

December 4, 1957

Due to a lack of a quorum no meeting of the Library Board was held. The checks were signed by Mr. Wilhelm and Dr. Barr.

Sally Ewing, Secretary

January 8, 1958

The Lawrence Library Board held its regular meeting Wednesday January 8th in the directors room of the city library. Roll call was answered by Messrs: Barr, Wilhelm, Weatherman and Barber and Mrs. Ewing. Mrs. Allen Crafton was a visitor. Minutes of the November meeting were read and approved.

Bills for October, November, and December were read. In view of the fact that a quorum was not present at the October meeting, Mr. Barber moved and Mr. Wilhelm seconded that bills be allowed and action of the officers ratified. Vote by roll call was unanimous.

October bills - \$ 2,485.45
 November bills - 2,508.88
 December bills - 3,558.34

Mr. Fox reported for December:

Maintenance fund	\$4,231.11
Other funds	396.64
Total	4,627.75
Desk funds	213.32

Book circulation - 198,024 pieces for the year.

Mr. Fox then gave a brief summary in regard to the increase in every department of the Library. He told the Board of the wall on the west side of the library and stated that the fault has been in evidence for the last three years and is moving toward the street.

architects Robertson and Ericksons inspected the building at one time and Grant Roney and Sons Inc., K.C. stated that footings should be put in the old building.

The current problem is financing the repairs - whether by bond issue or from our own fund.

Mr. Weatherman suggested estimates be obtained as regards repairs.

Next month's annual meeting will begin at 4:30 instead of 5 P.M.

Meeting adjourned,
Sally Ewing, Secretary

approved Feb. 4, 1958

February 4, 1958

The Lawrence Library Board held its annual meeting in the directors room of the city library Wednesday Feb. 4, 1958.

Those present were Messers' Barr, Wilhelmi, Barber, Hoover, Fox and Mrs. Ewing.

Minutes of the last annual meeting were read and approved.

Mr. Fox gave his annual report after which a motion was made, seconded, and carried that a copy of his annual report be sent to the city council.

Mr. Barber made a resolution ratifying and approving all action of the Board and its officers during the year as set forth in the minutes. Such resolution was unanimously adopted.

Mr. Barber moved that a vote of appreciation of Mr. Fox's ~~and~~ fine record for the year be given Mr. Fox and his staff. Mr. Wilhelmi seconded the motion. Motion carried.

Election of officers then followed.

President - Dr. Harold Barr.

Vice-President - Mr. Kelvin Hoover

Secretary & Treasurer - Mrs. A.B. Ewing

Meeting adjourned,
Sally Ewing, Secretary

February 6, 1958

Immediately following the annual meeting Feb. 6, 1958, the regular monthly meeting of the Lawrence Library Board was held.

Those answering roll call were; Messers Barr, Wilhelmi, Barber, Hoover and Mrs. Ewing.

Minutes of the last meeting were read and approved.

Mr. Fox, the Librarian reported for the month of January -

Maintenance fund -	874.04
Other funds	478.69
Total	1352.73
Desk funds	132.73

Mr. Fox stated that Mr. Haines would like to meet with the board on Feb. 13th at 3 p.m. in regard to repairs to the library building. Considerable discussion followed as to negotiating contracts without bids and as to options on property.

Mr. Fox announced that the Book Truck had arrived and that the Hospital auxiliary would provide service for the truck.

Mr. Barber reported that the bond for the Treasurer fixed at ^{\$}2500⁰⁰ was available.

Bills of the month totaling \$4,602.10 were allowed; vote having been taken by roll-call.

Meeting adjourned,
Sally Ewing, Secretary

LAWRENCE FREE PUBLIC LIBRARY

LAWRENCE, KANSAS

March 5, 1958

Board of Trustees
Lawrence Free Public Library
Lawrence, Kansas

Ladies and Gentlemen:

Please accept my resignation as Librarian so that I may assume the duties of Head Librarian, Springfield, Missouri, April 21, 1958.

There have been many rewarding experiences resulting from my association with the Library, the Board, and the Community. I can't express all of the things that occur to me at this time, however, one factor has contributed a great deal to the satisfaction I have felt in the work we have undertaken; the Board has been very generous in delegating responsibility. Without this confidence they have expressed, very little could have been accomplished.

I have had the good fortune to work with people on the staff and the Board who have enriched my professional experience. If there is any credit due for the professional advancement I'm making, it goes to those who have taught me the practical principles of administration.

Sincerely yours,

LeRoy G. Fox

LeRoy G. Fox

February 13, 1958

An informal meeting was held by those members of the Board who could attend on Feb. 13th with Prof. Haines to study plans for repairing the Library building. It was agreed, however, that further study needed to be made.

Sally Ewing, Secretary

March 5, 1958

The regular meeting of the Lawrence Library Board was held March 5th, 1958 at the City Library, and was attended by Messrs. Barr, Wilhelmi, Hoover, Barber, and Mrs. Ewing.

Mr. Fox, the Librarian gave his monthly report which was accepted and filed. He reported:

Maintenance fund	-	\$32,036.71
Other funds	-	586.98
Total		32,623.69
Desk fund		
Dr. Barr		159.00

Dr. Barr presented a letter of resignation from Mr. Fox to become effective April 21st, 1958. Mr. Wilhelmi moved that Mr. Fox's resignation be accepted with regret and that expression of appreciation be spread upon the minutes of the meeting for his fine cooperation with the Board during the term that he

has been with the library here, and that the Board express its wish for his continued success. The motion unanimously carried.

Dr. Barr reported as regards re-
placement of the librarian.

He stated that he had written to a number of Universities as soon as Mr. Fox had informed him he had accepted his new position. a few applications were read.

Dr. Barr announced that he would call a special session of the Board as soon as he had any definite information to present.

Mr. Fox asked that in view of the fact that our circulation in the summer months would be sixty to seventy thousand books, he would like to ask Jerry Ann Eickhorn, Mike Fletcher and Karl Barrett to stay with the staff through the summer with a pay scale probably on straight salary. The Board agreed and asked Mr. Fox to arrange to engage the services of these three persons for the summer.

Bills for the month of Feb. were read and allowed, vote being taken by roll-call. Total bills for month were \$ 4,008.00.

Meeting adjourned,
Sally Ewing, Secretary

(Copied by M. Fletcher)

Approved
April 2, 1955

April 2, 1958

The Lawrence City Library Board met Wednesday April 2, 1958 in the directors room of the City Library.

Those present were Messrs. Barr, Hoover, Wilhelmi, and Mrs. Ewing.

Mr. Fox, the librarian gave his report which was accepted and filed. He reported:

Maintenance fund	-	\$ 28,051.29
Other funds	- -	736.90
Total		\$ 28,788.19
Desk funds		163.60

In regard to repairs on the Library, Mr. Fox informed the Board that borings were being made on the lawn as suggested by Mr. Haines.

The Board feels that progress is being made in finding a new Librarian.

Mr. Wilhelmi reminded the Board of a custom and asked that the members recommend names to the mayor to help him select someone to serve in Mr. Wilhelmi's place on the Library Board.

Dr. Barr asked that it appear in the minutes as an expression of our deep appreciation for Mr. Wilhelmi's thirty years of service on the Board and also our deep regret that he must leave the Board.

Bills for month totaled \$5,515.11 and were allowed by a

unanimous roll call vote.
Meeting adjourned
Sally Ewing, Secretary

approved May 7th, 1958

May 7, 1958

The regular meeting of the Lawrence Library Board was held May 7, 1958 in the directors room of the City Library. Those present were Messrs. Barr, Hoover, Welling, Rankin, Wolfe, and Mrs. Ewing. Mrs. Allen Crafton was a visitor.

Mrs. Osma, acting Librarian, reported a desk fund of \$264.11. She stated that the auditor, Mr. Lash, had the library records.

A report of the borings on the lawn in regard to the foundation repair brought forth the consensus of opinion that any action would have to wait.

Mrs. Osma reminded the members of the Library Commission meeting to be held in Junction City.

Mrs. Crafton who has carried news of the Library Board to the League of Women Voters expressed her appreciation for the reception and education in Library matters which has been given to her during these last two years.

There was some discussion as to an increase in the tax levy to provide more funds but no action was taken. A tentative budget for 1959 was presented to the Board.

Mr. Wolfe moved that this budget totaling \$53,210 be adopted. Mr. Hoover seconded the motion which carried unanimously.

Mr. Bass reported that applicants for Librarian had been reduced to four men. He passed the letters out and asked the board after carefully examining each of them to contact him. He stated that the matter had already dragged itself out until ~~several~~ several applicants had already accepted other positions.

Bills totaling \$5,649.68 were read and approved by the board unanimously, by roll call.

Meeting adjourned
Sally Ewing, Secretary

Copied by M. Fletcher
approved June 4, 1958

Regular Meeting, June 4, 1958

The regular meeting of the board of the Lawrence Free Public Library was held on Wednesday June 4, 1958 in the directors room of the City Library.

The following members were present:

Harold S. Barr - President

Kelvin Hoover - Vice-President

John T. Weatherman

Charles C. Rankin

Donald D. Welling

Sally McEwing

Mrs. Allen Crafton was a visitor.

Mrs. Esma, acting Librarian reported a:

Maintenance Fund	\$ 16,904.10
------------------	--------------

Other Funds	1,202.01
-------------	----------

Total	18,106.11
-------	-----------

Desk Collections	240.43
------------------	--------

She also stated that more than fifty percent of the children's book budget had been spent for children's books because the need was so great.

Dr. Barr reported that the budget adopted at our last meeting had been given to the City Manager.

Bills for the month of May amounting to \$3,428.74 were allowed, the vote being taken by roll call.

Dr. Barr announced that a special meeting of the board would be held Saturday June 7, 1958 at

the Hotel Eldridge at 12:15 P.M. at
which time Mr. William F. Morse
of Ardmore, Oklahoma will meet
with the board members.

Meeting adjourned.

Sally M. Ewing, Secretary

Copied by M. Fletcher
approved July 2, 1958

Special Meeting, June 7, 1958

a special meeting of the board of the Lawrence Free Public Library was held on Saturday June 7, 1958, at the Eldridge Hotel, the following members being present:

Kelvin Hoover, vice president
 John T. Weatherman
 William D. Wolfe
 Donald D. Welling
 Charles C. Rankin
 Sally M. Ewing

The board interviewed Mr. William T. Morse of Admore, Oklahoma regarding his availability, his impression of our work here, and his qualifications in library work.

Mr. Morse gave some pertinent suggestions regarding the use of a photo-charging system which would relieve library personnel to help in other phases of library work rather than routine checking.

The board asked Mr. Morse to wait in the lobby while they meet in executive session.

It was moved by Mayor John T. Weatherman and seconded by William D. Wolfe that Mr. Morse be approved as our Lawrence Librarian if for any reason, we fail to appoint someone else by June 30, 1958. Motion carried. Meeting adjourned.
 Sally M. Ewing, Secretary

Copied by M. F. Eutchen
 Approved July 2, 1958

SPECIAL MEETING OF JUNE 17, 1958 THE LAWRENCE FREE PUBLIC LIBRARY BOARD

A special meeting of the board of the Lawrence Free Public Library was held on Tuesday, June 17, 1958 at the Eldridge Hotel, the following members being present:

Harold G. Barr, president
 Kelvin Hoover, vice president
 John T. Weatherwax, mayor
 William D. Wolfe
 Donald D. Welling
 Judge Charles C. Rankin.

A letter was read from John W. Bordon of Pocatello, Idaho, asking that his name be withdrawn from consideration for librarian at Lawrence.

It was stated that Mr. Edward A. Howard of Topeka was not entirely out of the picture, in spite of the fact that he had written a letter asking that he be not considered. Judge Rankin stated that he had seen Mr. Howard and believed that his decision was not final. He further stated that he felt he should be seen by the board, if that were possible.

It was moved by Mr. Weatherwax, seconded by Mr. Wolfe, that Judge Rankin endeavor to set up a meeting at noon with Mr. Howard not later than one week hence, and that if by that time it was determined that he was not available, the president notify Mr. Morse of Ardmore, Oklahoma, offering him the position. It was moved further that Mr. Barr call Mr. Morse, informing him that he was still under consideration, so that we should not be left without anyone who would be available to us. The motion carried.

The meeting adjourned.

SPECIAL MEETING OF JUNE 24, 1958

A special meeting of the board of the Lawrence Free Public Library was held on Tuesday, June 24, 1958 at the Eldridge Hotel, the following being present:

Harold G. Barr; Kelvin Hoover, John T. Weatherwax, William D. Wolfe; Donald D. Welling; Judge Charles C. Rankin; Edward A. Howard of Topeka.

The board interviewed Mr. Howard regarding his availability, his impression of our work here and his qualifications in library work.

It was moved by Mr. Wolfe, seconded by Mr. Hoover that we elect Mr. Howard as head librarian of the Lawrence Free Public Library at a salary to the end of this fiscal year at the rate of \$5400.00 per year, beginning August 1, 1958. The motion carried.

The meeting adjourned.

Harold G. Barr
 Harold G. Barr, President

approved
July 2, 1958

Regular Meeting, July 2, 1950

The Lawrence Free Public Library Board met on Wednesday, July 2, in the directors room of the City Library.

The following members were present:

Harold Barr - president

Charles Rankin

John Weatherman

Don Welling

Mrs. Merrill Clubb was a visitor.

The minutes of the last regular meeting of June 4, and the special meetings of June 7, June 17 and June 24 were read.

John Weatherman moved to correct the minutes of the special meeting of June 7 to read in part "that we appoint Mr. Morse of Ardmore as librarian if we have not hired another man by June 30." The motion carried.

Mrs. Osma noted that the minutes of the June 4 meeting should read "over 50% of the children's book budget had been spent."

Mrs. Osma, acting librarian reported a:

Maintenance funds	# 13,475.80
Other funds	1,442.44
Total funds	14,917.80
Desk collections	171.18

Total circulation for the month was 23,681, a gain of 907 over

T O P E K A • P U B L I C • L I B R A R Y

HORACE S. MOSES, LIBRARIAN

1515 W. 10TH ST., TOPEKA, KANSAS

25 June 1958

Dr. Harold Barr, Chairman
Board Of Trustees
Public Library
Lawrence, Kansas

This is to confirm our conversation on Monday, June 24, regarding the position of Head Librarian at the Lawrence Public Library. I am pleased to say I accept the position for the agreed annual salary of \$5,400 effective August first 1958.

I want to thank you and the other Board members for the gracious welcome afforded me last Monday. I trust I can fulfill the confidence you have expressed in me by offering me this position.

Sincerely,

Edward A. Howard

Edward A. Howard,
M.S.L.S.

June of last year and an all-time high in circulation.

Mr. Weather was moved to accept the report and requested the president to inform the press of this new record. Motion carried.

Dr. Barr reported on the roof leak. He stated that Mr. Everly had reported the flashing is faulty and his firm can make the repairs on a time and materials basis, with a total cost of not over \$188.00. Mr. Weather was moved that the Board authorize the acting librarian to contact with Mr. Everly to get the roof repaired as soon as possible.

Dr. Barr read a letter of acceptance from Mr. Howard of Topeka as librarian. He discussed the premature leak of the information that Mr. Howard was our new librarian, apparently because the new manager of the Outlook is from Topeka and knew Mr. Howard there.

Mrs. Osma advised the board that the old records in the sub-basement are a fire hazard. Mr. Weather was suggested that Mrs. Osma call Mr. Schacke of the Lawrence Historical Society and see if he could use any of the material.

Bills were read and approved by roll call vote in the amount

of ^{\$}5,458.30.

Mr. Weatherman discussed the possibility of dating the June bill payments checks June 30, thus simplifying the budget calculation. No action was taken.

Mr. Weatherman moved we adjourn. Motion carried.

Respectfully submitted by
D. F. Welling, acting secretary

Copied by M. Fletcher

approved Aug. 4, 1958

August 4, 1958

The Lawrence City Library Board met in the directors room of the City Library for their regular meeting Wednesday August 4, 1958 with Dr. Barr, Kelvin Hoover, William Wolfe, Don Welling and Sally Ewing in attendance.

Minutes of the last regular meeting and several Special meetings were read, corrected and approved.

Prof. Don Haines introduced a Mr. Burkel and the two gentlemen explained to the Board concerning intrusion structural pinnings and structural groutings as to necessary repairs to the west wall of the Library building. The repairs would cost somewhere around \$3000⁰⁰

Dr. Barr stated that our new budget which does not become effective until Jan. 1959 would take care of the repair, but that we might investigate with the city as to the possibility of securing funds now. Otherwise, we could only make the very necessary repairs needed and do the complete job during our budget year.

Mr. Wolfe moved that we take steps to repair our building thru the grouting intrusion method as soon as we can finance it and that we make inquiry from the city as to financing it now. Mr. Hoover seconded the motion. Motion carried.

Mr. Ed Howard, our new city

Librarian reported a:

Maintenance Fund	-	\$ 7,888.73
Other funds	-	1,599.45
Total	-	9,488.18
Desk collections		168.97

He also reported that the Junior Book Wagon circulation was 2,658 - an increase of 1007 over last year.

The ~~present~~^{total} circulation during July was the largest in the history of the Library. We now have 46,824 volumes and 9,309 persons are registered.

Mr. Howard discussed with emphasis on our budget and the high price we are now ~~paying~~ paying for part time help, and suggested that we work towards engaging good full time workers.

He presented an adjusted budget which met the same total figure as our already accepted budget and the board approved his proposed plan.

Bills to the amount of \$ 3075.73 were read and allowed by roll call.

Meeting adjourned,
Sally Ewing, Secretary

approved Sept. 3, 1958

copied by M. Fletcher.

Sept. 3, 1958

The regular meeting of the Lawrence Free Public Library Board was held at the City Library Wed. Sept. 3, 1958.

Those present were:

Dr. Barr, Pres.

Kelvin Hoover, V. Pres.

Minutes of

the last meeting were read and approved. Mr. Ed. Howard, the librarian reported:

a maintenance fund of \$17,495.26

Other funds 1,270.75

Total \$18,760.01

Desk fund 177.90

Mr. Howard stated that he had contacted the city manager, Mr. Horn, who was in turn to contact the city attorney to ascertain whether or not the board could arrange in some way to repair the Library building now and pay for it in January. In other words, find out if there were a way to circumvent the cash basis law and the law that a budget must follow the current years budget.

Dr. Barr named the committees for the year:

Budget and Finance

Kelvin Hoover, chairman

William Wolfe

Charles McCluggage

Charles Rankin

John Weatherman

Building and Grounds

Don Welling, chairman

Kelvin Hoover

John Weatherwax

Sally Ewing

Administrative

Sally Ewing, chairman

Charlene McCluggage

William Wolfe

Charles Rankin

Don Welling

Kelvin Hoover reported that while the ^{\$}1000 Perkins bond had matured, it had not been reinvested and the delay was really good because the price of bonds had been falling and that they will probably re-invest the money in a U.S. Treasury Bond.

Don Welling moved that the budget committee be empowered to reinvest the ^{\$}1000⁰⁰ bond. Judge Rankin seconded the motion. Motion carried.

Mr. Howard stated to the board his views in regard to a Personnel Manual for the Library.

Mr. Hoover moved that the Librarian be empowered to proceed with the work involved in the Personnel procedure and work with the staff and submit his data to the Staff and the administrative committee for their approval. Don

Welling seconded the motion. Motion carried.

Mr. Howard stated that the Personnel Plan was to follow a personnel Pattern and be so changed by 1960 that the staff would consist of the librarian, three department heads and three full time assistants (one for each department) and whatever part time help that is needed, but always it should be kept at a minimum.

Dr. Burr announced the convention at Parsons on Oct. 9, 10, 11, of the Kansas Library Association. Those going from here being Mr. Howard, Mrs. Osma and Miss Gralapp.

Mr. Howard informed the Board that Rev. Parker of the Presbyterian Church had asked if the church might use one of the rooms in the library for a Sunday School class every Sunday morning.

Judge Rankin moved that since the question of the use of the Library by outside groups had come up before, the Library Board establish a policy that all meetings held in the Library should have some relationship to Library service. Don Welling seconded the motion. Motion carried.

Bills for the month totaling \$3,018.53 were read and approved unanimously by roll call.

& Meeting adjourned.
Sally Ewing, Secretary

Copied by M. Fletcher
approved Oct. 1, 1958

October 1, 1958

The Board of the Lawrence Free Public Library held its regular meeting Wednesday, October 1, 1958 in the directors room of the Library. Those in attendance were: Dr. Bar, Pres.; Kelvin Hoover, vice-President; William S. Wolfe; Charles Rankin; Charlyna McCluggage; and Sally Ewing. Mrs. Allen Crafton was a visitor.

Minutes of the last meeting were read and approved.

The Librarian, Mr. Ed Howard reported:

a. maintenance fund	-	\$15,912.47
other funds	-	1,025.41
Total	-	16,937.88
Desk funds	-	156.84

Mr. Howard included in his report, the statement that the circulation for this year will 200,000 which is the highest we have ever had.

Dr. Bar spoke personally, and for the board in welcoming Mrs. McCluggage's return.

Mr. Hoover reported the reinvestment of proceeds from the Perkins Bond in U. S. Treasury Bond and also an \$18.75 series E Bond. The small balance was put into our savings account.

Mr. Howard had his first draft of the Personnel ~~Manual~~ Manual. He also reported that the fault in the library building had been caulked at the city's expense. at the first of the year the caulking will be removed and the building will be repaired.

He informed the board of the urgent need of paint on the trim of the building. Mr. Wolfe moved that the window trim of the Library be painted. Mr. Hoover seconded the motion. Motion carried.

Mr. Howard told of the N. L. A. convention at Parsons and invited any who could attend to let him know as he felt transportation could be provided. He asked that the Library be closed Friday in order that the entire staff could attend. Mrs. McCluggage moved that the Library be closed and the entire staff be allowed to attend. Mr. Wolfe seconded the motion. Motion carried.

Some discussion followed in regard to the possibility of acquiring the buildings north of the library. Mr. Hoover moved that Mr. Welling together with his committee be empowered to investigate immediately, the possibility of acquiring the properties to the north of the city library and report to the board. Mr. Wolfe seconded the motion. Motion carried.

Dr. Bar presented Prof. Haines bill for consulting fees and incidentals amounting to \$150.40. This bill together with the others for the month of Sept. and amounting in all to \$5,041.02 were read and allowed unanimously by roll call.

Meeting adjourned,
Sally Ewing, Secretary

Copied by M. Fletcher
Approved Nov. 5, 1958

October 23, 1958

a special meeting of the Board of the Lawrence Free Public Library was held at the library Thursday, October 23, 1958.

Those attending were: Dr. Barr, Melvin Hoover, Judge Rankin, Don Welling, Charlyne McCluggage and Sally Ewing.

The meeting had been called to decide on the possibility of the board purchasing a used Bookmobile from the Topeka Public Library.

After much discussion as to the prospects of owning a bookmobile and also further discussion as to just how the purchase could be made without changing our actual budget of the current year, Mrs. McCluggage moved that we make the purchase. Mr. Hoover seconded the motion which carried unanimously.

Meeting adjourned,
Sally Ewing, Secretary

Copied by M. Fletcher

Approved Nov. 5, 1958

November 5th, 1958

The regular meeting of the Lawrence Free Public Library Board was held Wednesday Nov 5th, 1958 at the library. Those attending were; Dr. Harold Barr, Pres.; Kelvin Hoover, vice-pres., Charles Rankin; Wm. J. Wolfe; Don Welling, Charlyne Mc Cluggage and Sally Ewing. Mrs. Alben Crafton was a visitor.

Minutes of the last meeting were read and approved. Mr. Howard reported the cost of outside paint trim would amount to \$315.00.

Mrs. Mc Cluggage told of the very interesting and enjoyable meeting of the Library Trustees which she recently attended at Parsons.

The board personally toured the new Book Mobile - and with pride. Mr. Howard announced that it would be kept in storage now because we do not have the funds to run it.

Mr. Howard reported:

a maintenance fund of	\$10,976.02
other funds	" 1,131.88
Total	\$12,107.90

Desh Funds	205.48
------------	--------

Dr. Barr was asked to write a letter to the City Manager, Mr. Horn, explaining the boards concern over the inability to acquire the properties north of the library at a reasonable price.

Bills for the month totaling \$3,511.13 were allowed unanimously by roll call.

Meeting adjourned,
Sally Ewing, Secretary

Copied by D. McMillen

Approved December 3, 1958.

December 3rd, 1958

The regular meeting of the Lawrence Free Public Library Board was held Wednesday December 3rd, 1958 in the directors room of the library. Those attending were Dr. Harold Barr, Pres.; Charles Rankin, William Wolfe, Don Welling, Charlene Mc Cuggage and Sally Ewing. Mrs. Allen Crafton was a visitor.

Minutes of the meeting were read and approved.

Mr. Howard, the librarian, reported that the bookmobile was in free storage under the University Stadium until April 1959 through the efforts of the Junior Chamber of Commerce. He also reported that the paint job on the outside trim of the library was almost finished. Mr. Howard announced that the proposed Staff Manual was now ready for its first reading by the administrative committee.

In view of the fact that the board does not meet until the first Wednesday of each month and in order that the Library Staff might receive their checks by the first of the month, Mr. Wolfe made a motion that the board authorize the President and Treasurer to issue checks for all wages that are fixed and have been authorized by the board, that are payed on or about the first of the month. Motion was seconded by Charles Rankin and carried.

The librarian reported:

Maintenance Fund \$ 8,210.79

Other funds 591.46

Total \$ 8,802.25

Desk funds 218.72

Total amount of bills for the month of November

\$ 2,971.90 were unanimously allowed by roll call.

Meeting Adjourned

Sally Ewing, Secretary

Copied by D. M. C. Miller
Approved January 7, 1959

703