

Regular Meeting of the Library Board

June 27, 1930

Present: Messrs Shade, Allen, Lorenz, Bachman, Lewis, Mrs. Gastman and Mrs. Vincent.

In the absence of the president, Mr. Shade acted as chairman.

The minutes of the last meeting, also those of the special meeting with the Mayor, April 29, and the called meeting of May 13, to hear the yearly report, were read and approved.

The librarian's report was read, on motion approved and ordered place on file.

On motion, the new books recommended by the Book committee were ordered purchased.

Bills to the amount of \$2,662.50 were approved by the Finance committee and ordered paid.

On motion, adjourned.

Mabel A. Wayne

Acting secretary.

Regular Meeting of the Library Board

July 25, 1930

Present: Messrs. Hardy, Shade, Allen, Mrs. Vincent and Mrs. Evans.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

On motion, the new books recommended by the Book committee were ordered purchased.

The matter of settling for the loss of books in the school collection was called to the attention of the Board. When the collection was started there was an unwritten agreement that the Library would furnish the new books, repair and replace all damaged and worn out books, distributing them at the beginning of each year to the various schools in outlying districts. Each principal was to be responsible for the circulation in her own school, and the School Board responsible for the loss of all books. The Library has tried to live up to the agreement, but the School Board has failed to do so. A small minority of books lost have been paid for by those teachers or principals who were most enthusiastic about value received. Others have assumed no responsibility.

Bills have been sent each year to the Superintendent of Schools who has made an effort to have each principal secure the money, either from the borrower or the Parent-Teachers Association, but the result has not been satisfactory. It seems a very poor business arrangement to have no one definitely responsible, and the request was made that the Library be allowed to assume the loss, which is never a great amount, as it does the loss of other books in the library system.

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There was some question as to the advisability of this plan and Mrs. Evans who is ~~regional~~<sup>district</sup> director of the Parent Teachers Assn. asked to be allowed to present the matter clearly and forcibly to the general P. T. A. , and urge that ~~the~~ organization in each school settle for its own loss. On motion Mrs. Evans' offer of help was accepted with the understanding that all loss up to the present time be assumed by the Library Board.

Mention was made of a letter requesting all trustees and members of the library staff to become members of the Illinois Library Association.

It was decided to purchase ten copies of the history to be issued by the Decatur and Macon County Centennial Association.

Mention was made of Miss Dill's return from the hospital and the improvement in her health. Mr. Hardy spoke of Miss Florence Love's beautiful and interesting new library building which has just been dedicated at Faribault, Minnesota.

Bills to the amount of \$3,334.73 were approved by the Finance committee and ordered paid.

On motion, adjourned.

Mabel A. Wayne

Acting secretary.



Regular Meeting of the Library Board

August 29, 1930

Present: Messrs. Hardy, Shade, Allen, Lorenz, Mrs. Gastman, Mrs. Vincent and Mrs. Evans. Miss Dill, who because of illness, had not met with the Board since July 1929, was also present.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Mrs. Evans reported that she had already consulted with some of the teachers and principals in regard to greater care of the books in the school collection in order to reduce the loss of books each year. She will also bring the matter before the meeting of the Council of the Parents and Teachers, September 9, and will write letters to the principals of the various schools, to be presented at the next meeting of their Parent-Teacher Associations.

The condition of the driveway at the rear of the library was brought to the attention of the Board. It was decided to ask Mr. Morgan O'Brien, the city engineer, to give his opinion as to the advisability of resurfacing the old concrete with asphalt, and to give us an estimate as to the probable cost. Birt & Driscoll will have their asphalt plant in operation early in September and it was thought best to have the driveway repaired at that time if the asphalt covering was to be used.

Mention was made of a letter from the Beaumanoir Commandery requesting the library to cooperate in the plans for decorating the city during the state conclave to be held in Decatur September 6-8. The matter was left in the hands of the librarian.



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On motion, the new books recommended by the Book committee were ordered purchased.

Bills to the amount of \$3,398.81 were approved by the Finance committee and ordered paid.

On motion, adjourned.

*Mabel A. Wayne*

Acting secretary.

Regular Meeting of the Library Board

September, 26, 1930

Present: Messrs. Hardy, Lorenz, Bachman, Mrs. Evans and Mrs. Vincent.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

It was reported that the driveway had been repaired with an asphalt top, the work being done by Birt & Driscoll for \$200.00.

A copy of the letter sent by Mrs. Evans to the principals of the public schools having school libraries was read. She called attention to the loss of library books by school children and asked that the communication be read at the next meeting of the Parent-Teacher association.

The lack of interest and consequent drop in circulation in the library at the D. & M. C. Hospital, together with the loss of books, was discussed. Mr. Hardy was to write a letter to Mr. Hodge, the new superintendent, asking him to come to the library and talk the matter over with the librarian.

On Motion, the new books recommended were ordered purchased.

The annual meeting of the Illinois Library association, which is to be held in Moline October 15-17, was mentioned, and Board members invited to attend. Several members of the staff were to drive there.

Bills amounting to \$3,086.28 were approved by the Finance committee and ordered paid.

On motion, adjourned.

*Minnie A. Dill*

Secretary.

ILLINOIS CONGRESS OF PARENTS AND TEACHERS

September 6, 1930.

Dear Principal:

AS a member of the Board of our Public Library, I have been requested to call your attention to the large number of Library books that are lost by our school children.

It is no little task for the Library Staff to take books from the Library to the different schools.

It is a privilege accorded to our children, and should be treated as such. With privileges come responsibilities. Every child should be fully aware of the responsibility placed upon him when he takes books from the Library.

Will you please have this communication read at your next meeting of your Parent-Teacher Association.

Yours truly,

Mrs. John W. Evans, District Director #9.



Regular Meeting of the Library Board

October 31, 1930

Present: Messrs. Hardy, Shade, Bachman, Lorenz, .  
Mrs. Gastman, Mrs. Vincent and Mrs Evans.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

A comparison of the light bills for a period of several months with the corresponding time last year shows an increase this year.

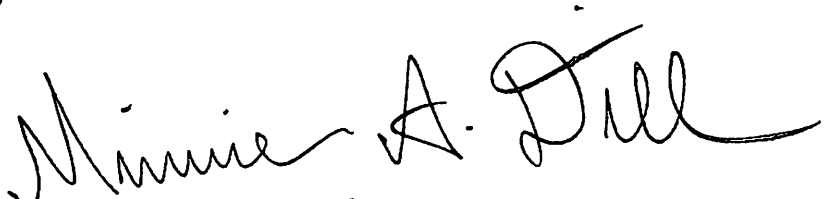
The list of periodicals for 1931 was presented together with the bids of two firms: the Mayfair Agency of New York, for \$602.00 and the Hanson-Bennett Agency of Chicago for \$611.00. On motion, the contract for the year's subscription was given to the latter company, as their service had been most satisfactory in past years.

On motion, the new books recommended by the Book committee were ordered purchased.

By a unanimous vote, the librarian's leave was to be extended for a sojourn in California during the cold weather, her salary to be \$200 a month and Miss Wayne to have \$215 a month until Miss Dill's return.

On motion, bills to the amount of \$3,130.81 were approved by the Finance committee and ordered paid.

On motion, adjourned.

  
Secretary.

Regular Meeting of the Library Board

November 28, 1930

Present: Messrs. Hardy, Shade, Allen, Bachman,  
Mrs. Gastman, Mrs. Vincent, and Mrs. Evans.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved  
and ordered placed on file.

Mention was made of Book Week which was observed  
November 17-22. A collection of children's books, both new and  
old standard books, was displayed in the Board room. The last  
day a play, "Story Terrace", was presented under the direction of  
Miss MacLeod, the children's librarian, in which about twelve  
children took part. There were two performances of the play,  
which was given in the children's room with an audience of about  
250, -- some being adults. Miss MacLeod gave talks on children's  
books at the John's Hill Junior high school and the Mary W. French  
school during the week.

The Bookmobile visited the library November 21. It is  
used for the demonstration, display and sale of working tools of  
libraries and book stores, such as reference books, indexes, and  
supplies, and is sent over the country by publishing firms and  
supply houses. It has been two years on the road and it will take  
another year to cover all the places in the United States.

It was reported that the city auditor had examined the  
library's financial records and found them correct.

Mr. Hodge, superintendent of the Decatur and Macon  
County hospital, came in and discussed with the librarian and  
assistant, the library operated at the hospital by the public

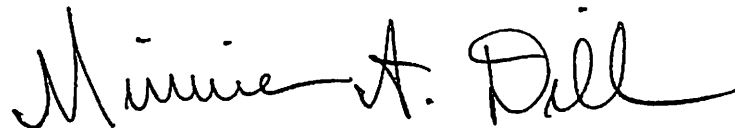
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library. A few suggestions were made and one may be tried out to see if practical.

On motion, new books recommended by the Book committee were ordered purchased.

On motion bills to the amount of \$3,927.69 were approved by the Finance committee and ordered paid.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is centered on the page.

Secretary.



Regular Meeting of the Library Board

December 26, 1930

Present: Messrs. Shade, Lorenz, Allen, Mrs. Gastman, Mrs. Vincent, and Mrs. Evans.

In the absence of Mr. Hardy Mr. Shade presided.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

There was no list of new books as the replacements would take all of the next month's allowance for books.

On motion bills to the amount of \$3,359.85 were approved by the Finance committee and ordered paid. In the absence of a second member of the Finance committee Mrs. Vincent was appointed to sign the vouchers.

On motion, adjourned.

*Minnie A. Dill*

Acting Secretary.

Regular Meeting of the Library Board

January 30, 1931

Present: Messrs. Hardy, Shade, Mrs. Gastman and Mrs. Vincent.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

On motion, new books recommended by the Book committee were ordered purchased.

Regrets on the passing of Mr. Guy Lewis were expressed and the resolutions herewith appended, were presented and adopted.

The matter of taking out a sustaining membership of \$100 a year in the American Library Association was presented. This membership was requested to aid in securing the \$20,000 still necessary for the Association to qualify for a million dollar endowment from the Carnegie Corporation. The secretary was instructed to notify the Association that the membership fee was considered too expensive for our library to undertake.

Bills to the amount of \$3,034.58 were approved by the Finance Committee and ordered paid. In the absence of a second member of the Finance committee Mrs. Vincent was appointed to sign the vouchers.

On motion, adjourned.

*Mabel A. Wayne*

Acting librarian.

Resolutions.

Guy P. Lewis died suddenly at his desk Wednesday, Jan. 14, 1931.

Mr. Lewis was serving his second term as a member of the board of the Decatur public library, having first been appointed in 1927.

While business duties necessitated his absence from many of the meetings of the board, Mr. Lewis brought to his library work intelligent and sympathetic interest and both the board and librarian found his advice on financial matters helpful.

Mr. Lewis' fellow trustees desire in these words to record their appreciation of his services, their satisfaction at the pleasant association with him, and their sincere regret at his untimely death.

They further desire that this resolution be spread upon the minutes and that a copy be supplied to Mr. Lewis' family.

Adopted by the Board of Trustees, Decatur  
Public Library, January 30, 1931.

By

*W. Hardy*  
President

*Mabel A. Wayne*  
Acting Secretary



Regular Meeting of the Library Board

February 27, 1931

Present: Messrs. Hardy, Shade, Bachman, Allen,  
Lorenz, Mrs. Gastman, and Mrs. Vincent.

Minutes of the last meeting were read and approved.

Librarian's report was read, on motion approved, and  
ordered placed on file.

On motion, the new books recommended by the Book  
committee were ordered purchased.

Mr. Allen raised the question of the tax levy for the  
coming year, wondering whether it could be increased sufficiently  
to maintain the library, with the valuation of property steadily  
decreasing. The present tax is ~~1~~<sup>.98</sup> mill, while the law permits  
1 2/10 mills. It was decided to take no action until something  
definite is known about the assessed valuation of the city.

Mr. Hardy said Mayor Smith wished suggestions in regard  
to an appointee to fill the vacancy on the Board, caused by the  
death of Mr. Guy P. Lewis. Several suggestions as to types of  
persons were made, but no names mentioned.

The poor quality of light furnished to the library by the  
city was mentioned and Mr. Lorenz was asked to consult with  
Commissioner E. V. Smith once again, to see if it would not be  
possible to make some improvement.

Bills to the amount of \$3,485.62 were approved by the  
Finance Committee and ordered paid.

On motion, adjourned.

Mabel A. Wayne

Acting Secretary.

Regular Meeting of the Library Board

March 27, 1931

Present: Messrs. Hardy, Shade, Allen, Lorenz, Bachman,  
and Mrs. Eastman, Mrs. Vincent, and Mrs. Evans.

Minutes of the last meeting were read and approved.

Librarian's report was read, on motion approved, and  
ordered placed on file.

On motion, the new books recommended by the Book committee  
were ordered purchased.

Mr. Lorenz reported that he had not yet had an opportunity  
to consult with Commissioner E. V. Smith about better lighting for  
the library.

An estimate of the cost of restoring the lawn to proper  
condition after last season's drought, was presented and it was  
decided to have the work done at once.

The need for redecorating the walls and ceilings of the  
library was presented, but it was decided to do nothing in the  
matter until the roof is repaired. The janitors are to examine the  
roof carefully and report all leaks, and Mr. Lorenz is to look after  
having the repairs made.

Bills to the amount of \$2,875.25 were approved by the  
Finance committee and ordered paid.

On motion, adjourned.

*Mabel A. Wayne*

Acting secretary.

Regular Meeting of the Library Board

April 24, 1931

Present: Messrs. Hardy, Shade, Allen, Bachman,  
Mrs. Gastman and Mrs. Evans.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved,  
and ordered placed on file.

It was reported that W. E. Ramsey had examined the  
library roof and repaired the present leaks, and that he will  
make a more thorough examination later and report recommendations.

On motion, Miss Clara Baker was granted a six months  
leave of absence without pay.

On motion, the new books recommended by the Book  
Committee were ordered purchased.

Bills to the amount of \$3,064.02 were approved by the  
Finance committee and ordered paid.

On motion, adjourned.

*Margaret Hogle*

Acting secretary.

Called Meeting of the Library Board

May 12, 1931

Present: Messrs. Hardy, Shade, Lorenz and Mrs. Gastman, Mrs. Vincent and Mrs. Evans.

The meeting was called for the purpose of hearing the fifty-sixth annual report, for the year ending April 30, 1931. The librarian's report for April was not read as it was incorporated in the annual report. The annual report was not read, Mr. Hardy referring only to each department, in a general way, and to the work accomplished, occasionally reading a few statistics.

On motion, the report was accepted and ordered placed on file.

There will be no regular meeting in May, but the Finance committee will meet to approve <sup>bills</sup> and sign the vouchers.

On motion, adjourned.

Mabel A. Wayne

Acting secretary.

Regular Meeting of the Library Board

June 26, 1931

Present: Messrs. Hardy, Shade, Allen, Bachman,  
Mrs. Vincent, and Mrs. Evans.

Minutes of the called meeting of May 12 to hear the annual report, were read and approved. There was no regular meeting in May, but the Finance committee met May 29 to pass the bills.

The librarian's report was read, on motion approved, and ordered placed on file.

There was a discussion of the city's financial condition, and the library's finances in particular. It was stated that the library appropriation for 1931-32 in the city budget was \$39,000.00, - a reduction of \$1,000.00 from last year. This was the amount accepted by the president and chairman of the Finance committee of the Library Board, when in consultation with Commissioner Rugh.

Mr. Allen suggested a further reduction as a gesture on the part of the Board to <sup>encourage reduction of taxes</sup> ~~contribute a little more to the~~ city.

Mrs. Evans made a motion that the \$39,000.00 specified in the budget be accepted. Four members voted in favor of the motion, Mr. Allen against, and Mr. Hardy did not vote.

On motion, a short list of new books recommended by the Book Committee was ordered purchased.

Miss Jane Hamand donor of the Lincoln Collection who was in Decatur for a week adding more items to the collection, was presented to the Board and said a few words.



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Bills to the amount of \$2,799.36 were approved by the Finance Committee and ordered paid.

On motion, adjourned.

*Minnie A. Dill*

Secretary.

Regular Meeting of the Library Board

July 31, 1931

Present: Messrs. Shade, Allen, Bachman, Mrs. Gastman  
Mrs. Vincent, Mrs. Evans and Mrs. Lewis.

In the absence of the president, Mr. Allen opened the meeting, and later turned the chair over to Mr. Shade when he arrived.

Minutes of the last meeting were read, and with a correction, approved.

The librarian's report was read, on motion approved and ordered placed on file.

It was mentioned that Mrs. Gastman, Mrs. Vincent, and Mr. Lorenz had been reappointed on the Board for the usual term of three years, and that Mrs. Lewis, a new member, <sup>was present</sup> for the first time. She fills out the unexpired term of her husband, Mr. Guy P. Lewis, whose death occurred in January.

As is customary in July the election took place resulting in the unanimous reelection of the present officers: Mr. Hardy as president, and Miss Dill as secretary.

City heat rates were discussed, and Mr. Shade and Mrs. Vincent were to attend a meeting in the City Hall, August 5, where the I. P. L. and users were to discuss the reduction of heat rates.

It was reported that the library was entered the night of July 17, the thief breaking a window in the basement stack. No other damage was done; a little change was taken from a purse left here. A new glass was put in but the plastering near was

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badly broken; in fact most of the plastering in the stack is in bad condition. The concrete steps at the entrance to the grounds were also in need of repair. These repairs were referred to the Building and Grounds committee.

On motion, the new books recommended by the Book committee were ordered purchased.

Bills to the amount of \$3,112.68 were passed by the Finance committee and ordered paid.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in black ink and is positioned above the printed name of the Secretary.

Secretary.

Regular Meeting of the Library Board

August 28, 1931

Present: Messrs Hardy, Shade, Allen, Lorenz, Bachman, Mrs. Gastman, Mrs. Vincent, Mrs. Evans and Mrs. Lewis.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved, and ordered placed on file.

Mr. Hardy, who was reelected president during his absence in the East, acknowledged the honor and named his committees.

On motion, the plastering repair work in the stacks was given to J. J. Swartz, and the bid on painting the walls and varnishing the woodwork in the staff room was given to J. M. Strouse,- both were considerably lower than the other bidders. Mr. Hardy recommended that Mr. Swartz present an estimate on repairing the steel window guards in the basement windows, as these are in bad condition.

Copies of the budget were distributed, discussed and on motion, adopted.

On motion, the new books recommended by the Book committee were ordered purchased.

The librarian reported the plan of the girls to beautify the staff room and make it more comfortable. Each member of the staff was assessed one dollar and a committee was appointed to purchase materials. The furniture was painted red and black, the screens recovered, and new curtains and pillows made of gay cretonne. A visit to the extension room to see the results of this work was made by the Board, at the conclusion of the meeting.

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Bills to the amount of \$3,418.09 were passed by the Finance committee and ordered paid.

On motion, adjourned.

*Minnie A. Dill*

**Secretary.**



Regular Meeting of The Library Board

September 25, 1931

Present: Messrs. Shade, Lorenz, Bachman, Mrs. Gastman, Mrs. Vincent, Mrs. Evans and Mrs. Lewis.

In the absence of the president, Mr. Shade acted as chairman.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

It was reported that the redecorating and furnishing of the staff room, which was undertaken by the staff with the consent and material assistance of the Board, was completed. The Board gave a vote of appreciation to the librarian and staff for the work accomplished and, on motion, assumed the bill for the dishes which had been purchased by the librarian.

A change in the assistant janitor was reported, - J. M. Strouse taking the place of S. B. Sutton.

A copy of the circular letter sent by the children's librarian to each teacher in the elementary schools, was read. This cordial personal invitation to use the library has resulted in many teachers bringing whole classes and many children becoming borrowers for the first time.

The question of resuming Sunday afternoon opening of the reading and reference rooms from October to April, was brought up. The librarian stated that the average attendance in previous years had been hardly commensurate with the cost of keeping the building open: heat, light and assistant in charge. The Board considered the need of reduction in all departments because of a decrease in appropriation, and voted not to open the library on Sundays.

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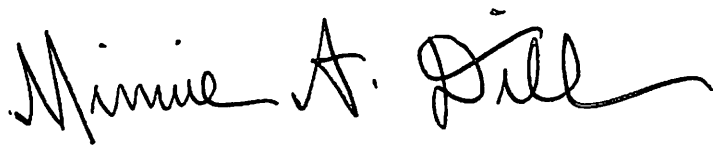
The bid from J. J. Swartz, for repairing and painting all steel window guards in basement windows, was read and referred to the Building and Grounds Committee.

On motion, the new books recommended by the Book committee, were ordered purchased.

An invitation was extended to the Board to attend the annual meeting of the Illinois Library Association in Peoria, October 21-23,- the luncheon and meeting of the Trustees was to be held Wednesday, the 21st. Members of the staff expected to drive over on the first and second days; the librarian to remain the entire time.

Bills to the amount of \$2,792.75 were passed by the Finance committee and ordered paid.

On motion, adjourned to see the newly decorated staff room, where cider and doughnuts were served by the library assistants.

A handwritten signature in cursive script that reads "Minnie A. Hill". The signature is written in dark ink and is positioned above the typed name.

Secretary.

Regular Meeting of the Library Board  
30 October, 1931

Present: Messrs. Hardy, Shade, Bachman, Mrs. Gastman, Mrs. Vincent, Mrs. Evans and Mrs. Lewis.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Corporation counsel Cary and Commissioner Rugh appeared before the Board and instructed what to expect in the library's finances for the rest of the year. The library can check on 75% of its fund and will come through all right but there might be one month when there would be no money until the taxes came in. The share of uncollected taxes will probably be more than last year.

Unfinished business,- The chairman of the Building and grounds committee received two bids for replacing the concrete steps at the Main street entrance to the grounds, and the contract was given to William Musselman, the lowest bidder, for \$105.00, after Board members were called up to approve. The work was completed in October.

Two bids were received for the periodical subscription list for 1932: the Mayfair Agency of New York, for \$549.00, and the Hanson-Bennett Agency of Chicago, for \$551.40. On motion, the contract was given to the latter company, as their service has been most satisfactory in past years.

On motion, the new books recommended by the Book committee were ordered purchased.

A brief report was made of the meeting of the Illinois Library Association in Peoria, October 21-23, which was attended by the librarian and eleven of the staff.

Minutes of the Library Board  
October 30, 1931

It was mentioned that International Book Week would be observed November 15-21.

A note from Miss Clara Baker was read expressing her appreciation to the Board for the five months' leave-of-absence granted her, for a course she was taking in Boston. She would return to her duties here, November 2.

Bills to the amount of \$3,015.97 were passed by The Finance committee and ordered paid.

On motion, adjourned.

Secretary.

...increase in circu-  
...the branch was  
...used by Mr. Shae,  
...this branch  
...service at the  
...by the Book committee  
...station which was in the  
...and Cantrell streets. 1st  
...Span. Sh. Inn.  
...\$2,500.33 were passed by the Finance



Regular Meeting of the Library Board

November 27, 1931

Present: Messrs. Shade, Lorenz, Bachman, Allen, Mrs. Gastman, and Mrs. Evans.

In the absence of the president, Mr. Shade presided.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved, and ordered placed in file.

Unfinished business,- Mr. Lorenz, chairman of the Building and grounds committee, reported on the repairing of the steel window guards in the basement, stating that the estimate on this work by Mr. Swartz did not include new guards but just painting and minor repairs. He thought all guards were rusted out and should be replaced when finances were in better shape. On motion the subject was tabled for the present.

There was much comment on the general increase in circulation, and special mention of the way the East End branch was carrying on and only open afternoons. It was moved by Mr. Shade, seconded by Mrs. Evans and voted unanimously to keep this branch open one evening each week, and reduce the evening service at the Evans branch to two.

On motion, the new books recommended by the Book committee were ordered purchased.

It was reported that the deposit station which was in the grocery store at the corner of Jasper and Cantrell streets, had been moved across the street to the Spanish Inn.

Bills to the amount of \$3,562.33 were passed by the Finance committee and ordered paid.

On motion, adjourned

*Minnie A. Dill*

Secretary.

Regular meeting of the Library Board

December 23, 1931

Present: Messrs Hardy, Shade, Allen, Bachman, Mrs. Gastman, Mrs. Vincent, Mrs. Evans and Mrs. Lewis.

Minutes of the last meeting were read and approved.

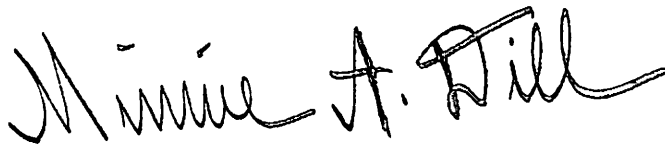
The librarian's report was read, on motion approved, and ordered placed on file.

The financial condition was discussed and it was stated that there might be a further reduction in the library appropriation next year. A thorough analysis of the situation must be made. It was suggested that Mrs. Taylor might lower the rent for the East End branch room, and the secretary was instructed to see her.

No list of new books was presented as the replacements needed would take this month's portion of the book budget.

Bills to the amount of \$3,523.56 were passed by the Finance committee and ordered paid.

On motion, adjourned

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned above the typed name of the secretary.

Secretary.

Regular Meeting of the Library Board

January 29, 1932

Present: Messrs. Hardy, Shade, Allen, Mrs. Gastman, Mrs. Vincent and Mrs. Evans.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion, approved and ordered placed on file.

Unfinished business: The secretary reported that Mrs. Taylor <sup>said</sup> she could not reduce the rent for the building occupied by the East End branch. Mr. Hardy reported that the work of the library was presented to the Rotary club at its luncheon, January 11, by the librarian and five members of the staff, and that he thought it was put across in a creditable manner.

Mention was also made of a tour of the reference department made by Miss Henebry, librarian at the Herald and Review, and himself under Miss Wayne's guidance, and the revelation of the wealth of material the library contains. Mr. Allen suggested that a course in the use of the library for adults might be given.

A letter from Miss Price, superintendent of the Library Extension <sup>Division</sup> of the State Library, was read asking that our library conduct open meetings for the discussion of books on current economic questions and world affairs by the patrons, the idea being to put constructive thought before as many people as possible. On motion, it was decided to have an open meeting for educational purposes in the children's room one evening a week, and to ask people who are familiar with certain subjects and books to lead, the details being left to the president and secretary.

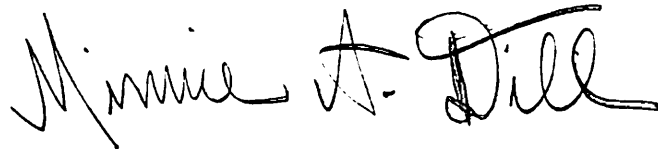
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On motion the new books recommended by the Book committee were ordered purchased.

Mr. Hardy spoke at length on the financial situation in Decatur, and wants the library to reduce expenditures to the limit. He asked to have a reduction schedule presented by the librarian and assistant, at the February meeting.

Bills to the amount of \$2758.52 were passed by the Finance committee and ordered paid.

On motion, adjourned

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned centrally on the page.

Secretary.

Regular Meeting of the Library Board

February 26, 1932

Present Messrs Hardy, Shade, Lorenz, Allen, Bachman, Mrs. Gastman, Mrs. Vincent, Mrs. Evans and Mrs. Lewis.

As Mr. Allen had to leave early the presentation of the reduced budget for 1932-1933 was discussed first; a copy of this was before each member. The secretary read it and mentioned the items giving reasons for keeping some amounts the same as the previous year. A general discussion followed. It was voted to hold over and consider for thirty or sixty days.

The librarian's report was read, on motion approved and ordered placed on file.

The minutes of the last meeting were accepted unread.

There was no list of new books presented.

Bills to the amount of \$3,062.30 were passed by the Finance committee and ordered paid.

On motion, adjourned

*Minna A. Dill*

Secretary.

Regular Meeting of the Library Board  
March 25, 1932

Present: Messrs. Hardy, Shade, Allen, Bachman, Mrs. Gastman, Mrs. Vincent, Mrs. Evans, and Mrs. Lewis. Miss Wayne, financial secretary, also was present to discuss the budget.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved, and ordered placed on file.

A second reduced budget for 1932-1933 was presented and discussed. The recommendations included the closing of the East End branch, discontinuing of the Oakland and Cantrell stations, and the library in the Decatur and Macon County hospital. The staff was to be reduced by dropping one full-time assistant and one part-time, and the salaries of all those making more than \$100.00 a month were to be cut. The book budget was cut \$1,000.00 and all other departments where possible.

On motion, all extension work was to be temporarily discontinued except the Evans Branch library and the deposit station at Staley's.

On motion, the reduction of the staff was left to the discretion of the librarian.

On motion, the question of redistribution of insurance to equalize the cost for each year was referred to Mr. Shade, to investigate and report.

As the amount in the bank for March and April bills is not sufficient, it was recommended that salaries and smaller bills for March be paid and the rest be held. On motion, this was to be done. The secretary was to see Mr. Abbott, of the I. P. L., and ask him to carry the library until funds come in.

Mr. Hardy asked the Finance committee to meet with him, the librarian and assistant librarian before the next regular meeting, to consider further the reduced budget.

There was no list of new books presented.

Bills to the amount of \$2,277.93 were passed by the Finance committee and ordered paid.

On motion, adjourned.

Minnie A. P. Hill  
Secretary.



Regular Meeting of the Library Board

April 29, 1932

Present: Messrs. Shade, Allen, Lorenz, Bachman, Mrs. Gastman, Mrs. Vincent, and Mrs. Evans.

In the absence of the president Mr. Shade presided. Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved, and ordered placed on file.

Unfinished business: The Finance committee met April 15, when a plan of distributing the insurance was presented by Mr. Shade, and a further reduction of the budget agreed upon.

These were recommended to the Board. The insurance was to be rearranged so that one-third of the total of \$51,000.00 expired each year would provide for \$17,000.00 expiring each year. This year the policies would be for one, two, and three years. After 1932 all insurance was to be renewed for a term of three years, which would bring the annual cost down to \$189.10 on the Main library and contents.

On motion, Mr. Shade's report was accepted. He was to make a further report on tornado insurance.

The budget recommended by the Finance committee asked the Council for \$36,000.00, and that we budget the expenditure of \$31,000.00. On motion, this was accepted.

There was no list of new books presented.

It was reported that the librarian and assistant-librarian were injured in an automobile accident on April

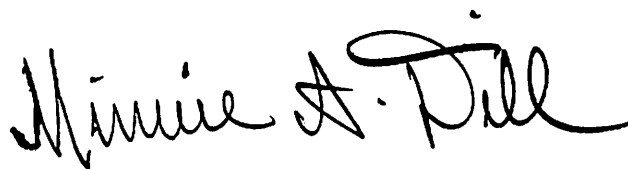
25. Miss Dill was bruised and Miss Wayne had a bone broken in her right knee.

April 29, 1932 ----- 2

It was also reported that the library was entered by burglars on the night of the 22nd when the safe was thrown over and the door damaged but not opened; and again on the night of the 25th when desks and shelves in the offices were found in confusion. Nothing was taken either time, as far as could be known.

Bills to the amount of \$3,155.08 were passed by the Finance committee and ordered paid.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in black ink and is positioned above the printed name.

Secretary.

MINUTES  
OF  
LIBRARY BOARD MEETINGS  
MAY, 1932 -

Called Meeting of the Library Board

May 13, 1932

Present: Mr. Hardy, Mrs. Gastman, Mrs. Vincent, Mrs. Evans, and Mrs. Lewis.

The meeting was called for the purpose of hearing the fifty-seventh annual report, for the year ending April 30, 1932. The librarian's report for April was accepted without being read as it was incorporated in the annual report. Portions of the annual report were read by Mr. Hardy and, on motion, it was accepted and ordered placed on file.

On motion, letters were to be sent to the lawyers of the city reminding them that the library can receive gifts and asking them to mention it to clients who may ask their advice as to bequests.

On motion, the librarian was authorized to order a list of books before the next regular meeting.

There will be no regular meeting in May, but the Finance committee will meet to approve the bills and sign the vouchers, and the president will sign the checks.

On motion, adjourned.

Clara M. Baker,

Secretary pro tem.

Regular Meeting of the Library Board

June 24, 1932

Present: Messrs. Hardy, Shade, Allen, Lorenz, Mrs. Vincent and Mrs. Lewis.

Minutes of the last regular meeting in April and of the called meeting in May were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Mr. Hardy suggested and Board agreed , to have meetings held in librarian's office this summer.

A letter from Miss Wayne was read, acknowledging flowers and plant sent by the Board when she was shut-in on account of injury in automobile accident.

There was no list of new books presented.

Bills to the amount of \$2,336.72 were passed by the Finance committee and ordered paid.

On motion, adjourned.

*Minnie A. Dill*

Secretary.

Regular Meeting of the Library Board

July 29, 1932

Present: Messrs. Hardy, Shade, Allen, Mrs Gastman, Mrs. Vincent, and Mrs. Evans.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved, and ordered placed on file.

It was mentioned that the Mayor had reappointed the following Board members: Mr. Hardy, Mr. Shade and Mrs. Evans.

Election followed, with the unanimous re-election of the present officers,- Mr. Hardy, president and Miss Dill, secretary.

Resolutions were passed expressing sympathy of the members of the Library Board, to Mr. Lorenz, in the loss of his wife, July 11. A copy was to be sent to Mr. Lorenz, and also spread upon the minutes.

On motion, \$10,000 more tornado insurance was to be taken out upon the main building and contents. The Evans branch was to have some tornado insurance also,- the amount being left to the librarian and Mr. Lewis Shade. Mr. Hardy recommended that part of the insurance be given to J. Sherman McClelland.

Mrs. Evans presented the matter of mutilation of books by school children and an example was shown. It was recommended that Mrs Evans and the librarian see Mr. Harris and ask his cooperation through the schools in the care of books.

On motion the new books recommended by the Book committee were ordered purchased.

Bills to the amount of \$2,507.73 were passed by the Finance committee and ordered paid.

On motion, adjourned.

*Minnie A. Dill*  
Secretary.

## Resolutions

Mrs. Rudolph Lorenz died Monday, July 11, 1932. The board of the Decatur public library desires to express the sympathy of the members to Mr. Lorenz, a faithful and efficient fellow member for whose services the community is indebted.

Accordingly the board desires that Mr. Lorenz know that his associates feel for him and his family in their loss, and further desires that these resolutions be spread upon the minutes of the board and that a copy be sent to Mr. Lorenz.

Adopted by the Board of Trustees,  
Decatur Public Library, this 29th  
day of July, 1932.



Regular Meeting of the Library Board

August 26, 1932

Present: Messrs. Shade, Bachman, Mrs. Gastman, Mrs. Vincent  
Mrs. Evans and Mrs. Lewis.

In the absence of Mr. Hardy, Mr. Shade presided.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and  
ordered placed on file.

Mr. Shade read the names on the committees for 1932-1933,  
which had been reappointed by the president, as they stood last year.

Mrs. Evans reported on the visit of herself and Miss Dill  
to Mr. Harris to ask his cooperation through the schools in the care  
of library books, calling his attention to the mutilation of books  
by pupils to make their required note-books. Mr. Harris agreed  
most heartily to take the matter up with his cabinet at their first  
meeting, also to send a letter to the teachers, or have a letter  
from the Library Board inserted in their bulletin. On motion  
the matter was left with the committee.

No list of new books was presented, owing to the doubtful  
condition of finances, nor has the list passed at the July meeting  
been ordered, owing to the uncertainty as to whether the banks will  
reduce the per cent allowed to be cashed on anticipation warrants.

Bills to the amount of \$2,379.54 were passed by the Finance  
committee and ordered paid.

On motion, adjourned.

*Minnie A. Dill*

Secretary.

Regular Meeting of the Library Board

September 30, 1932

Present: Messrs. Hardy, Shade, Mrs. Gastman, Mrs. Vincent and Mrs. Lewis.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Unfinished business: Mrs. Evans and Miss<sup>Dill,</sup> the committee reporting on the talk with Supt. Harris regarding the mutilation of library books by pupils, to make their note-books, decided it was not necessary to send a letter but to leave it with him to take up at a council meeting.

Library finances were discussed, and it was stated that neither the Commissioner of Finance nor the bank had been able to tell what per cent of its appropriation the library could count on. It was mentioned that the running expenses of the library were approximately \$1,000 less a month than in normal times, because no books are being purchased, salary budget has been cut almost 20% and a large part of the extension work has been discontinued. The Board went on record approving the policy of the librarian in not purchasing books until the state of finances was assured.

Bids were to be obtained on the periodical subscription list for 1933, and submitted at the October meeting.

Mention was made of Mr. W. J. Wayne's death and of his long and valued service as a former member and president of the Library Board.

No list of new books was presented. Bills to the amount of \$2,042.78 were passed by the Finance committee and ordered paid.

On motion, adjourned.

Minnie A. Dill Secretary.

Regular Meeting of the Library Board

October 28, 1932

Present: Messrs. Hardy, Allen, Mrs. Gastman, Mrs. Vincent, Mrs. Evans, and Mrs. Lewis.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Two bids for the periodical subscription list for 1933 were presented. The list had been reduced considerably over last year's, omitting the East End branch subscription entirely and making drastic cuts in the periodicals for the Main library. The number dropped totalled \$169.00. The firms bidding were the Mayfair Agency of New York, for \$420.00, and the Hanson-Bennett Magazine Agency of Chicago, for \$432.05. Owing to the uncertainty of the library's finances decision was postponed until the next meeting for placing the contract.

On motion, the skylight was to be repaired by the Ramsey Roofing Company.

Mention was made of the annual meeting of the Illinois Library Association in Springfield, October 26-28, which was attended by twelve of the staff. Miss Wayne was elected treasurer of the Association.

No list of new books was presented.

Finances were discussed. Nothing definite had been announced by the Finance Commissioner or the banks since the last meeting.

Bills to the amount of \$1,759.02 were passed by the Finance committee and ordered paid. Mr. Allen acted in the place of one of this Committee.

On motion, adjourned.

*Minnie A. Dill*

Secretary.

Regular Meeting Of the Library Board

November 25, 1932

Present: Messrs. Hardy, Shade, Bachman, Mrs. Gastman, Mrs. Vincent, Mrs. Evans and Mrs. Lewis.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion, approved and ordered placed on file.

Unfinished business: The bids for the periodicals for 1933 presented at the last meeting were read and, on motion, the contract was given to the Hanson-Bennett Magazine Agency for \$422.05.

Report was made of talks with Mr. McGaughey, of Millikin Bank, and Commissioner Rugh, in which assurance was given that the library could count on 65% on anticipation warrants, The library's proportion of uncollected taxes was still uncertain but was thought to be about \$4,500.

Book Week had been observed in the Children's department, November 14-19, and the exhibit was held over a week. It was well attended, and closed with a story hour.

Mention was made of the full page story on the library, "Surging stream of books" with pictures, in the Herald and Review Sunday, November 20. There had been many comments on it and some use of the list "Old books worth reading" by patrons.

The library was filled to overflowing following the Santa Claus parade, November 24, with men, women and children endeavoring to get books.

No new list of books was presented. Bills to the amount of \$1823.87 were passed by the Finance committee and ordered paid.

On motion, adjourned

Minnie A. Dill  
Secretary.

Regular Meeting of the Library Board

December 30, 1932

Present; Mr. Lorenz, Mrs. Gastman, Mrs Vincent, Mrs. Evans, and Mrs. Lewis. In the absence of the president Mr. Lorenz presided.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

It was reported that \$3,000 due from the library fund 1931-32, had been placed to the library account by Commissioner Rugh. He said there might be more after the settlement of the Fidelity & Deposit Co. for the Coffman shortage.

Mention was made that the library may have to pay for city water with other free water consumers, as the city council has ordered all these to install meters.

The midwinter library meeting held in Chicago, Dec.28-31 was attended by Mr. Hardy and Miss Wayne, who is treasurer of the Illinois Library Association.

Large posters had been placed in Relief headquarters inviting the unemployed to use the library.

Bills to the amount of \$2,798.89 were passed by the Finance committee and ordered paid.

On motion, adjourned.

*Minnie A. Dill*

Secretary.

Regular Meeting of the Library Board

January 27, 1933

Present: Mr. Allen, Mrs. Gastman, Mrs. Vincent and Mrs. Evans. In the absence of the president, Mr. Allen presided.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion, approved and ordered placed on file.

Attention was called to the condition of the retaining wall and columns at entrance of grounds. The Decatur Lumber Company made a price of \$79.00 for the repair work,- using Stuk-Rok. It was the general opinion that this work would have to be postponed.

Attention was called to the need of having window-panes all over the building, reputtied. On motion, the librarian was to have the most necessary ones attended to.

It was reported that a small order of new books had been received, including those passed at the meeting last July and a few later ones.

Bills to the amount of \$2,226.37 were passed by the Finance committee and ordered paid.

On motion, adjourned.

*Minnie A. Dill*

Secretary.

Regular Meeting of the Library Board

February 24, 1933

Present: Messrs. Hardy, Shade, Lorenz, Mrs. Gastman, Mrs. Vincent and Mrs. Evans.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

A letter from the Association for Progress through Libraries ~~was read, regarding~~ "Meeting the library crisis" by forming a citizens council ~~with~~ questionnaire and answers.

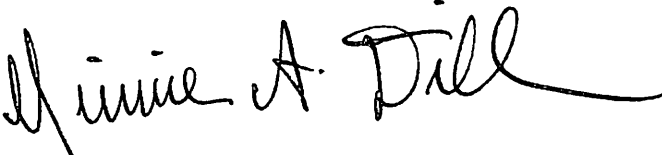
Mr. Hardy gave a report of the Trustees meeting he attended, at the mid-winter meeting of the A. L. A. in Chicago. He was not favorably impressed with many of the speeches made concerning library revenues under these critical economic conditions, but mentioned that of Mr. R. C. Platt of Highland Park, Illinois, as unusually fine.

Mention was made of the death of Miss Jane E. Hamand, donor of the Lincoln Memorial collection, which occurred on February 15, at her home in Schaller, Iowa. On motion, the president and secretary were to prepare resolutions for the next meeting.

On motion, the new books recommended by the Book committee were ordered purchased.

Bills to the amount of \$2,150.67 were passed by the Finance committee and ordered paid.

On motion, adjourned.



Secretary



Regular Meeting of the Library Board

March 31, 1933

Present: Messrs. Hardy, Allen, Bachman, Mrs. Vincent, Mrs. Evans and Mrs. Lewis. Mr. Hardy and Mr. Allen were obliged to leave early; Dr. Bachman took the chair for the rest of the meeting and signed the checks.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

A letter from Miss Price, regarding the sales tax and libraries, was read. She asks if the library directors will send in a protest and petition to have the law ammended during the present session of legislature to exempt tax supported libraries from increased cost. It was agreed to do this if the schools and other departments of municipal government did so.

The resolutions in memory of Miss Jane E. Hamand, read by Mr. Hardy, were approved by the board and ordered enrolled on the minutes.

No list of new books was presented.

Bills to the amount of \$2,174.17 were passed by the finance committee and ordered paid.

On motion, adjourned.

*Minnie A. Pille*

Secretary.

IN MEMORIAM

In recognition of a friend and benefactor of the Decatur public library the Board desires to recall the services of Miss Jane E. Hamand , who died in her home in Schaller, Iowa, February 15, 1933, aged 86 years.

In 1921 Miss Hamand presented to the library her collection of Lincolniana, gathered with love and patient care over a long period. It was her wish that this collection should repose in the community associated with Lincoln's youth and where her own girlhood had been passed. To this collection she added from time to time until at this writing it fills the room originally assigned to it, and a part of the hall adjoining.

Miss Hamand secured from the descendants of the Rutledge family the Kirkham grammar studied by Abraham Lincoln and Ann Rutledge, and this remained in the custodianship of the public library until by her wish it was sent in February, 1932 to the Library of Congress where it will remain permanently.

By her will Miss Hamand leaves to the library her collection of Lincoln books which she desired to have with her until her death. Miss Hamand continued to the end of her life an alert student whose keen mind drove her frail body tirelessly, a traveler and a philanthropist.

The board takes this method of recording its appreciation of this public spirited woman and her great contribution to the library and the community.

..... President  
..... Secretary

Approved by the board and ordered enrolled on the minutes March 31, 1933.

Regular Meeting of the Library Board

April 28, 1933

Present: Messrs. Hardy, Shade, Bachman, Allen,  
Mrs. Gastman, Mrs. Vincent and Mrs. Evans.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved  
and ordered placed on file.

It was reported that the windows were to be reput-  
tied and the frames painted, under the work relief plan.  
Two men will be used and J. M. Strouse, the assistant janitor  
will superintend the work. The library pays for the labor,  
after proper credentials are filled out, and is reimbursed by  
the Illinois Emergency Relief Commission (Federal) through the  
county relief committee. The library furnishes all the mater-  
ials and tools. The insurance carried on the employees of the  
library will cover these workmen, Mr. Lewis Shade assured  
Mr. Hardy.

On motion, F. J. Walter's bid of \$7.40, for replacing  
sides and top of buttresses at entrance to the grounds, with  
guaranteed cement <sup>stucco,</sup> was accepted.

Painting of the stack room walls under the work relief  
plan was discussed. This was left in the hands of the librarian  
and Building and grounds committee.

The budget for 1933-34 was read by Miss Wayne and after  
a slight discussion, the Board, on motion, requested the Coun-  
cil to ask for a levy of \$35,000,- a reduction of \$1,000 over  
last year.

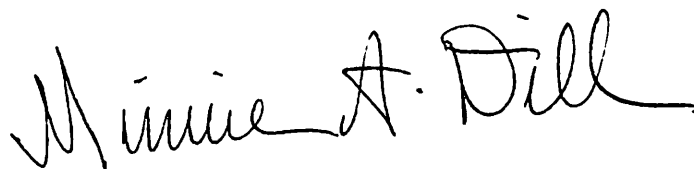
April 28, 1933 --- 2

On motion of Mrs. Evans, the Board commended the librarian and her assistants for the careful and economical way in which the library had been conducted in this year of depression.

No list of new books was presented.

Bills to the amount of \$2,150.78 were passed by the Finance committee and ordered paid.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned centrally on the page.

Secretary.

Called Meeting of the Library Board

May 12, 1933

Present: Messrs. Hardy, Bachman, Allen, Mrs. Gastman, Mrs. Vincent, Mrs. Evans, and Mrs. Lewis.

The meeting was called for the purpose of hearing the fifty-eighth annual report, for the year ending April 30, 1933. The librarian's report for April was accepted unread as it was incorporated in the annual report. Mr. Hardy, president of the Board, read his report and then the librarian's. On motion, the report was accepted and ordered placed on file. The president's report was signed by the members present, and absent ones were to sign the next day, after which these reports were sworn to and sent to the Mayor and Commissioners.

On display was a framed copy of the resolutions in memory of Miss Jane E. Hamand, which had been approved at the March meeting and enrolled in the minutes. This "In Memoriam", which is beautifully lettered on vellum by R. Shulke, a high school boy, is the gift of Mr. Hardy to the Lincoln room and will be placed below Miss Hamand's picture.

It was reported that the work relief on the windows would begin Monday. The supplies and tools had been purchased of Myer & Son, and Mr. Jo Myer would, without compensation, give occasional oversight to the work.

The usual custom of dispensing with the May meeting was mentioned, except that Finance Committee will meet to approve the bills and sign the vouchers, and the president will sign the checks.

On motion, adjourned.

  
Secretary.

Regular Meeting of the Library Board

June 30, 1933

Present: Mr. Hardy, Mrs. Gastman, Mrs. Vincent,  
Mrs. Evans and Mrs. Lewis.

Minutes of the last regular meeting in April and of  
the called meeting in May, were read and approved.

The librarian's report was read, on motion approved  
and ordered placed on file.

It was reported that all work on the windows done by  
work relief was finished and that the whole amount, \$93.94,  
paid by the library, had been refunded by the Illinois Emer-  
gency Relief Commission.

On motion, new books recommended by the Book committee  
were ordered purchased.

Mention was made that the Mayor had appointed the fol-  
lowing persons to serve as Board Members for three years:  
Edgar H. Allen, reappointed, Mrs. Ella<sup>M</sup><sub>A</sub> Miller and Webber Borchers,  
new members.

Bills to the amount of \$25<sup>12.58</sup>~~13.08~~ were passed by the Finance  
Committee and ordered paid.

On motion, adjourned.

*Minnie A. Dill*

Secretary.

Regular Meeting of the Library Board

July 28, 1933

Present: Messrs. Allen, Lorenz, Borchers, Mrs. Gastman, Mrs. Evans and Mrs. Miller. In the absence of the president, Mr. Allen presided. Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Finances were discussed, especially the present situation as to whether banks can continue to buy tax anticipation warrants, and it was uncertain until the day of this meeting (when the comptroller allowed the amount needed) whether or not the library would be able to pay this month's bills. The effect the N.R.A. would have on libraries was discussed and, on motion, Mr. Hardy and Miss Dill with others on the staff, were to find what could be done to work in harmony with this code.

No list of new books was presented. Copies of the latest issue of the "Statistics of Illinois Libraries" were distributed to members.

It was reported that the books, pamphlets and clippings on Lincoln, willed the Lincoln Memorial collection by Miss Hamand, had been received. At the close of the meeting some of the members went to the work room to see these books and others went to the catalog room to examine the new books which will ready for circulation the following Monday.

Bills to the amount of \$2,513.62 were passed by the Finance committee and ordered paid. In the absence of all members of this committee the president pro tem appointed Mrs. Evans and Mr. Borchers to act in that capacity.

On motion, adjourned.

*Minnie A. Dill*

Secretary.



Regular Meeting of the Library Board

August 25, 1933

Present: Mr. Borchers, Mrs. Vincent, Mrs. Evans and Mrs. Miller. In the absence of the president Mrs. Vincent presided.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

In regard to the N.R.A. as applied to libraries, information received from the American Library Association office in Chicago, stated that "The following groups of employment are not intended to be covered by the President's Re-employment Agreement: 1. Professional occupations; 2. Employees of Federal, State and local governments and other public institutions and agencies". The letter further stated that libraries which were wholly supported from tax funds and administered by publicly appointed boards are entirely exempt because they are government services.

A letter was read from the secretary of the Trustees' section of the A.L.A. to the president of the Library Board, stating that there would be a round table for trustees, October 20, in connection with the 55th Annual conference of the A.L.A., to be held in Chicago, October 16-21. The letter asked that a representative of the Board be present, also that library problems be sent in for discussion, by September 15.

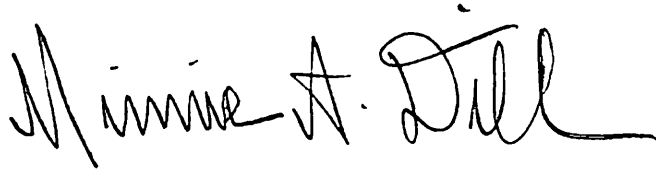
No list of new books was presented as a large replacement list was to ordered as soon as funds permitted.

Bills to the amount of \$1848.11 were passed by the Finance Committee and ordered paid. They had been read and signed by

August 25, 1933 --- 2

Mr. Shade, chairman, at his home. Mrs. Evans was appointed to act as the other member of this Committee for this meeting.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in black ink and is centered on the page.

Secretary.

Regular Meeting of the Library Board

September 29, 1933

Present: Mr. Allen, Mrs. Gastman, Mrs. Vincent, and Mrs. Evans. In the absence of the president Mr. Allen presided. Mr. Hardy, who was ill, had given his sanction to the passing of the bills. <sup>Minutes of the last meeting were read and approved.</sup> ~~The librarian's report was read, on motion approved and ordered placed on file.~~

The election of officers was again deferred because there was not a quorum.

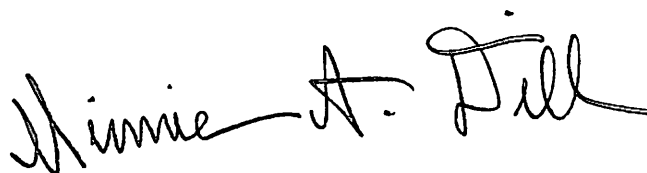
Mention was made ~~that~~ the 55th Annual Conference of the American Library Association would be held in Chicago, October 16-21. A letter from the secretary of the Trustees section to the president of the Library Board was read, inviting all members to the round table on October 20, when problems of library administration and policy will be discussed. The librarian and several of the staff will attend the various sessions during that week.

The question was presented and discussed as to whether it would be possible to enlarge the stack room if federal funds can be secured. On motion, the president and librarian were to consult Commissioner Rugh regarding the feasibility of the N.R.A. plan for the library.

No list of new books was presented.

Bills to the amount of \$2,006.34 were passed by the Finance committee and ordered paid. Mrs. Evans and Mrs. Vincent were appointed to act on this committee, others being absent.

On motion, adjourned



Secretary.

Regular Meeting of the Library Board

October 27, 1933

Present: Mr. Allen, Mrs. Gastman, Mrs. Vincent and Mrs. Miller. In the absence of the president, Mr. Allen presided.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

Unfinished business,- Mr. Allen reported his investigations about obtaining federal relief funds for enlarging the stack room, and the various means of securing financial aid from the city. He said that the City Council seemed favorable to the idea, but that Mr. Carey, the corporation counsel, thought the Illinois statutes did not permit funds to be used for remodeling of a library building, only for a separate structure. Further information was to be sought regarding this point and also as to method of procedure in securing funds under the Civil Works program.

The contract for furnishing the periodicals for 1934 was given to the Hanson-Bennett Magazine Agency for \$409.00. The only other bid was from the Mayfair Agency, New York, for \$410.00.

No list of new books was presented. A few new books had been ordered since the last meeting, for Book Week, Nov. 12-18.

A letter from Mr. Hardy, thanking the Board for the flowers sent him, was read. He has been very ill of bronchial flu and pneumonia, since his return from a vacation in the East, but is now convalescent.

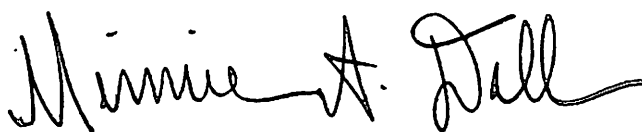
October 27, 1933 --- 2

The election of officers was again deferred because there was not a quorum.

On motion, the Board extended an invitation to the Illinois Library Association to hold the annual meeting next October, in Decatur. The secretary was instructed to send Miss Anna May Price, president of the Association, a letter to this effect, and that Decatur would welcome the librarians. It has been fifteen years since the meeting was held here.

Bills to the amount of \$2757.30 were passed by the Finance committee and ordered paid. Mr. Shade, being unable to come, had signed at home. Mrs. Vincent was appointed to serve on the committee, this time.

On motion, adjourned.

A handwritten signature in cursive script that reads "Mimmie A. Dill". The signature is written in dark ink and is positioned above the typed name of the secretary.

Secretary.

Regular Meeting of the Library Board

November 24, 1933

Present: Messrs Hardy, Allen, Borchers, Mrs. Gastman, Mrs. Evans and Mrs. Miller.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and ordered placed on file.

The election, postponed several times awaiting a quorum, resulted in the unanimous re-election of the present officers,- Mr. Hardy president and Miss Dill secretary.

Mr. Allen gave an outline of further investigations regarding the addition to the stack room under the C.W.A. program. He stated that under the new plan the government would pay for all the labor but only a small per cent of the materials, and that there would have to be a special levy with mortgage note on building. He thought it might be difficult to secure skilled labor such as would be necessary on this building. He said Mr. Carey had withdrawn his objections to the library project, and said go ahead and see what could be done.

The smallest project- the enlargement of the stack room to the west boundary line- is the one being considered most feasible and the cost roughly estimated at \$20,000 to \$25,000. On motion, the Board was to lay this before the corporation counsel. The president appointed Mr. Allen, Mr. Borchers and Miss Dill to present it.

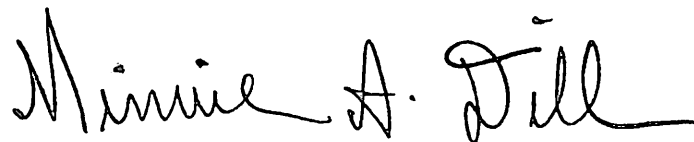
Mention was made that shrubs, etc, needed attention. Mr. Fellwock, who does landscape work, has applied for the job. On motion, this was referred to the Building and Grounds committee, Mr. Lorenz, chairman.

November 24, 1933 --- 2

On motion, the new books recommended by the Book committee were ordered purchased.

Bills to the amount of \$2,132.38 were passed by the Finance committee and ordered paid. Mr. Shade, being unable to be present had signed the bills at home. Mrs. Evans was appointed to serve as the other member of the Committee.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is centered on the page.

Secretary.



Special Meeting of the Library Board

December 1, 1933

Present: Mr. Allen, Mrs. Gastman, Mrs. Vincent, Mrs. Evans and Mrs. Miller. Commissioner Rugh met with the Board: also Mr. S. A. Clausen, architect and Miss Wayne, financial secretary.

In the absence of the president, Mr. Allen was made president pro tempore; later, on motion, he was to be acting president during Mr. Hardy's illness.

The meeting was called to consider the manner of obtaining funds to finance the addition to the stack room under the Civil Works Administration. Mr. Rugh discussed the Library's finances and the possibility of paying for the materials used in construction out of the balances of several years; or asking the Council to increase the general levy or make a special levy for the purpose.

On motion of Director Mrs. J. T. Miller, seconded by Director Mrs. John W. Evans, the following preambles and resolutions were unanimously adopted:

WHEREAS The Decatur Library has definitely outgrown its space for storage and display of books so that additional stack room must immediately be provided,

and  
WHEREAS the Government of the United States in combating the existing business depression is encouraging the employment of skilled and unskilled laborers by paying them wages for work to be done for tax spending bodies without liability for reimbursement by said tax spending bodies so that it is possible to provide said additional stack room at the cost of materials only,

BE IT RESOLVED, That the Board of Library Directors of the City of Decatur, Illinois, hereby determines to build additional stack room to be situated immediately West of the

December 1, 1933 --- 2

existing stack room of the Decatur Library and attached thereto as a part thereof, of the dimensions of 42 feet from East to West and 36 feet from North to South and to provide a fund for the erection thereof.

BE IT FURTHER RESOLVED, That the plan for said additional stack room which this Board of Directors has caused to be prepared by S. A. Clausen, architect, a copy of which plan is hereto attached and made a part hereof, be and it is hereby adopted and that the estimate which this Board of Directors has caused to be prepared by said S. A. Clausen, architect, of the cost of said additional stack room (estimated at \$11,000 without the cost of labor which is to be provided free of charge by the United States Government) be and it is hereby adopted as the estimate of this Board.

BE IT FURTHER RESOLVED, That five years be and the same are hereby determined as the term of years over which this Board of Directors shall spread the collection of the cost of said additional stack room.

BE IT FURTHER RESOLVED, That the foregoing preambles and these resolutions be and they are hereby made a matter of record and the Secretary of this Board is hereby directed to transmit a true copy of such record of these proceedings of this Board to the City Council of the City of Decatur for approval of said City Council and for determination by said City Council as to whether or not it desires to issue city bonds therefor, with a request to said City Council that, if it shall decide that bonds of the City of Decatur shall not be issued as and for the purposes aforesaid, but approves the action of this Library Board for the erection of said additional stack room, said City Council communicate to this Board its approval of its said action.

These to be transmitted to the City Council.  
There being no further business the meeting then adjourned.

*Minnie A. Dill*

Secretary



# City of Decatur

O. W. SMITH, MAYOR  
DECATUR, ILLINOIS

JEROME J. HEGER  
CITY CLERK

SEYMOUR CAMPBELL  
CITY COMPTROLLER

E. A. MAYES  
CITY TREASURER

## Estimate of Cost

December 5th, 1933.

### Decatur Public Library

S.A. Clausen Archt.

Dec. 1, 1933

|                          |         |
|--------------------------|---------|
| 1. Structural Steel      | 1680.00 |
| 2. Cement                | 500.00  |
| 3. Common brick & mortar | 1500.00 |
| 4. Millwork              | 300.00  |
| 5. Roofing               | 200.00  |
| 6. Paint                 | 50.00   |
| 7. Electric Wiring       | 150.00  |
| 8. Heating               | 800.00  |
| 9. Steel stairway        | 200.00  |
| 10. Steel Stacks         | 3863.00 |
| 11. Face Brick           | 512.00  |
| 12. Sand & Gravel        | 225.00  |
| 13. Steel sash           | 900.00  |
| 14. Bal. S. Steel        | 120.00  |

-----  
\$11000.00

### Labor.

|               |            |
|---------------|------------|
| Architect     | 720.00     |
| Draftsman     | 360.00     |
| Skilled Labor | 6360.00    |
| Unskilled "   | 2640.00    |
| Total Labor   | \$10080.00 |
| Total Cost    | \$21080.00 |

*S. A. Clausen*  
Archt.

The above information is given you in conformity with the

actions of the City Council, in order that you may be officially

advised by the Council on this improvement.  
Very truly yours,  
Jerome J. Heger  
City Clerk



WALTER E. RUGH  
COMMISSIONER OF ACCOUNTS  
AND FINANCE

THOMAS A. MORAN  
COMMISSIONER OF PUBLIC HEALTH  
AND SAFETY

ARTHUR L. McNABB  
COMMISSIONER OF STREETS AND  
PUBLIC IMPROVEMENTS

EARL V. SMITH  
COMMISSIONER OF PUBLIC  
PROPERTY

# City of Decatur

O. W. SMITH, MAYOR  
DECATUR, ILLINOIS

JEROME J. HEGER  
CITY CLERK

SEYMOUR CAMPBELL  
CITY COMPTROLLER

E. A. MAYES  
CITY TREASURER

December 5th, 1933.

Minnie A. Dill, Secy.,  
Board of Library Directors  
of the City of Decatur, Ill.

Dear Madam:--

This is to advise the Board of Directors of the Public Library of the City of Decatur, Illinois,- that at a regularly recessed meeting of the City Council of said City the question of approval of the improvement proposed for the Library building by the construction of an additional stack room as recommended in your resolution adopted at a special meeting of your Board on December 1st, 1933 was taken up and discussed by the City Council.

All five members of the Council were presented at this regularly recessed meeting,- and Mayor Smith offered the following written motion:

"That the attached certified copy of a certain resolution adopted by the Board of Library Directors of the City of Decatur, Illinois, at its special meeting held on the 1st day of December, A.D. 1933, is approved, but it is determined by the Council that bonds of said City shall not be issued to pay the cost of any portion of said improvement,- but this Council does approve the action of said Board of Directors for the erection of said additional stack room, and the City Clerk is directed to communicate to said Board of Directors its said approval thereof."

The above motion was duly seconded by Com. McNabb and on call of the roll on the question,- all five members voted "Aye"; motion unanimously adopted.

The above information is given you in conformity with the instructions of the City Council, in order that you may be officially advised as to the Council action on this improvement.

Very truly yours  
City of Decatur, Ill

*Jerome J. Heger*  
City Clerk

Special Meeting of the Library Board

December 6, 1933

This meeting was held in Mr. Shade's home.

Present: Messrs. Shade, Allen, Borchers, Mrs. Gastman, Mrs. Vincent and Mrs. Miller. Mr. Clausen, architect, was also present.

The meeting was called by Mr. Allen, acting president. He read a letter from the City Council in which that body gave its unanimous approval of the improvement proposed for the Library building, by the construction of an additional stack room, as recommended in the resolution adopted at a special meeting of the Library Board on Dec. 1, 1933

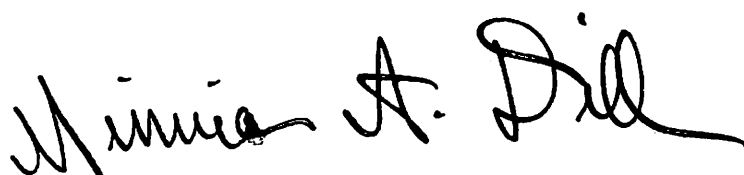
On motion, the letter was accepted and ordered placed on file.

On motion, Mr. Allen was authorized to write a letter to the Millikin National Bank, asking to borrow \$10,000 to pay for materials, the payment of interest and principal to be spread over a period of five years.

On motion, Mr. Allen and Mr. Clausen were to confer with officers of the Civil Works Administration in Springfield for approval of the project, and also to find out whether the government pays the architect's fees.

Miss Dill was authorized to use her discretion about having the new abstract made in case the original is not found.

On motion, adjourned.



Secretary.







Special Meeting of the Library Board

December 18, 1933

Present: Messrs. Allen, Borchers, Mrs. Gastman, Mrs. Vincent, Mrs. Evans and Mrs. Miller. Mr. Edgar H. Allen, acting president, presided.

The secretary read the following preambles and resolutions, which were unanimously adopted:

"WHEREAS, This Board has heretofore submitted its plan for remodeling and extending the stack room of the Decatur Public Library Building to the City Council of the City of Decatur, Illinois, and said City Council has unanimously approved the action of said Library Board for the purposes aforesaid, and has submitted a certified copy of its approval to this Board, but that said City Council has determined not to provide that bonds of the City of Decatur be issued for said purpose, and

WHEREAS, The Civil Works Administration of the United States Government has approved said project and agreed to furnish all labor therefor to the value of approximately \$10,080 and has further agreed to furnish a part of the materials for said project, such part being designated as structural steel \$1680, and

WHEREAS, The Millikin National Bank of Decatur has agreed to lend to The Board of Library Directors of the City of Decatur on notes of said Board, without personal liability on the part of the individual directors and officers thereof, secured by mortgage upon the existing library building and site, to the extent of not to exceed \$9000 at five per cent interest per annum, payable annually, with maturity over a period of six years with installments of principal payable at the rate of \$1800 per annum starting two years from date and continuing until said principal is fully paid; interest to be paid each year in addition to said installments of principal, except that interest due at the end of the first year of said mortgage shall be deducted from the total amount loaned at the time said loan is made with proper discount for prepayment, provided, however, a commission of not to exceed one and one-

half per cent be paid by said Board to said Bank for servicing said loan in addition to the incidental expense of examining title, preparing papers and the like, and

WHEREAS, This Board is now prepared to order the commencement of the construction and remodeling of said stack room of said Library and desires now to provide the plan for repaying said mortgage with full allowance for probable loss in and cost of collecting the special tax to be levied therefor,

BE IT RESOLVED, That the acceptance by the City Council of the City of Decatur of the action of this Board in determining to erect said additional stack room to be used in connection with said Library, and the plans, estimates and spreading of the collection of cost thereof, be filed as part of the permanent records of this Board.

BE IT FURTHER RESOLVED, That this Board hereby determines to commence the construction of said additional stack room immediately and for said purposes hereby directs S. A. Clausen, architect, to be furnished this Board for said purpose at the expense of the Civil Works Administration of the United States Government, to revise and complete the plans and specifications in detail for said construction, and to provide estimates of the cost thereof, and upon formal approval of said detail plans by this Board to advertise in the name of this Board for bids for the materials for construction of said building, and to bring such bids to this Board for letting of contracts to the lowest and best responsible bidders for such materials, and for requirement of security from such bidders for the performance of such bids, the bids for the separate classes of materials to be made separately.

BE IT FURTHER RESOLVED, That the application to and agreement with the Civil Works Administration of the United States Government be and the same are hereby approved and ordered performed.

BE IT FURTHER RESOLVED, that the President PRO tempore and the Secretary of this Board in and they are hereby authorized and directed to the name of the Board, without personal responsibility of the individual members or the officers of this Board, to borrow from the Millikin National Bank of Decatur, or from such person



or corporation as it shall designate, the principal sum of \$9000 payable as to principal in five equal installments of \$1800 each, the first of said installments to be paid two years after date of said mortgage, and said installments to be paid annually thereafter, all unpaid amounts of principal to bear interest at the rate of five per cent per annum, payable annually except that the first interest payment shall be discounted and deducted from the amount loaned at the date of said loan and, provided, that there further be deducted from the principal loaned at the time of said loan an amount not exceeding \$150.00 as the commission of The Millikin National Bank for servicing said loan, and the amount of incidental expense in connection with examining title, preparing papers, inspecting resolutions and the like, connected with the closing of said loan. And to secure said loan so to be obtained, and the repayment thereof, said Board are hereby authorized, directed and empowered in the name of this Board to execute, acknowledge and deliver to said Bank, or such person or corporation as it shall designate, a mortgage deed describing in proper legal fashion, subject to ordinary terms, the Public Library Building in the City of Decatur and site upon which the same is located.

BE IT FURTHER RESOLVED, That the total cost of said additional stack room to be borne by this Board out of said loan shall not exceed \$8400 which shall be expended for materials not furnished by the Civil Works Administration.

BE IT FURTHER RESOLVED, That the sum of not to exceed \$11,000, necessary to retire said loan with interest over the period designated above, be certified to the City Council of the City of Decatur to be levied by it as a special tax for the purpose of retiring said loan and interest, over and above the aggregate amount of tax as limited by Section 1 of Article 8 of "An Act for the Incorporation of Cities and Villages", approved April 10, 1872, and amendatory acts thereto, and said special tax not to affect or diminish any appropriation made or to be made for the support of said Library, said special tax to be spread over the term of five years in the following amounts:

December 18, 1933 --- 4

|                                   |                 |
|-----------------------------------|-----------------|
| Special Tax for the year 1934 - - | \$ 2,800        |
| Special Tax for the year 1935 - - | 2,700           |
| Special Tax for the year 1936 - - | 2,600.          |
| Special Tax for the year 1937 - - | 2,500           |
| Special Tax for the year 1938 - - | 400             |
| Total                             | <u>\$11,000</u> |

BE IT FURTHER RESOLVED, That the President pro tempore and the Secretary of this Board be and they are hereby authorized and directed to certify immediately to the City Council of the City of Decatur said sum of \$2800 to be levied as a special tax for the year 1934, and that annually thereafter the President and Secretary of this Board are hereby suthorized and directed to certify the several amounts of such special tax for the years above designated in sufficient time to become a part of the regular levy and collection of taxes for such years.

*(Order for this levy in March, each year)*

BE IT FURTHER RESOLVED, That said special taxes, when and if collected, as aforesaid, be and they are hereby appropriated and designated for the use solely of retiring said mortgage loan obtained for the construction of said additional stack room as aforesaid, and that said amount so collected be held and disbursed as a separate fund and not commingled with other funds of said Library.

BE IT FURTHER RESOLVED, That this Board declare that in its distribution of taxes to be levied for the retirement of said loan as aforesaid, it has increased the early payments by an amount which should allow for delay, loss and cost of collection of taxes."

It was stated that the government takes care of the <sup>Workmen's Compensation &</sup> Employers' liability insurance of the workers on the project, but that also Bennett & Shade have issued an "Unemployment Relief Endorsement" for attachment to policies carried by the Library Board on regular employees. On motion, Mr. Lewis Shade, of Bennett & Shade, was to be notified to take out public liability insurance for the library to cover injuries to those not included above.

December 18, 1933 --- 5

On motion, "Notice of approval of Civil Works project by Federal Civil Works Administration for Illinois", dated December 13, 1933, be made a part of our records.

It was suggested that the old furnace be taken out to use the space for storage. On motion, it was left in Miss Dill's hands to dispose of.

On motion, Mr. Clausen was authorized to order scaffolding and begin at once.

It was reported the original abstract was found, having been on file with the Carnegie Corporation of New York since 1901. As directed it was sent to Miss S. E. Kenney, to bring down to date.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned above the typed name "Secretary.".

Secretary.



CERTIFICATE FOR LEVY OF SPECIAL TAX FOR YEAR 1934 TO RETIRE

PART OF MORTGAGE OBLIGATION CONTRACTED BY THE BOARD OF  
LIBRARY DIRECTORS OF THE CITY OF DECATUR, ILLINOIS,  
IN THE CONSTRUCTION OF ADDITIONAL STACK  
ROOM FOR DECATUR PUBLIC LIBRARY

*This form to be used each year, and of total - change date + amount - Send to Comm. of Finance with copy of budget for regular appropriation. I make dup. copy for minute.*

The Board of Library Directors of the City of Decatur, Illinois, hereby certifies to the City Council of the City of Decatur, Illinois, that for the purpose of retiring in part the mortgage obligation incurred by it for the construction of additional stack room for Decatur Public Library, its action, plans, estimates and spreading of collection of cost having been approved by said City Council, said The Board of Library Directors of the City of Decatur requires that there be levied for the tax year 1934 a special tax of Twenty-eight Hundred Dollars (\$2800.00) over, above and not including the aggregate amount of taxes as limited by Section 1 of Article 8 of "An Act for the Incorporation of Cities and Villages", approved April 10, 1872, and amendatory acts thereto, and not affecting or including appropriations made or to be made for the support of the Public Library in the City of Decatur, Illinois.

The Board of Library Directors of the City of Decatur, Illinois, requests that the City Council of the City of Decatur, on receiving this certificate, include in its next annual appropriation bill the amount so certified, and for the amount so certified, levy and collect a tax to pay the same, with other general taxes of the City of Decatur, Illinois, as required by law.

THE BOARD OF LIBRARY DIRECTORS OF  
THE CITY OF DECATUR, ILLINOIS

By Edgar H. Allen  
President pro tempore

Minnie A. Dill  
secretary

Follows -  
Dec. 18,  
1933



Regular Meeting of the Library Board

December 29, 1933

Present: Messrs. Allen, Borchers, Mrs. Gastman, Mrs. Vincent, Mrs. Evans and Mrs. Miller.

Regrets on the passing of Warren F. Hardy were expressed and the resolutions herewith appended, were presented and adopted.

Minutes of the <sup>last</sup> regular meeting and of the three special meetings were read and approved. The librarian's report was read, on motion approved and ordered placed on file.

On motion, Edgar H. Allen, acting president, was elected president, and as such was authorized to sign notes and mortgage.

Mr. Allen stated that there were defects in the title at rear 32 feet of part of site and that the new addition runs four feet on disputed ground, but having been in possession of library for over thirty years no question likely to arise. If trouble, court will give quiet title. The Board gave approval to go ahead.

The loan from Millikin bank and the plan of repaying were discussed. Upper limit \$11,000 over five years, includes principal, interest and bank charges. This would allow \$9,000 the amount to count on. Out of this must be paid, - interest for first year, Millikin bank commission, examination of abstract for bank- total estimated at \$600.00. This leaves available for material \$8,400.00 plus <sup>the</sup> \$1,680 from the U. S. government making a total of \$10,080.00. Conservative to hold materials down to \$9,500. The levy over five years to be requested of

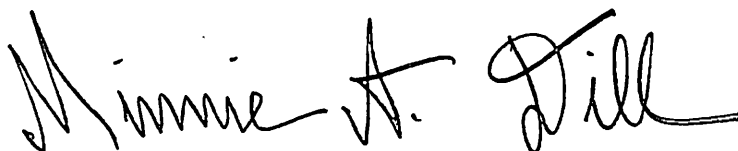
December 29, 1933 --- 2

City Council in March each year. March 1935 two months' interest is to be paid, and September 1935 six months' interest plus \$1,800 principal. Interest at 5%. Government covers liability for C. W. A. workers.

On motion, the abstractor's bill was to be paid from the special building fund.

Bills to the amount of \$2,776.12 were passed by the Finance committee and ordered paid. Mrs. John W. Evans and A. W. Borchers were appointed to serve on the committee for this meeting.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is positioned above the typed name of the secretary.

Secretary

## Resolutions

Warren F. Hardy died in his home, Wednesday, December 20, 1933.

Mr. Hardy loved and sought beauty for himself and for all others. The printed page, dear to him, furnished him relaxation, amusement, information and inspiration. His tastes varied widely; one could never foretell his requirements. He forged ahead into new fields; yet he had frequent recourse to old masters. His culture and interests were broad; and the whole community broadened under his stimulating influence.

He was, at all times, available for the demands of the Decatur Public Library, where he served for many years as director and president. The irksome details of fiscal management were accepted by him for the benefit of all book-lovers. Management of the physical plant received careful supervision; every courtesy and utmost thoughtfulness were given by him to the human problem of the personnel in the operation of the work-a-day affairs of the Library.

We, of the Board of Directors, have enjoyed his association, our interest in books and reading is deeper from our contact with him and our desire to serve better the varied needs of the public has been extended and increased by his example. In him, we have lost a true personal friend and a leader in the love of books.

December 29, 1933

Resolutions- W.F. Hardy --- 2

BE IT, THEREFORE, RESOLVED, That we personally, and also, as representatives of the reading public, express the real loss in his going and our sympathy and regard for his family. And that a copy of these resolutions be conveyed to his wife and son in evidence of our common memories.

Adopted by the Board of Trustees of the  
Decatur Public Library, December 29, 1933.

By

*Edgar H. Allen*  
Acting president

*Minnie A. Dill*  
Secretary



Tuesday, January 9, 1934

Present: Messrs. Allen, Borchers, Shilling, Mrs. Gastman, Vincent, and Mrs. Miller.

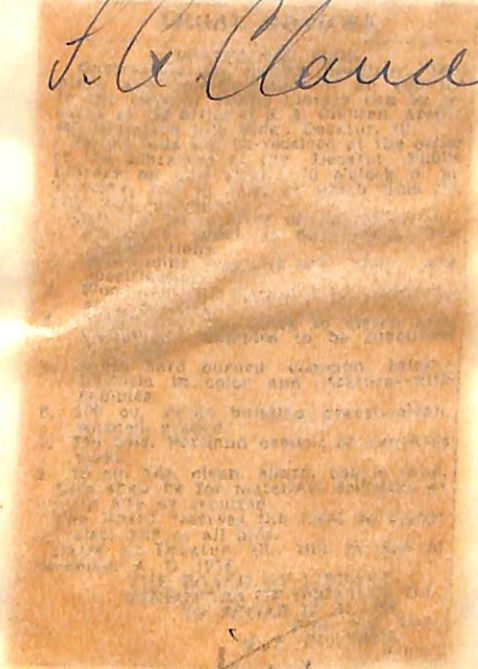
Estimate for materials to be let at meeting on Jan. 9, 1934

|                              |        |
|------------------------------|--------|
| Wood sash & frames           | 300.00 |
| 17, 000 gray face brick      | 512.00 |
| 38,000 common brick          | 570.00 |
| 100 cu. yds. Building gravel | 175.00 |
| 60 cu. yds. sand             | 90.00  |
| 150 bbls. portland cement    | 360.00 |

S. A. Clausen

Arch. the legal notice for bids, printed in each paper twice.

*S. A. Clausen*



Bids were opened by the secretary and read by Mr.

*Before the getting*

clauses. Each bid was considered and the lowest and best,

accepted. It was motioned for contract for mill work, sash cord and

rights was let to the DeWatur Lumber Company for \$395.67



Special Meeting of the Library Board

Tuesday, January 9, 1934

Present: Messrs. Allen, Borchers, Shilling, Mrs. Gastman, Mrs. Vincent, Mrs. Evans and Mrs. Miller.

A brief meeting was held in the librarian's office. The president appointed his committees.

On motion, a bill from Bennett & Shade, for a Contractor's public liability insurance policy for \$42.40, was passed. Two other public liability policies were presented but decision about taking these out was postponed until the regular meeting, January 26.

The meeting place was transferred to the catalog room, where there was a public letting of contracts with Mr. Clausen, architect, and representatives of firms submitting bids present. Mr. Clausen read the legal notice for bids, as printed in each paper twice.

**LEGAL NOTICES**

**NOTICE FOR BIDS**

Contractors are hereby notified that plans and specifications for an addition to the Decatur Public Library can be secured at the office of S. A. Clausen, Archt., 408 Standard Life Bldg., Decatur, Ill.

Sealed bids will be received at the office of the Librarian at the Decatur Public Library on and until 4:30 o'clock p. m. Tuesday, Jan. 9, 1934, at which time the bids will be opened.

Bids will be received on the following:

1. Structural Steel—as per plans and specifications.
2. Reinforcing rods—as per plans and specifications.
3. Wood sash and frames as per plans and specifications.
4. 17,000 gray face brick to match gray limestone. Samples to be submitted with bid.
5. 33,000 hard burned common brick—uniform in color and texture—with samples.
6. 100 cu. yards building gravel—clean, washed, graded.
7. 150 bbls. Portland cement of approved make.
8. 60 cu. yds. clean, sharp, coarse sand.

Bids shall be for materials delivered at library site as required.

The Board reserves the right to accept or reject any or all bids.

Dated at Decatur, Ill., this 29 day of December A. D. 1934.

THE BOARD OF LIBRARY  
DIRECTORS OF DECATUR, ILL.  
By EDGAR H. ALLEN,  
Pres. Pro. Tem.  
S. A. CLAUSEN,  
Archit.

Bids were opened by the secretary and read by Mr. Clausen. Each bid was considered and the lowest and best, accepted. On motion the contract for mill work, sash cord and weights was let to the Decatur Lumber Company for \$395.67

January 9, 1934 ----- 2

On motion, the cement contract was let to the Decatur Brick Mfg. Co., in paper bags at \$2.35 per barrel, as required.

On motion, the contract for sand and gravel was let to the Decatur Hydraulic Sand & Gravel Co., at \$1.75 per cubic yard.

Samples of face brick were displayed and examined by Board members. On motion, face brick at \$26.50 per thousand or less, was to be selected by Miss Dill in consultation with Mr. Clausen, and the hearing was to be continued <sup>until</sup> the next day for this and common brick which had been overlooked.

On January 10, authority was given by Board members who were at the meeting the day before to let the contract for the common brick needed, to the lowest bidder. The Decatur Brick Mfg. Co. was given the contract for common brick no. 240 at \$14.00 per thousand, also for Alton face brick no. 2605, at \$26.50.

On motion the partial plans were accepted as far as finished.

On motion, adjourned.

A handwritten signature in cursive script that reads "Winnie A. Dill".

Secretary

Regular Meeting of the Library Board

Monday, January 29, 1934

Regular:meeting of the Board was postponed from the last Friday of the month, January 26, in order to allow the required ten days for bids on material after the legal notice was published.

Present: Messrs. Allen, Borchers, Shilling, Mrs. Gastman Mrs. Vincent and Mrs. Evans.

By agreement, reading of the minutes of the last regular meeting and of one special meeting, also of the librarian's report, were dispensed with in order to dispose of other regular business and put through the special business of letting contracts for material.

Action was rescinded on paying the abstracter, passed at last meeting, as this was deducted by the bank from the amount borrowed.

Unfinished business: Public liability insurance policies on Main library and Evans branch, held over for consideration from the last meeting, were discussed. On motion, it was decided to take out public liability insurance on the Main building, for one year only. On motion, the chairman of the Finance committee and Miss Dill were to act in regard to this one policy, and also to consider a change in distributing insurance among the various local agencies.

On motion, the purchase of common and face brick, Jan.10, was ratified by the Board.

Mr. Clausen requested the purchase of the light fixture, designed specially for the stack lighting by the Faries Mfg. Co. This sample is \$15.00. Bids will be submitted for this work and if the contract is let to this company the price paid for the sample will be deducted from the total bid. It was the consensus of opinion that this should be purchased and tried out.



Report was made of the closing of the transaction of the loan from the Millikin Bank by the signing of the mortgage and notes by the president and secretary of the Board, and that the insurance policies on the Main building, with mortgage clause attached, had been deposited in the bank for the period of the loan. It was reported that \$8,422.58 was the amount of the loan placed to the credit of the building fund. This is the balance from the \$9.000 borrowed after deducting the following:

|                     |                 |
|---------------------|-----------------|
| Commission          | \$135.00        |
| Discounted interest | 430.42          |
| Abstracter          | 12.00           |
| Total               | <u>\$577.42</u> |

Bills to the amount of \$2,335.82 were approved by the Finance committee and ordered paid.

The meeting was transferred from the librarian's office to the catalog room for the letting of contracts for materials, and representatives of the various firms submitting bids were present.

The plans, as finished, submitted by Mr. Clausen, were approved subject to Miss Dill's acceptance.

The secretary opened the bids, and Mr. Clausen read the legal notice

**LEGAL NOTICES**

**NOTICE FOR BIDS ON MATERIALS FOR THE DECATUR PUBLIC LIBRARY.**  
 Notice is hereby given that sealed bids will be received and opened by The Board of Library Directors at the office of the Librarian in the Public Library in Decatur, Illinois, on and until 4 o'clock p. m. January 29, 1934. Plans and Specifications can be obtained at the office of S. A. Clausen Archt., 408 Standard Life Bldg.

Sealed bids will be received for the following materials:

1. Electric materials.
2. Roofing.
- Paint.
- Plaster.
5. Roof insulation.
6. Gypsum block—alternate—Haydite.

Only such bids will be considered as are made strictly in accordance with the plans and specifications. The Board reserves the right to accept or reject any or all bids.

Dated at Decatur, Ill., this 17th day of January A. D. 1934.  
 The Board of Library Directors of Decatur, Illinois.

EDGAR H. ALLEN,  
 President.  
 S. A. CLAUSEN,  
 Architect.

17 Jan. 1934

Bills to the amount of \$203.16, for the stack room project were also passed by the Finance committee and ordered paid from the special building fund.

Electric materials Five bids were submitted:

Ralph A. Mahon- \$332.75; Electric Supply & Fixture House- \$205.40; L.D. Berry- \$219.72; Krigbaum Electric Co.- \$276.94; Morehouse & Wells Co.-\$215.56. It was not clear that all bids covered the same things. On motion, these bids were to be tabulated by a committee consisting of Mr. Allen, Mr. Clausen and Miss Dill, and the contract given to the lowest covering the same.

Roofing Three bids were submitted:

Industrial Roofing Co.- \$160; King-Lar Asbestos & Roofing Co.-\$160 ; B. M. Dennis & Son- \$183.70. The Industrial Roofing Co. charged \$5.00 per day for use of their equipment, the King-Lar did not. On motion, the bid of the King-Lar Co. for \$160.00 was accepted.

Paint Four bids were submitted:

Roy M. Black- \$61.70; Sherwin-Williams Co.- \$50.60; Roy R. Wilson- \$49.04; Morehouse & Wells Co.- \$48.54. On motion, these to be tabulated and let to the lowest bidder, by the committee.

Plaster - Lime - Wood fiber Five bids were submitted:

E.E. Lilly & Son; W. G. Traver Supply Co.; Morehouse & Wells Co.; Decatur Builders' Supply Co.; Parke & Son. As the prices on the different materials included were ~~practically~~ the same, by consent of those bidding the contracts were let by drawing the names from a hat, held by Mrs. Evans and drawn by Mrs. <sup>Vincent</sup> ~~Miller~~ of the Library Board. The first name drawn- Decatur Builders' Supply Co.- got the finishing lime at 65 cents a sack; the second name drawn- E.E. Lilly & Son- got the gauging plaster at \$1.65 a sack; and the third name drawn- W. G. Traver Supply Co.- got the wood fiber at \$1.10 a sack. These to be delivered as needed.

January 29, 1934 --- 4

Roof Insulation

Three bids were submitted:

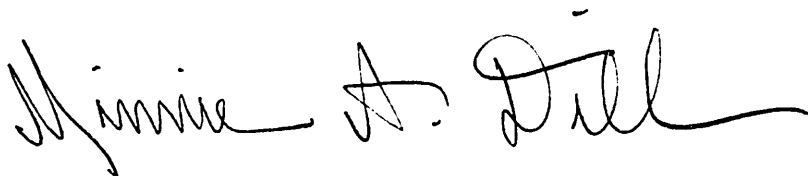
Decatur Lumber & Mfg. Co.- \$150.00; Hunter-Pogue Lumber Co.- \$112.50; G.S. Lyon & Sons Lumber & Mfg. Co.- \$105.00. On motion, this was left to the committee to be decided.

Wall Insulation

Gypsum wall board or Haydite block.

Five bidders: three eliminated. Decatur Builders' Supply Co. withdrew in favor of Morehouse & Wells Co. on gypsum. Drawing from hat resulted in haydite held for W.G. Traver Supply Co. On motion, decision between gypsum and haydite left to the committee.

On motion, adjourned.

A handwritten signature in cursive script, reading "Minnie A. Dill". The signature is written in dark ink and is positioned above the title "Secretary".

Secretary.

Note: - - - No books were ordered, as both new titles and replacements had been taken care of between Board meetings.



SPECIAL BUILDING FUND

Report for January, 1934

Total amount borrowed from Millikin National Bank - - - - - \$9,000.00  
 Deducted by Bank:  
 Bank commission - - - - - \$135.00  
 Discounted interest 430.42  
 Abstracter - - - - - 12.00  
\$577.42  
 Amount placed to Library credit January 9, 1934 - - - - - \$8,422.58

Expenditures during January

|                             |                    |                 |
|-----------------------------|--------------------|-----------------|
| ✓ Bennett & Shade Co.       | Insurance          | \$42.40         |
| ✓ Decatur Tent & Awning Co. | Tarpaulin          | 20.00           |
| ✓ Decatur Lumber & Mfg. Co. | Lumber & materials | 71.18           |
| ✓ B. M. Dennis & Son        | Materials          | 22.77           |
| ✓ Decatur Newspapers, Inc.  | Notices for bids   | 17.81           |
| ✓ Roy R. Wilson             | Tools              | 8.18            |
| ✓ Morehouse & Wells Co.     | Materials          | 20.82           |
|                             |                    | <u>\$203.16</u> |

Balance in bank January 29, 1934 - - - - - \$8,219.42

C. W. A. Pay Roll - January, 1934

|            |       |               |
|------------|-------|---------------|
| January 14 | ----- | \$417.60      |
| January 11 | ----- | 528.00        |
| January 18 | ----- | 550.50        |
| January 25 | ----- | <u>397.07</u> |

\$1893.17



#2.

taxes, the net amount of the loan available for buying materials was reduced to \$8422.58 by the following 20 February, 1934

|                                    |                 |
|------------------------------------|-----------------|
| Bank commission for servicing loan | \$135.00        |
| Discounted interest for one year   | 430.42          |
| Abstract expense                   | 12.00           |
|                                    | <u>\$577.42</u> |

Mr. Louis N. Fisher,  
Other items of money actually paid out to date by the  
Library of this project are as follows  
C. W. A. Administrator for Macon County, Illinois,

|                                    |          |
|------------------------------------|----------|
| Schudel Building,                  | \$ 42.40 |
| Decatur, Illinois.                 | 20.00    |
| Decatur Lumber & Mfg. Co. - Lumber | 71.18    |
| & materials                        | 22.77    |

Dear Mr. Fisher:

|                                          |       |
|------------------------------------------|-------|
| B. M. Dennis & Son - Materials           | 22.77 |
| Re: Remodeling Stack Room Decatur Public | 17.61 |
| Library Project #3067                    | 2.18  |

The C.W.A., through you as Purchasing Agent, has ordered structural and reinforcing steel for the above project, at a total price of \$946.00. Materials to be furnished by C.W.A., according to the approved application, were estimated to total \$1680, of which \$734.00 is, as yet, unapplied.

We have need of additional steel work on this job estimated by the architect to cost as follows:

|                                |                 |
|--------------------------------|-----------------|
| 2 Stairs & ornamental railings | \$300.00        |
| 1 Balustrade                   | 150.00          |
| 15 Window guards               | 150.00          |
| 3 Plain inside rails           | 150.00          |
|                                | <u>\$750.00</u> |

and we ask that this additional requirement be purchased for us as promptly as possible out of the unexpended balance allowed.

To evidence our need and our good faith in helping ourselves, we present the following facts:  
Decreased revenues made current tax receipts wholly unavailable for the building project; in fact this, like most libraries, is starved for current funds at the very time when demands of unemployed citizens have greatly increased the needs; very few new books have been bought for two years.  
We, therefore, sought a loan which was allowed in the principal sum of \$9000.00. Because of the time necessary to levy and collect the first installment of special building

450.  
107.  
134.  
27.  
720.

rental on tools \$ 229.73



Decatur Brick Co

Face brick 450.50

Common brick 107.80

Cement 134.37

lime 27.87

---

720.54

#2.

Contracts have been let for approximately the following amounts over and above the amounts listed above. taxes, the net amount of the loan available for buying materials was reduced to \$8422.58 by the following items:

|                                    |                 |
|------------------------------------|-----------------|
| Bank commission for servicing loan | \$135.00        |
| Discounted interest for one year   | 430.42          |
| Abstract expense                   | 12.00           |
|                                    | <u>\$577.42</u> |

Other items of money actually paid out to date by the Library on this project are as follows:

|                                                                                  |                 |
|----------------------------------------------------------------------------------|-----------------|
| Bennett & Shade - construction                                                   |                 |
| Liability Insurance                                                              | \$ 42.40        |
| Decatur Tent & Awning Co.-Tarpaulin                                              | 20.00           |
| Decatur Lumber & Mfg. Co. - Lumber & materials                                   | 71.18           |
| B. M. Dennis & Son - Materials                                                   | 22.77           |
| Decatur Newspapers - Publishing for bids                                         | 17.81           |
| Roy R. Wilson - Tools                                                            | 8.18            |
| Morehouse & Wells - Materials                                                    | 20.82           |
| B. M. Dennis & Son - Tools & materials                                           | 5.07            |
| Decatur Lumber & Mfg. Co. - window frames, \$197.36 and rental on lumber \$27.27 | 224.63          |
|                                                                                  | <u>\$432.86</u> |

The following are items for materials already delivered and for which bills have been rendered:

|                                                                                                                |                 |
|----------------------------------------------------------------------------------------------------------------|-----------------|
| Macon County Coal Co. - coal for temporary bldg. office                                                        | \$ 2.65         |
| Morehouse & Wells - supplies                                                                                   | 11.13           |
| Decatur Brick Mfg. Co. - Face brick, \$450.50, common brick, \$107.80, Cement \$131.09 & Mason's Lime, \$30.25 | 719.64          |
| Decatur Lumber & Mfg. Co. - Lumber & Building paper                                                            | 12.49           |
| Remington-Rand Sales Agency - carbon paper & rental of typewriter to prepare payrolls, etc.                    | 5.54            |
| Decatur Hydraulic Sand & Gravel Co.- concrete mixture gravel \$70.01 & sand \$8.75                             | 78.76           |
| Service Blue Print & Letter Shop - Blue Print paper, etc.                                                      | 8.64            |
| B. M. Dennis & Son - Material & tools                                                                          | 17.27           |
| Fred W. Schlie plumbing materials & rental on tools                                                            | 93.81           |
|                                                                                                                | <u>\$949.93</u> |



Regular Meeting of the Library Board

February 23, 1934

#3.

Contracts have been let for approximately the following amounts over and above the amounts listed above.

|                            |                |
|----------------------------|----------------|
| Gravel                     | \$ 148.74      |
| Inside trim lumber         | 178.31         |
| Trim hardware              | 24.55          |
| Cement                     | 268.41         |
| Sand                       | 96.25          |
| Gypsum tile                | 180.00         |
| Insulation board           | 90.00          |
| Roofing                    | 160.00         |
| Electric wiring materials  | 215.56         |
| Paint                      | 48.54          |
| Finishing lime for plaster | 15.60          |
| Plaster                    | 9.90           |
| Wood Fiber                 | 50.50          |
| Roof insulation            | 112.50         |
| Mason's lime               | 109.75         |
|                            | <u>1708.61</u> |

Our architect, S. A. Clausen, estimates future contracts for the completion of the project, as follows:

|                         |                  |
|-------------------------|------------------|
| Ceiling lath            | \$ 90.00         |
| Ceiling joist           | 64.00            |
| Lineoleum               | 800.00           |
| Electric light fixtures | 800.00           |
| Heating                 | 600.00           |
| Book stacks             | 3800.00          |
|                         | <u>\$6154.00</u> |

January 30, 1934

We have also furnished from materials on hand the following:

|                                               |                  |
|-----------------------------------------------|------------------|
| 35000 common brick at \$14 per M.             | \$490.00         |
| 360 cu. ft. bldg. stone at \$2.50 per sq. ft. | 900.00           |
|                                               | <u>\$1390.00</u> |

Summarized, the contributions of Decatur Library are as follows:

|                                             |                   |
|---------------------------------------------|-------------------|
| Commissions, advance int. & expense on loan | \$577.42          |
| 15.56, Paid out to date                     | 432.86            |
| Bills heretofore rendered                   | 949.93            |
| Contracts heretofore let                    | 1708.61           |
| Future contracts                            | 6154.00           |
| Materials on hand, furnished                | 1390.00           |
|                                             | <u>\$11212.82</u> |

Very truly yours,

THE BOARD OF LIBRARY DIRECTORS  
OF THE CITY OF DECATUR

Edgar H. Allen

Regular Meeting of the Library Board

February 23, 1934

Present: Messrs. Allen and Borchers, Mrs. Gastamn, Mrs. Vincent, Mrs. Evans and Mrs. Miller.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion, approved and ordered placed on file.

Mr. S. A. Clausen, the architect, was called in and made a report on the progress of the stack addition, Weather conditions and delay in getting the steel had delayed things. On motion, the matter of compensation for Mr. Clausen will be dealt with equitably when the improvement is completed, and after consideration of amounts received by him and his son, from the C.W.A.

The following committee report was accepted by the Board and was to be made a part of the minutes:

January 30, 1934

COMMITTEE REPORT

The committee consisting of Mr. Allen, Mr. Clausen, and Miss Dill, appointed at the regular meeting, Jan. 29, met the next day to consider the bids held over and to let the contracts.

Electric materials. The Electric Supply & Fixture Co. bid did not meet the specifications in that it provides for 10% discount on returned goods, and did not specify the character of the panels to be furnished. The lowest bid meeting the specifications was Morehouse & Wells for \$215.56, which bid is accepted.

Insulation Board. Lyon Lumber Co.'s bid of  $\frac{1}{2}$  in. board at \$105.00 would require \$12.00 worth of asphalt to stick the boards together making a total cost of \$117.00, whereas Hunter-Pogue Lumber Co.'s bid of \$112.50 for 1 in. board does not require additional material. Hunter-Pogue being low, their bid is accepted.

Paint. Morehouse & Wells' bid of \$48.54 for paint being low is accepted.



Wall Insulation. We find gypsum block substantially equal in insulation qualities with haydite block, also gypsum will leave more space for wall stacks, and the price is less than half of haydite.

W. G. Traver's haydite bid was 12¢ a square foot. Morehouse & Wells' bid on gypsum block was 5.2¢ a square foot. The Morehouse & Wells' bid being lowest and best is accepted.

A letter from Mr. Allen to Mr. Louis N. Fisher, C.W.A. administrator for Macon county, was read, in which a detailed financial statement of the remodeling of the stack room, to date was given. He presented these facts to show what the library had done, and stated that additional steel work was needed on the job, estimated by the architect to cost \$750.00, and he asked that this be purchased through the C.W.A., there being \$<sup>A3</sup>734.00 left from the \$1680.00, which amount was allowed by the government for structural and reinforcing steel. This letter was to<sup>be</sup> a part of the minutes.

A public liability insurance policy in the Fidelity & Casualty Co. was taken out for the Main library. On motion, a similar one was to be taken out for the Evans Branch library.

On motion, the new books recommended by the Book committee were ordered purchased.

Bills to the amount of \$2077.68 were passed by the Finance committee and ordered paid. Mrs. Miller was appointed to act on the committee at this meeting.

At the suggestion of Mrs. Gastman, the secretary was to send a note to Mr. Shade to tell him he was missed at the Board meetings.

On motion, adjourned.

Minnie A. Dill

Secretary.

Bills to the amount of \$1180.53, for the stack room project were passed by the Finance Committee and ordered paid from the special building fund.

SPECIAL BUILDING FUND

Report for February, 1934

Balance in bank January 29, 1934 - - - - - \$8,219.42

Expenditures

|                                       |                                                       |           |
|---------------------------------------|-------------------------------------------------------|-----------|
|                                       | Tools & materials                                     | \$22.34   |
| ✓ B. M. Dennis & Son                  |                                                       |           |
| ✓ Decatur Lumber & Mfg. Co.           | Window frames, lumber, bldg<br>paper & rent on lumber | 237.12    |
| ✓ Decatur Brick Co.                   | Cement & bricks                                       | 720.54    |
| ✓ Fred W. Schlie                      | Plumbing supplies & rent on tools                     | 93.81     |
| ✓ Decatur hydraulic Sand & Gravel Co. | Sand & concrete mix.                                  | 78.76     |
| ✓ Morehouse & Wells Co.               | Plumbing materials                                    | 11.13     |
| ✓ Service Blue Print & Letter Shop    | Blue prints                                           | 8.64      |
| ✓ Remington Rand Sales Agency         | Carbon paper & rent on spe-<br>cial typewriter        | 5.54      |
| ✓ Macon County Coal Co.               | Coal for work shack                                   | 2.65      |
|                                       |                                                       | \$1180.53 |

Balance in bank, February 23, 1934 - - - - - \$7,038.89