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Jan. 7, 1938

Mrs. Armfield, Miss Cox, Dr. Laudeman, Mr. Linsmeyer, Miss Snow, and Miss Dickerson were present at the regular monthly Board meeting.

The minutes of December 7th were read and approved.

A report of the month's expenditures was read and the bills amounting to \$797.93 including salaries were allowed.

The librarian's report showed that 982 more books were circulated than a year ago. There are 59 new borrowers. The report was accepted and placed on file.

Some interesting figures in the annual report are as follows; -

1. 40,083 novels were circulated
2. 18,995 - non-fiction
3. Library was given 46 books.
4. 765 were discarded
5. Total volumes in library 16,7406

It was regularly moved and seconded that Barbara Richard be taken in as apprentice. Motion was carried.

There being no further business, the meeting adjourned.

Margaret Dickerson, Sec.

Feb. 2, 1938

The regular monthly meeting of the Board of Trustees was held, with the following members present: - Miss Snow, Miss Cox, Mrs. Armfield, and Miss Dickerson.

Minutes of the previous meeting were read and approved.

It is thought that Barbara Stickard will come in as apprentice.

Flowers were sent to Dr. Laudeman, as an expression of sympathy, for the loss of his mother.

New shelving is needed in the Frankton library. It can be put in for \$17.90, cost of labor and material. It was moved and seconded that the shelves be ordered.

The motion was carried.

A letter was received announcing a proposed visit February 11th, by Miss Hostetter, and Mr. Compton, who are on tours of inspection of libraries. Miss Hostetter is chairman of the Educational Department of A. L. A. Mr. Compton is assistant-librarian at St. Louis. It was decided that we have a dinner at the cafeteria in their honor.

Bills amounting to \$729.45 including salaries were allowed.

Miss Snow's report was accepted to be placed on file. It showed a gain in circulation of 1,823 over last January.

The matter of cleaning and painting the walls was discussed. Tentative plans are to paint in June, and leave the library open.

There being no further business, the meeting adjourned.

Margaret Dickerson,
Secretary.

February 11, 1938

Mrs. Armfield, Miss Cox, Miss Dickerson, Mr. Laudeman, Mr. Woellwerta and Miss Snow attended the dinner meeting in honor of Miss Hostetter and Mr. Compton in the Hotel Sidwell dining room February 11. Following the dinner there was an informal discussion of library affairs. Mr. Compton and Miss Hostetter said that our almost unbroken line of trained chief librarians was a valuable tradition. They thought it was splendid that this library had started the training of several young women who have "gone out in the world" as professional librarians. The special board meeting was a success.

L.S.

March 1, 1938

The Elwood Public Library Board met in regular session March 1. Miss Cox presided in the absence of the president Mrs Armfield.

The minutes of the previous meeting were read by Mr. Wellwerts. They were approved as read.

Miss Snow reported that Miss Wickard worked about eighteen hours during the month.

The shelving at Frankston has been finished.

Bills amounting to \$569.39 were allowed.

The librarian reported a gain in circulation of 1588 over February, 1937. The Elwood gain was 1546 of this. This is the fourth consecutive month that Elwood has had a gain in circulation and it is the largest gain also.

Lesons submitted an estimate of \$140.00 for wood slat Venetian blinds for the 14 windows in the two reading rooms. The price for aluminum slat Venetian blinds would be \$158.00.

Names of two Anderson decorators were mentioned but no action was taken in regard to painting.

Extracts were read from Miss Ethel Mc Collough's annual report from the Evansville Public Library.

There being no further business the meeting adjourned.

George Wellwerts,

Acting Secretary

April 5, 1938.

The Elwood Public Library Board met in regular session, April 5. Members present were Mrs. Armfield, Miss Cox, Miss Snow, Miss Dickerson, Mr. Linsmeyer, and Mr. Wellwerts.

Minutes of the previous meeting were read and approved.

Bills amounting to \$617.99 were read and allowed.

Miss Snow's report was adopted as read. The library now has 6730 borrowers and 15,822 books.

Letters from Miss Kostetter and Mr. Compton were read, expressing appreciation of their visit here, February 11.

The question of painting was again discussed. Miss Snow was authorized to see John Whiteman and Lennie Baker about samples of paint, cleaning of walls, and other things preparatory to painting early in June.

A called meeting will be held April 14, for the board to decide.

There being no further business, the meeting adjourned.

Margaret Dickerson

Apr. 14, 1938

The called meeting was held and the matter of painting further discussed. No decision was arrived at, except that the radiators should be painted with aluminum paint.

The meeting adjourned.

May 4, 1938.

The regular monthly meeting was postponed until Wednesday May 4, because of election day falling on the regular meeting time.

The members present were Mr. Copeland, Mrs. Armfield, Miss Cox, Miss Snow, Mr. Hoellwerts, Miss Dickerson, and Dr. Landeman.

The minutes of the previous meeting were read and approved.

Bills amounting to \$468.69 were read and allowed.

The monthly report showed a gain in circulation of 1553.

Mr. Linsmeyer and Mr. Hoellwerts were appointed as inspectors of the painting.

Sealed bids were opened, revealing a bid of

#318 by Lennie Bohu and #518.75 by John Whiteman for cleaning walls and painting the greater part of the up-stairs.

No action was taken on these bids. It was decided to have submitted new bids that would cover contracts for the entire up-stairs.

Liesong submitted a bid of #195.94 for metal Venetian blinds. ^{12.00} A ^{stated} meeting is to be held Monday night. The meeting then adjourned.

Margaret Dickerson, Sec.

May 9, 1938

A called meeting was held by the Library Board to consider bids for painting the interior of the library. The members present were Mrs. Armfield, Miss Cox, Miss Snow, Miss Dickerson, Mr. Stoellwerts, and Mr. Linsmeyer.

The revised specifications were read. Since others have requested specifications so that sealed bids may be submitted, it was decided that bids for painting ^{the whole up-} stairs be advertised in the Elwood Call Leader tomorrow.

The meeting adjourned.
Margaret Dickerson, Sec.

May 31, 1938.

Another called meeting was held to consider bids for painting. The minutes of May 9th were read, and approved. Mr. Parker's bid was for \$378, Mr. Whitman's \$581, and Mr. Baker's \$458. The contract was awarded Mr. Baker.

meeting adjourned.
Margaret Dickerson Sec.

June 8, 1938

The regular meeting of the Library Board was held with Mrs. O.A. Armfield presiding.

The minutes of the previous meeting were read and approved. The librarian read copies of the two letters she sent to unsuccessful bidders. The signed contract was displayed.

Expenditures amounting to \$542.56 were approved and ordered paid.

The monthly report showed 129 new books bought and two donated, while 176 were withdrawn, so that there were 15,891 books in stock at the end of the month.

Elwood circulation was 5,206, a gain of 1,978. Frankton circulation was 686, a gain of 36.

Fifty new borrowers were added in Elwood and eleven in the township so there are now 6,837 borrowers.

It was moved and seconded to accept Leeson's bid on new Venetian blinds for the Board room, Reading rooms and small windows which show from 16th Street, and on washable blinds on rollers for the rest of the upstairs windows. The total bid was \$229.19.

Mrs. Armfield and Miss Snow ^{expect} were directed to decide on the color of light paint to use for the library walls.
Meeting adjourned.
Lucille Snow, Sec'y Pro-tem.

July 5, 1938

The regular meeting was postponed so the librarian wouldn't have to return from her vacation for the meeting. A later date was more convenient for some of the Board members too.

July 12, 1938

The Board of Trustees of the Elwood Public Library met in the Club Room with Mrs. O. A. Armfield presiding. The minutes of the previous meeting were read and approved.

Bills amounting to \$517.02 were read and ordered paid.

The monthly report showed a circulation of 4,582 in Elwood, a gain of 893 over June, 1937. Circulation in Hamleton was 695, a gain of 128. Total circulation was 5,257, a gain of 1,021

42 new books were bought, making a total book stock of 15,772. There were 93 new borrowers added in Elwood and 18 added outside. There were 127 books missing for the first time when we took inventory. Last year there were 193 missing. Since 103 of these were still missing they had to be withdrawn this year.

It was moved and seconded that the library be closed July 27 on account of the Tomato Festival. Last year only 19 books were circulated the day of the Tomato Festival.

The Board gave Miss Snow authority to pay Mr. Baker as soon as his work was done and approved by the inspectors. The Board authorized her to pay Seemans as soon as the new blinds were hung.

Mr. Baker agreed to paint the shelves in the magazine room, to remove the scum from the base-board and to varnish it for \$5 extra. The Board accepted the proposition.

Radiator covers were discussed but no action was taken. One Indianapolis concern charged \$10 for a 30 inch cover - the cheapest in stock.

The Board authorized the removal of the Curie case from upstairs to the northwest room down stairs. This case was donated by Chapin's several years ago but since much of the display is not labeled a great deal of the value is lost.

Robert Carter is to be asked to hang the two oil paintings over the fireplaces.

The Board decided to try elsewhere to get a front door lock since Seemans have not been able to get one during the past few months.

It was decided to find out the price for linoleum for the wooden steps in the front hall.

Mr. Linsmeyer will ask Mr. Bligh who could turn over the stone front steps, or otherwise repair them.

Lucile Snow, Secretary

August 2, 1938.

The Board of Trustees of the Elwood Public Library met in the Board room with Mrs Armfield presiding.

Minutes were approved. Expenditures were read and ordered paid. The total amount was \$1212.72, which included the magazine bid to Hanson Bennett, painting, a new lock for the front door, new linoleum on the front steps and part payment on the blinds. The balance in the Seeds Fund (\$137.66) will be given to Leeson as soon as the last three blinds are hung.

The monthly report showed a circulation of 4272 for Elwood and 727 for Frankton. This was a gain of 1202 for Elwood in spite of the fact that the library was being painted, we had no Vacation Reading Club and we were closed two days more than a year ago in July! The Frankton library gain was 144 in spite of not having a Vacation Reading Club.

Only twelve books were added to the Accession Book due to housecleaning. There was no time to catalog during the month. There are 15,741 books in stock now.

42 borrowers were added. Cards for 281 had to be withdrawn because they were not used. Registration now is 6,452.

The Chapin Curis case was moved downstairs to the northwest room. "Autumn Sunset by Steele was hung

over the fireplace in the reference room and "The Millyard" by J. Otis Adams was hung over the fireplace in the juvenile room. Large colored silhouettes of Pirates were put in the juvenile room. "Snow-white" posters were made by Miss Powell and put in the reading rooms and halls. The staff room furniture was repainted and new covers were made for the couch and chair and table.

Mr Linsmeyer reported that Mr Nigel has been too busy to look at the stone steps.

Radiator covers were discussed. Mr Linsmeyer is to see if Mr. Hawkes could make them. Mr. Pace will have a salesman look at the one we have with a view to having covers made.

The Board authorized the librarian to notify Mr. Shanley of the Stratton Broom Company to proceed with the work on the little office, rest room and back hall floors. He is to sand, edge, refill and then apply two coats of material such as is used on gym floors for \$27.

Oscar Smith is to put new window cords wherever they are needed upstairs because they are breaking two at a time now.

The librarian mentioned the small amount of publicity received from the "Call Leader" about the repainting of the library. Some of that was wrong. A special Budget meeting

will have to be called later in the month when the Valuation has been received.

The librarian was told to have Oscar Smith get hand rails for the front hall and install them because old patrons are touching the walls in their efforts to get up and down the front steps.

The librarian read a list of plans for the future. The window frames outside need painting, down spout needs repairing, some new window screens are needed and front screen doors should be installed next summer. The basement walls need painting, and so do the grey chairs. Then in the distant future new linoleum must be bought for the reading rooms, or else the old must be repaired. New furniture would be desirable too.

The meeting closed with the inspection of the newly painted library.

Lucile Snow,

Secy pro tem

August 25, 1938

The Board of Trustees of the Elwood Public Library met in special session at 7:45 P.M. to consider the Budget for 1939.

The new budget provides the following, among other items:

Painting of basement and outside of library	\$225
Plastering in basement	25
New screens for windows and front door	50
Convention expenses (Contingencies)	35
Linoleum for reading rooms	700
Salary increases to take effect January 1:	

Miss Witmer \$20 to \$21.50 a month

Evelyn Powell \$65 to \$70 a month

Lucile Snow \$145 to \$150 a month

Janitor \$54 to \$60 a month (provided there is a new janitor)

Salary increase to take effect August 1:

Beulah Murphy \$75 to \$60 a month

(provided she attends summer school)

By their signatures several members approved of the budget.

The same rate as last year - ten cents on each hundred dollars of valuation was adopted.

Lucile Snow

Secy pro tem

Sept. 6, 1938.

The Board of Trustees of the Elwood Public Library met in regular session with the following members present: Mrs. Armfield, Miss Snow, Mr. Stoellwerts, Mr. Linsmeyer, Miss Cox, and Miss Dickerson.

The minutes of the last two meetings were read and given hearty commendation by the board for recent accomplishments by the library staff. Satisfaction was expressed over the new blinds and newly-painted walls.

Mr. Linsmeyer has been unable to get a report on the stone steps from Mr. D'gel.

Mr. Sigward was at the meeting to talk about radiator covers. \$216.50 is the cost of one design with humidifiers. Design 6 would cost \$195 without humidifiers. No action was taken.

It was moved and seconded that a 10-cent rate be adopted and the budget made for the coming year. The motion was carried.

Bills were read and allowed.

Miss Snow's report was accepted and placed on file. The report showed a total gain of 1940 in Elwood and Frankton, with 3630 borrowers.

Miss Snow read letters from three different companies, explaining their methods and terms for exterminating cockroaches. It was moved and seconded that we engage General Exterminator Company from Indianapolis, to exterminate cockroaches for \$45.50. The motion was carried.

There being no further business, the meeting adjourned.

Margaret Dickerson, Sec.

October 7, 1938

The Board of Library Trustees met in business session with the following members present: Mrs Armfield, Mr. Woellverts, Mr. Linsmeyer, Mr. Saudeman, Miss Cox and the librarian Miss Snow.

A representative of the Majestic Radiator Company of Huntington was present and showed his merchandise. His bid was \$225.47 for covers without humidifiers and \$255.13 with humidifiers. The latter model had some grille work which wasn't considered necessary.

The Board voted to accept Mr. Sigward's bid of \$216.50 for Acme covers with humidifiers, but without grille work. His bid was presented last month.

The minutes of the previous meeting were read and approved.

Report on expenditures of \$1035.66 was read and ordered paid. This amount included \$208.40 for books, most of them to be released in November for Book Week. It also included a check for Mr Sigward so that he could be paid as soon as his work was done.

The book report showed 204 books bought and 9 donated, making a total of 15,905.

The Elwood circulation of 5370 showed a wonderful gain (1,918).

There were 74 new borrowers in Elwood and 17 outside.

The library shows the work of cleaning has been well done.

The librarian reported that the Adjustment Board granted the 10¢ budget.

Since the last meeting the hand rails have been put up in the front hall, the floors in the south west rooms have been sanded and refinished, all windows have been washed, all window frames upstairs have been washed and the roaches have been killed.

The library was closed this afternoon during the funeral of Mrs Belle King Mason who had been a member of the Board for twenty five years. She served as Secretary in 1913-14 and from 1918-1926.

Mrs Armfield and Mr. Saudeman were chosen delegates to the Indiana Library Trustees Association which meets in Indianapolis October 20 and 21.

The Library Association will meet October 12, 13 and 14 at Bloomington. On motion of Mr Linsmeyer seconded by Mr. Woellverts, Miss Snow was instructed to attend the meeting. She will take part in the meeting October 13, telling about the redecorating of this library.

The stone steps were discussed but no action was taken. Meeting adjourned.

Mary Cox,

Secy pro-tem.

Nov. 1, 1938

The Board of Trustees of the Elwood Public Library met in regular session with the following members present: Mrs. Armfield, Mr. Linsmeyer, Miss Dickerson, and the librarian, Miss Snow.

Minutes of the previous meeting were read and approved.

Miss Snow's report showed another remarkable gain of 2010 in Elwood with a total gain of 2107. The report was unanimously accepted and placed on file.

Bills amounting to \$857.83 including salaries, were allowed.

Miss Snow's report of the state convention at Bloomington was extremely interesting.

The matter of the stone steps was again discussed but no action taken. Mr. Linsmeyer is acquainted with a man at Habash who might be able to fix them.

The board decided that trimming of the trees would be postponed until spring.

There being no further business, the meeting adjourned.

Margaret Dickerson, Secretary.

Nov. 29, 1938

A called meeting was held to discuss the matter of releasing Mrs. Harbit as janitor and securing a new one.

Members present were: Mrs. Armfield, Mr. Koellwerts, Miss Coe, Mr. Linsmeyer, Miss Dickerson, and the librarian, Miss Snow.

A form letter asking for Mrs. Harbit's resignation was read.

Miss Snow read a list of duties expected of a janitor. The new janitor would be given this list of duties and expected to perform them.

The meeting then adjourned.

Margaret Dickerson, Sec.

December 6, 1938

The Board of Trustees met in regular session with the following members present: Mrs Armfield, Mr Linsmeyer, Mr Woellworts and the librarian.

Minutes of the two previous meetings were read and approved.

Bills amounting to \$822.72 were allowed.

Miss Snow's report showed a gain of 2,010 in book circulation. 151 new books were added in November.

It was moved and seconded that the present officers be re-elected. Motion carried. Mrs Harbit resigned.

It was moved and seconded that Loren Dellinger be appointed janitor effective January 1, 1939 at \$60^{month}.

Since each member received a copy of the proposed library laws they were not discussed.

Mr Linsmeyer will see the monument man about the front steps.

It was moved and seconded that the library will furnish 50 books for the West Fourth Street Recreation Hall, provided the man who asked for them will be responsible for them and will provide the transportation.

It was moved and seconded that the meeting adjourn.

George Woellworts,
Secy pro tem