very efficient. Also the Jr. Dept. has extra help in the person of Ann Leigh. The Board recommends that help in Jr. Dept. be limited to three (3) hours per. day.

— Mrs. Amend will talk with Mayor Anderson
in regards to filling the vacancy on the
Board caused by Mr. Loe's leaving town.

— meeting adjourned.

Annette W. Peterson
Secy.

Library Expenses for August 1961

Lights \$22.86 *To be paid in Sept.*
 Telephone 13.17 \$2.00 for moving telephone
 Books 538.06 \$200.57 for Childrens
 Coal 122.87
 Stapley 3.00
 Magazine 5.00
 Supplies 143.97

Post cards *848.93* 69.80
 Book covers 25.35
 Tape 15.00
 Glue 6.67
 Book cards 19.50
 Typewriter ribbon 2.50
 Deoderizer 3.00
 Light switch 2.15
 143.97

848.77
143.97

992.74

minutes of Library Board meeting.

Aug-1-1961

The Library Board met in The Library Aug 1st 1961 at 7:30 P. M. with the following present: Chairman Fern Amend, Ruth Gardner, George Craft, Libr. - Eleve Jensen and Secy. Annette Peterson. Also present for awhile were some members of the library staff - namely: Nettie Baldwin, Blanche Notson and Shirley Gunn.

The problem of discipline was discussed with the Lib Staff with the idea in mind that they be aware of problems facing them this fall when school begins and should start out with a strict "no whispering" campaign slogan.

Mrs. Notson reported on Jr. Lib. problems - had solved the problem of an bulk circulation of books to classes by allowing one book only per child and having teachers name on card and book. Also teachers will make appointments before hand when classes visit the library. Magazine supply is adequate, however, the "children's friend" should be added to the magazine list. The Story Hour has been successful during the summer, although the number of children attending was somewhat reduced do to the City Recreation Program.

Story Hour will only be held on special occasions during the winter months. Mrs. Gardner will check with V.F.W. in regards to their offer of a Record Player for the library.

Senior library discipline is more difficult. Students who are asked to leave the library three times are denied lib privileges - Mrs. Jensen will make a list of those thus denied and re-instatement must come from the Library Board. There is need of two persons on duty on school afternoons - Ann Leigh will help in both libraries. Mrs. Gardner and Shirley Gunn will also help when needed. Police officers should drop in twice or more each evening but not at the same time each evening. A letter will go to the mayor requesting this service. Our librarians should be invited to meet with High School and Jr. High Faculties in order to work out problems of assignments, etc. Mrs. Jensen will contact Principles Betters and Woodbury.

The telephone is to be moved to the office where more privacy is to be had.

minutes of meeting held June 13 - 1961 were read and approved. (There was no meeting held in July) Mrs. Jensen presented the bills and by motion of Mr. Craft, seconded by Mrs. Gardner, the Secy, was authorized to pay them.

Books ordered are keeping up with educational subjects but some patrons complain that fiction is being slighted. Some of the current fiction is not always the best to be placed in a library.

Five conditioners are proving very satisfactory. The book carrier is still not finished - Mr. Craft will look into the matter. The Board does not approve of fans for the rest rooms as was suggested by the Custodian.

Circulation of phonograph records given to the library will be worked out by the Librarian.

According to minutes of former meeting, the Secy. was advised to inquire of the City office regarding the amount of money contributed by the County to air condition the library. The City gave the library the full amount (\$5,202.50) on May 29th and billed the County for one half or (\$2,601.25). The Secy. payed Mr. Haltermann in full.

meeting adjourned -

Cornette W. Peterson
Secy.

Library Expenses for September 1961

to be payed in Oct.

Books	451.49	of this, 237.93 for Jr. Library
Gaylord, verticle files	101.38	
Hillar, book supplies	20.98	
Karl Gardner, lock repair	3.00	
Cedar Builders, globe	2.47	
Calif. Pacific Utilities	27.40	
Telephone	<u>11.17</u>	
	\$617.89	

Minutes of Library Board meeting

Sept. 12 - 1961

Pedar City Public Library Board met in the library Sept. 12 - 1961 at 7:30 P.M. with the following present: Chairman, Fern Amend, Claudia Forsyth, Ruth Gardner, George Craft, Hazen Cooley, Head Librarian Elene S. Jensen and Secy. Annette Peterson. Minutes of meeting held Aug. 1st - 1961 were read and approved.

Mrs. Jensen presented Aug. bills and by motion of Mr. Cooley, 2nd by Mr. Craft, the Secy. was authorized to pay them.

Some children at the Schools who do not go to Seminary classes, have in the past, been cared for by their respective church directors. An application has been received from one of these religious groups for permission to hold a class in the library. After discussion on the matter it was decided that such permission would set a precedent that, perhaps, would be difficult to control. Mrs. Forsyth will confer with this group to see if other arrangements can be made.

Mrs. Jensen has not, as yet, met with Mr. Zethers and Mr. Woodbury to work out problems relating to the Schools and Public Library but will do so soon. No more Rotary books have come in recently.

The book carrier made by Mrs. Jones is at least made but is not satisfactory. Mrs. Craft will follow through on the project.

Up to this time Mrs. Gardner has not been able to contact the members of V.F.W. who are in charge of presenting the Record Player to the Library.

Library Fire Insurance is coming up again. Mrs. Amend and Mr. Cooley will investigate the matter.

Loss of air through the air conditioning units will have to be taken care of. Mrs. Amend will contact Mr. Lee in regard to investigating any roof damage or flaws.

meeting adjourned.

Annette W. Peterson
Secy.

Library Expenses for October 1961

Books total	373.92	Jr. Lib.	172.05
Deseret Chemical	3.00	Deodorizer	
Shelves	55.72		
Telephone	11.17		
Lights	<u>33.94</u>		
	477.75		

Minutes of Library Board Meeting ✓
Oct. 10 - 1961.

Cedar City Public Library Board met in the library with the following present: Chairman, Fern Amund, Ruth Gardner, Hazen Cooley, Robert Loev, Head Librarian Elene Jensen and Secy. Peterson. Minutes of meeting held Sept. 12th 1961 were read and approved.

Mrs. Jensen presented bills to be paid in Oct. also reported that badly needed vertical files were being supplied and that the old ones could be used by church organizations. She reported that the Record player to be given by the V.F.W. had been presented to the library. By motion of Mr. Cooley, 2nd by Mr. Loev, the Secy was authorized to pay all bills.

Apparently the operation of air conditioners did not increase the electric power bill as was expected it would do this past summer. After investigation by the Power Co., the matter was closed.

Library Fire Ins. was paid by library but from now on this insurance will be taken care of through the city. However, the Board will make inquiry of this matter in Aug. 1962.

The question arose as to where and when the Record player is to be used. As of now it will be used, under supervision, for special occasions, in the Children's library. Problem will be looked into and reported on later.

The discipline problem is still with us. No list of offenders as yet, but those who are asked to leave the lib. are better behaved when they return.

Some new shelves have been placed in the office and work room, thereby adding to the convenience of library personnel.

Mr. Loev reported that he found no damage in the roofing but he and the custodian will procure a caulking compound to fill in places where damage could occur.

Salaries for some of the library help came in for discussion. It was agreed that salary for desk help at night and Secy. typist help range from 75 cents to 1.00 per hour depending on experience and efficiency. This to be determined by the Librarians.

meeting adjourned - Arnette W. Peterson
Secy.

Expenses for Library, December 1961

Pay in Nov.

Books	\$228.21	- of that 136.37 for Jr. Library
Supplies	13.75	
Newspaper	24.00	
Freight	2.00	
Telephone	<u>11.17</u>	
	\$279.13	

minutes of Library Board Meeting ✓

Nov. 14 - 1961.

Cedar City Library Board met in the library Nov. 14 - 1961 at 7:30 P.M. with the following present: chairwoman Fern Amend, Claudia Forsyth, Hazen Cooley, George Croft, Sec. Lib. Elene Jensen, and Secy Annette Betenson.

minutes of meeting held Oct. 10, 1961 were read and approved. Mrs. Jensen presented current bills and by motion of Mr. Croft, seconded by Mr. Cooley, the Secy. was authorized to pay them.

Two cases of vandalism at the library were reported by Mrs. Jensen. In each case basement windows were broken and screens torn out. Mrs. Amend will call the insurance agent regarding insurance on broken windows. It was agreed that a floodlight should be placed at the rear of the building to discourage further vandalism. The mayor will be contacted on this matter.

Mr. Croft reported that he furnished the custodian with material to seal off the escape of warm air through the air conditioning units during cold weather and Mrs. Jensen said that the job had been completed.

Mrs. Amend will check with Mr. Lorr again about calking places on the roof. Mr. Croft has a calking gun which he offered for the job.

✓ Mrs. Ruth Gardner resigned from the Board to accept employment at the library in the evenings when extra help is needed. Mr. Cooley made the motion, which was seconded by Mrs. Forsyth, that a resolution be adopted by the Board expressing sincere thanks for her untiring efforts and willingness to perform any duty required of her. The Secy. will send an appropriate card to Mrs. Gardner in behalf of the Board.

Mrs. Amend will call Mayor Anderson regarding a replacement on the Board. The Board has the prerogative of suggesting a person to fill this position.

Mr. Cooley suggested that the Librarian purchase needed books, especially encyclopedias, with funds available at this time.

It was the opinion of the Board that the Beautification Committee be contacted in regards to unsightly weeds on the property adjoining the library grounds.

The sprinkling system next to the sidewalk needs attention. Mr. Croft will give this his attention when he is at liberty to do so. Meeting adjourned.