

minutes of Library Board meeting

Jan. 13 - 1964.

Cedar City Public Library Board met in the Library Jan. 13 1964 at 7:30 P.M. with the following present: Alice Braithwaite, Hazen Cooley, George Croft, Belden Lewis and Head Librarian, Elene Jenson. On account of the serious illness of Mrs. Amend's father, she was excused.

minutes of meeting held Dec. 1963 were read and approved. First item of business was a discussion in regards to the proposed purchase of chairs for the meeting room. As a result of contacts made by Mrs. Jenson and Mr. Cooley with the Co. Commissioner, the Library was assured of being able to purchase these chairs. Mrs. Jenson telephoned Mayor Gardner asking for needed money and Mr. Cooley also wrote to the Mayor suggesting \$1000.00 but \$750.00 was approved. This amount, plus a cut in book purchases will provide needed funds at this time then the City will be asked to plan for balance in next years budget.

Several types of chairs were discussed and it was decided that no decision be made until Mrs. Jenson, Mrs. Amend, and Mr. Cooley get together and decide on best type. Samples will be obtained at which time Board members will meet to make the choice before contract is made with the Company.

Mr. Croft will follow through on light globes. Mr. Lewis reported that the black board materials have been secured.

Due to cold weather, it wasn't advisable to do any caulking, Mr. Lewis also reported.

Wax being used on lib. floors is not proving satisfactory. Mr. Cooley will check on wax used at the College which seems to be of good quality.

(over)

Bills were presented by Mrs. Jewson and by
motion of Mr. Lewis, 2nd by Mrs. Braithwaite, said
bills are to be payed.

meeting adjourned

Annette W. Peterson

Secy - Treas -

Feb. 4th 1964-

a special Library Board meeting was held Feb. 4th 1964 at 5 P.M. with the following Board members present: Chairman, Len Ament, Claudia Fryth, Hazen Cooley, George Croft, Belden Lewis, Elene Jensen, Leben, and City manager, Max Wood.

The purpose of this meeting was to look over samples of chairs for the meeting room.

after much discussion it was decided that Mrs. Jensen compose a letter to "Midwestern Office Supply" asking for the best price on forty (40) chairs which were, ^{thought} best suited for our use. Upon receipt of price, the Board will make a decision.

In as much as there will be no regular meeting this month, Mrs. Jensen presented current bills and by motion of Mr. Cooley, 2nd by Mr. Lewis, the Secy was authorized to pay them.

Mr. Croft commented that Mr. Murdock seems to be caring for the library in good shape now.

meeting adjourned.

Cennette W. Peterson - Secy -

Minutes of Library Board meeting
March 9 - 1964

Minutes of Cedar City Public Library Board meeting held March 9, 1964 with the following present: Fern Amend, Claudia Forsyth, Belden Lewis, Hazen Cooley, George Croft and Head Librarian, Elene S. Jensen.

Minutes of meetings held Jan 13 and Special meeting of Feb. 4th were read. Following two minor corrections the minutes were approved.

It seems that the new custodian is not too familiar with proper care of the furnace. This problem will be taken care of by Mr. Croft.

Mrs. Jensen presented bills and it was noted that coal bills this winter have been higher than usual, probably due to the cold north winds we have experienced. By motion of Mr. Cooley, 2nd by Mrs. Forsyth, the Secy was authorized to pay current bills.

State Library convention will be held in Salt Lake City March 20-21. Mrs. Day, assistant Librn, and Mrs. Watson of the Jr. Dept will attend.

Mrs. Jensen said that "The Great Books" are circulating more, now that they can be signed out. Heretofore, they were to be used in the Library only.

Some of the Literary clubs in town would like lists of best books published in 1963.

Three Western States - Colo., Wyo., and Utah are planning a program of Western History suitable for young people - Jr. High or down.

The question was asked - Is it too early to begin working on a summer program for Jr. Dept. Suggestions were made that something special to ^{take} care of children during ~~summer~~ ^{spring} vacations also.

The West boundary line of Lib. property poses a problem - Mrs. Amend will confere with Mr. Croft at a later date in regards to it.

meeting adjourned -
Annette W. Peterson - Secy.

Library Expenses for April

Books	436.82	- of that - 167.08 for
Book List magazine	6.00	
Power	47.35	
Telephone	11.52	
Glades Mill	259.69	
Lawn mower	63.05	
Janitorial supplies	17.03	
Typewriter repair	<u>7.15</u>	
	848.61	

5110
~~854.39~~

minutes of Library Board meeting

April 13 - 1964.

Cedar City Public Library Board met in the Library April 13-1964 with the following present: Chairman, Fern Arneud, Claudia Forsyth, Alice Braithwaite, Hazen Cooley, Geo. Croft, Belden Lewis and Head Liben. Elene S. Jensen.

minutes were read and approved. Monthly bills were presented and discussed. The light bill seemed higher than it should be for this time of year - Mr. Croft will look into the matter. By motion of Mr. Cooley 2nd by Mr. Croft, the Secy. was authorized to pay current bills. Spots in the floor have been removed and the floors are now in good shape.

Mrs. Dotson was ill at the time of the Convention therefore Mrs. Jensen and Mrs. Day were in attendance. Mrs. Jensen reported that she thought this year's Convention was better than most others that she had attended and Mrs. Day was well pleased with this, her first experience.

Mrs. Jensen said that the Library, in connection with the "Three State Organization": Colorado, Wyoming and Utah had signed up for a Summer Reading Course dealing with Western History. The amount of Sixty dollars (\$60.00) paid for expenses of the trip. As yet there has been no special program set up for

The summer with the Jr. Dept. in mind. Mrs. Dotson will be allowed a three weeks vacation in July - two weeks with pay. The desk in Jr. Dept. was discussed "pro and con". Everything in connection with it has been ordered. Exit door in Jr. Dept. needs weather stripping attention. Mr. Lewis will see to it.

The West boundary of Lib. property will be cleared and made ready for planting. Mr. Croft will order hedge rose bushes that will make a nice border.

At this period of Board meeting, Mayor Gardner arrived to discuss with the Board some problems concerning Library financing and number of years for

Board members to serve as set up in "Booklet -
Library Laws for State of Utah".

He will consult the City Attorney on proper hand-
ling of Lib. funds. He said the State is "unite or domain"
City is subordinate on rights to regulate finances.
Discussion followed as parts of "Library Laws for the State
of Utah" were read.

First meeting of July (13th) will be re-election of
Chairman of the Board and appointment of Board
members terms of service, also appoint a Treasurer.

City manager, Max Wood, has asked that the Library
present the coming years budget by May 1st

Mr. Craft will take care of purchasing a power
lawn mower - either on our own or through the City if
required.

meeting adjourned

Cornette W. Peterson - Secy.

Minutes of Library Board meeting
May 11-1964.

minutes of Cedar City Public Library Board meeting held May 11-1964 with the following present: Chairman, Fern Amend, Claudia Forsyth, Alice Braithwaite, Hazen Cooley and Head Librarian, Elene S. Jensen.

minutes were read and approved.

The electric fan that was purchased by Jr. Dept "Desk Funds" seems to have disappeared from the library. There will be a check on this problem.

at this point of meeting Mrs. Solson joined Bd. members to talk over things that concern the Jr. Dept. She said that the new desk is proving very satisfactory. Replacement of linoleum on the floor due to re-arrangement of the desk will be taken care of by Mr. Lewis-

Pelle Whitelaw, help in Jr. Dept. will be leaving at close of school. Replacement will be made and person chosen will come in on a "probation period" arrangement.

Mrs. Jensen explained the Summer program of Western History. This program has expanded into the Jr. Dept. Each child will register and a record of books read will be kept. Also a certificate will be given ones who complete the course.

The Record Player in Jr. Dept. is out of order but will be repaired. Some arrangement will be made for display areas on the ends of the stacks in Jr. Dept. Mrs. Braithwaite will help on this project.

Current bills were discussed and a motion of Mr. Cooley, 2nd by Mrs. Forsyth, the Secy was authorized to pay them.

Present personell at the Lib. will be adequate for vacation time.

It was decided to wait until fall to order Compton's Encyclopedia.

The Lib Budget, ^{for coming fiscal year} was prepared and passed on to the City for ratification. Mrs. Amund reported that in talking to Mayor Gardner, he indicated that in case the City raised salaries, Lib. personell will be effected.

Instead of a rose hedge on west boundary it was decided that "Fitzee" would be more appropriate. The lawn mower has been purchased.

meeting adjourned.

Connetta W. Peterson - Secy.

June 8th 1964

Cedar City Public Library Board met in the Library June 8th 1964 at 7:30 P.M. with the following members present: Chairman Fern Amend, Claudia Forsyth, Hazel Cooley, Geo. Craft, Belden Lewis and Head Librn. Elene Jensen.

minutes of previous meeting were read and approved. Mrs. Jensen presented current bills. Upon motion of Mr. Cooley, 2nd by Mrs. Forsyth, bills were approved and the Secy was authorized to pay them.

Mrs. Jensen said that some librarians make changes in their summer schedule. Therefore a discussion followed as to possible changes in summer hours for our library. Fewer patrons use the library at this time therefore it was suggested that the Librns. on duty evenings keep track of the number of patrons coming in during hours of 6-7 also 7-8. Perhaps the hours of 2 P.M. to 9 P.M. would serve the public as well as present schedule 3 P.M. to 9 P.M. morning hours (9-12) will continue as usual.

The Summer Reading Program is going over very well. Jeanne Thomson who is replacing Belle Whitelaw as helper in Jr. Lib. is doing a very satisfactory job. She will work 6 hrs per day when needed.

There was evidently an attempt to break in the Lib. as a basement window had a hole in it, cut by a glass cutter. That window and one other, which is cracked, will be replaced. It was the general feeling of the Board that no amount of money be kept in the Lib. but arrangement be made for use of night depository at the Bank as often as necessary. Also that the custodian or other responsible person be at the Lib. at closing time.

The Fitzee shrubs are doing well and will make an attractive border along the west boundary line of grounds.

Mr. Lewis will take care of weather stripping the Epit door in Jr. Lib. The sum of \$8.00 was approved for the job.

The Record player is not yet in use.

Local Women's clubs often ask for new books that are on the market. Mrs. Jensen said that if it is a book that the Lib. can use, it will be ordered. Otherwise it can be rented from the State Lib. for short periods of time. Meeting adjourned - Annette W. Blumson Secy.

for replacement of ones which died but hopes
to be able to secure them soon.

Story hour which has been carried out during
the summer months in the past by the Dr. Dept.,
should be maintained again this season.

Mrs. Watson submitted a plan for re-modeling
the desk in Dr. Dept. Mr. Croft will study the
plan to ascertain its practicality.

meeting adjourned.

Annette W. Peterson
Secy - Treas.

July 13 - 1964

Cedar City Public Library met in the library
July, 13 - 1964 with the following members present:
Chairman, Fern Amend, Alice Draithwaite, Hazel Cooley,
George Craft, Belden Lewis and Head Librarian Elene Jensen.
Mrs. Jensen presented current bills. Attention was
drawn to high cost of replacements of light globes.

By motion of Mrs. Cooley, 2nd by Mrs. Lewis, the
Secy. was authorized to pay said bills.

Up to the present time the library has not received
a copy of the now proposed budget for the current
fiscal year. The City will be asked to mail a copy
indicating items.

The custodian has suggested the purchase or rental
of a water softener for the furnace. Mr. Craft will
look into this matter. Mr. Craft will also ^{see} about removal
of weeds along the hedge of lilacs and roses.

The new schedule for lit 9-12 and is meeting with
public approval. Also the summer Reading program
is bringing in parents along with the children.

Each year a chairman of the Board is selected. By
ballot, Board members selected Mrs. Amend to
succeed herself.

meeting adjourned

Cennette W. Peterson
Secy.

Sept-14-1964

Cedar City Public Library Board met in the Library
Sept. 14-1964 at 7:30 P.M. with the following members present.
Chairman, Fern Conrad, Alice Braithwaite, Geo. Craft, Hazen Cooley
and Head Libr. Elena Jensen.

Mrs. Jensen reported that she had written to the City Mgr.
in regards to the Budget for the Lib. and when there was no
answer in due time, she called him by telephone. His reply
was to the effect that the City officials felt that one item asked
for, which was travel pay, was unnecessary. She explained
that it was necessary for Librns. to attend Lib. Convention once
a year but as yet there has been no action taken.

The Lib. received a letter from Utah State Agency for
Surplus Property which contained forms to be filled out
in case the Lib. wished to apply for Commodities. By motion
of Mr. Cooley, 2nd by Mr. Craft, Mrs. Jensen was authorized to make
application for further information.
It seems that there is difficulty in ordering desired books
for the Jr. Dept. Mrs. Forsyth will be consulted on this matter.

All employees of Lib. must be on duty at 9 O'clock A.M. and
receive pay accordingly - that is 9-12 - time of closing at noon.

A suggestion was made by Mrs. Jensen that the main Lib.
desk be rearranged for more convenience. as it is, the person
on duty cannot see what goes on in the entrance foyer
where most disturbance occurs.

Bills were presented and by motion of Mr. Cooley, 2nd by Mrs.
Braithwaite, said bills, except one for furnace cleaning, be paid.
Mr. Craft will contact furnace men on this matter.

The story hour conducted this summer seemed to create
more interest in Western lore. Children and adults are
becoming more interested in this phase of their reading.
more efficient Cataloging in the Jr Dept. is needed,
Therefore there will be spot checking immediately. Help
for the coming season is adequate.

Mr. Craft will check with the custodian to ascertain
if he has any problems.
Time of Lib. Board meeting will be changed back
to the second Tues. of each month.

Arnette W. Peterson

Secy-

October 1964

Cedar City Public Library Board met in the Library Oct. 13 - 1964 with the following present: Chairman Fern Amund, Claudia Forsyth, Alice Draitwaite, Hazel Cooley, George Craft and Beider Lewis and Elene Jensen. Mrs. Jensen presented current bills. Said bills were approved by motion of Mr. Cooley, 2nd by Mrs. Forsyth and the Secy. was authorized to pay them.

Mrs. Jensen reported that she had received the letter from the City manager confirming the budget as set up by the Library Board.

The Library doors are open each morning at 9 o'clock and each employee is to be on time. The Board reviewed the time schedule and found the rule was not adhered to altogether. All personnel are to be on time and Mrs. Jensen will work to that goal. Moving of the main Library desk will be a problem but, no doubt, can be worked out.

The custodian is proving satisfactory - occasionally books are given to the library following the decease of older persons. Most often these books are of little value, as has been the case recently. However, books of value are always acceptable.

Rocks that are shelved in the Rare Book Room should be classified and duplicates could be given to the grade schools to keep children in their study of different rock formations.

meeting adjourned

Cornette W. Peterson - Secy. Treas.

November 1964

Cedar City Public Library Board met in the Library
Nov. 10th 1964 at 7:30 P.M. with the following present:
Chairman, Fern Amend; Claudia Forsyth, Alice Breithwaite,
Hazen Cooley, George Croft, Belden Lewis and Elean Jenson, Libr.

Minutes were read and with one correction, were
approved. Mrs. Jenson presented current bills and by
motion of Mr. Cooley - seconded by Mr. Lewis, the Secy was
authorized to pay them.

Some vandalism has taken place recently in the rest
rooms and adjoining hall. Also someone scratched one
of the Library tables with a ballpoint pen. Mr. Lewis will
saw off the inscription and repair the damage, if possible.
After some discussion it was decided to keep rest rooms
locked for awhile, at least.

Again the suggestion of moving the Sen. Lib. desk was
discussed. The Board members viewed the situation and will
make further recommendations.

In case students act unruly, parents are to be notified.
Mrs. Jenson will see that some fireplace wood is available
for the fireplace.

The Book Week display in the foyer is attractive. Students
who come to the library to study should observe Lib. rules,
namely, keep quiet and not disturb other patrons.

Magazine circulation problems are improving. Patrons
(County) who live in outlying areas are given more time
in which to return books. Bookmobile and teachers in
our schools are supplying Bergh schools with needed books.

In as much as the Library is quiet the day after Thanks-
giving, the Board granted Friday 27th, a day of grace
for Lib. personnel. Meeting adjourned.

Annette W. Peterson - Secy - Treas.

December 8th 1964

Cedar City Public Library Board met in the Library Dec. 8th 1964 with the following present: Chairman, Fern Amund, Alice Braithwaite, Belden Lewis, George Croft, Hazel Cooley and Head Libr. Elene Jensen.

Minutes of last meeting were read and by motion of Mr. Lewis, seconded by Mrs. Braithwaite, were approved.

Vandalism has again taken place in the Rest Rooms and hall. The problem may be better controlled if the Rest Rooms are kept locked until 6 P.M. It seems that children coming home from school by way of the Lib. may be the offenders.

Mrs. Jensen presented current bills. The fact that light globes are having to be replaced so often poses a problem. Mr. Cooley will check on the College plan of buying on State Contract and will advise Mr. Croft on his findings. The motion was made by Mr. Cooley, 2nd by Mrs. Lewis.

Street parking in front of the Library also poses a traffic problem. Mrs. Jensen will call the Telephone Co. regarding telephone personell parking on Lib. side of the Street. "No Parking" signs would perhaps control time of car stops. Mrs. Braithwaite will check with the Jr. Dept. in regards to

the children's Christmas program.

An order will be placed for purchase of wood for the fireplace. By motion of Mr. Cooley, 2nd by Mr. Croft, Mrs. Amund. was authorized to write to the Co. Commissioners asking that the Library budget be increased \$2,000.00 to take care of a salary increase and additional costs.

A second motion was made by Mr. Cooley that the above motion be postponed until after the budget and mill levy are decided upon. This motion was 2nd by Mr. Lewis.

Table tops in main Lib. are cracking. Mr. Cooley advised that Mrs. Jensen write again to Idaho School Supply in regards to repair or replacement of table tops and price of same.

meeting adjourned.

Annette W. Peterson
Secy - Treas.