

Regular Meeting of the Library Board

January 25, 1918.

Present: Messrs. Hardy, Heyne, O'Brien, Shade and Miss Crea.

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 books recommended by the Book Committee were ordered purchased.

It was decided to order two catalog cases from the Library Bureau.

In order to save fuel, the Durfee branch was closed for several evenings. Miss Crea suggested that a flash-light be purchased for use at the Branch.

Owing to crowded conditions in the present location, the Board thought it time to consider the erection of a Branch building. The following committee was appointed to look into the matter: Mr. O'Brien, chairman, Mr. Heyne and Mr. Shade.

On motion a letter of thanks was to be sent to Mrs. Foale for her generosity in tendering her residence for the temporary use of the Deposit station. The closing of the East Side Pharmacy had made a move necessary.

It was voted that we close the Deposit station until Feb. 1, at which time it was hoped other arrangements could be made. Mr. Booth, of St. Paul's Church, offered his church but later felt that the privilege could scarcely be extended on account of the fuel trouble. The Board of Education also granted the use of the Roach school and this was to be looked into further.

668 books and 1,100 magazines were ready to send away to camp libraries. A letter from Washington sent word that freight charges would be met by the Commission on Training Camp Activities.

It was mentioned that thrift stamps were on sale at the Library, and that five dollars had been borrowed from the fines to purchase the first stamps. The Library staff had formed a thrift club.

The following bills were approved by the Finance Committee and ordered paid:

Alice G. Evans	Salary	\$125.00
Minnie A. Dill	"	100.00
Florence D. Love	"	80.00
Clara Hunt	"	60.00
Victoria Bronson	"	75.00
Bernice B. Brand	"	40.00
Esther L. Bergen	"	60.00
Mae Carter	"	30.00
T. A. Funk, janitor	"	65.00
Florence A. Newell	Part time	8.90
Von Brubeck, page	Services	8.60
Sunday opening		8.00
A. C. McClurg & Co.	Books	272.35
Nat'l Conference of Charities.	Book	1.67
Porter Sargent	Books	2.00
H. W. Wilson Co.	"	1.00
Wagenvoord & Co.	Binding	67.70
Rex Electric Co.	Supplies	11.14
Decatur Cornice & Roofing Co.	Repairs	3.95
A. L. McNabb	Paving	222.75
Decatur Railway & Light Co.	Light & heat	61.27
Adah F. Whitcomb	Dues to I.L.A.	1.00
American Library Assoc.	Dues	5.00
Central Union Telephone Co.	Telephone	9.00
Hamman Brothers	Freight	1.60
Drawer account		10.27
E. L. Harris	Repairs	15.45
Pauline Harless, page.	Services	2.60

\$1,349.25

On motion adjourned.

Alice G. Evans, Secretary.

Regular meeting of the Library Board

February 23, 1918.

Present: Messrs. Hardy, Heyne, Shade and Miss Crea.

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 renewals recommended by the Book Committee were to be purchased.

It was decided that the Library Board pay the freight on the eleven boxes of books sent to Camp McArthur, Texas.

One hundred stereographic views on the Illinois Centennial were to be ordered from the Keystone View Company.

The matter of having a library exhibit in connection with the Food Show was talked over, and plans were to be made for having a booth.

Two large flags were to be purchased for the library.

It was decided to buy one four dollar book of street car tickets.

On motion it was decided to purchase a new L. C. Smith typewriter.

There was some discussion of a new Branch building and a lot for the same.

Inquiry had been made into the matter of fitting up a new room in Durfee School for our Branch library, and it was estimated the cost would be about \$100.

Two new inexpensive tables were to be purchased.

Mr. O'Brien was appointed to look after the shrubbery.

The following bills were approved by the Finance Committee and ordered paid:

Alice G. Evans	Salary	\$125.00
Minnie A. Dill	"	100.00
Florence D. Love	"	80.00

Clara Hunt	Salary	\$60.00
Victoria Bronson	"	75.00
Bernice B. Brand	"	40.00
Esther L. Bergen	"	60.00
Mae Carter	"	30.00
Florende A. Newell	Part time	22.50
Elsie Lewman	Salary	20.00
Pauline Harless, Branch page	Services	2.40
T. A. Funk, janitor	Salary	65.00
Von Brubeck, page	Services	7.70
Clara Baker	Evening work	2.00
Sunday opening		8.00
A. C. McClurg & Co.	Books	120.87
Boylston Publishing Co.	Book	.75
Edna B. Holman	"	1.25
S. S. Scranton Co.	"	1.00
B. F. Bowen & Co.	"	8.00
G. B. Banta Publishing Co.	Periodical	1.20
Special Library Assoc.	"	2.00
Thomas Cook & Son	"	1.00
Drama League of America	"	2.00
H. W. Wilson Co.	"	11.00
National Municipal League	"	5.00
Spies Book Bindery	Binding	33.60
Ward Brothers	"	94.65
Haines & Essick	Supplies	3.40
Herbert Putnam	"	50.00
L. C. Smith & Bros.	"	7.00
United Dealers' Buying Co.	Supplies	3.85
Morehouse & Wells Co.	"	5.75
Sangster Steel Pen Co.	"	2.00
Wallender & Wilder	"	4.84
Library Bureau	Furniture	44.25
Decatur Railway & Light Co.	Light & heat	63.29
Drawer account		11.56
Hamman Brothers	Freight, etc.	<u>27.16</u>
		\$1,203.02

On motion adjourned.

Alice G. Evans.
Secretary

Regular meeting of the Library Board

March 29, 1918.

Present: Messrs. Hardy, Shade, O'Brien and Miss Crea.

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 books recommended by the Book Committee were ordered purchased.

On motion the Board appointed the Chairman, Mr. Hardy, to draw up a petition to present to the City Council, asking that ground in the rear of Fire house, no.4 be set aside for a Branch library building to be built at some future time.

Mention was made of the book drive for camp libraries, March 18-25. Over 3,000 volumes were received, and more were coming in every day. 914 volumes were prepared with bookplates, pockets and cards, and sent to Camp Logan, Texas.

There was a burglary on March 8th, when the safe was robbed of about \$44.

The Library school of the University of Illinois was expecting to visit the library, April 8th, on its annual tour of libraries.

The Annual report will be ready May 10th or the first of the following week.

The following bills were approved by the Finance Committee and ordered paid:

Alice G. Evans	Salary	\$125.00
Minnie A. Dill	"	100.00
Florence D. Love	"	80.00
Clara Hunt	"	60.00
Victoria Bronson	"	75.00
Bernice B. Brand	"	40.00
Esther L. Bergen	"	60.00
Mae Carter	"	30.00
Florence A. Newell	"	22.50

Elsie Lewman	Salary	\$30.00
Clara Baker	Evening work	4.80
Pauline Harless, Branch page.	Services	3.50
T. A. Funk, janitor	Salary	65.00
Von Brubeck, page	Services	8.80
Sunday opening (5 Sundays)		10.00
Hanson Bellows Co.	Books	35.00
A. C. McClurg & Co.	"	217.11
Herald Printing Co.	Printing	21.47
Spies' Book Bindery	Binding	7.35
Keystone View Co.	Supplies	23.10
Wallender & Wilder	"	3.25
Library Bureau	"	1.33
Gaylord Brothers	"	79.88
Rex Electric Co.	"	28.60
Haines & Essick	"	4.10
Tablet & Ticket Co.	"	3.98
L. C. Smith Brothers	"	5.25
Lynn N. Williams	Repairs	1.30
Board of Education	"	6.00
Decatur R. & L. Co.	Light & heat	62.71
Macon County Food Show	Miscellaneous	8.60
Ralph Linder	"	2.25
Rembrandt Studio	Photographs	5.00
Millikin National Bank	Interest	34.45
Hamman Brothers	Freight, etc.	11.78
Drawer account		10.94
West Paper Co.	Supplies	1.80
Morehouse & Wells Co.	Two flags	<u>19.00</u>

\$1,308.85

On motion adjourned.

Alice G. Evans,
Secretary.

Regular meeting of the Library Board

April 26, 1918.

Present: Messrs. Hardy, Heyne, Shade and Miss Crea.

Minutes of the last meeting were read and approved.

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

No books were recommended at this meeting.

Mr. Hardy reported that he had not seen the City Council in regard to the lot on Jasper St. but would attend to it later.

The time for the Annual meeting was to be decided upon later.

Eight more boxes of books had been sent to Camp Logan, Houston, Texas. There were 600 books in all- 200 fiction and 400 non-fiction. 913 books of fiction had already been sent to this same camp by order of the A. L. A.

Mention was made of the new bulletin board and typewriter desk which had been purchased.

The following bills were approved by the Finance Committee and ordered paid:

Alice G. Evans	Salary	\$125.00
Minnie A. Dill	"	100.00
Florence D. Love	"	80.00
Clara Hunt	"	60.00
Victoria Bronson	"	75.00
Bernice B. Brand	"	40.00
Esther L. Bergen	"	60.00
Mae Carter	"	30.00
Florence A. Newell	"	22.50
Elsie Lewman	"	30.00
Clara Baker	Evening work	5.40
Pauline Harless, Branch page.	Services	3.40
T. A. Funk, janitor	Salary	65.00
Von Brubeck, page	Services	8.60
Sunday opening (4 Sundays)		8.00
A. C. McClurg & Co.	Books	618.71
Harper Brothers	"	26.10
H. W. Wilson Co.	"	1.25
Review Printing Co.	"	18.00
Leonard Scott Publication Co.	Periodical	1.75

J. E. Bentley	Supplies	\$3.25
Wallender & Wilder	"	38.25
Linn & Scruggs	"	3.44
Library Bureau	"	44.88
Gaylord Brothers	"	1.00
Barrett Bindery	"	7.40
G. G. Rupert	Repairs	3.25
Decatur Cornice & Roofing Co.	Repairs	153.86
Decatur Railway & Light Co.	Light & heat	63.36
Central Union Telephone Co.	Telephones	9.00
Drawer account		18.11
Millikin National Bank	Interest	33.61
Bachman Bros. & Martin Co.	Furniture	54.32
G. S. Lyon & Son	"	<u>65.91</u>
		\$1,878.35

On motion adjourned.

Alice G. Evans,
Secretary.

Regular meeting of the Library Board

May 29, 1918.

Present: Messrs. Hardy, Heyne, Shade and Miss Crea.

Minutes of the last meeting were read and approved.

The Librarian's report for April was approved and ordered placed on file.

The President announced the fact that this was a combination of the forty-third annual meeting and the regular monthly meeting for May.

First was read a letter from the President of the Board to the Mayor and Commissioners telling them in brief what had been done during the year and thanking them for their courtesy and interest in what the Library has been trying to accomplish.

The Librarian's Annual report was read, adopted and ordered placed on file, and a copy sworn to by the Secretary, signed by the members of the Board and sent to the Mayor and Commissioners.

The insurance which falls due on June 11th was put into the hands of T. E. O'Brien, chairman of the Building and grounds committee, with power to act.

On motion about 300 books recommended by the Book committee were ordered purchased.

It was decided that the large southeast room on the second floor be fitted up for a cataloging room.

The budget for 1918-19, providing for an increase of salaries, was adopted as presented.

Mention was made of the fact that at the next Board meeting there would probably be nine members present instead of five, the state law now requiring the larger number.

April ---- 2

Thirty-five students from the University of Illinois Library School visited the Library on May 18th.

The Librarian was granted the privilege of attending the Annual conference of the American Library association, which is held at Saratoga Springs, N.Y. from July 1-6.

The following bills were approved by the Finance committee and ordered paid:

Alice G. Evans	Salary	\$125.00
Minnie A. Dill	"	100.00
Florence D. Love	"	80.00
Clara Hunt	"	60.00
Victoria Bronson	"	75.00
Bernice B. Brand	"	40.00
Esther L. Bergen	"	60.00
Mae Carter	"	30.00
Florence A. Newell	"	22.50
Elsie Lewman	"	30.00
Clara Baker	Evening work	5.40
Pauline Harless, Branch	page. Services	3.40
T. A. Funk, janitor	Salary	65.00
Von Brubeck, page	Services	8.60
Alice G. Evans	Sunday opening	8.00
T. E. Jackson, Roach janitor.	Services	7.00
A. C. McClurg & Co.	Books	6.91
B. F. Bowen Co.	Book	7.50
Wagenvoord & Co.	Binding	116.05
Library Bureau	Supplies	8.87
A. L. A. Publishing Board.	Books	1.23
Spence & Pease	Repairs	38.58
W. C. Pluck	"	3.75
Decatur Railway & Light Co.	Light & heat	68.52
National Education Assoc.	Dues	2.00
C. B. Roden	Dues for War Fund	12.00
Alice G. Evans	Drawer account	10.62
Hamman Brothers	Freight & drayage	6.75
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		\$1,002.68

On motion adjourned.

Alice G. Evans Sec.

Regular meeting of the Library Board

June 21, 1918.

Present: Messrs. Hardy, Heyne, Latham, Mrs. Gastman, Mrs. Muleady, Miss Crea.

Minutes of the last meeting were read and approved.

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

This was the first meeting since the appointment of the four new members of the Board, the change from five to nine members being necessary in order to conform with the new state law. Those newly appointed were Mrs. E. A. Gastman, Mrs. T. F. Muleady, H. T. Callon, and J. H. Latham. Mr. Hardy was reappointed.

In order to determine the length of the term of office of each director, lots were drawn, the results being as follows:-
for one year- Miss Crea, Rev. Heyne, and Mr. Latham;
for two years- Messrs. Shade, Callon, and O'Brien;
for three years- Mrs. Muleady, Mrs. Gastman, and Mr. Hardy.

The election of officers of the Board was next in order and Mr. Hardy was re-elected president and Mrs. Evans, secretary. Both responded with a word of appreciation, Mr. Hardy telling of what the office meant to him, of the harmony existing between the Board and the Staff, and the splendid working condition of the whole Library. The committees were to be announced at the next meeting.

Two representatives of the insurance companies, whose policies had been dropped when some of the insurance was renewed on June 11th, appeared before the Board. The matter was discussed and it was thought it might be wise to take out more insurance. However, no decision was reached, as Mr. O'Brien into whose hands the renewing of the policies had been placed, was out of the city. On his return, something would be done in the matter.

Bills to the amount of \$1, 687.66 were approved by the Finance Committee and ordered paid. On motion adjourned, Alice G. Evans.

Called meeting of the Library Board

June 28, 1918.

Present: Messrs. Hardy, Heyne and Shade.

Only the members of the old Board were notified of this meeting.

The president stated that the four new members should not have attended the last regular meeting but make their first appearance at the July meeting, according to the Corporation counsel; consequently, the organization at the last meeting was irregular and would have to be done over at the next one. He also said that when drawing lots for length of terms, the Mayor wishes it arranged so that the time of two men and one woman expires each year; hence, it will be necessary for the men and women to draw separately.

The president stated that the meeting was called to finish up the business of renewing the insurance policies. He read a letter from Mr. O'Brien, chairman of the committee, stating his reasons for giving the entire amount to three agents instead of spreading it, as has been done heretofore. The chief reason was that they had gone after the business and those who were dropped had not.

On motion Mr. O'Brien's report was accepted and the bills ordered paid. A copy of Mr. O'Brien's letter was to be sent each of the agents who had been dropped.

On motion adjourned.

Alice G. Evans,
Secretary.

Regular meeting of the Library Board

July 26, 1918.

Present: Messrs. Hardy, Heyne, Shade, Miss Crea, Mrs. Muleady and Mrs. Gastman.

Minutes of the last meeting were read and approved, also minutes of a called meeting for June 28 to finish up the business of renewing the insurance policies.

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

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

Under the state law requiring nine members, this was the proper time for drawing for terms of office and for the organization of the new Board. This had been done at the June meeting but was later declared by the Corporation counsel to be irregular.

The drawing for length of terms of office resulted as follows: for one year- Mrs. Gastman, Mr. Heyne and Mr. O'Brien; for two years- Miss Crea, Mr. Hardy and Mr. Shade; for three years- Mrs. Muleady, Mr. Latham and Mr. Callon.

Next was the vote for officers, Mr. Hardy being unanimously elected president and Mrs. Evans secretary.

Mr. Hardy read a letter to be sent the insurance agents, whose policies had been dropped. This communication was to be sent to each of them, after being passed upon by the Board.

Mrs. Evans was then asked to tell something of the Annual meeting of the American Library association at Saratoga Springs, to which she was so generously sent by the Board.

Bills to the amount of \$1,451.72 were approved by the Finance committee and ordered paid.

On motion adjourned.

Alice G. Evans, Secretary.

Regular meeting of the Library Board

August 30, 1918.

Present: Messrs. Hardy, Heyne, Shade, Latham, Mrs. Muleady and Mrs. Gastman.

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 was read from Mr. O'Brien in regard to taking out tornado insurance to the amount of \$10,000. On motion the secretary was to write Mr. O'Brien that the decision of the Board was to insure against tornado and fire to the amount of \$2,500.

Mr. Hardy said the Honor roll was to be placed on the Library grounds or in Central park. A vote was taken, and the Board agreed if the City wanted to place it here, it would be done and a motion to this effect was in order.

A bill for interest from the Millikin Bank was presented and the order was to be held until Mr. Latham could look into the matter and report at the next meeting. Mr. Latham asked for a statement of the balance for April and May.

Bills to the amount of \$1,645.88 were approved by the Finance committee and ordered paid.

On motion adjourned.

Alice G. Evans,

Secretary

Regular meeting of the Library Board

September 27, 1918.

Present: Messrs. Hardy, Heyne, O'Brien, Latham, Mrs. Muleady, Mrs. Gastman and Miss Crea.

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 books recommended by the Book Committee were ordered purchased.

On motion Mr. O'Brien was to look after the insurance against tornado and fire to the amount of \$2,500. Mr. O'Brien was also appointed to make some arrangement for having hot water in the building, and inquire about scales for weighing old books and papers, and boxes of books for the soldiers.

Mr. Latham made a report in regard to interest to be paid each year on library funds. He said in part: "The appropriation for the library is made in July or August of one year but not collected until the spring of the following year, and the library account is not credited with the actual money until from May to July of the year following the time that the appropriation is made; hence from March on for several months, the Millikin Bank advanced the actual cash for the use of the library until the taxes collected and paid into the Bank, repaid the amount advanced. The interest charged is for the cash advanced by the Bank from the time of the advance until it was repaid."

Mr. Hardy spoke again of the Honor roll and said he did not wish in any way to spoil our grounds, and seemed to think, with the changes made in the size of the Board, it might not do to place it on the library lawn; however, no action was taken.

September ----- 2

Mrs. Evans spoke of a longneeded vacation and asked the privilege of going to California. On motion the Board granted the request for a 60 days' leave-of-absence.

Books for the soldiers had been pack~~ed~~ for three weeks. There being no recruiting officer in the City at the present time to arrange for the sending of the books, word was sent to the Quartermaster at Peoria, but with no response. Mr. O'Brien suggested writing to the ports to which the books were to be sent.

Bills to the amount of \$1,100.24 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans, Secretary.

Regular meeting of the Library Board

October 31, 1918.

Present: Messrs. Hardy, Heyne, Shade, Latham,
Mrs. Muleady, Mrs. Gastman and Miss Crea.

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 books recommended by the Book Committee
were ordered purchased.

Miss Crea was to decide on two French magazines to be sub-
scribed for and placed in the reading-room.

Mr. Hardy spoke again of the Honor roll and said they were
preparing to place it in Central Park.

Mr. O'Brien had arranged with Bennett & Shade to write
a policy for \$5,000, insuring the building against tornado. The
policy was to run for a period of five years. Mr. O'Brien had
also purchased scales.

Mr. Hardy told the Board about the action of the Municipal
Art League in choosing Mrs. Evans to sit for a portrait by Nicholas
Brewer of St. Paul.

A collection of Liberty loan posters and badges used in
the various patriotic "drives" had been presented to the Library by
L. C. Shellabarger, of the Council of Defense.

It was mentioned that the warirelics, belonging to
W. L. Shellabarger, Jr., were on exhibit at the Library.

Bills to the amount of \$1,629.39 were approved by the
Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans, Secretary.

Regular monthly meeting of the Library Board

November 29, 1918.

Present: Messrs. Hardy, Heyne, Mrs. Gastman, Mrs. Muleady and Miss Crea.

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 books recommended by the Book Committee were ordered purchased.

The Spanish edition of the Bulletin of the Pan American Union was to be added to the periodical list for 1919.

Mr. Hardy was to order a pedestal for the statuette of Diana, which was loaned to the Library by the Millikin estate.

The matter of purchasing the portrait of Mrs. Evans painted by Nicholas R. Brewer was taken up. Mr. Hardy stated that after a conference with two members of the Board, Mrs. Muleady and Mrs. Gastman, it was agreed that the Library Board should purchase it jointly with the Municipal Art League, ^{subject to the approval of the Board,} and that it be hung in the Library permanently. He desired that this be ratified by the Board as a whole. On motion the Library Board was to pay one half of the purchase price of the portrait.

There was a discussion of extending the Library's usefulness in the community by trying out more deposit stations. Northwest Decatur was mentioned as the section of the city to which the Library's efforts should next be turned. Deposit stations for special industries and institutions were spoken of, such as Staley's, the Central Union telephone office, etc. The pros and cons of having deposits in school buildings and drug stores were discussed. It was thought that drug stores, being open every day and evening, afforded about the best place in which to start, and, if practicable, these might be operated by the

November ----- 2

clerks under the direction of the Library- thus giving the patrons more service.

Bills to the amount of \$1,111.12 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Minnie A. Dill

Acting secretary.

Regular monthly meeting of the Library Board

December 27, 1918.

Present: Messrs. Hardy, O'Brien, Shade (by proxy),
Mrs. Gastman and Miss Crea.

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 books recommended by the Book Committee were
ordered purchased.

Attention was called to the bad condition of the shelving of the
oversized periodicals in the lower stack. A letter was to be written
to the Library Bureau asking them to send a representative to look over
these stacks and put them in good condition.

The problem of getting the bindery work, especially the
periodicals, done in a fairly reasonable time was brought up. It was
stated that the Spies bindery has had several hundred vols. of
periodicals for more than half a year, thereby crippling the library
very seriously in a reference way, and causing great inconvenience to
the patrons and annoyance to the staff. A letter was to be written
to Mr. Spies stating that he would be given ten days in which to finish
and return these books or they would be sent to some other bindery.
The secretary was also instructed to get into communication with
several other binderies to see if better service can be had elsewhere.

The greatly increased cost of heating the building under the
meter rate was discussed and a comparison made with the bills of the
past year. The Decatur Railway & Light Co. was to be written to
protesting the bill which was considered exorbitant.

Mrs. George Haworth's valuable gift to the library-

December ----- 2

"The Mississippi Valley in British politics" in 2 vols. by C. W. Alvord, was examined with interest.

Mention was made that "Illinois Libraries," the official bulletin of the Illinois Library Extension Commission, in its initial number, Jan. 1919, contained a reproduction of the portrait of Mrs. Evans, and a copy was shown. The same number had a short account of the work of our Durfee Branch.

Mention was also made that the flags of the Allies which belonged to the Council of National Defense has been given to the Library when that organization went out of existence.

Miss Warner, a senior of the University of Illinois Library School, was to be in the library for a month's field work, beginning Jan. 13.

Bills to the amount of \$1,657.95 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Minnie A. Dill

Acting secretary.

Regular monthly meeting of the Library Board

January 31, 1919.

Present: Messrs. Hardy, Heyne, Shade, Mrs. Castman and Mrs. Muleady.

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 books recommended by the Book Committee were ordered purchased.

A report was made on the following unfinished business:

1. A representative from the Library Bureau visited the library in response to our letter regarding the periodical stacks. He found the lugs for brackets were rusted and broken; took samples of these and of the oversized brackets and was to send the quantity needed if in stock, otherwise they would have to be made. Our stacks are their old style kind.

2. Binding- The Spies bindery had sent over 182 periodicals and promised the rest the next week. Mr. Spies reported he had more help and promised better service. Other binderies had been written to in regard to our work. We had replies from two and a visit from a member of the Burgmeier Bindery Co. of Chicago, which was quite satisfactory. Their prices average about the same as Spies'; they pay the freight one way and, as a rule, can put through 100 volumes in about two months from the time they are received. His firm is an old and reliable one, and Mr. Burgmeier said that, while he would be glad to get some of our work, he believed local binderies, if satisfactory, should have a share of the library's work. It was the opinion of the Board that the library should give Mr. Spies one more trial on part of our work and also send some to Burgmeier Bindery if there was need to.

3. In response to our letter protesting the large increase in the bill for heat, the engineer at the Decatur Railway and Light plant came up and made the following suggestions: Have pipes wrapped and open ends sealed; shut off overhead radiators in basement, as pipes contain enough heat; keep radiators shut off in small rooms and others where possible, except in extreme weather; get more thermometers; atmospheric system of heating would be an improvement. The Board recommended that all suggestions be carried out except the last.

4. The Lyon Lumber Co. reported that shelving, etc. for fitting up new catalog room would be delivered the next week.

5. The Walrus Manufacturing Co. had sent blue print for pedestal for statuette and had been given the order to do the work. Their contract was to be signed.

New business-

Attention was drawn to the condition of the grounds and to the fact that the janitor was having considerable trouble with children running across the lawn and had placed wooden guards on either side of front entrance. Placing an iron fence on top of the retaining wall was mentioned.

Mr. Hardy said that more shrubbery was needed and suggested that Mr. Torrence be consulted. The Board ordered this to be done.

Furniture, fittings and cork carpet for the new catalog room were to be ordered.

The show case in the children's room, used for the special collection of books, which had been loaned by Mrs. Barkley, was to be sold very soon. Need for a similar case, also for more shelves for reference books in this room, was mentioned. The Board ordered that the Librarian have drawings and prices from the Walrus Manufacturing Co. on cases needed.

7?
Jan. 31, 1919
February ----- 3

Mention was made of the following supplies needed: electric lamps; hose; rubber tips for chairs at Branch. These were ordered purchased.

Need of a desk (second hand) at the Deposit station was mentioned. The Board suggested that one be borrowed from the schools, if possible.

Mention was made of a school room library to be deposited at the Warren Street school.

Illness on the staff and consequent overwork of others was spoken of. Miss Brand and Miss Baker had been out since Christmas. We now have the opportunity to secure efficient help. Miss Vera Gher, who was formerly on our staff but now in the University of Illinois library, wishes to return to Decatur and has asked for a position on part time. We are very anxious to have her come and as soon as possible. It was the decision of the Board that we write her at once offering her the position.

Miss Warner, the field worker from the senior class of the U. of I. Library School, had been very helpful in her few weeks with us and we will be sorry to lose her.

Mention was made of a district library meeting to be held in Mattoon, Feb. 12, and that a representative from our library might attend.

A letter was to be written Mr. Callon, member of the Library Board, extending sympathy on the death of his son in the service of his country.

Bills to the amount of \$1,773.66 were approved by the Finance Committee and ordered paid.

On motion adjourned.


Acting Secretary.

Regular monthly meeting of the Library Board

February 28, 1919.

Present: Mr. Hardy (by proxy); Mr. Shade (by proxy);
Rev. William Heyne; Mrs. Muleady; Mrs. Gastman and Miss Crea.

The president being absent, Rev. Heyne was called to the chair.

Minutes of the last meeting were read and approved.

The report of the acting librarian was read, on motion approved
and ordered placed on file.

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

It was mentioned that Mr. Torrence had come up to see what was
needed in shrubbery and that he would order it.

New fields for extension work had been investigated. All of
the fire houses wanted books and deposits were to be sent them.
The Decatur and Macon County Hospital would also be glad to have books.

Several of the factories had been consulted with the following
results:

Mueller's have no room for many books at present, but in case
a recreation building is erected, a room for a library might be included.

Faries Co. said they would consider it but were not very
enthusiastic.

Walrus Co. said just now, with the many labor problems, etc. to
consider, they did not want to undertake the new venture.

Union Iron Works said the matter would be taken up with
Mr. Millikin.

Decatur Malleable Iron Co. said they had many foreigners.

Mr. Schaub had been seen concerning the Y.M.C.A.'s extension
idea. He was told that extension work could not be undertaken in a
large way at once.

February ----- 2

It was decided to order the following new periodicals:
National builder, suggested by Mr. Cope, building inspector;
Dearborn magazine; edited by Henry Ford; two or three popular magazines
for deposit station at Roach school.

Miss Brand sent thanks to the members of the Board for their
kindness in giving her pay check for the last month.

Mention was made of the slashing of library books which was
discovered the evening of February 26.

Bills to the amount of \$1,778.57 were approved by the Finance
Committee and ordered paid.

On motion adjourned.

Alice G. Evans.

Secretary.

Alice G. Evans.

Regular monthly meeting of the Library Board

March 28, 1919.

Present: Messrs. Heyne, Shade, Mrs. Muleady, Mrs. Gastman,
and Miss Crea.

The president being absent, Rev. Heyne was called to the chair.
Minutes of the last meeting were read and approved.

The report of the librarian was read, on motion approved and
ordered placed on file.

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

On motion it was decided to purchase a new L. C. Smith
typewriter.

The Building and Grounds Committee gave Mrs. Evans power to
make arrangements for cleaning and painting the walls where needed.

Bills to the amount of \$2,044.20 were approved by the Finance
Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary.

Regular monthly meeting of the Library Board

April 25, 1919.

Present: Messrs. Hardy, Heyne, Shade, Mrs. Gastman, Mrs. Muleady (by proxy), and Miss Crea (by proxy).

Minutes of the last meeting were read and approved.

The report of the librarian was read, on motion approved and ordered placed on file.

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

Spence & Pease had been consulted about re-decorating the walls and had submitted their bid of \$185. This was accepted.

Mr. Engleman had been asked about the possibility of the library room at Durfee school being needed for school purposes another year. He did not know definitely but will notify us later. He also expressed his approval of having school collections in each of the three remaining schools the coming year. It was decided to purchase about 800 vols. so that this could be done.

The firemen were enjoying the books that had been sent and asked for an exchange. Books had been sent to the Decatur and Macon County hospital. Mr. Hardy suggested that small collections be sent to St. Mary's hospital and the Wabash hospital, if they were wanted.

It was mentioned that Miss Vera Gher was giving part time and would begin regular work July 1st at \$70 a month. She had agreed to remain with us through December.

About 300 books were ready to send to the soldiers.

The need of a new janitor was mentioned. Mr. Garver is not equal to all of the work but is willing to stay until we get some one.

Mr. Hardy, Mr. Shade and Mr. Latham were to see the Department of Accounts and Finance in regard to levying all the tax lawfully allowed the library.

It was decided to combine the annual meeting with the regular monthly meeting for May and hold it on Thursday, May 29.

Bills to the amount of \$1,858.91 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary.

Regular meeting of the Library Board

May 29, 1919.

Present: Messrs. Hardy, Shade, Mrs. Gastman,
Mrs. Muleady and Miss Crea.

Minutes of the last meeting were read and approved.

The Librarian's report for April was approved and ordered placed on file.

The President announced that this was a combinations of the forty-fourth annual meeting and the regular monthly meeting for May.

A letter from the President of the Board to the Mayor and Commissioners was read. In this he called attention to the main accomplishments of the Library during the past year and invited their interest in its undertakings.

The Librarian's Annual report was read, adopted and ordered placed on file. A copy was sworn to by the Secretary, signed by the members of the Board and sent to the Mayor and Commissioners.

On motion about 900 books for the school collection recommended by the Book Committee were ordered purchased.

On motion the budget for 1919-1920, providing for an increase of salaries, was adopted as presented.

The request for screens for the Durfee branch was to be referred to the Board of Education.

Mrs. Evans was granted the privilege of attending the A.L.A. conference at Asbury Park, this being her twenty-fourth conference.

On motion it was decided to get up a printed report for the year just ended. As many copies as seemed necessary were to be printed.

May ----- 2

Miss Mabel Wayne was to be added to our staff to take the place of Miss Bergen, who had resigned to accept the position of assistant to Miss Price, Secretary of the Illinois Library Extension Commission. It was thought a real privilege to have Miss Wayne back. She had given sixteen years of efficient and faithful service in our library, and had gone from here for professional training, after which she held the position of librarian at Anderson, Indiana.

It had been requested that a Mormon paper be placed in our reading room, but it was the decision of the Board that this should not be done.

Bills to the amount of \$1,299.13 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.

Secretary.

Regular Meeting of the Library Board

June 27, 1919.

Present: Messrs. Hardy, Heyne, Shade, Mrs. Muleady, Mrs. Gastman and Miss Crea.

Minutes of the last meeting were read and approved.

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

A letter from Mr. Engleman was read saying that the room now occupied by the Branch library in the Durfee building will be needed for the school next year, and asking that the Library Board make arrangements for its removal before the schools open in September. Suggestions were made about a room in the basement of the Durfee school or in some building nearby; also, about a branch building on the lot with the fire house.

On motion the matter was referred to a committee which was to wait upon the School Board and City Council to see what could be done. The president appointed Mr. Shade, Mr. Heyne and Mrs. Muleady, and this committee was to make a report as soon as possible at a called meeting.

On motion the street was to be sprinkled in front of the Library by Mr. Bundy, during the summer, for \$5.00 a month.

An electric fan was to be purchased for the secretary's office.

Mention was made of repairs ordered on the roof because of leaks after the recent hard rain.

Bills to the amount of \$2,283.56 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Minnie A. Dill
Acting-secretary.

Called meeting of the Library Board

July 18, 1919.

Present: Messrs. Hardy, Shade and O'Brien.

The members of the Library Board came together for the purpose of deciding upon a new location for the Durfee branch. On motion it was decided to rent from the Faries Manufacturing Co. the building at the corner of Calhoun St. and Grand Ave. at a cost of ten dollars per month. The books and furniture from the Durfee library were to be moved to this room.

On motion Mr. Shade, chairman of the committee, was given power to make the necessary changes for getting the room in shape.

On motion adjourned.

Alice G. Evans.

Secretary.

Regular Meeting of the Library Board

July 25, 1919.

Present: Messrs. Hardy, Osborne, Lorenz, Shade, Mrs. Gastman, Mrs. Muleady ~~and Miss Crea.~~

Minutes of the last ^{regular} meeting were read and approved, also minutes of a called meeting for July 18 to decide upon a new location for the Durfee branch.

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

The new members appointed by Mayor Borchers- Mr. Lorenz and Mr. Osborne- took their places, and Mr. Hardy in a few well chosen words explained their duties.

Next in order was the election of president and secretary. Mr. Hardy was re-elected president by a unanimous vote and Mrs. Evans secretary.

The question of importance was the housing of the books belonging to the Durfee branch. Mr. Shade made a report on the room and the needs. Then Mr. Shade, with Mr. Osborne, were appointed by Mr. Hardy to go out and look the building over and get the proper persons to do the work. Mr. Hardy also appointed Mr. Osborne chairman of the Building and Grounds Committee, and Mr. Lorenz chairman of the Administration Committee.

Mrs. Evans gave a brief outline of the Asbury Park conference and of her visit to Mr. Bertram in regard to money for a Branch building. He said that they did not build branch buildings for the smaller towns, and that Mr. Carnegie was not giving to libraries at this time and ^{would} not do anything until the next census was taken.

The cost of a building, as estimated by two contractors, was mentioned- the estimate of one being \$4,000 and of another \$5,000. This price included walks, screens and various other things

July ----- 2

necessary to complete the building.

No new books were recommended at this meeting, but about 150 renewals were to be ordered.

Bills to the amount of \$1,390.02 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.

Secretary.

Regular Meeting of the Library Board

August 29, 1919.

Present: Messrs. Hardy, Shade, Osborne, Mrs. Muleady, Mrs. Gastman and Miss Crea.

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 books recommended by the Book Committee were ordered purchased.

Durfee Branch was next discussed. Mr. Osborne had seen Mr. Engleman in regard to the Branch remaining in the school building until we could get a building of our own. He told the Board of his conversation with Mr. Engleman and of the visit out to the school when Mr. Engleman said we could stay in the same room we had been occupying. This arrangement made it much easier for us at this time.

Mr. Hardy and Mrs. Evans, in talking over the future plans for the Branch at Roach school, decided to go and see Mr. Bramhall and ask to see the plans for the new building and ascertain whether we could have a room with an outside entrance, coat and toilet room. The plans were found to be very satisfactory. Mr. Bramhall, knowing our needs, will take it up with the School Board and let us know what is their pleasure in regard to the request.

It was next mentioned that Miss Bronson is leaving us to become librarian of the Lucas County Library, Maumee, Ohio. Some ^{one} would have to be secured for her place.

On motion Mr. Hardy appointed Mr. Osborne to look into the matter of having a toilet placed in a closet off the Board room.

On motion Mr. Hardy appointed Mr. Osborne and Mrs. Evans to go to the canteen building and see whether it was fitted up to

August ----- 2

comply with the necessary requirements for placing it on the lot north of No.4 Fire house.

Bills to the amount of \$1,884.34 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.

Secretary.

Regular Meeting of the Library Board

September 26, 1919.

Present: Messrs. Hardy, Lorenz, Osborne, Mrs. Gastman and Miss Crea.

Minutes of the last meeting were read and approved.

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

No books were recommended at this meeting, but renewals were to be ordered some time during the month.

First, Mr. Osborne, chairman of the Building & Grounds Committee reported on the toilet which was being installed in the little room off the children's room. He then told of ^{his} visit to the canteen building with Mr. Cope and Mrs. Steele. They found that the building could be moved, but were not sure it would pay. Mr. Hardy had been notified by Mr. Culver that the building was to be given the library. In case it seemed best not to move it, it was thought that it possibly could be rented and the money used in building the Branch. Miss Crea brought up the question of our having to pay rent for the ground on which the building is located.

Mr. Hardy read a letter from Mr. Mueller in which he stated that the Library was to be considered first in connection with the canteen building, as we had first approached him regarding it.

Another letter was read from Corporation Counsel R. J. Monroe in which he told us that we could legally use part of our appropriation to put up the Branch building.

The plans for the addition to the main building were ^{he said this is not legal advice but merely a suggestion referring to section 13 of the library act} discussed, and it was thought best to approach the City Council in regard to the issuing of bonds so that the work might be started as soon as possible. With the estimate from the architect and that from ^{annual budget}

September ----- 2

the Library Bureau for steel stacks, it was found the total cost would be about forty thousand dollars (\$40,000).

On motion a letter was to be sent to Mr. Engleman and the members of the Board of Education, thanking them for granting us the privilege of occupying the same room in Durfee School through this year.

It was decided to go on with the plans for the Branch, so that everything might be in readiness to begin work as soon as the weather would permit.

On motion Miss Dill, Mrs. Evans and Mr. Lorenz were to attend the I.L.A. meeting at Peoria.

Miss Gher resigned, her resignation to take effect October 15th. At this time no one was engaged to take her place or the one made vacant by the resignation of Miss Bronson.

Bills to the amount of \$1,508.28 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans,
Secretary.

Regular Meeting of the Library Board

October 31, 1919.

Present: Messrs. Hardy, Shade, Osborne, Lorenz,
Mrs. Gastman, Mrs. Muleady and Miss Crea.

Minutes of the last meeting were read and approved, with the exception of the wording of the statement by Corporation Counsel, R. J. Monroe, regarding the use of money, appropriated for running expenses, for building purposes. This was to be corrected.

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

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

Haines & Essick had submitted a bid of \$563.10 for periodical subscriptions for 1920, and it was decided that this be accepted.

The enlarging of the main building was discussed next, and the President of the Board thought that definite action should be taken. The entire Board was to appear before the City Council on Thursday morning, Nov. 6, at 10 o'clock to present the matter.

Next in order was the question of a branch building.

The Red Cross canteen building was to be presented to the Library. Mr. Osborne was appointed to get the house mover to give us an estimate on moving the building ~~the building~~ from the present location to the lot on which Fire Station no. 4 is located. An effort was to be made to get it in order as soon as possible.

Mr. Hardy, who had just returned from Grand Rapids, spoke of what is being done there and in various other cities regarding the placing of libraries in all new school buildings. The buildings are planned with this in view and have outside entrances for the library. It was thought that some provision might be made for libraries in the new Junior High and Roach schools.

October ----- 2

Miss Ausbury was to begin her work as head of the loan department on Nov. 3rd.

Miss Abel had been engaged to take charge of the extension work and was to arrive December 1st.

Mr. Garver had resigned as janitor, and Mr. Merrell was to succeed him.

By a unanimous vote of the Board Miss Dill was granted a six months' leave-of-absence, beginning with November. *With the hope of steady return to health*

Bills to the amount of \$1,857.96 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans,
Secretary.

Regular Meeting of the Library Board

November 28, 1919.

Present: Messrs. Hardy, Shade, Mrs. Gastman and Miss Crea.

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 books recommended by the Book Committee were ordered purchased.

Mr. Osborne being absent, no report could be given on the moving of the canteen building. Mr. Hardy stated that we scarcely had enough assurance to go ahead with the matter anyway, since the Red Cross Committee was still a little undecided about giving the building to us for the use of the Branch. He thought it advisable to consider the erection of a new Branch building, and to have Mr. Osborne, Mrs. Gastman and Mrs. Evans talk over plans for such a building with Mr. Clausen, the architect.

It was mentioned that Miss Abel, who was to come to take charge of the extension work, had decided not to come but would return to her former position at Springfield.

The Library had been asked to cooperate with the Y.W.C.A. in the work at Sangamon Mission and would send out a small collection of books.

Talks had been made during the month by different members of the staff- Miss Wayne and Miss Hunt had talked before Mothers' clubs on the subject of children's books, and Miss Love before the high school teachers.

Bills to the amount of \$1,474.80 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Mrs. G. Evans.
Secretary.

Regular Meeting of the Library Board

December 26, 1919.

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

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 books recommended by the Book Committee were ordered purchased.

Mr. Hardy was to see Mr. Osborne, who is sick at his home, and have a talk with him in regard to the Branch building.

On motion Mr. Hardy and Mrs. Evans were to visit St. Paul's Methodist Church and look over the basement to see whether it would be advisable to change the Deposit Station from the Roach School to the church.

Miss Irwin and Miss Davis, who were just finishing their apprentice course of three months, were to be taken on the regular staff in January.

Mention was made of the fact that the Library was entered on December 12th. A window was broken, desk drawers were pulled out and various other things were tampered with, but they did not get to the safe, and as far as we could see nothing was taken. They also broke the lock to the Shallabarger case, where a large number of German trophies are kept, but nothing seemed to have been disturbed.

On motion Mrs. Evans was granted the privilege of going to Chicago to attend the midwinter meeting of the A.L.A., January 1-3 at the Hotel LaSalle.

Bills to the amount of \$1,520.35 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans,
Secretary.

Regular Meeting of the Library Board

January 30, 1920.

Present: Messrs. Hardy, Shade, Mrs. Gastman, Mrs. Muleady
and Miss Crea.

Minutes of the last meeting were read and approved.

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

Books had been ordered before this meeting so that they could
be received in time to be cataloged before Miss Wayne left.

Mr. Hardy reported that Mr. Osborne was still confined to his
home by illness and was unable to help arrange for the new Branch
building at this time. Mr. Hardy had also seen Corporation Counsel
Monroe in regard to spending our balance for building purposes. .
Mr. Monroe was to look into the law and let us know. The matter
was discussed and it was decided that, when the budget was made out for
another year, we ask for \$2,000 for building purposes. A similar
amount could be included in the budget each year until the building
was fully paid for. Mr. Hardy suggested that Mrs. Gastman and
Mrs. Evans confer together and have Mr. Clausen, the architect, draw
plans and give estimates on the new building. The preference among
the members present was for a brick veneer building.

Miss Wayne, who had been acting as cataloger in Miss Dill's
absence, had resigned to become librarian of the East Liberty Branch,
of the Carnegie Library, Pittsburgh, Pa. She would leave for her new
work about February 14th.

Miss Barbey was to leave February 1st to accept a position
in the Review editorial department.

January, 1920 --- 2

About 25 students from the U. of I. Library School were expected here on an inspection tour Feb. 9th.

Miss Cleo Lichtenberger was to be sent from the same school for a month's field work beginning Feb. 16th.

Collections of books had been requested by the Y.M.C.A. and Mueller's.

Bills to the amount of \$2,320.07 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary.

Regular Meeting of the Library Board

February 27, 1920.

Present: Messrs. Hardy, Shade, Lorenz, Mrs. Gastman, Mrs. Muleady and Miss Crea.

Minutes of the last meeting were read and approved.

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

No new books were recommended for purchase, but about 250 renewals were to be ordered.

On motion 100 electric lamps were to be ordered of the lowest bidder. It was thought advisable to change from the 25 watt lamps to the 40 watt, if the price was satisfactory.

Miss Cleo Lichtenberger was here from the U. of I. Library School doing field work.

Mrs. Evans and Miss Love attended the district meeting at Bloomington, Feb. 24th. The discussions were very interesting and helpful.

Plans for the new Branch building were on exhibition and they were very satisfactory, with the exception that they called for a more expensive building than we could afford. Mr. Clausen was to be seen and asked to estimate on a smaller building, size 30 x 40 ft. (outside measurements, 33 x 42 ft.) It was decided to have the brick veneer instead of the solid brick walls, but the style of architecture was to be the same as shown in the plans.

Bills to the amount of \$1,069.90 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary.

Regular Meeting of the Library Board

March 26, 1920.

Present: Messrs. Hardy, Shade, Lorenz, Mrs. Gastman and Miss Crea.

Minutes of the last meeting were read and approved.

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

No new books were recommended at this meeting, but 150 renewals were ordered purchased.

Corporation Counsel R. J. Monroe was present at this meeting to discuss ways and means for a new Branch building. Mr. Monroe explained the procedure necessary for raising the money. The payments could be made in three installments extending over a period of three years. He was not sure that the balance for the past year could be used for building purposes, but would let us know definitely. Plans for the Branch building were on exhibition at this meeting and all seemed pleased with them.

At Mrs. Gastman's suggestion, a letter had been sent to Mr. Osborne since our last meeting, expressing our sympathy and wish for his recovery.

Miss Clara Chamberlain was to come to us the first of April to have charge of the children's department for a few months. Miss Hunt was to become extension librarian.

Mr. Hardy was to inquire about the new Roach building and see what arrangements could be made for our station there.

A charcoal drawing had been presented to the library by R. Carlson, and a note of thanks was to be sent him.

Students from the U. of I. Library School were to make their visit of inspection to our library on April 5th.

Board of Directors,
Free Public Library,
Decatur, Illinois.

Dear Friends:

I wish to take this opportunity of expressing my thanks to you all for your kindness and consideration in granting me the six months' leave-of-absence with salary.

The rest has been beneficial and I trust I may be able to show my appreciation by renewed interest in library affairs when I return May first.

Very sincerely
Minnie A. Dill

April 30, 1920.

March 1920 ----- 2

As the library year closed with April, the budget for next year would be submitted at the April meeting.

On motion adjourned.

Alice G. Evans.

Secretary.

Regular Meeting of the Library Board

April 30, 1930.

Present: Messrs. Hardy, Shade, Lorenz, Mrs. Gastman, Mrs. Muleady and Miss Crea.

Minutes of the last meeting were read and approved.

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

New books recommended by the Book Committee were ordered purchased.

This being the first meeting after the death of Mr. J.E. Osborne, member of the Library Board, a motion was made to draw up resolutions and send a copy to his family.

Commissioner J. W. Montgomery, of the Dept. of Accounts and Finance, by invitation met with the Board to advise concerning the new Branch building. Mr. Montgomery said substantially what Corporation Counsel R. J. Monroe had said- to have plans for such a building prepared and an estimate made of the cost, to determine the period of years over which the ^{Board} wishes to spread the collection of the cost of the building, and then request that the City Council issue bonds for this purpose. If the City Council approve the action of the Board, it may, in its own discretion, provide that bonds of the City be issued. If, however, the Council shall not provide that bonds be issued but shall otherwise approve the action of the Board, then the Board shall divide the cost of the building into as many parts as they shall determine and shall certify the amount of one of the parts to the City Council each year during the term of years over which they have decided to spread the cost. Mr. Shade thought \$15,000, divided into three payments of \$5,000 each and spread over a period of three years, would be the right

April 1930 ----- 2

amount to request. Miss Crea brought up the question of our ability to support another library with our present appropriation. The possibility of our having the room in Durfee school another year was considered; Mr. Engleman had been approached regarding this and would give an answer soon.

On motion the budget of \$26,910 for the coming year was adopted, the increase of salaries being approved as set forth. Mr. Montgomery advised that we ask for the full levy of 1 1/3 mills on the dollar. The present city valuation being \$15,448,286, this would give us about \$20,500 which, with the balance of \$6,418.43, would cover the amount of the budget.

It was decided to have the Annual report read at the regular monthly meeting, May 28.

Two new stations had been opened at the Mueller and Staley factories.

The matter of having the street sprinkled during the summer was mentioned, to be decided upon later.

Miss Dill sent a letter of thanks for ^{granted her} the vacation. On motion this was accepted and placed on the minutes of the meeting.

Mrs. Evans was granted the privilege of attending the A.L.A. meeting at Colorado Springs, June 2-7.

On motion adjourned.

Alice G. Evans.
Secretary.

Free Public Library,
Decatur, Illinois.

W. F. Hardy President
~~Rev. George E. Hooper, President.~~
Mrs. Alice G. Evans, Secretary.

Mrs. Alice G. Evans, Librarian.

RESOLUTION

The Board of Directors of the Decatur Public Library sincerely regret the death of their fellow member, J. E. Osborne, which occurred April 18, 1920. Mr. Osborne's term of service was brief but useful. Appointed to the board in the Spring of 1919, he plunged into his duties with enthusiasm guided by good business sense. As a member of the building and grounds committee, he gave personal attention to the building needs and put through in a most satisfactory manner important work. His illness and death cut short what would have been a highly useful career.

His passing leaves a vacancy which will be hard to fill, but the board is glad that he had this opportunity for useful public service however brief, and that it had the pleasure of working with Mr. Osborne. It is the sense of the board that a copy of this resolution be engrossed upon the records of the library, and that a copy be sent to Mr. Osborne's family.

May 28, 1920.

Regular Meeting of the Library Board

May 27, 1920.

Present: Messrs. Hardy, Shade, Lorenz, Mrs. Muleady, Miss Crea, and Mrs. Gastman by proxy.

Minutes of the last meeting were read and approved.

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

This being a combination of the forty-fifth annual meeting and the regular monthly meeting for May, the reading of the Annual report was next in order. A letter was then read from the President of the Board to the Mayor and City Commissioners, calling attention to the very prosperous year the Library had just concluded.

On motion the insurance, which comes due June 11th, was referred to the Building & Grounds committee with power to act.

The Board, after finishing the business, spoke of the fact that the Librarian was soon leaving to attend the Annual Conference of the American Library association for the twenty-fifth time, and expressed the wish that she have an enjoyable trip and return refreshed.

On motion adjourned.

Alice G. Evans.

Secretary.

Regular Meeting of the Library Board

June 25, 1920.

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

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 books (fiction, juvenile and requests) recommended by the Book Committee were ordered purchased.

Mr. Shade suggested that we increase our insurance \$10,000- \$7,500 on the contents of the building and \$2,500 on the building. On motion it was decided to do this, the amount to be divided between three companies: Bennett & Shade- \$3,500; Durfee, Clark & Nicholson- \$3,500; and C. A. Swarm- \$3,000.

The Roach deposit station would be closed for a time on account of the building being torn up for repairs.

It was decided to pay the janitor at Durfee school \$1.00 for each evening the Branch is open this summer. Other arrangements should be made when school opens.

Miss Yates, a graduate of the Syracuse Library School, would come to us August 1st as children's librarian.

The new members of the Board would take their places at the July meeting.

Bills to the amount of \$1,882.25 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans,
Secretary.

Regular Meeting of the Library Board

July 30, 1920.

Present: Mr. Shade, Mrs. Gadtman and Mrs. Meridith.

Since there were not enough members present to constitute a quorum, no business was transacted. In the absence of the President, Mr. Shade was called to the chair, and by consent of those present, the bills were passed upon and the vouchers signed by Mr. Shade.

The officers for the coming year were to have been elected at this meeting, but the election was postponed until the August meeting. This was also to have been the first meeting for the newly appointed members. Mr. Lamont Swisher had been appointed to fill the unexpired term of Mr. Osborne, deceased, and Mrs. F. M. Meridith to succeed Miss Crea, whose term had expired. Both Mr. Hardy and Mr. Shade were re-appointed. Mr. Swisher's term would expire in 1922, and the others would serve until 1923.

On motion adjourned.

Alice G. Evans.
Secretary.

Regular Meeting of the Library Board

August 27, 1920.

Present: Messrs. Hardy, Shade, Lorenz, Mrs. Gastman and Mrs. Muleady.

Minutes of the last regular meeting were read and approved.

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

The election of officers was next in order. Mr. Hardy was unanimously re-elected president and Mrs. Evans secretary.

Mr. Hardy appointed committees for 1920-21 as follows:

<u>Building & Grounds</u>	<u>Books</u>	<u>Finance</u>
Mr. Swisher	Mrs. Gastman	Mr. Shade
Mrs. Meridith	Mr. Lorenz	Mrs. Muleady
Mr. Latham	Mr. Hardy	Mr. Latham
<u>Administration</u>	<u>By-Laws</u>	
Mrs. Muleady	Mr. Lorenz	
Mrs. Gastman	Mr. Shade	
Mr. Hardy	Mr. Callon	

Mr. Hardy told of a conversation with Mr. Schaub in regard to establishing a technical library with the money left by Mr. Betzer for the Y.M.C.A. Mr. Schaub wished the cooperation of the Board. On motion he was to be invited to meet with the Board at their next regular meeting and make some plans.

Mr. Lorenz spoke of opening a library at the St. Johannes school, and said that when the plans were further along, they would propose that the Public Library establish a deposit station there.

It was decided to give up building the Branch this year, as Mr. Engleman, Superintendent of schools, had given the Library permission to use the room at Durfee school another year.

The new janitor, Mr. Dickson, had taken up his duties.

August 1920 ----- 2

Books were to be ordered for the Branch, also some requests and between three and four hundred replacements.

The necessary repairing of the roof and walls was to be done, and it was suggested that Mr. Grubbs be seen in regard to the work.

Mr. Torrence was to be consulted about ordering more shrubbery for next year.

It was decided to place a drinking fountain in the vestibule. *See Mr. Robert A. ...*

Bills to the amount of \$1,622.33 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.

Secretary.

Regular Meeting of the Library Board

September 24, 1920.

Present: Messrs. Hardy, Shade, Lorenz, Mrs. Muleady, Mrs. Gastman and Mrs. Meridith.

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 told of the proposition, made by Mr. Schaub, that the Y.M.C.A. turn over to the ^{Public} Library a portion of the Reuben Betzer Fund for the purchase of technical books. He then introduced Mr. Schaub and asked that he speak further of the matter. Mr. Schaub said that through this cooperation with the Library the money would be used to better advantage, and that the books purchased would reach a larger class of people than in the Y.M.C.A. library. He would talk with the Y.M.C.A. Board and notify us of their decision. Mr. Shade made a motion that the Secretary should take the matter under consideration and prepare a plan to be submitted to the Trustees ^{Board} of the Y.M.C.A.

New books recommended by the Book Committee were ordered purchased.

The shelving at the south end of the stacks for rental books and circulating magazines, periodical cases for the reading-room, and the truck and catalog cabinet base for Durfee branch were to be purchased.

Mr. Torrence was to ^{be} consulted regarding more shrubbery for the lawn, and Mr. Hardy appointed Mrs. Meridith to meet Mr. Torrence at the Library and make plans.

Mr. Hardy called the attention of the Board to the I.L.A. meeting at Springfield, Oct. 13-14, and urged that as many members as possible attend.

September 1920 ----- 2

Bills to the amount of \$1,436.54 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary.

Regular Meeting of the Library Board

October 29, 1920.

Present: Mr. Hardy, Mr. Swisher, Mrs. Meridith, Mrs. Muleady, and Mrs. Gadtman.

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 books recommended by the Book Committee- some requests and about 500 renewals- were ordered purchased.

Mr. Swisher, who had been looking after some leaks in the roof, reported the roof in very bad shape. He said that the wall in the reference room would have to be attended to before the decorating was done in the spring.

Stouffer Brothers were to be engaged to cut a door-way on the west side of the extension room, and equip the room for use.

Mention was made of the fact that Mr. Eshelman, city auditor, had said when looking over the library accounts that we should have our telephones free just as other city departments.

A letter had been sent Mr. Schaub regarding the proposal of the Y. M. C. A. Board to turn over to the Public Library a portion of the Reuben Betzer Fund and the collection of books. Mr. Schaub would present the plan outlined in this letter to the Y.M.C.A. Board.

The Illinois Library association meeting at Springfield, October 12-14, was attended by Mr. Hardy, Mrs. Evans and eight members of the staff. Mr. Hardy was on the program, talking on library pensions. Since the meeting he was appointed on a committee with Mr. Gumbard, of the state legislative reference bureau, ~~of Macomb and~~ ~~Enj. Verlie,~~ ~~secretary,~~ to look into the matter further and to promote some action on the part of the State Legislature.

Children's Book Week, which was to be observed all over the U.S., Nov. 15-20, was mentioned and plans for its observance in our library were discussed. A book-case contest under the direction of Mr. Knisley, manual training instructor, was to be one of the features. Books were to be awarded as prizes for the best cases submitted.

Bills to the amount of \$2,870.23 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary.

The repairs in the extension room were almost completed and the members of the Board viewed the work after adjournment. A letter regarding the contest was ordered purchased for the geology room.

Mrs. Evans was to attend the session of the A.L.A. to be held in Chicago on the 15th, 16th, 17th, 18th, 19th, and 20th of November.

Bills to the amount of \$1,417.51 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary.

Regular Meeting of the Library Board

November 26, 1920.

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

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 books recommended by the Book Committee were ordered purchased.

Children's Book Week, which had just been observed, was reported a success, and the work done by the children of the schools in making book-shelves under the direction of Mr. Knisley was worth while. The Library gave five books as prizes for the best cases, Mr. D. E. Stouffer, Mr. V. J. Rice and Mr. L. M. Cole acting as judges. Mr. Hardy presented the books and made a little talk, complimenting the boys on their success.

The repairs in the extension room were almost completed and the members of the Board viewed the work after adjournment.

A 6-tray catalog cabinet was ordered purchased for the cataloging room.

Miss Ethel C. Boone was to begin work as loan desk assistant the first of December.

Mrs. Evans was to attend the meeting of the A.L.A. to be held in Chicago at the Hotel LaSalle, December 27-29.

Bills to the amount of \$1,417.81 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.

Secretary.

Regular Meeting of the Library Board

December 31, 1920.

Present: Messrs. Hardy, Shade, Lorenz, Mrs. Muleady and Mrs. Meridith.

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 books recommended by the Book Committee-- some requests and about 300 renewals-- were ordered purchased.

On motion the valuable and interesting collection of Lincolniana, the gift of Miss Jane E. Hamand, was accepted. The collection would be placed in the southwest room on the second floor, the formal opening to be held on Lincoln's birthday-- February 12, 1921. A formal letter of acceptance and appreciation was to be sent Miss Hamand later.

The Library had been presented with five copies of the Decatur plan by the Association of Commerce through Mr. Hardy.

The Building and Grounds Committee and Mr. Hardy and Mrs. Evans were to see about finding a temporary location for the Branch until the new building could be made ready. Mrs. Evans spoke of the discussion at the midwinter meeting of the A.L.A. in Chicago in regard to the housing of branch libraries. It is generally though better to have them either in store buildings, or in some place having an outside entrance, than to have them located in school buildings. In this way the library has full control.

A telephone was to be placed in the extension room and small clocks purchased for the work and extension rooms.

Miss Yates had left to be married January first.

She would return to her duties soon after.

Bills to the amount of \$2,468 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alie G. Evans,
Secretary.

Regular Meeting of the Library Board

January 28, 1921.

Present: Messrs. Hardy, Shade, Swisher, Mrs. Gastman and Mrs. Muleady.

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 books recommended by the Book Committee were ordered purchased.

A letter was to be sent Miss Jane Hamand thanking her for the gift of her Lincoln collection and inviting her to be present at the opening on February 13th. An invitation was also to be sent to the Mayor and Commissioners. On motion a committee was appointed to decide on a program for the occasion. The members of the committee were Mr. Shade, Mrs. Muleady and Mrs. Gastman, with Mr. Hardy.

The Branch had been moved from the Durfee school to the building owned by the Faries Manufacturing co. It would be open four afternoons a week for the present. The Board of Education was to be thanked for the use of the room in the Durfee school building.

A letter of sympathy was to be sent to Mrs. Meridith.

Mr. Shade reported on financial conditions. He was to see Commissioner Montgomery in regard to the telephones.

Two members of the staff were granted small raises in salary.

Bills to the amount of \$1,716.07 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.

Secretary.

Regular Meeting of the Library Board

February 25, 1921.

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

Minutes of the last meeting were read and approved.

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

Some renewals were passed upon by the Book Committee and ordered purchased.

Since there were not enough members present to constitute a quorum, no new business was considered.

The Decatur Lincoln Memorial Collection had been dedicated on Feb. 23rd, with appropriate exercises. Letters of thanks were to be sent to all who helped in making the occasion a success—Mr. LeForgee, Mr. Steel, Mr. Powers, Mr. Clark, Mr. Downey, Miss McGorray and the Misses Brown. The collection would be open to the public each day from 9 to 12 and from 2 to 5.

Mr. Hardy spoke of the various extension agencies and of the interest in them; (also, of the new branch building and of the proposed plan to purchase a portable building if nothing else could be done.) One new deposit station had been started in the R.R.Y.M.C.A., about 100 books having been sent there. Mr. Hardy made the address at the opening of this station; Mrs. Evans and Miss Dill also attended.

A regional library meeting was held in Springfield Feb. 24th, at which Mrs. Evans and Miss Dill were present.

Bills to the amount of \$2,513.23 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.

Secretary.

Regular Meeting of the Library Board

March 25, 1921.

Present: Messrs. Hardy, Shade, Lorenz, Mrs. Gastman and Mrs. Muleady.

Minutes of the last meeting were read and approved.

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

Books recommended by the Book Committee were ordered purchased.

Mr. Swisher was to see to the repairing of the roof.

A letter was read from Mr. Sanborn, of Bridgeport, Conn., in regard to the use of portable buildings for housing branch libraries.

The Secretary was to write letters to Representatives Albert A. Hill and John Clark, urging their support of bills providing for needed amendments to the Library Act and Juul Law, to better library conditions. By these amendments libraries will be eliminated from the scaling process of the Juul Law and the tax rate will be increased to two mills on the dollar.

The bill for ^{the} framing of Miss Hamand's pictures was to be sent her, in accordance with her request. The bill amounted to \$53.00.

Mr. Dickson, the janitor, had resigned, his resignation to take effect May first.

Mr. Gerstenkorn, florist, was to plant some shrubs at the corners of the building.

Bills to the amount of \$2,171.51 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary.

Regular Meeting of the Library Board

April 29, 1921.

Present: Messrs. Hardy, Shade, Lorenz, Mrs. Gastman and Mrs. Muleady.

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 some renewals and requests were approved by the Book Committee and ordered purchased.

It was decided that a new roof was necessary, and the matter was put in the hands of Mr. Swisher. A break in the down-spout had been found to be the cause of the leaks in the wall which had been going on for years. A new pipe would be the only remedy and this would be attended to at once.

On motion the budget for 1921-1922 was considered. The estimate of expenditures for the year amounted to \$27,020, not counting the \$3,000 to be set aside for a branch building. Small increases ^{in salary} were to be granted some of the staff.

Mr. Hardy thought that, on account of the increased prices of books, we should have more money set aside for our use, and he was to ask the Council for our full amount of tax levy.

On motion it was decided to have the annual meeting on May 13th, so that the annual report could be presented at that time and sent to the Mayor on May 14th.

Mrs. Evans was granted the privilege of attending the A. L. A. Conference at Swampscott, Mass., June 20-27,- this being her 26th meeting.

Mr. Dickson, the janitor, had resigned, and J. H. Banning was to take his place May 1st.

Bills to the amount of \$1,859.53 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans
Secretary. *Alice G. Evans*

Called Meeting of the Library Board

May 13, 1921.

Present: Messrs. Hardy, Shade and Mrs. Muleady.

The President announced the fact that this meeting was called for the reading of the Librarian's forty-sixth annual report; however, since there was not a quorum, it was decided not to read it but to have the different members look it over, if they so desired. The signatures of those not present were to be secured for the President's report which would accompany the Librarian's report. The two were to be presented ^{to} the City Council in time for their annual meeting.

Letters were to be written senators and representatives from this locality urging their support of the bill before the Legislature increasing the rate of taxation for maintaining libraries from 1 & 3/10 mills to 1 & 8/10 mills.

The Kiwanis club had presented a framed, autographed copy of Edwin Markham's poem "Lincoln, a man of the people" for the Lincoln memorial collection.

On motion adjourned.

Alice G. Evans
Secretary.

Regular Meeting of the Library Board

May 27, 1921.

Present: Mr. Hardy, Mrs. Gastman and Mrs. Muleady.

Minutes of the last regular meeting and of the annual meeting were presented but not read.

The Librarian's report for April was also presented but not read.

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

A screen door was to be ordered for the Branch.

Mr. Swisher was to be consulted concerning the disposition of the old tile roofing.

Bills to the amount of \$2,272.07 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans,
Secretary. D.

Regular Meeting of the Library Board

June 24, 1931.

Present: Messrs. Shade, Swisher, Mrs. Muleady,
Mrs. Meridith and Mrs. Gastman.

Mr. Shade acted as chairman in the absence of Mr. Hardy.

Minutes of the last meeting were read and approved.

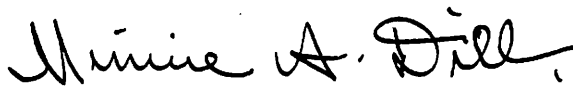
The Librarian's report was read, on motion approved
and ordered placed on file.

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

Mr. Swisher reported on the disposition of the salvage
tile. He had first considered selling it, but now thought
better to keep it for use when building a Branch. A formal
report was to be sent on the condition of the library building.

Bills to the amount of \$1,916.50 were approved by the
Finance Committee and ordered paid.

On motion adjourned.


Acting-Secretary.

Regular Meeting of the Library Board

July 29, 1921.

Present: Messrs. Hardy, Scott, Swisher, Samuels and Mrs. Gastman.

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 books recommended by the Book Committee were ordered purchased.

Mr. Scott and Mr. Samuels, new members appointed by the Mayor, took their places; Mrs. Fitzpatrick, the other new member, was not present. Mr. Hardy gave a brief outline of the work of the Board. He spoke of the different activities of the Library and of our future policy in regard to the Branch, Deposit Station and School libraries; also, of the recent legislation increasing the tax levy for libraries from 1.3 mills on the dollar to 1.8. This adds about \$8,000 to our appropriation, \$3,000 of which is to be set aside for the branch building. The President also spoke of the meetings which are held the last Friday in each month, of the notices sent out a day or two before and a call by telephone the day of the meeting. He urged prompt attendance.

Next in order was the election of officers for the coming year. On motion Mr. Hardy was re-elected president and Mrs. Evans secretary.

The Decatur Railway and Light Company wish us to pay their bills at stated times if we get the benefit of the discount. Mr. Hardy was to see Mr. Harry regarding this matter.

The A.L.A. conference at Swampscott, Mass. was attended by Mr. Hardy, Miss Baker and Mrs. Evans.

July 1921 ----- 2

A letter was read from Mr. Swisher on the condition of the library building.

The subject of a drinking fountain was brought up, and Mr. Swisher was to look into the matter and report at the next meeting.

Bills to the amount of \$1,785.93 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans,

Secretary.

Regular Meeting of the Library Board

August 26, 1921.

Present: Messrs. Hardy, Lorenz, Shade, Mrs. Gastman, Mrs. Fitzpatrick and Mrs. Meridith.

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 books recommended by the Book Committee were ordered purchased.

The President then read the list of standing committees for the year 1921-1922. They were as follows:

Building & Grounds

Mrs. Swisher
Mrs. Meridith
Mr. Lorenz

Books

Mrs. Gastman
Mr. Samuels
Mr. Hardy

Finance

Mr. Shade
Mrs. Fitzpatrick
Mr. Scott

Administration

Mr. Lorenz
Mrs. Gastman
Mr. Hardy

By-laws

Mr. Scott
Mr. Shade
Mr. Samuels

The subject of more shrubbery was discussed, and it was decided to have some put in this fall.

On motion Mrs. Meridith was asked to look after the purchase of new linoleum to replace the worn out parts in the delivery room. She was also to see to the tinting of the walls as soon as the plastering was dry enough.

On motion it was decided to purchase new and popular books at any time when needed, instead of waiting for a regular Board meeting. This would apply only to those books needed at once; others would be submitted to the Board as usual.

Mrs. Fitzpatrick, who was present for the first time at this meeting, was told some of the main points of our library policy, of the extension work, and of the recent legislation in regard to the increase of the tax levy.

Bills to the amount of \$2,091.66 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary

Regular Meeting of the Library Board

September 30, 1921.

Present: Mr. Hardy, Mr. Shade, Mrs. Gastman and Mrs. Fitzpatrick.

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 books recommended by the Book Committee were ordered purchased.

It was thought best to have the shrubbery, which was to be put in this fall, planted right away.

A truck for moving boxes was to be ordered.

On motion the Librarian was to purchase a desk, chair and two rugs for the cataloging room.

Mrs. Fitzpatrick was to see if she could get a second hand showcase, which could be used temporarily for the special collection of children's books, and then taken for the Lincoln room.

Children's Book Week was to be planned for. Lists, posters, bookmarks, etc. would be purchased, but no bookshelf competition would be held this year.

It was decided to purchase a large wall map of Illinois.

The bubbler in the vestibule was to be adjusted.

Mention was made of the I. L. A. meeting at Urbana, October 11-13. Mr. Hardy was to preside at the Trustees' Section, and he expressed a desire for as many of the Board as possible to attend. It was, also, hoped that most of the staff would be present at this meeting.

The bids for decorating the Library were opened, and the contract was given to Charles Pease, the lowest bidder.

Bills to the amount of \$2,245.61 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice Y. Evans,
Secretary.

Regular Meeting of the Library Board

October 28, 1921.

Present: Messrs. Hardy, Shade, Lorenz, Samuels, Swisher and Mrs. Gastman. *Mr. Scott*

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 books recommended by the Book Committee were ordered purchased.

Mr. Swisher reported on trees to be ordered for the grounds. These included 14 English filberts, 2 hardy almonds, 2 Japan walnuts and 4 Lancaster heart nut trees.

Mrs. Meridith reported on the shrubbery which was to be ordered and planted at once by Mr. Torrence.

Mr. Sherman McClelland was to be consulted concerning a showcase for the Lincoln memorial room. It was thought he might be able to procure a secondhand case. A new one, originally priced at \$140.00, could be purchased from the Walrus Mfg. Co. for \$106.40.

Thirty-five pictures of the Rutledge family had been received from Miss Hamand. These were to be added to the Lincoln Memorial Collection.

The Librarian reported that 20 boxes of books had been sent to 10 schools. These books are returned to the library once a year for repairs, binding, etc. The school collection now numbers over 2,000 books.

Bills to the amount of \$2,389.12 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.

Secretary.

Regular Meeting of the Library Board

November 25, 1921.

Present: Messrs. Hardy, Shade, Swisher, Scott,
Mrs. Gastman and Mrs. Meridith.

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 books recommended by the Book Committee
were ordered purchased.

It was decided to order a filing-case for the children's
room.

Repairs were to be made on all radiator connections in
the building.

On Sunday, February 12th, 1922, the public was to be
invited to view the Lincoln Memorial Collection, particularly
the Rutledge corner just added. A small case, for displaying
different objects belonging to the collection, had been given
by Mr. Flora; a letter of thanks was to be sent him.

The regular mid-winter meeting of the American Library
Association would be held in Chicago, December 29-31. The
Librarian would attend, as many subjects of interest to our
library were to be brought up at this time.

Mr. Swisher reported on setting out trees on the south
and west parts of the lawn.

Mr. Hardy spoke of the possibility of putting up a branch
building next year. The discussion was taken up, and Mr. Swisher
was to see what could be done. He thought a portable building
might be advisable for the present, in case we have to give up
our present quarters. He was to secure bids on the plans
drawn by Mrs. Clausen.

Regular Meeting of the Library Board

December 28, 1921.

Present: Messrs. Hardy, Shade, Scott, Lorenz and Swisher.

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 books recommended by the Book Committee were ordered purchased.

A case for the Lincoln Memorial Collection, at a cost of \$106.40, was to be ordered, also a catalog cabinet for the Branch.

The difficulty of heating the Branch was mentioned, and the Board thought a coal-oil stove would help to make the attendant more comfortable, so one was to be purchased.

Mr. Swisher took up the Branch proposition and said he could put up the building for \$6,000. The heat would not be included in this estimate, and some features of the original plans would have to be eliminated. The size would be 32 x 40 feet. 42 x 52

Mr. Scott asked concerning the appropriation, and this was explained to him.

Miss Bernice Barbey was to return to the library as general assistant January 9th.

Bills to the amount of \$1,781.88 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary.

Regular Meeting of the Library Board

January 27, 1922.

Present: Messrs. Swisher, Hardy, Scott, Shade, and Mrs. Gastman.

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 books recommended by the Book Committee were ordered purchased.

Mr. Swisher presented plans and prices for Branch building. At his request, Mr. Romans had sent in his figures, amounting to \$7,987.00. Messrs. Hardy, Swisher and Shade were to go before the City Council to ask permission to go ahead with the building of the Branch; it was then the plan to ask for bids through the newspapers.

Mention was made of the fact that the old tile, taken from the roof of the building, had been sold to the Wabash, in case it was not ~~to~~ used for the Branch.

Shelves for the Patent Office Gazettes were to be ordered at a cost of about \$35.00.

Mr. Swisher was to look after the repairing of the glass floor in the stack.

The Rutledge corner of the Lincoln Memorial Collection was to be dedicated on Sunday, February 12th, with suitable exercises.

A note of thanks was to be sent Mr. Frank Shlaudeman for his gift of the very interesting photographs from Mt. Wilson Solar Observatory.

Miss Ruth McCaughtry, a senior from the U. of I. Library School, would be in our library for the usual month's field-work, beginning February 6th.

Bills to the amount of \$2,467.02 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Secretary.

Regular Meeting of the Library Board

February 24, 1922.

Present: Messrs. Hardy, Shade, Lorenz, Mrs. Fitzpatrick and Mrs. Gastman.

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 books recommended by the Book Committee were ordered purchased.

Mr. Shade reported on the meeting of a committee from the Board, - Messrs. Hardy, Swisher and Shade - with the City Council, in relation to the Branch building. The Council assured the Board that the north end of the lot on which the fire-house is located, at the corner of Jasper & Locust Streets, could be used for proposed Branch building. The Mayor said he would be glad to see a library in that section, and Commissioner Montgomery reported that there would be a balance of \$9,000.00 in the library fund with which to start the building, but no help could be expected from other funds.

In discussion of the heating of the Branch from the fire-house the Mayor asserted that no part of the expense of installing a larger plant in the fire-house could be taken from that fund; if a larger heating plant is needed, the library must put it there.

The City would let the library have old paving brick for foundation, - the library paying for the hauling.

Mr. Hardy proposed that the library proceed to advertise for bids and read the following resolution:

Whereas, it appears that loss of circulation, inconvenience to the public, lack of needed facilities and endangerment to the health of the library staff have resulted from the removal of the

library branch, commonly known as the Durfee branch, from the Durfee school, and

Whereas, it appears that this work has reached a size and importance where it demands a permanent home, and the establishment of which is in accord with the extension policy of the Decatur Public Library, and

Whereas, it appears that the library will have at the close of the present fiscal year a sum of between \$8,500 and \$9,000, appropriated in the budgets for building purposes, therefore

Be it resolved that the library board do proceed to advertise for bids for a branch library building to be situated on the municipal property at the corner of Jasper and Locust streets, such building to be constructed as nearly as possible in accordance with the plans and specifications furnished by S. A. Clausen, the contract for building to be awarded the lowest bidder, provided the total bid does not exceed \$8,000 without heating plant or \$9,000 with heating plant installed in accordance with the specifications, it being understood that the library board reserves the right to reject any and all bids.

Be it resolved further that the contractor to whom the contract is awarded shall give a suitable bond for the correct and faithful completion of the work.

On motion the resolution was adopted, and Mr. Swisher, Mr. Samuels, and Mr. Clausen were to draw up the advertisements for bids.

Bills to the amount of \$2,187.07 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Minnie A. Dill

Acting-Secretary.

Called Meeting of the Library Board

to open bids for Branch

March 20, 1922.

Present: Messrs. Hardy, Scott, Shade, and Swisher, Architect

and Mrs. Clausen, Architect, and two contractors met with the Board.

Mr. Hardy called the meeting to order, and said the object of the meeting was to open the bids which had been sent in by the different contractors to build the Branch library in the northeast part of town.

Mr. Swisher then opened the bids, and Mr. Hardy read the names of the firms and the prices which they had presented. Bids received were as follows:

<u>Building</u>	
Edo J. Kibele	\$7,870.00
George Ellis	8,100.00
W. J. Romans	8,370.00
R. H. Lunn	8,452.00
James J. Swartz	8,493.00
Helmuth & Meek	9,093.00
W. C. Ware	9,288.00
A. W. Hendricks	9,330.00

<u>Plumbing</u>	
W. T. Delahunty & Co.	359.00
T. E. Brinkoetter	485.00
Smith & McDaniels	488.00
T.E. Downing & Co.	491.00

<u>Electricity</u>	
Krigbaum Electrical Co.	295.00

Arrangements were made to hold another meeting for the purpose of letting the contract on Thursday, March 23rd.

On motion adjourned.

Ulice G. Evans.
Secretary.

Called Meeting of the Library Board

to let contract for Branch

March 23, 1922.

Present: Messrs. Swisher, Shade, Scott and Hardy.

Mr. Clausen, architect, and the three lowest bidders, E. J. Kibele, W. J. Romans, and George Ellis, had been invited to meet with the Board. When all assembled, Mr. Hardy, president, asked these gentlemen to retire, while the Board talked over the contracts.

Motion was made that the proposition of Mr. Kibele, \$7,870, should be accepted upon his meeting all requirements relating to a surety bond. Mr. Kibele was then interviewed and agreed to do this, and so was awarded the contract.

Mr. Romans and Mr. Ellis were invited in and told that, in case all requirements were not carried out, they were to be considered next.

Motion was made that S. A. Clausen, architect, be employed as superintendent of building at 2% of cost, which motion carried; and that his proposition to give credit of 50% of difference between what he had been paid for plans and actual contract price be also accepted, - carried unanimously.

On motion the contract for plumbing went to W. T. Delahunty at \$359.00.

On motion adjourned.

Alicia G. Evans.

Secretary.

Regular Meeting of the Library Board

March 31, 1922.

Present: Messrs. Hardy, Shade, Lorenz, Swisher and Mrs. Gastman.

Minutes of the last meeting were read and approved.

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

Two representatives from the Castle Williams Post of the American Legion, Commander Charles E. Lee and Dr. C. Leonard Cassell, chairman of the memorial committee, waited upon the Board and asked permission to place in the library a ^{bronze} tablet in memory of Castle Williams, the first Decatur boy to die in the World war. The Board unanimously granted permission to do this, and adjournment was taken to the lobby for the purpose of deciding upon an appropriate place for the tablet. It was agreed to hang it on the south side of the lobby. The regular business of the Board was then resumed.

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

The Librarian mentioned the fact that thieves had entered the library on March 13th, had broken open the desk and taken \$13.00 or more.

Attention was called to a leak in the roof, also one in the work-room.

About thirty students from the University of Illinois Library School were expected to visit the library on April 17th.

Bills to the amount of \$2,322.76 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary

Regular Meeting of the Library Board

April 28, 1922.

Present: Messrs. Hardy, Shade, Scott, Lorenz,
Mrs. Gastman and Mrs. Fitzpatrick.

This meeting was called at two o'clock so that the Board could attend the exercises in connection with the laying of the corner stone of the new Branch building being erected on Jasper street.

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 books recommended by the Book Committee were ordered purchased.

The question of insuring the Branch building was brought up. Mr. Shade was to see Swarm & Brosseau about insuring the building before it was finished. The tornado policy seemed reasonable.

It was mentioned that a suitcase full of books was left in the vestibule April 24th. They were all books which had been stolen from the library some time before, with the exception of one belonging to the J.M.U. library and one private copy.

Fifteen pictures painted by Mrs. Laura Way Mathiewson were on display in the upper hall for one month.

Bills to the amount of \$2,749.66 were approved by the Finance Committee and ordered paid.

On motion adjourned to attend the exercises of the corner stone laying.

Alice G. Evans.
Secretary.

Program for Corner Stone Laying

1. Song- Durfee School
2. Prayer- Rev. Shuey
3. Song- St. Johannes School
4. Presentation- Mr. Hardy
5. Placing of box, by Mayor
6. Song- "America"- by all

Articles in box

- City plan, Decatur Herald, 28 Ap. 22
Decatur Review, 27 Ap. '22,
Decatur Review, 3 May '03,
A. of C. folder, 46th Annual rept.
of Library, picture of Mrs. Evans.

Called Meeting of the Library Board

May 12, 1922.

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

The meeting was called for the purpose of reading the Librarian's forty-seventh annual report for the year ending April 30, 1922.

Mr. Hardy, president of the Board, read the report through and commented on it being the best report the Library had ever had, considering the increase in circulation and in the work of the various departments. On motion the report was approved and was to be sent to the Mayor and Commissioners, together with the President's report signed by the members of the Board.

The budget for 1922-23, providing increases in the salaries of a few of the staff and the janitor, was then presented and adopted as presented.

The Branch was discussed and all seemed pleased at the prospect of having such a satisfactory little building for that part of the city.

Mrs. Evans was to see Mr. Montgomery about next year's appropriation. It was thought that we could still get our quota of one and eight-tenths mills on the dollar.

Mr. Scott offered the Library 60 volumes of reports of the Grand Lodge of Masons of Illinois. We can be placed on the mailing-list each year to get the current numbers.

On motion adjourned.

Alice G. Evans.
Secretary.

Regular Meeting of the Library Board

May 26, 1922.

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

Minutes of the last regular meeting and of the called meeting of May 12th were read, and approved.

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

No new books were recommended for the Main library at this meeting. A list of about 100 books for Branch was in preparation, and these together with a few requests would be the only ones purchased at present.

Another catalog cabinet for borrowers' index at the main desk and a standard were to be purchased.

The windows were to be gone over for broken sash-strips and other defects, and the east wall in the children's room was to be repaired.

Mrs. Evans was to arrange for the painting of the Branch furniture and to see Mr. Clausen about finishing the books-shelves in gray to correspond with the furniture.

Plans for the dedication of the Branch building were discussed. Mr. Hardy was to send an invitation to Mr. Samuel Ranck, of Grand Rapids, Michigan, to make the dedicatory address about July 14th. A program was to be arranged for, and invitations sent to former members of the Board.

Mrs. Evans was to attend the A.L.A. meeting at Detroit, June 26th to July 1st.

Bills to the amount of \$3,234.85 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Allice G. Evans.

Secretary.

Called Meeting of the Library Board

June 9, 1922.

Present: Messrs. Hardy, Shade, Scott, Mrs. Gastman and Mrs. Meridith. Mr. Edward Powers, Mr. H. I. Baldwin and Mrs. J. F. Roach were also present by invitation.

The meeting was called at the request of Miss Jane E. Hamand, donor of the Decatur Lincoln Memorial Collection, who was visiting in the city. Miss Hamand talked concerning the Collection and told particularly of her search for the famous Kirkham grammar, studied by Lincoln and Ann Rutledge at New Salem. Her efforts finally met with success when this most valuable Lincoln relic was sent her by the owner, William Rutledge of Milton, Montana, as a loan to the Decatur Lincoln Memorial Collection.

Miss Hamand had the book with her and turned it over to the members of the Board, who received it most gratefully and assured her that every care would be taken for its safe-keeping. It was decided to keep it in the safety deposit vault at the bank, except on special occasions when it would be on display at the Library. A suitable glass and mahogany case was to be ordered for it.

The rare old book was examined with keen interest by all present, and deep appreciation of Miss Hamand's tireless efforts to secure it was expressed.

On motion adjourned.

Alice G. Evans.

Secretary.

Regular Meeting of the Library Board

June 30, 1922.

Present: Messrs. Hardy, Shade, Scott, Swisher and Lorenz.

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 books recommended by the Book Committee were ordered purchased.

On motion a catalog cabinet was to be purchased for the cataloging room.

The resignation of Mrs. Stanford, the children's librarian, was read and accepted with regret. It was discussed whether or not to allow her full pay for her vacation, but was left in the hands of Mr. Lorenz, as chairman of the Administration Committee, with power to act; and full pay was granted.

Mrs. Evans was to attend the annual meeting of the A. L. A. in Detroit, June 26 to July 1.

Mention was made of the ten panels called the "Lincoln series"-reproductions of those in the U. of I. Lincoln Memorial building-sent by Miss Hamand for the Lincoln collection.

The progress of the Branch building was reported on by Mr. Swisher. It was moved and seconded to purchase the necessary tile to finish the roof.

The heating of the Branch from the Firehouse was discussed, and the matter was put into the hands of Mr. Swisher to investigate and report back.

A sidewalk in front of the Branch had been ordinances. This and the runway were to be finished before the dedication. An effort was to be made to have the telephone pole moved from in front of the Branch building to the alley line.

Three bids for shades for the Branch were presented-

Bachman Bros. & Martin Co.	\$46.00
Linn & Scruggs	49.75
Mohler Craft Shop	45.35

Also, a bid and sample of a new patent cotton duck shade left by J. M. Ives- at \$96.51. The contract for the shades was let to the Mohler Co., as lowest bidder.

The discussion of janitor service for the Branch was taken up, and it was thought that Milton C. Gunter, janitor of the Third U. B. Church could be engaged for half time at \$25.00 per month. It was moved and seconded that Mr. Swisher come to terms with Mr. Gunter to serve as janitor.

It was suggested that Daut Bros. and other florists be asked to plant shrubs and flowers about the Branch as a civic measure.

There was a discussion as to the date of the dedication, - some being in favor of July 14, and others of postponing until July 21, thus giving more time for the completion of the building. It was the wish of the chairman to have it on the 14th if possible, and this was the date decided upon. The program for the dedicatory exercises was presented by Mr. Hardy. There was to be a prayer, some music, the presentation of the building by the president of the Library Board and its acceptance by the Mayor, and the address of the evening by Mr. S. H. Ranck, Librarian of the Grand Rapids Public Library.

Mrs. Evans was authorized to prepare and send out invitations to the dedication- the list being limited to librarians, particularly of Illinois, former Board and staff members, city officials, school authorities, and a few others. A general invitation was to be given through the papers.

Insurance on the building was discussed, and it was decided to take out insurance whenever the building was ready, which would probable be the middle of July.

The condition of library finances was discussed, there being an overdraft of \$367.92 this month, because the city had not yet made the appropriation.

Bills to the amount of \$3,748.77 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.

Secretary.

Regular Meeting of the Library Board

July 27, 1922.

Present: Messrs. Hardy, Lorenz, Scott, Swisher,
Mrs. Gastman and Mrs. Meridith.

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 books recommended by the Book Committee were
ordered purchased.

Mr. Hardy spoke of the dedication of the Alice G. Evans
Branch library, ^{July 21} of the success of the program, the main feature
of which was Mr. Ranck's address, and of the splendid attendance
of people from that community.

Mr. Hardy next mentioned the crowded condition of the
stacks at the Main building, and the necessity of making plans
for their enlargement in the near future. The need for more
deposit stations was also mentioned.

It was thought possible that some discount might be
secured on our telephone bills. There is a law to the effect
that, after the city has been granted its regular number of free
telephones, a certain discount is given on all other city phones.
Mr. Swisher was to look into the matter.

Mr. Swisher reported on his investigation regarding heat
for the Branch. It would be necessary to buy a new boiler for
the Firehouse heating-system if heat was brought over from there,
and the Library would have to bear this expense. The firemen
would take care of it, after it was installed. This was thought
to be the best arrangement.

The Board decided to get whatever was needed to make the

Branch complete- janitor supplies, and the necessary fixtures and furniture for the different rooms.

Bills to the amount of \$2,584.05 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans,
Secretary.

The meeting of the Board of the year, Mr. Chase was made chairman, Mrs. Gastman, Mr. [unclear] had that been reappointed by Mayor [unclear]

The election of officers for the coming year was held with the following result:- Mr. Hardy was re-elected president and Mrs. Evans, secretary.

The heating of the Branch was next considered. At the request of Mr. [unclear] three plumbers had submitted bids for installing a heating system to be connected with the fire house system. The amounts of the bids follow.

W. F. Delaune & Co	\$1,243.75
F. L. Harris & Co	1,100.00
Smith & Yonantis	1,121.00

The matter was discussed, and it was thought the expense of heating from the fire house would be too great, and that the better plan would be to install our own hot-air system, costing about \$2500.00. The proposition was put in the hands of the Building & Grounds Committee, with power to act.

Mr. Swisher's attention was called to some leaks in the roof of the main building and he was also told that some [unclear] [unclear]

Regular Meeting of the Library Board

August 25, 1922.

Present: Messrs. Shade, Swisher, Lorenz, Mrs. Gastman and Mrs. Meridith.

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 books recommended by the Book Committee were ordered purchased.

In the absence of the chairman, Mr. Shade was made chairman pro-tem. Three of the members present- Mrs. Gastman, Mr. Lorenz and Mr. Swisher- had just been reappointed by Mayor Borchers for another term.

The election of officers for the coming year was held with the following result:- Mr. Hardy was re-elected president and Mrs. Evans, secretary.

The heating of the Branch was next considered. At the request of Mr. Swisher, three plumbers had submitted bids for installing a heating system to be connected with the fire house system. The amounts of the bids follow:

W. T. Delahunty & Co.	\$1,283.75
E. L. Harris & Co.	1,300.00
Smith & McDaniel	1,392.00

The matter was discussed, and it was thought the expense of heating from the fire house would be too great, and that the better plan would be to install our own hot-air system, costing about \$500.00. The proposition was put in the hands of the Building & Grounds Committee, with power to act.

Mr. Swisher's attention was called to some leaks in the roof of the main building, and he was also to see that some disposition be made of the old copper in the basement.

Called Meeting of the Library Board

A janitor's corner had been divided off in the Branch basement by using some of the shelving from the old Branch.

The case which had been ordered from the Walrus Co. for the Kirkham grammar was on exhibition.

Bills to the amount of \$2,415.16 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans

Secretary.

L. Salinger Lumber Co.	1307.34
Decorative Paper & Ink Co	216.00
Decorative Art Manufacturing	100.00
R. Sutherland	100.00
David Campbell	100.00
Warehouses & Sales	348.00

These bills were to be paid at once, but the Board was not to be held responsible for any other bills which might be presented.

On motion adjourned.

Alice G. Evans

Secretary.

Called Meeting of the Library Board

Sept. 14, 1922.

Present: Messrs. Hardy, Swisher, Clausen and Kibele.

This meeting was called by the president for the purpose of settling for all bills yet outstanding on the Branch building. Mr. Clausen, architect, and Mr. Kibele, contractor, were present to go over the accounts and to determine unpaid bills.

An affidavit was signed by Mr. Kibele, and duly sworn to before a notary public, declaring that all bills outstanding were as follows:

L. Swisher Lumber Co.	\$307.34
Decatur Carpet & Rug Co.	366.75
Decatur Brick Manufacturing Co.	102.27
R. Sutherland	125.00
Robert Campbell	125.46
Morehouse & Wells Co.	246.66

These bills were to be paid at once, but the Board was not to be held responsible for any other bills which might be presented.

On motion adjourned.

Alice G. Evans.

Secretary.

Regular Meeting of the Library Board

September 29, 1922.

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

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 books recommended by the Book Committee were ordered purchased.

Mr. Hardy announced that his committees for 1922-1923 would stand as appointed for last year.

The furniture which had been used in the Deposit Station at Roach school was no longer available for our use, and some other provision would have to be made. It was decided that there were some extra tables at the Main library which could be taken out there.

The matter of replacing the school collection books which were lost last year was considered. It was thought best that the Library replace these this year, but letters were to be sent to the schools asking them to be more careful.

Requests had come from Millikin university professors for indefinite loans of books. The matter was put in the hands of the Administration Committee.

Bills to the amount of \$5,104.79 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans,
Secretary.

Regular Meeting of the Library Board

October 27, 1922.

Present: Messrs. Hardy, Scott, Swisher, Lorenz and Mrs. Gastman.

Mr. Shade presided in Mr. Hardy's absence during the early part of the meeting.

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 books recommended by the Book Committee were ordered purchased.

Some new bills on the Branch building, not included among those mentioned in the affidavit signed by Mr. Kibele, were presented at this meeting. They were put into the hands of Mr. Scott to investigate.

Mr. Swisher presented a petition signed by people living in the community of the Branch, asking that Mr. Gunter, the janitor, be paid more salary. Considering all things, it was thought that Mr. Gunter, receiving \$30 a month for half-time work, was getting as much in proportion as the janitor at the Main Library. On motion it was decided to give the matter no further consideration for the present.

Bills to the amount of \$2,514.25 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary.

Regular Meeting of the Library Board

November 24, 1922.

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

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 books recommended by the Book Committee were ordered purchased.

Mr. Scott had seen Mr. Swarm concerning the Branch building bills which had been presented, and Mr. Swarm promised that they would be paid at once.

The glass in the front door had been accidentally broken by Fred Rucker. The Board decided to bear the cost of the new glass which amounted to \$14.50.

It was reported that the roof over the children's room was still leaking.

Miss Hamand had presented a number of pictures for the Alice G. Evans Branch, and also some for the lobby in the main building.

The Branch hours had been slightly changed. On Tuesday, Thursday and Saturday, when the Branch was open during the evening, it was to be kept open during the supper-hour and closed at 8:30 instead of 9:00.

Dr. W. W. Smith had sent a letter thanking the Board for the privilege granted the Millikin professors of borrowing fifty books each. ~~Mention was made of Mr. Casey abusing the privilege by taking out more than that number of books.~~

Mrs. Meridith mentioned that she had written Mr. Spencer

November 1922 ---- 2

in regard to the shrubbery which was set out last spring, and he said that most of it had died during the dry weather from want of attention. Mrs. Meridith will take up the matter again later and see what can be done.

Bills to the amount of \$2,781.74 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.

Secretary.

Alice G. Evans.

Regular Meeting of the Library Board

December 29, 1922.

Present: Messrs. Hardy, Shade, Scott, Lorenz and
Mrs. Gastman. α

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 books recommended by the Book Committee
were ordered purchased.

The leak in the children's room was to be attended to
at once, the matter being placed in the hands of the Secretary.

The charging of all books (except 7-day books) for
four weeks without renewal was to take effect, beginning with
January 2nd. It was thought this would be more convenient
both for borrowers and for library assistants.

The plan of loaning 50 books to each of the Millikin
professors was not working out satisfactorily, and reports from
librarians in other college towns all stated that such an
arrangement was most unwise. The matter was referred to the
Administration Committee with power to act.

Some very valuable etchings, sent as an indefinite
loan by Miss Jane Hamand, were on exhibition at the meeting.
Mr. Fay, custodian of the Lincoln monument, and his photò-
grapher had presented some most attractive photographs of
New Salem for the Lincoln Collection, and these were also shown.

Miss Van Horn, children's librarian, was to leave the
first of the year to become children's librarian in the Lincoln
Library at Springfield, her home town.

Mrs. Evans was to buy some new furniture for the staff
room to take the place of some which had been loaned.

Bills to the amount of \$2,055.77 were approved by the
Finance Committee and ordered paid.

On motion adjourned.

Alicia G. Evans
Secretary.

Regular Meeting of the Library Board

January 26, 1923.

Present: Messrs. Hardy, Shade, Samuels, ^{Scott} and Mrs. Gastman.

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 books recommended by the Book Committee were ordered purchased.

The report of the committee appointed to decide on the number of books to be loaned J.M.U. professors was heard. The decision was to increase the privilege on all teachers' cards to twenty books at one time, these books to be charged regularly on the card and to be kept for four weeks if desired, just as all other books. The privilege previously granted J. M. U. professors of borrowing fifty books at one time, to be kept for an indefinite period, was withdrawn, and it was moved that the Librarian report this change to Dr. Smith, in order that he might announce it at the next faculty meeting.

Mention was made of the Lincoln program to be observed on February 8th, with Dr. Barton as speaker. An invitation was to be sent to Mr. Fay, custodian of the Lincoln monument at Springfield.

Some very valuable pictures of the Lincoln home in Hingham, Mass., had been sent by Miss Hamand. These were given to the Lincoln Collection through Miss Tarbell.

Nine beautiful etchings, loaned to the Library by Miss Hamand, were now hanging in the reference room. Miss Hamand had also donated thirty books to the Alice G. Evans Branch.

On motion the salaries of Mrs. Hall, Miss Chesebro, Miss Newell and Miss White were each increased \$5.00 on the month.

Miss Bernice Nein was taking the apprentice course, at the end of which she would be taken on the staff.

The paving of North Main Street was mentioned, but no action was taken, as it was uncertain when it would be done.

Old records and bills of the Ladies' Library Assoc. which had been in the possession of Mrs. A. T. Hill had been sent to the Library to be kept with other records.

The A.L.A. Conference would be held at Hot Springs, Ark., April 23-28, and the Librarian would attend.

Bills to the amount of \$2,055.77 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary.

Regular Meeting of the Library Board

February 23, 1923.

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

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 books recommended by the Book Committee were ordered purchased.

Mr. H. D. Spencer was present to help decide upon trees for the lawn. He had corresponded with several nurseries, and had found that the nut trees, most desired, could not be furnished. He mentioned others which he thought could be supplied. The Board thanked Mr. Spencer for his interest, and said the matter would be placed in the hands of ^{Mr. Swisher} Mrs. Meridith, chairman of the Building and Grounds Committee.

Mention was made of the fact that more steel stacks must be purchased for the Historical Room for shelving bound newspapers. On motion it was decided to write to the Library Bureau and make arrangements for the new stacks.

Mrs. Evans and Miss Hunt were to attend the regional library meeting at Clinton on February 27th.

Bills to the amount of \$1,790.33 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary.

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Regular Meeting of the Library Board

March 30, 1923.

Present: Messrs. Hardy, Shade, Lorenz, Swisher,
Mrs. Gastman and Mrs. Meridith.

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.

Mrs. Meridith reported concerning new shrubbery for the lawn and said that Mr. Torrence would order at once. Arrangements had also been made with Mr. Spencer to order four new pecan trees to take the place of the ones which died.

Cleaning and re-decorating of most of the rooms in the library was necessary, and bids for the work would be asked for later in the season. The leaks in the roof were mentioned and Mr. Swisher was to look after this matter before any decorating was done.

On motion two new vertical files were to be ordered from the Library Bureau. These would be placed in the reference room and the one now in use there would be taken to the Branch.

The A.L.A. annual conference was to be held at Hot Springs, April 23-28, and the Librarian would attend.

Mr. Hardy brought up the subject of enlarging the stacks at the Main library as the next important step to be taken. He thought that, in case we could save \$10,000 out of the appropriation in three years' time, we might then ask for a bond issue to cover the remainder of the expense.

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Mrs. Gastman asked concerning the purpose of the Home-Coming for books, which had recently been observed with but little success. Mr. Shade thought we should take some definite steps to get overdue books back, even if we had to resort to the law.

Bills to the amount of \$2,370.22 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary.

Regular Meeting of the Library Board

April 27, 1923.

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

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 books recommended by the Book Committee were ordered purchased.

It was reported that the shrubs had been planted by Mr. Torrence, and his instructions were to water them abundantly. The nut trees recently planted were to have guards around them. The general condition of the lawn was discussed, and it was suggested that grass seed be sown. The use of the lawn as a playground for children and short cut for pedestrians was mentioned, but no definite suggestion was made to put a stop to this practice.

Report was made on the condition of the walls and woodwork, after the investigation of an expert painter on what should be included in the proposed redecoration. It was found that more rooms needed to be done over completely; also, that the woodwork needed attention, as it was deteriorating from lack of care. The matter was placed in the hands of the Building and Grounds Committee and Mrs. Evans, with power to act.

Mr. Hardy spoke of a plan to relieve the crowded condition of the stacks, recently suggested by a Library Bureau representative, - that is, to move the loan desk out towards the door and place short stacks between this and the stack-room. This would simply tide over the time until the building could be enlarged.

Mention was made that the Library expected to have a small display of books, with the general school exhibit, during the meeting

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of the Parent-Teachers Association, May 1-3. This will be in the Palm room of the Orlando Hotel and different members of the library staff will be in charge of the books.

Mrs. Gastman suggested we extend an invitation to the delegates to visit the Library and see our Lincoln Memorial Collection.

It was suggested that we have open house and invite everybody to visit the Library July 1, to celebrate the twenty-year anniversary of the opening of the building. Nothing definite was suggested in the discussion, except that the Library be included in other plans of "Home-coming" week, July 1-7.

From records consulted it was found that the terms of the following members of the Board expire this year: Messrs. Hardy, Shade and Mrs. Meridith.

The time of the meeting to hear the annual report read was set for Monday, May 14.

On motion bills to the amount of \$3,110.82 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Acting-Secretary.

Minnie A. Bill

Called Meeting of the Library Board

May 14, 1923.

Present: Messrs. Hardy, Scott and Mrs. Gastman.

This meeting was called for the purpose of reading the Librarian's forty-eighth annual report for the year ending April 30, 1923.

The monthly report for April was read, on motion approved and ordered placed on file.

The annual report was then read by Mr. Hardy, president of the Board. On motion this report was approved, and was to be sent to the Mayor and Commissioners, together with the President's report. It was decided to get as many as possible of the signatures of the absent members. Any names which could not be secured were to be filled in by the Secretary before the report was given to the Mayor.

The budget for 1923-24 was presented and duly accepted.

The matter of renewing insurance policies expiring in June was brought up, and Mr. Scott was to look after it.

Since this meeting came so near to the time for the monthly meeting, it was the decision of the Board to abandon the regular meeting for May. The signing of the checks by the President and approving of the bills to be paid would be the only business that would have to be attended to.

On motion adjourned.

Alice G. Evans.

Secretary.

Regular Meeting of the Library Board

June 29, 1923.

Present: Messrs Hardy, Shade, Lorenz, Mrs. Gastman and Mrs. Meridith.

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 renewals, about 350, were passed upon by the Book Committee and ordered purchased.

The bill from W. F. Bailey for \$202.00, for brick work on Evans branch building, which was sent Mr. Swisher was not paid. On motion Mrs. Evans was to see Mr. Samuels in regard to the matter.

Insurance policies which had expired were renewed for a period of three years with the following companies: Bennett & Shade, Durfee, Clark & Nicholson, Johnson & Bobb, C. W. Montgomery, Stadler & Stadler, H. B. Wise.

The steel stacks for bound newspapers had arrived and were to be set up in the historical room.

Mention was made of the kindness of Mr. H. D. Spencer in Planting the trees which had been ordered for the library lawn.

The Evans branch was to be closed Thursday evening on account of the pageant of the Lake Decatur celebration; and the Roach deposit station that afternoon.

Mayor Elder reappointed Mr. Hardy, Mr. Shade, and Mrs. Meridith for three years.

Mention was made that the library building will celebrate its twentieth anniversary July 1.

On motion bills to the amount of \$2,502.43 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans,
Secretary.

Regular Meeting of the Library Board

July 27, 1923.

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

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 100 new books and 100 school duplicates, recommended by the Book Committee, were ordered purchased.

The Branch light bill was thought to be unduly large, and the matter was to be investigated by Mr. Shade.

Cards extending an invitation to visitors in the city to see the Lincoln Memorial Collection were to be posted in various places.

Mr. C. D. Britton, landscape architect, had made a proposition to do the landscaping of the Branch grounds and to care for the place for a year. This matter was to be seen to later.

Mr. Hardy announced that he would take his vacation during the month of August, so would not attend the next Board meeting. Mrs. Evans would also be away during August.

Bills to the amount of \$2,890.34 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary.

Alice

Regular Meeting of the Library Board

August 31, 1923.

Present: Messrs. Shade, Scott and Mrs. Gastman.

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.

In the absence of the President, Mr. Shade was made chairman for this meeting.

Mr. Shade had taken up the matter of the Branch light bill with the Illinois Power and Light Co., and gave his report. The explanation of the exorbitant light bill was that the wires were grounded and the meter was registering more electricity than we were using. Mr. Krigbaum had looked after the trouble and made necessary repairs.

Next in order was the election of officers for the coming year. On motion Mr. Hardy was made president and Mrs. Evans secretary.

It was reported that the new steel shelving had been installed in the historical room.

Miss Scranton had again become a member of the staff, after having been absent a year attending Millikin University.

Bills to the amount of \$2,188.87 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans,
Secretary.

Regular Meeting of the Library Board

September 25, 1923.

Present: Messrs. Hardy, Swisher, Mrs. Gastman and Mrs. Meridith.

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 books recommended by the Book Committee were ordered purchased.

It was mentioned that Miss Baker had completed the Macon County war records scrap-books, and the decision of the Board was to purchase a vertical file for them.

The Illinois Library Association was to meet in Peoria, Sept. 26-28, and Mr. Hardy, Miss Dill, Miss Love, Miss Chesebro and Mrs. Evans would represent our library at the meeting. Mr. Hardy and Miss Love were to appear on the program.

Mrs. Myrtle J. Hall, who had been with us last year as head of the loan desk, had resigned because of ill health.

Bills to the amount of \$2,055.36 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary.

Regular Meeting of the Library Board

October 26, 1923.

Present: Messrs. Hardy, Shade, Scott, Lorenz, Swisher and Mrs. Gastman.

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.

On motion the periodical list for 1924 was given to F. W. Faxon of Boston- he being the lowest bidder. Three bids had been submitted.

A vertical file for the Macon County war records, which had been sent to the library on approval, was considered. Mrs. Evans was authorized to purchase a suitable cabinet.

On motion Mr. Swisher was appointed by the Board to look after the broken cement step in front of the library, and to see that the front door at the Branch was given a coat of varnish.

The Building and Grounds Committee was to attend to the leaks in the roof- Mr. Swisher, the chairman of this committee, to have the work done.

Bills to the amount of \$2,673.71 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary.

Regular Meeting of the Library Board

November 30, 1923.

Present: Messrs. Hardy, Shade, Scott, Swisher and Mrs. Gastman.

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.

Mrs. Evans was appointed to purchase a new flag and flag pole..

A new 60-tray catalog cabinet was to be purchased from the Library Bureau to match the ones we already have.

Mr. Swisher was appointed to see about the repairing of the roof. ^{Estimate} A bid of \$110.21 was submitted by M. A. Constant for this work.

Bills to the amount of \$2,438.86 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.

Secretary.

Regular Meeting of the Library Board

December 28, 1923.

Present: Messrs. Hardy, Shade, Scott, Lorenz, Mrs. Gastman and Mrs. Meridith.

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 about 300 renewals recommended by the Book Committee were ordered purchased.

Mr. B. E. Roberts had asked that Boy Scouts, Troop 8, be permitted to hold their meetings in the Branch library basement on Tuesday evenings at 7:00 o'clock. The request was granted.

Mrs. Meridith was appointed to look after some more shrubbery for the grounds.

Miss Anna May Price, Superintendent of the Library Extension Division of the Illinois State Library, had asked that one of the regional library conferences be held in our library February 14th.

Miss Margaret Hill had come into the Library December 1st as a new apprentice.

Bills to the amount of \$2,257.50 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.

Secretary.

Regular Meeting of the Library Board

January 24, 1924.

Present: Mr. Shade and Mr. Scott. Mr. Hardy, Mr. Swisher and Mrs. Gastman sent notice that they could not be present.

The meeting was called to order by W. P. Shade, president pro tem during the absence of Mr. Hardy.

The list of about 200 new books was passed upon and ordered purchased.

Mention was made of the leaks in the Lincoln room and reference room, caused by the melting snow. A plumber was called and repaired the damage.

It was decided to close the library on February 22nd, Washington's birthday.

The 1924 meeting of the Illinois Library Association was to be held in Decatur October 14-16.

A regional conference under the joint auspices of the Illinois Library Association and the Library Extension Division of the Illinois State Library was to be held in this library on February 14th, with Miss Price presiding.

Bills to the amount of \$1,975.41 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary.

Regular Meeting of the Library Board

February 29, 1924.

Present: Mr. Shade and Mrs. Gastman. Mr. Scott, although unable to be present, gave his sanction to the transactions of the meeting.

Minutes of the last meeting were read and approved.

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

The new book list was passed upon and ordered purchased.

Two gifts to the Lincoln Memorial Collection were reported. Miss Ida M. Tarbell had sent an autographed copy of her book- "In the footsteps of the Lincolns." The other gift was a beautifully framed steel engraving of the Lincoln family from C. H. Leas.

The Librarian reported that the Regional Meeting, held in the Library on February 14th, was a great success, about 40 librarians being in attendance. In the afternoon about 50 people, including some members of the local staff and a few townspeople, visited the Alice G. Evans Branch.

A large new flag was to be purchased.

The matter of repairing the broken steps in front of the library was again brought up, and was to be attended to.

Bills to the amount of \$2,312.35 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans,
Secretary.

Regular Meeting of the Library Board

March 28, 1924.

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

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 books recommended by the Book Committee were ordered purchased.

A letter was read from Mrs. Leon who had been in Florida. She told the Board not to wait for her to order the shrubbery for the Branch, so it was decided to place the order with Mr. C. D. Britton. Barberry, Spirea and Boston ivy were the varieties chosen. A little new planting was also to be done at the Main building.

It was decided to move the deposit station from Roach school as soon as another location could be found. Mr. Hardy and Mrs. Evans were to look into the matter at once.

Three new sets of Keystone views had been purchased for use at both the Main and Branch libraries.

It was reported that attractive scrapbooks, made from old picture books, had been sent to the children at the Decatur & Macon County hospital, and were much appreciated.

Miss Esther Lou Bergen had resigned- her resignation to take effect April 30th. After a vacation in New York, she goes to the University of Tennessee, at Knoxville, as head cataloger.

Mention was made of the fact that the library year closes April 30th, and that the annual report would be ready about May 13th.

Bills to the amount of \$2,435.41 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary.

Regular Meeting of the Library Board

April 25, 1924.

Present: Messrs. Hardy, Scott, Shade, Lorenz,
Mrs. Gastman and Mrs. Leon.

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 books recommended by the Book Committee were
ordered purchased. These included about 300 renewals, some re-
quests and a new unabridged dictionary.

On motion a new lawn-mower, preferably the Pennsylvania,
was to be purchased.

Attention was called to the new shelving in the basement
hall.

Mrs. Leon was to get new sod for the bank on the north
side of lawn where needed.

It was reported that the U. of I. Library school visited
the Library Monday, April 21st. They visited both the Main library
and the Alice G. Evans Branch. A gift of several dozen roses was
received from Daut's on this day.

Colonel Ansel Tupper's portrait had been given to the
Library, but all felt that it would more properly belong in the
collection of the Macon County Historical association.

On motion, the offer of a room at "The Pines" for the use
of the Deposit station was accepted, and the move was to be made at
once. This offer had come through Mr. E. J. Muffley, secretary of
"The Pines," who had called on Mr. Hardy and tendered the free use
of the room with light and janitor service, if we would provide the
books and the furniture.

Mention was made of the fact that the Annual report would

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be ready about May 12th.

Bills to the amount of \$2,669.38 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.

Secretary.

