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Jan. 6, 1942.

The Board of Trustees of the Elwood Public Library met with the following members present, Mrs. Armfield, Mr. Field, and Miss Dickerson, and the librarian, Miss Snow.

Minutes of the previous meeting were read and approved.

Bills totalling \$827.59 were read and approved.

The project of putting in a new radiator has been abandoned for at least a year.

One of the interesting features of Miss Snow's yearly report was that the twelve scrapbooks about Wendell Stillkie contain 6885 clippings, which exceed in number the total number of other clippings. The yearly report showed the splendid accomplishments of the library and its staff in its various activities.

The present officers were re-elected by acclamation.

Miss Snow read a letter from Miss Cleland about the Victory Book Campaign, beginning January 12, of which Miss Cleland is state director and Miss Snow is local director.

Mrs. Mettlen has accepted the chairmanship, and expects to conduct a house-to-house canvas. There being no further business the meeting adjourned.
Margaret Dickerson, Sec.

February 3, 1942

The Board of Trustees of the Elwood Public Library met with the following members present: Mrs Armfield, Mr Field, Mr Sandeman, Miss Cox, Miss Dickerson, and the Librarian, Miss Snow.

Bills amounting to \$567.80, including salaries, were read and allowed.

Miss Snow's report showed a decrease in circulation for the past month. The report was accepted and placed on file. Miss Snow also included various features of her yearly report which was not given last month.

The Victory Book Campaign with Mrs Metten as local chairman and Miss Snow as director has sent 132 volumes to Charlotte Field, Rantoul, Ill. 572 books had been turned in and today about 200 volumes from the library of the late Ed. Wardwell were donated. Miss Snow now has 81 volumes ready and is awaiting directions about shipment.

Mr Field went over the insurance policies and recommended that the business be distributed among the various insurance men who are taxpayers. Most of the business is in the hands of only a few insurance companies.

Adjournment.

Margaret Dickerson, Secy

March 3, 1942

The Board of Trustees of the Elwood Public Library met with the following members present: Mrs Armfield, Mr Field, Miss Cox, Miss Dickerson and the Librarian.

The minutes of the previous meeting were read and approved after correction.

Bills amounting to \$615.92 were allowed and ordered paid.

The monthly report showed 18215 books in stock at the end of the month, 176 having been bought and 55 donated during February.

Circulation of 7310 for Elwood was a gain of 231 over last February. But the Franklin circulation of 750 showed a loss of 139.

There were 6987 borrowers at the end of the month, 42 having been added in Elwood and 7 outside.

\$24 in petty cash was turned over to the City Clerk.

The monthly report was accepted and placed on file.

Miss Snow read some information showing that we'd have to do certain things to get an A-10 preference rating so that we could buy certain supplies.

The local, detailed annual report to the Board was submitted and accepted and placed on file. Adjournment.

Mary Cox, Secy pro tem

April 7, 1942

The Board of Trustees of the Elwood Public Library met with the following members present: Mrs Armfield, Mr Field and Miss Dickerson.

Minutes of the previous meeting were read and approved.

Bills amounting to \$647.06 were read and allowed.

The monthly report showed a circulation of 7196 in Elwood, a loss of 724 and 731 in Frankton, a loss of 465. Rural School circulation for six weeks was 408.

78 books were bought and 3 were donated.

There were 51 new borrowers in Elwood and 20 outside of Elwood.

Miss Snow reported 2670 books collected January 12 - April 1 in the Victory Book Campaign. Both Mrs Armfield and Mr Field used their cars to collect books to supplement Mrs. Mettler's work of collection. There are still 555 books awaiting an address of a warehouse.

Mr Field will see about a new lavatory for the room adjoining the juvenile room.

There was water in the basement at 4:30, Miss Snow reported. There was also a leak where the plastering was off back of the desk.

Adjournment

J. S. Field, Secy pro tem

May 5, 1942

The Board of Trustees of the Elwood Public Library met with the following members present: Mrs Armfield, Mr Field, and Miss Cox.

Minutes of the previous meeting were read and approved.

Bills amounting to \$663.00 were read and allowed.

The monthly report showed a circulation of 5766, a loss of 461, and 622 in Frankton, a gain of 5. Rural School circulation for six weeks was 381.

152 books were bought and 27 books were donated.

There were 40 new borrowers in Elwood and 3 outside of Elwood.

The last 555 Victory Books were sent to a branch of the Indianapolis Public Library to await free transportation to a camp.

The lavatory was discussed. Miss Snow suggested that one from the north room in the basement be brought up to the public rest room.

Miss Snow reported that Mr Schutkowski is making a long narrow bulletin board for the "Circus Parade" Vacation Reading Club. So far only \$2.33 has been spent on the bulletin board, since he is donating his time.

Waste paper was sold to Mr Levi for \$12.15, much of it being old magazines.

The Elwood Library staff

members and board members are invited to the District Library meeting at Walton May 22. It was moved and seconded that the library be closed that day so that all staff members could attend. Mrs. Armfield and Mr. Field expect to represent the Board at the meeting.

Miss Snow showed the Life Certificate for Head Librarian Gades which she has received. It is Certificate number 5 in Indiana. The first basis of classification is population of town served, so the grades 1 and 2 are for the larger towns and cities. Miss Snow reported that Mrs. Middlemough, Miss Murphy and Miss Wistner would apply for Certificates later.

The Board members inspected the two laboratories at the close of the meeting. Mr. Field has charge of this.

Adjournment

Mary Cox, Secy pro tem

June 2, 1942

The Board of Trustees of the Elwood Public Library met with the following members present: Mrs. Armfield, Miss Cox, Miss Dickerson, and the Librarian Miss Snow.

Minutes of the previous meeting were read and approved. The monthly expenditures amounting to \$9.58 including salaries were allowed.

Miss Snow's report was accepted and placed on file. The report showed 18,416 books were in the library at the close of the month. A few books from the Victory book drive, unsuitable for soldiers, were bought by the library.

Miss Snow gave a report of the District meetings at Lagertown and Itaton. The meeting at Itaton was especially profitable and enjoyable. Mrs. Armfield was the delegate from the board. Many questions arose about certification which Miss Warren tried to answer.

Miss Snow reported that the new laboratory off the children's room had been installed.

The Vacation Reading Club is progressing nicely. Adjournment followed.
Margaret Dickson, Sec.

July 8, 1942

The Board of Trustees of the Elwood Public Library met in regular session in the Board room. Mrs Cox, Mr Field and Mrs Snow were present.

Minutes of the previous meeting were read and approved.

The Librarian's report of expenditures was approved and ordered paid.

The monthly report showed that while Elwood had a 389 loss in circulation, Frankton had a gain of 206. Monthly report was accepted.

There are 233 members in the Vacation Reading Club and 60 animals in the parade.

Mrs Snow reported that Mrs Millspaugh might wish to resign the first of September.

The Board decided to let Annileen Anglemeyer start an Apprenticeship of 518 hours this month since Rosemary Blair is working at seasons.

It was suggested that the Industrial Questionnaire might lead to Mr Shuthof's being sent to a factory soon.

Mrs Millspaugh and Miss Humphrey received their life certificates in library work yesterday. Each is listed for three classifications: Head Librarian grade 5, Prof. Assistant grade 4 and Branch Librarian head grade 2.

The Womans Democratic Club committee was denied a room for the meeting next week because of its nature. Adjournment.

Mary Cox
Secretary

August 3, 1942

The Board of Trustees of the Elwood Public Library met in regular session with Mrs Campbell, Mrs Cox, Mr Field and Mrs Snow present.

Minutes of the previous meeting were read and approved.

Expenditures amounting to \$586.59 were authorized. \$138.65 of this was the annual magazine bill. Hanson-Bennett will take care of the magazines again.

Frankton had a gain of 63 in circulation while Elwood had a loss of 105.

There are 7201 borrowers since 38 new ones have been added in Elwood and 1 outside.

The reading club is progressing nicely. There are 252 members. 88 of them have animals in the parade.

The report was accepted and placed on file.

Question: Should meetings of clubs be permitted when library is closed? General consensus of Board members was no.

In the matter of a new assistant the Board instructed Mrs Snow to see what arrangement might be made.

The Board granted a year's leave of absence to Mrs Millspaugh, beginning September 1, provided an assistant could be secured by that time. The Board decided to offer the position of assistant to Rosemary Blair provided she work regular schedule during September free of charge. Her salary ^{\$350} ~~\$300~~ a month would then start October 1. Mrs Millspaugh would catalog by the hour during the year for

an average of \$20 a month. The Board would waive the agreement about the balance of the free apprenticeship. Miss Snow was instructed to see Rosemary Blair at once and be ready with the report at the meeting to be called later in the month.

Adjournment.

Mary Cox, Acting Secy.

August 19, 1942.

A special meeting of the Library Board was called to discuss the budget for 1943. Those present were Mrs Armfield, Mr Field, Miss Cox and Miss Snow.

It was decided that the usual rate of ten cents in town and two cents in the township would be requested.

The new budget provides for a \$5 a month increase for Miss Murphy, a \$5 a month increase for Mr Shuckofke and a 50¢ a month increase for Miss Witmer.

The new budget provides more generously for binding and looks than the present budget does.

Miss Snow reported that Miss Blair had accepted the position of assistant to begin September 1, 1942 and to end in one year if Mrs Millsbaugh wishes to resume full time employment.

Adjournment
Mary Cox, Acting Secy.

August 25, 1942

A special meeting was called to appoint an assistant. These present were Mrs Campbell, Miss Coy, Miss Richardson, Mr Field and Miss Snow.

The meeting was called to decide about the library staff, since Board Murphy resigned yesterday. Julia Sturber and English Milepangh will be part time assistants and Research Palan will be a full time assistant. Hours and schedule are to be arranged according to Miss Snow's plan. Mrs Sturber and Mrs Milepangh are to be paid forty cents an hour, or at the rate of about \$73 a month for their combined salaries. Miss Palan will finish her appointment in September and then receive \$50 a month for the rest of the year. The Board decided to retain the summer schedule for the coming year, two being open only Saturday nights, due to the staff situation. Meeting adjourned.

Margaret Richardson,

Secretary

September 1, 1942

The Board of Trustees of the Cleveland Public Library met with the following members present: Mrs Campbell, Miss Coy, Mrs Field, and the Librarian.

Minutes of the past three meetings were read and approved. Proposed expenditures were read and all were approved except thirty six dollars for insurance, which was ordered deferred until January. Mr Field made the motion, and it was recorded by Miss Coy.

The Librarian's report was accepted and placed on file. The Hamilton circulation showed a gain of 136, while the Cleveland circulation showed a loss of 451. Miss Palan started work on a desk assistant at 8:30 this morning. Mrs Sturber came back to work on a part-time basis on her fifteenth anniversary of starting her library work. No objections appeared so the budget for the coming year as prepared, was adopted. It was noted and recorded that the rate of ten cents be adopted for the coming year. Since there was no further business, the meeting adjourned.

Mary Coy,
Acting Secretary

October 6, 1942

The Board of Trustees of the Elwood Public Library met with the following members present: Mrs. Armfield and Mr. Field, and the librarian.

Minutes of the previous meeting were read and approved.

Expenditures amounting to \$452.92 were read and ordered paid.

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

Mrs. O. A. Armfield was chosen delegate to the Indiana Library Trustees Association meeting in Indianapolis October 7-9, with expenses paid.

Miss Snow was chosen delegate to the Indiana Library Association meeting in Indianapolis October 7-9, with expenses paid. (Being State Treasurer, her hotel bill will be complimentary - by the management.)

^{Mr. Field} ~~Mrs. Armfield~~ and Miss Snow attended the Budget hearing before the County Board September 15 in Anderson. They OK'd our rates.

Since there was no further business, the meeting adjourned.

Lucile Snow,

Acting Secretary

Nov. 3, 1942

The Board of Trustees of the Elwood Public Library met with the following members present, Mrs. Armfield, Miss Cox, Mr. Field, ^{and} Miss Dickerson.

Minutes of the previous meeting were read and approved.

Bills amounting to \$557.69 were read and allowed.

Librarian's monthly report was accepted and ordered placed on file. The Frankton report showed a gain in circulation with a loss in Elwood.

Miss Snow and Mrs. Armfield gave interesting reports of the meetings at Indianapolis in October. Elizabeth Chevalier, author of "Drivin' Woman" was one of the speakers. Dr. Margaret Meade, an anthropologist, was another speaker.

Mrs. Sturbois is unable to continue as part-time assistant and prefers to help us only in an emergency. Miss Snow has information about two possibilities as assistants, Mrs. Marie Thomas, as Pendleton, and Mrs. Bratton. Miss Snow thinks it possible, however, since the circulation is lighter, that she can get along with the lighter staff.

It was discussed as to whether a change in the daily

schedule would be advisable. It was regularly moved and seconded that we open the library at 11:30 A. M. during the week, closing at 9 P. M. and opening at 10 A. M. Saturday morning, so that the Story Hour could be held. The motion was carried.

It was moved and seconded, that Rosemary Blair be paid \$60 a month, because of added duties and changed schedule, beginning November 1st. The motion was carried.

The matter of sick leave came under discussion. No decision was reached.

There being no further business, the meeting adjourned.

Margaret Dickerson,
Secretary.

Dec. 2, 1942

At the final meeting of the Board of Trustees of the Elwood Public Library, for the year 1942, were the following members present, Mrs. Armfield, Miss Cox, Mr. Field, Miss Dickerson, and the librarian, Miss Snow.

Minutes of the previous meeting were read and approved. Bills amounting to \$452.51 were allowed.

The librarian's report was accepted and placed on record.

Miss Snow read a number of letters from librarians, relating to sick leave, hours of work, and other matters regarding which she had written to these librarians to find out their customs and help establish some precedents here. Mr. Field moved that we not adopt any broad policies, but treat each case of illness as a separate case. Miss Cox seconded the motion. Motion was carried.

There being no further business, adjournment followed.

Margaret Dickerson, Sec.