

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees April 20, 1938

The annual meeting of the Board of Trustees of the Louisville Free Public Library, postponed from April 13, was held on April 20 at 4:15 p.m. in the librarian's office.

The entire membership was present, namely Mrs. Briney, Mrs. Meguire, Mrs. Radford, and Messrs. Barker, Davis, Duane, Heyburn, Kavanagh, Powell, Rauch, Thruston, Welch, Mr. Andrew Broaddus, President of the City Board of Aldermen and acting Mayor in the absence from the city of Mayor Scholtz, and the librarian. Mr. Lawrence S. Poston, assistant city director of law, was also present.

Dr. Rauch presided.

Mrs. Meguire and Mr. Duane presented certificates of the oath of office as members of the Board reappointed to succeed themselves.

The minutes of the meetings of March 9 and March 30 were read and approved.

Communications:

A communication was presented from the Churchill Downs Post, Veterans of Foreign Wars, under date of April 18, urging action in support of the movement to obtain a branch library for South Louisville. It was voted that acknowledgment be made, signed by the President and Secretary of the Board, indicating that the Board has given special consideration to the matter, has long appreciated the need, and that its purpose is to provide library facilities in South Louisville just as soon as funds can be made available for the purpose.

A letter was presented from Yale University under date of March 29, signed by Mr. George Parnly Day, Treasurer, referring to a gift of a framed plaque entitled "The World of Books" given in memory of the late Reuben Post Halleck. The plaque was displayed to the Board. It was voted that letter and gift be received and properly acknowledged.

A delegation of Colored citizens, led by Mr. Houston F. Brooks, chairman of the Library Committee of the Dads' Club of Parkland, waited on the Board at this point and presented a petition, signed by numerous Colored citizens of the community, urging "the immediate establishment of a 'full-fledged' branch library in the community of Parkland." A full discussion followed, concluded by Dr. Rauch who assured the delegation on behalf of the Library Board that the Trustees were genuinely interested and anxious to provide the service requested.

The matter was referred to the Library Committee with the suggestion that the Committee approach the Mayor relative to the financial problems involved.

Reports:

The Treasurer's report for the month of March was presented by Mr. Barker and ordered on file.

Mr. Thruston reported on behalf of the Library Committee that bills for the month of March in the amount of \$4,861.74 had been audited and moved that payment of these bills be authorized. The motion was seconded by Dr. Welch and passed unanimously. A list of the bills is appended to these minutes. Exhibit No. 1.

The following matters were presented by Mr. Davis on behalf of the Building Committee:

1. The urgent need of screens for the Shawnee Branch involving a cost of approximately \$370.00: On motion by Dr. Welch seconded by Mrs. Radford it was voted to approve the purchase of screens with the understanding that the Building Committee and Finance Committee would concur in determining the availability of funds for the purpose.

2. Proposed public dedication exercises for the Shawnee Branch: A date around May 20 was suggested, assuming that all furniture would be received and installed by that time. On motion by Mr. Duane seconded by Mr. Powell it was voted to approve a public dedication of the building and to refer to the Library Committee and the librarian responsibility for program and arrangements.

3. Renewal of public liability insurance policy on the Fourth Street Property: Following discussion of the need of such insurance it was moved by Mr. Duane and seconded by Mr. Davis that the Building Committee be authorized to act immediately, if in its judgment such insurance is necessary, with the understanding that renewal of the policy be made for not more than one year in view of present financial conditions confronting the library.

4. Approval of Master Project for construction work under the Works Progress Administration: Mr. Davis reported that he and the librarian had signed a master project covering all W.P.A. construction work that may be done during the balance of the calendar year in view of the fact that this general project was necessary in order to begin work on the specific project authorized by the Board, namely the construction of a new floor in the Open Shelf Room. Mr. Davis reported that signing of the project involved no contractual agreement to do all, or any additional, work designated in the project but that it will enable the library to do such work from time to time as it may determine to do and as it can supply the necessary funds for materials required. On motion by Mr. Duane seconded by Mrs. Radford it was voted unanimously that the Board approve Mr. Davis' action in signing the project proposal and that the Building Committee be requested to keep a careful check on library expenditures and commitments that may be involved in work undertaken under the project.

5. Change of plans in the construction of the new floor in the Open Shelf Room: Mrs. Radford reported that by postponing the laying of floor covering over the new concrete floor until next year it would be possible to construct a new concrete floor in the Reference Room as well as the Open Shelf Room within the limits of funds authorized to do the entire work in the Open Shelf Room alone. On motion by Mr. Davis seconded by Mr. Powell it was voted unanimously to adopt the suggestion as outlined by Mrs. Radford providing a new concrete floor in both Reference Room and Open Shelf Room with no floor covering for the present, with the understanding that the change in plan will involve no added costs.

The librarian's statistical report for the month of March was distributed and ordered on file.

The librarian reported that the cooperation of the library with the Federal Works Progress Administration in setting up projects and providing employment had

resulted in a major business for the library and given rise to many difficult problems. He stated that nearly 150 people were being employed on library relief projects, or substantially more than the total number of regular employees of the library including part-time workers. He requested that the Board provide a means for reviewing all of the relief work and assist the librarian in determining library policy in the matter. The question was referred to the Library Committee for review, with the request that it report back to the Board its findings and recommendations.

New business:

The librarian reported expiration of the special salary and time arrangement granted Miss Sallie Berryman, Crescent Hill Branch Librarian, in her illness, and requested review of the case before further action is taken. The matter was referred to the Library Committee to report back to the Board.

Mrs. Radford reported pending Federal legislation designed to provide financial aid to the States to equalize educational opportunities, including library service. It was suggested that Senators and Congressmen be approached with the request that they support such legislation. By agreement, this suggestion was left to Board members individually to act on their own discretion. The librarian was asked to send Board members copies of the statement of the American Library Association outlining the purposes and content of this legislation.

The Board then proceeded to a hearing of Mr. H. W. Schacter's request for reconsideration of the decision against air-conditioning the Fourth Street property.

Mr. Schacter made a detailed statement based on his written memorandum dated April 6 which had been distributed previously to members of the Board. A copy of this memorandum is appended to these minutes. Following discussion, Mr. Schacter withdrew from the meeting.

Mr. Thruston expressed the opinion that the library is legally bound by its action of December 29, 1936 authorizing the installation of air-conditioning, but suggested that the legal question be settled definitely by court action.

Mr. Duane made a motion to rescind the action of March 30 and to review the whole question in the light of all information available.

The motion was ruled out of order in view of the fact that the mover was not present at the meeting in question.

Mr. Broadus presented a motion in his official capacity as Mayor, acting for Mr. Scholtz, who was present on March 30, that the previous action be reconsidered at the next meeting of the Board. The motion was seconded by Mr. Davis.

Following debate on the parliamentary issues involved, the motion was withdrawn in favor of the following motion offered by Dr. Welch, namely:

That the previous action be reconsidered at a special meeting of the Board called for this purpose alone. The motion carried, with two dissenting votes, by Judge Kavanagh and Mr. Powell. The following members had left the meeting previously, owing to lateness of the hour, namely Mr. Barker, Mr. Thruston, Mrs. Meguire and Mrs. Briney.

The Board, finally, proceeded to the Election of Officers.

Dr. Welch made the motion, seconded by Mr. Davis that all officers be re-

elected and that the Secretary be instructed to cast one ballot.

The question was put by Dr. Welch and carried unanimously. The Secretary cast one ballot and the designated officers were declared elected, namely:

President	Dr. Joseph Rauch
Vice-President	Mr. Henry B. Heyburn
Secretary and Librarian	Mr. Harold F. Brigham
Treasurer	Kentucky Title Trust Company

The meeting adjourned at 6:45 p.m.

MINUTES APPROVED:

Joseph Rauch President
Harold F. Brigham Secretary

Exhibit No. 1

Aetna Oil Service	\$ 1.54
American Association of School Administration	2.00
American Book Co.	15.61
American Council on Education	1.00
American Library Association	3.05
Arctic Ice Co.	9.40
Atlas Coal Co.	162.26
Banks-Baldwin Law Publishing Co.	15.00
Baptist Book Store	1.00
Beckley-Cardy Co.	2.98
Clara L. Behrens, Head Order Dept.	126.01
Bobbs-Merrill Co.	3.84
Bonar-Summers Hardware Co.	49.83
Boone Brothers Co.	2.50
Brentano's Bookstores, Inc.	7.75
Harold F. Brigham, Libn. Petty Cash	62.86
Carter Dry Goods Co.	14.77
Caxton Printers	3.75
Chicago Glue Corporation	18.00
Childers Electric & Paint Co.	3.38
College Book Exchange	36.05
Columbia Carbon Co.	3.50
Cook Auto Service	1.25
Demco Library Supplies	1.90
R. O. Dusch	29.35
E. P. Dutton & Co.	2.80
Geo. G. Fetter Co.	11.75
Fidelity & Columbia Trust Co.	100.00
A. Flanagan Co.	4.51
Frey Planing Mill Co.	9.30

706.94

General Electric Supply Corp.	185.00
Hardin County Enterprise	2.58
Harvard University	11.00
W. C. Heimerdinger Co.	1.25
Houghton Mifflin Co.	23.53
Hubbuck Wall & Floor Covering Corp.	2.25
Harry H. Hughes & Sons	8.70
H.R. Huntting Co.	19.02
Jewish Publication Society of America	5.00
Johnson Publishing Co.	3.42
Junior Literary Guild	99.81
Kast Bindery Service	1.20
Kaufman-Straus Co.	20.76
Kee Lox Mfg. Co.	5.25
Kentucky Book Mfg. Co.	76.76
Kentucky Millwork Co.	733.67
Kentucky Workshop for the Adult Blind	6.00
Klein Brothers	10.45
Alfred A. Knopf, Inc.	2.88
Koehler Stamp & Stencil Co.	2.00
Long's Towel Supply	9.00
Longmans, Green & Co.	11.72
Louisville Division of Recreation	11.00
Louisville Gas & Electric Co.	193.55
Louisville News Co.	26.45
Louisville Paper Co.	39.45
Louisville Towel Supply Co.	3.75
Lyons and Carnahan	3.12
Mrs. Stella McDaniel	25.00
Macmillan Co.	7.38
Mayes Printing Co.	32.13
Meffert Equipment Co.	3.05
Miller Paper Co.	24.87
John P. Morton & Co.	24.00
Mueller-Estep Co.	10.00
National Laboratories	2.00
National Society, Daughters of the American Revolution	6.00
Office Equipment Co.	81.23
Olive-Markel Electric Co.	298.51
Otis Elevator Co.	5.30
Premier Paper Co.	10.25
Public Administration	2.00
Rand, McNally & Co.	13.42
Remington, Rand, Inc.	7.40
Royal Typewriter Co.	1.50
Russell Sage Foundation	1.40
F. S. Schardein & Sons	101.51
Alfred L. Schiller	6.40
Charles Scribner's Sons	8.37
L. E. Sikking	49.50
Silver-Burdett Co.	4.69
Silver Fleet	2.53
Smith & Dugan	16.75
Southeastern Paper Co.	17.78
Southern Bell Telephone & Telegraph Co.	117.20
	3123.68

Southland Electrical Supply Co.	8.76
Forrest B. Spaulding	1.50
Standard Oil Co.	1.26
Standard Printing Co.	136.04
Standard Typewriter & Supply Co.	1.00
G. E. Stechert & Co.	4.00
W. K. Stewart Co.	429.44
Stewart Dry Goods Co.	10.00
Frederick A. Stokes Co.	1.80
Stoll Oil Refining Co.	39.62
University of North Carolina Press	2.14
Weissinger-Gaulbert Real Estate Co.	835.43
Albert Whitman & Co.	17.70
Wilderness Road Book Shop	200.09
H. W. Wilson Co.	45.86
John C. Winston Co.	21.42
	<hr/>
	4 861.74
Pd) Harold F. Brigham, Libn. Pay Roll	10 424.00
Pd) Fidelity & Columbia Trust Co.	2 000.00
Pd) Horn Transfer Co.	252.32
Pd) Office Equipment Co. Shawnee chairs	520.00
Pd) City of Louisville; Loans	57,000.00
Interest	331.59
	<hr/>
	57 331.59
	<hr/>
Total	\$75 389.65

Exhibit No. 2

KAUFMAN-STRAUS CO.
Fourth Ave.

Louisville, Ky. April 6, 1938

Mr. Harold F. Brigham
Librarian
Louisville, Ky.

My dear Mr. Brigham:

The adverse decision of the Library Board in the matter of air conditioning of the Kaufman-Straus Building has come as an unexpected blow.

In the earnest hope that the Board may reconsider its decision, I would like to place before the members certain facts and figures which they did not have when they reached their conclusion, and certain information of which they may not have been mindful in their deliberations.

May I, at the outset, refresh the minds of the members as to the details of the original agreement which was reached between the responsible representatives of the Library Board and myself, and which was as follows:

1. That an air conditioning plant valued at approximately \$85,000. would be installed and become the property of the Library Board.

2. That every penny of expenditure, including the insurance on the air conditioning system, would be borne by the Kaufman-Straus Co.

3. That the Board would immediately receive \$3,000. a year bonus until 1940 for the pledging of its credit.

4. That after 1940 the Board would profit substantially by the increased sales that air conditioning would produce, in view of its 3%-of-sales rental agreement.

On December 29, 1936 the Library Board, by resolution, approved this agreement, and a committee was delegated to take charge of the installation. I was at that time assured by Dr. Rauch and by Mr. Barker that the Board would proceed with the work, and that a formal contract ratifying the agreement would be entered into as soon as it could be drawn.

Pursuant to that, Mayor Neville Miller hired Messrs. Warren and Ronald to do the engineering for the project, and we, with the approval of the Mayor and of the Finance Committee, hired as consultant engineer Mr. Charles Leopold, an air conditioning expert.

On January 8, 1937 Messrs. Warren and Ronald wrote to Mayor Miller, accepting the employment and telling him that they had already started work. By the time of the flood, they had already incurred an expenditure of some \$2,000. for time and services for which the Library Board is now legally responsible.

After the flood, it became necessary to divert the air conditioning money for rehabilitation purposes. There was no doubt in my mind, however, in view of the above, that when the Library Board was again in a position to finance our air conditioning, it would do so. In fact, until this last decision, the original resolution of December 1936 still prevailed, and it was necessary for the Board to approve only such modifications of the terms as the changed circumstances required.

In the light of these facts, do not the members feel that I had every right to expect that the Board would proceed with the work as soon as the enabling legislation was passed?

Because of this, I am asking the Chairman of the Library Board to permit me to state my case fully at the next meeting of the Library Board, on Wednesday, April 13, 1938. I am delivering to every member of the Board, individually a copy of this letter so that they may have ample time to study the statistical information that is herewith attached, and I earnestly hope that the Board may yet see its way clear to doing this job.

May I, at this time, respectfully call to the attention of the Board members the fact that they are acting in a dual capacity - First, as civic minded citizens interested in operating the Library, and second, as business men and women acting as landlords in a business enterprise. I have had the feeling that on several occasions the two have been confused because of the Board's understandable concern over the financial plight of the Library.

Approaching the problem, therefore, from a business standpoint, I want to point out that it is to the vital interest of the Library Board as landlords that the Kaufman-Straus Co. be kept in sound economic health. Bad as is the present economic plight of the Library, it would be infinitely worse if for any reason it were deprived of the present income from the building.

It is generally recognized that air conditioning has become a vital

necessity to every business catering to large numbers of people, and that such businesses without air conditioning are at a serious disadvantage. Louisville is no exception to the rule. On April 1, 1938, I had a survey made, copy of which I attach, of the air conditioning installations on Fourth Street between Main and Broadway, and found that no fewer than 49 stores, including 20 of the largest, are air conditioned. Every important competitor of the Kaufman-Straus Co. except Bacon's has an installation.

The Kaufman-Straus Co. has not now, and there seems little likelihood that it will have for years to come, sufficient funds with which to do this job. The Library Board has it within its power to do it.

I ask those members of the Board who are concerned about the plight of the Library to remember that not one penny of Library funds would be diverted toward this air conditioning program, but that on the contrary, the Library would profit immediately by increased income as a result of it.

Some of the members have contended that title to the air conditioning plant is of little practical value. If the Board were to sell the building, or were to rent it to some other tenant, they surely would get a larger sum with the air conditioning plant in it than they could without.

But even assuming that the title is of academic value, I would like to point out the concrete benefits to the Board for helping us with this program. I have already mentioned \$3,000. a year bonus which the Board would receive immediately. In addition, I am attaching a survey made by Retailing, one of the most important national publications catering to department stores, which indicates that air conditioning is responsible for 13% increase in a store's traffic. If that increase should prevail here, and there is every reason to suppose that it would, it would mean a substantial addition to the income of the Library Board, beginning with 1940.

If we do not get the air conditioning, not only would the Library Board be deprived of this additional income, but no one knows how much further damage will be done to the income of both the Library Board and of the Kaufman-Straus Co. by its failure to meet competitive conditions. That the damage would be substantial I have no doubt.

I understand that some members of the Board question the legal right of the Board to borrow money for such purposes. Assuming that there is a legal doubt, doesn't it seem to the Board that the reasonable thing to do would be to approve the work, subject to a legal test in the Courts. The Kaufman-Straus Co. will gladly pay all expenses of such a test.

I am attaching herewith for the information of the Board the following data:

1. Copy of the minutes of the meeting of the Board of Trustees, dated December 29, 1936, approving the air conditioning.
2. Copy of the recommendation of the Finance Committee of the Library Board, dated December 29, 1936, recommending the air-conditioning. (both of these were given to me by the Librarian at my request).
3. Copy of letter from Messrs. Warren and Ronald to Mayor Miller, dated January 8, 1937.
4. Survey of Fourth Street and other Louisville stores having air

conditioning.

5. Survey made by Retailing on effects of air conditioning.

I urge the members of the Board to study carefully the attached exhibits.

If the Board votes favorably in this case, I am confident that the air conditioning will produce such increased income for the Library Board as to lessen to a considerable extent the economic pinch that the Library Board has been feeling these several years. Solely on its beneficial value to the Library as well as to the Kaufman-Straus Co. I earnestly ask the Board to reconsider its decision.

Respectfully yours,

/s/ HARRY W. SCHACTER

Exhibits referred to on file in librarian's office.

*** In closing I want to appeal to the members of the Library Board to consider this whole proposition strictly on its merits as a sound business proposition in the same light as any other landlord would consider a matter that would strengthen the position of his tenant.

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, May 11, 1938

The regular meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, May 11, 1938 at 4:15 p.m. in the librarian's office.

Present: Mrs. Briney, Mrs. Meguire, Mrs. Radford and Messrs. Davis, Duane, Kavanagh, Powell, Rauch, Thruston, Welch, Mayor Scholtz and the librarian.

Dr. Rauch presided.

Mrs. Briney presented a statement certifying that she had taken the oath of office as member of the Board.

The minutes of the meeting of April 20 were read and approved. The Board also approved two minutes omitted from the record of March 9.

Communications:

Letters were read from the St. Matthews Woman's Club (April 26, 1938) and from County Judge Mark Beauchamp (May 2, 1938) urging the establishment of library service in St. Matthews. On motion by Mr. Davis seconded by Mr. Duane it was voted to refer the matter to the Library Committee with the request that it report back to the Board before final action is taken.

A communication from the firm of Otis and Lea, architects, requesting consideration in the event a new branch building is constructed was presented and ordered on file.

A letter from the Bankers Bond Company was read, dated April 30, 1938, requesting leave to submit a proposition in event the Board decides to refinance the library's bonded indebtedness. This was referred by vote to the Finance Committee.

The Secretary read a letter from Yale University signed by Mr. George Parmley Day, Treasurer, promising to make an effort to contribute a gift of Yale University Press publications to help the library in its need of books. Appreciation of this favor was expressed by Board members.

A request was presented from the Public Health Nursing Service under date of May 10, 1938 asking the library to distribute bookmarks advertising a fee service offered by the Nursing Service. Mrs. Radford made a motion seconded by Dr. Welch that the request be granted. Discussion raised the question of precedent and of using the libraries for general solicitation purposes. The motion was lost by a vote of 5 to 4.

The Secretary read a letter from Mrs. Frances Veirs Stewart, assistant in the Crescent Hill branch, requesting a leave of absence for six months without pay on account of the serious illness of her mother. On motion by Mr. Duane seconded by Mr. Davis it was voted to grant the request.

Reports:

The Treasurer's report for the month of April was presented by Mr. Davis and ordered on file.

Judge Kavanagh reported that the Library Committee had been unable to audit the bills for the month of April but planned to do so immediately after the meeting. Mr. Davis made a motion seconded by Mr. Duane that payment of the bills be authorized after they have been checked by the Committee. The motion carried. The amount of the bills is \$3,590.63. The list is appended to these minutes, exhibit No. 1.

Mr. Davis reported for the Building Committee that construction of new concrete floors in the Open Shelf Room and Reference Room was under way following plans approved by Mr. E. T. Hutchings, architect. The committee also urged the necessity of installing screens at the new Shawnee branch involving a cost of \$350.

On motion by Mrs. Radford seconded by Mr. Duane it was voted unanimously to authorize the Building Committee to purchase screens for the Shawnee branch without delay.

The statistical report of the librarian for the month of April was distributed.

The librarian reported a gift of so-called Fidac flags for the children's room by Jefferson Unit No. 15 of the American Legion Auxiliary; also a gift of \$100. from the Shawnee Woman's Club to be used for the new Shawnee branch in any way that the Board may decide.

New business:

Judge Kavanagh invited special consideration of certain urgently needed physical improvements which were seriously hampering the work of the library and causing criticism. He read the following letter outlining these needs:

May 10, 1938

Dr. Joseph Rauch, President
Louisville Free Public Library
Fourth and Library Place
Louisville, Kentucky

Dear Dr. Rauch:

I ask that you file this letter with the Secretary and call up for discussion at the next regular meeting, if convenient, and for action, if possible, upon these points for library improvements:

1. The Civics and Henry Watterson Library Rooms. Several months ago, I suggested the use of these rooms as one. They are both on the second floor East wing and adjoin. The Henry Watterson Library Room occupies the whole end of the East wing of the main Library Building. This room, with the 5000 volumes in the Henry Watterson Library, has been closed for the last several years due to lack of funds and the use of these volumes and the room wasted. The Civics Room is crowded and is none too well ventilated or lighted. The present entrance to the Civics Room should be closed; the wall between the Civics Room and the Henry Watterson Library Room knocked out and arched; the entrance to these rooms should be the Henry Watterson room, and the staff employe in charge of the Civics Room moved into the Henry Watterson Room, supervising both rooms. The open shelving in the Henry Watterson Room should be glassed. Thus, without any increase in maintenance and at the comparatively small initial costs of glassing the books and making a door way between the two rooms, both

rooms and the 5000 volumes can be used by readers and students.

2. Numerous complaints have been made by attendants and readers as to the poor lighting in the main Library building.

3. All streets and alleys touching the Library property of the Main Library Building should be restricted to Library users from 9 A.M. to 9 P.M.

Respectfully,

/s/ J. J. KAVANAGH
Chairman Library Committee

The following actions were taken:

1. Combining Civics and Watterson Room: This suggestion was referred to the Library Committee with instructions to check on the regulations governing the Watterson bequest as the first step before action is taken, and to report back to the Board.

2. Lighting: Referred to the Building Committee with instructions to study the conditions in branches as well as Main Library.

3. Traffic problem: Mayor Scholtz suggested that the librarian ask Capt. Estill Hack of the Traffic Department to visit the library and to go over the situation first hand.

Arrangements for the proposed special meeting of the Board to discuss air-conditioning of the Fourth Street property were discussed. It was agreed that the meeting be held on Thursday, May 19, at 4:30 p.m. in the librarian's office.

The meeting adjourned at 5:25.

MINUTES APPROVED:

Joseph R. Kaval President
Harold F. Brigham Secretary

Exhibit No. 1

Aetna Oil Service	\$ 31.38
American Builders Supply Co.	96.57
American Prison Association	3.00
Arctic Ice Co.	9.30
Atlas Coal Co.	34.43
Barret, Robinson, Dickey & Swope	65.10
Clara L. Behrens, Head Order Dept.	112.93
Belknap Hardware & Mfg. Co.	1.24
A. S. Blunk Heating Co.	125.00
Bomar-Summers Hardware & Mfg. Co.	34.35
Boone Bros. Co.	1.60
Harold F. Brigham, Libn. Petty Cash	58.71

575.61

Carter Dry Goods Co.	3.24
Caxton Printers, Ltd.	3.75
Central School Supply Co.	1.40
Childers Electric & Paint Co.	7.90
Columbia Carbon Co.	8.93
College Book Exchange	10.70
Cook Auto Service	24.70
Demco Library Supplies	33.30
Diem & Wing Paper Co.	15.23
Ditto, Inc.	5.00
R. O. Dusch	30.85
Eastern Book Co.	3.39
Equipment & Supply Co.	9.10
Geo. G. Fetter Co.	3.80
Finger Paper Box Co.	11.50
Franklin Printing Co.	10.50
Frey Planing Mill Co.	12.80
Gaylord Bros.	37.47
Gonzenbach & Sons	6.50
Horn Transfer Line	50.11
Harry H. Hughes & Sons	5.75
Felix Jeunesse	7.00
Kast Bindery Service	1.80
Kee Lox Mfg. Co.	3.75
Kentucky Book Mfg. Co.	228.95
Kentucky School Equipment Co.	5.60
Klein Bros.	4.70
Alfred A. Knopf	5.58
Koehler Stamp & Stencil Co.	1.50
Leonard Brush & Woodenware Co.	5.25
Long's Towel Supply	18.00
Louisville Division of Recreation	11.00
Louisville Gas & Electric Co.	187.29
Louisville Grocery Co.	5.75
Louisville Paper Co.	23.54
Louisville Plate Glass Co.	90.61
Louisville Towel Supply Co.	3.75
Mrs. Stella McDaniel	25.00
Geo. R. McIntosh	6.00
Meffert Equipment Co.	2.50
Merchants and Manufacturers Paint Co.	7.51
Miller Paper Co.	15.80
John P. Morton & Co.	13.35
Mueller-Estep Co.	10.00
Music Teachers National Association	2.50
National Geographic Society	1.00
Ohio River Sand Co.	40.80
Otis Elevator Co.	12.43
Personal Book Shop	16.50
Premier Paper Co.	6.20
Ridge Office Supply Co.	7.75
Clement V. Ritter	3.60
Rowland Paper Co.	10.70
Russell Sage Foundation	1.65
Ruud-Humphrey Co.	24.75

1681.64

L. E. Sikking	44.80
Southeastern Paper Co.	6.02
Southland Electrical Supply Co.	3.50
Southern Bell Telephone & Telegraph Co.	117.19
Standard Printing Co.	113.63
W. K. Stewart Co.	189.72
Frederick A. Stokes Co.	2.16
John S. Swift Co.	16.51
Henry A. Theobald & Son	1.25
Superintendent of Documents	25.00
Universal Library Service	12.90
Universal Publishing Syndicate	735.27
Weissinger-Gaulbert Real Estate Co.	557.16
Albert Whitman & Co.	7.75
Wilderness Road Book Shop	56.63
H. W. Wilson Co.	19.50
	<hr/>
	3 590.63
Pd) Harold F. Brigham, Libn. Pay Roll	10 165.53
Pd) Fidelity & Columbia Trust Co.	2 000.00
Pd) City Finance Dept.- Loans & Int.	20 006.25
Pd) Grinnell Company	48.97
Pd) J. D. Jennings	550.73
	<hr/>
Total . . .	\$ 36 362.11

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, May 19, 1938

A special called meeting of the Board of Trustees of the Louisville Free Public Library was held on Thursday, May 19, 1938 at 4:30 p.m. in the librarian's office.

Present: Mrs. Briney, Mrs. Meguire, Mrs. Radford, and Messrs. Davis, Duane, Heyburn, Kavanagh, Powell, Rauch, Thruston, Welch, Mayor Scholtz, and the librarian. Absent Mr. Barker.

Dr. Rauch presided.

The President reported that a delegation of citizens had arrived unexpectedly representing the Beechmont Civic Club, the South Louisville Civic Club and the Taylor Blvd. Civic Club, requesting that they be allowed to sit in on the Board meeting as auditors.

On motion by Mr. Duane seconded by Mr. Davis it was voted that the Board go into executive session.

Dr. Rauch stated the special purpose of the meeting, namely to reconsider the action of the Board of March 30 refusing the request of the Kaufman-Straus Company to finance air-conditioning, in accordance with the vote on April 20 to reconsider the matter at a special meeting called for the purpose.

Mayor Scholtz stated that the proposal of the Kaufman-Straus Company, after more careful study, was probably a better business proposition than it appeared as he first understood it, but he urged the necessity of giving more attention to the services and needs of the library itself. He suggested that if air conditioning should be favorably considered, the City Stores Company should be made co-signers of the agreement along with the Kaufman-Straus Company.

Mr. Thruston declared it to be his opinion, after a study of all letters and records, that the library is morally if not legally bound to proceed with air conditioning as agreed in December 1936. He suggested the need of obtaining legal opinion as to whether the Board is bound by its December 1936 action, and also whether the library would be legally able to devote to air conditioning the Fourth Street property its new credit as increased by 1938 statute. Mr. Thruston saw no objection to increasing the indebtedness to provide books or a new branch building if desired.

Mr. Duane agreed with the previous speaker that the library is probably bound by its December 1936 agreement with Kaufman-Straus Company.

Mr. Davis observed that the Federal Government is planning to discontinue exempting municipal bonds from taxation, and prompt action would therefore be needed if a new bond issue is contemplated at all.

The secretary was called upon at this point to read a letter from Mr. H. W. Schacter, president of the Kaufman-Straus Company, dated May 5, 1938, expressing regret at the news account of an address by Judge Kavanagh before the Beechmont Civic Club on May 2 and asking the Library Board to "endeavor to see that such one-sided reports do not appear in the future."

Judge Kavanagh commented on the circumstances attending the address in question and on his relations with Mr. Schacter subsequently.

Dr. Welch urged that the Board concentrate its full attention on "our job, to provide reading matter for the public" rather than on the business of a department store.

Mr. Heyburn called attention to the library's dependence on the Kaufman-Straus Company for a major portion of its income and the consequent need of conserving this income for the future. He felt that the Company must face financial embarrassment without air conditioning.

Mr. Duane offered the motion that the whole matter of air conditioning be referred to the Finance Committee and the Building Committee jointly to report back its recommendation at the June meeting of the Board; that if this joint committee is unable to reach agreement, then the matter be referred to an impartial committee of citizens composed from outside the membership of the Board

Dr. Rauch presented his views in opposition to air conditioning, noting that the library had just finished spending \$100,000. on the Fourth Street property; that this expenditure went far beyond flood repairs into substantial improvements of the property; and that a law suit to determine library responsibility is not in his opinion an action for the library to institute because the lease stipulates that improvements are the responsibility of the tenant.

Mr. Duane's motion was discussed further, though not seconded. The chair ruled that the motion was lost by failure to obtain a second.

Dr. Welch made a motion, which was seconded by Mrs. Radford, that the Library Board reaffirm its position, namely, that it do not air condition the Fourth Street property.

The motion was discussed with particular reference to the original motion which this meeting was called to reconsider. The chair was asked to rule on the true meaning and import of the present motion. His ruling was that affirmative action would mean that the Board will consider no further air conditioning proposals and the matter is ended and final.

The motion was voted and carried by a vote of seven to four as follows:
For the motion: Kavanagh, Powell, Welch, Scholtz, Mrs. Briney, Mrs. Meguire, Mrs. Radford; Against the motion: Davis, Duane, Heyburn, and Thruston.

The meeting adjourned at 6:45 p.m.

MINUTES APPROVED:

Joseph R. ... President
Harold D. Brigham Secretary

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, June 8, 1938

The Board of Trustees of the Louisville Free Public Library met in regular monthly session on Wednesday, June 8, 1938 at 4:15 p.m. in the librarian's office.

Present: Mrs. Briney, Mrs. Meguire, Mrs. Radford and Messrs. Kavanagh, Powell, Rauch, Welch, Mayor Schultz and the librarian.

Dr. Rauch presided.

The minutes of the meetings of May 11 and May 19 were read and approved.

Dr. Rauch announced that the standing committees of the Board for this year would remain as constituted last year without change. These committees are as follows:

Building Committee

Howard C. Davis, Chairman
H. Cecil Powell
Charles W. Welch
Mrs. Walter Radford

Library Committee

J. J. Kavanagh, Chairman
Mrs. Kenneth Meguire
Mrs. Russell Briney
R. C. Ballard Thruston

Finance Committee

Thomas A. Barker, Chairman
Henry B. Heyburn
Howard C. Davis
Louis A. Duane

Executive Committee

Mayor Jos. D. Scholtz, Consulting or
Ex-Officio
Howard C. Davis
Thomas A. Barker
J. J. Kavanagh

Communications:

Letters of inquiry concerning the proposed new bond issue were presented from the following concerns, namely Security and Bond Company, Smart & Wagner, Inc., and the Dunlap Wakefield & Co. These letters were ordered on file with the understanding that the firms be notified when the Finance Committee is prepared to receive proposals on refinancing.

Reports:

The following special report of the Library Committee was presented by the librarian on behalf of the Committee:

LIBRARY COMMITTEE OF THE BOARD
Report and Recommendations, June 8, 1938

The Library Committee submits the following report and recommendations to the Board of Trustees. This report covers three meetings of the committee called to consider an accumulation of matters. The meetings were held on May 19, May 26 and June 2.

I. Dedication of New Shawnee Branch: Appropriate public exercises were arranged and consummated on June 2. A copy of the program is appended to this report. Exhibit No. 1.

II. Relief work policy of the library, with particular reference to W.P.A.:
The committee reviewed with the librarian the extended scope of relief

work projects and attendant problems involving supervision, control and affect upon library service and library policies. It was agreed that present circumstances call for no action by the committee, or Board, but that future developments be observed with some care.

III. Extension problems:

1. In view of the number and scope of requests for extension of library service in Louisville, the committee voted to recommend that a survey study be made by the librarian in cooperation with the Library Committee, analyzing physical growth and population changes in the entire area south of Oak Street from the river to the Highland, to determine recommendations for the future extension of library service in this area.

2. Beechmont request: The view was expressed that special effort should be made to determine the actual present possibility of establishing a Branch in the South End. With this in mind it was voted to recommend -

That the Board of Trustees take immediate steps looking toward the erection of a branch to serve South Louisville.

It was proposed that this question be made a special item of business to be discussed at the next meeting of the Board, June 8.

3. St. Matthews request (County): It was voted to approve transfer of the county station until recently located at Camp Taylor to St. Matthews, and to recommend that the Board authorize this change just as soon as possible. (The Board had requested that this matter be referred back before action is taken, to enable the Finance Committee to approach the Fiscal Court on the county's appropriation for library purposes).

The Library Committee suggested that the Finance Committee consider the advisability of asking the Fiscal Court for an emergency added appropriation of a substantial sum for books, for the entire system, on the ground that such an appropriation would in fact represent a sharing in the Flood rehabilitation of the library on the part of the county and help meet the library's last unsolved Flood problem. The amount of the library's annual appropriation for books was suggested, namely \$25,000.

4. LaSalle Place request: LaSalle Place is the "Low Cost Housing Project" on 18th Street and Algonquin Parkway. Its population is 700. Its management has requested a library lending agency, offering to furnish equipment and a custodian, and to serve people from the neighborhood as well. Only lack of books was reported to stand in the way of meeting this request.

The Committee voted that a small collection of books be set up in LaSalle Place without delay as an indication of the library's interest, and that assurance be given that a more adequate supply of books will be supplied as soon as possible.

5. Permanent Head of Extension Department: It was voted to reaffirm the recent action of the committee, approved by the Board of January 12, 1938, authorizing the naming of a permanent Head of the Extension Department to succeed the late Miss Jennie Cochran, with the understanding that the appointment may be effective September 1, and that the salary budget for next year will be adjusted to provide for this.

IV. Staff Problems:

1. Miss Sallie Berryman, Crescent Hill Branch Librarian: By action of the Board in September 1937 Miss Berryman was granted permission to work half time for half pay, on account of ill health, for a period of six months. This agreement expired on April 1, and the librarian reported that Miss Berryman's health is appreciably more precarious today. On recommendation of the librarian, the committee voted to recommend that the Board continue the existing half-pay arrangement to September 30, 1938 with the understanding that the situation be studied in the meantime to determine the best course of action after that date.

2. Miss Mary K. Hodges, assistant in the Office: The librarian presented Miss Hodges' inquiry whether she may be assured her position in the event she should marry, particularly in view of the fact that her fiance is working his way through college and medical school and has four years of this school program yet before him. In the light of library policy established two years ago the committee voted (three to two) to recommend that, in the event Miss Hodges marry this summer, she be assured her position to June 30, 1939, without commitment beyond that date.

3. Allowing the Staff time for school work: A proposal of the Staff Association was discussed, namely, that some time allowance be granted staff members, without complete loss of pay, for academic college work, in line with the present policy to grant limited time for library training courses. Impending state certification of librarians was offered as special reason for the proposal, and limitation this year to summer school work was advanced as a means of minimizing the difficulties of administering such a plan under present conditions in the library.

The committee voted that allowance of library time without loss of pay continue to apply to library training only, with the understanding that the librarian may, in his discretion, grant a more liberal allowance for such training if library circumstances permit.

4. Librarian's salary problem in relation to the University: The librarian presented to the committee a statement outlining the change in his relations with the University since September 1937 involving a loss of income of approximately \$800. this fiscal year. (Statement is attached - Exhibit No. 2). He expressed the hope that he might be relieved of the necessity of depending on the University for a portion of his income, basing this hope on the abnormal pressure of public library duties. He suggested \$50. a month in lieu of \$75. received from the University up to September 1937.

The committee gave one entire meeting to a discussion of this problem, with special reference to the legal question raised by the Constitutional limitation on salaries.

No action was taken, but it was agreed that the librarian confer with the chairman of the committee and Mr. Thruston to determine a time and place for another meeting of the Library Committee to discuss the matter, with the understanding that other interested parties may be asked to meet with the Committee.

V. Permitting advertising in libraries:

The question of policy in connection with advertising in library buildings was discussed, the discussion dealing with advertising of a civic as well as a commercial nature. The following policy and procedure were agreed upon, namely:-

That the library act on the broad principle not to encourage the advertising of outside affairs in the library, but in any event to limit such advertising

just as far as possible to distinctly educational projects; and

That decision be left to the librarian, with the understanding that he will consult the chairman of the Library Committee in cases of substantial doubt, and that the chairman may in rare cases defer to the committee for decision.

VI. Sunday service during July and August:

In view of the special importance now of building up and strengthening the library's service functions it was voted to recommend -

That the Main library and Western Colored Branch continue to be kept open on Sundays during July and August from 2 p.m. to 6 p.m.

VII. Physical problems:

The committee considered Judge Kavanagh's recommended physical improvements as presented to the Board on May 11, namely Lighting in all buildings, Traffic and Parking at the Main Library, and Combining and Converting the Watterson Room and Civics Room. Action on these matters was considered of vital importance to improvement of the service of the library. The following actions were taken:

1. Lighting: Judge Kavanagh presented a survey report obtained from the lighting engineer of the Louisville Gas & Electric Company, analyzing the lighting needs of the Main Library and two branch libraries and to be extended to cover the entire system; also studies by Prof. Tinker of the University of Minnesota, a recognized library lighting expert.

It was agreed that the Building Committee be urged to give immediate consideration to findings of the complete survey, with the suggestion that the improvements called for, and their costs, be spread over the next two or three years, and that those most seriously needed be put through at the earliest possible date.

2. Traffic and Parking: Judge Kavanagh presented a traffic analysis obtained from E. E. Kirwan, Traffic Engineer of the Bureau of Municipal Research and Service recommending means of relieving congestion in the driveway in front of the Main Library. It was agreed to request that the librarian and the Building Committee work out with the Traffic Department a plan of keeping the front drive open for the service of library patrons, and a method of providing parking space for cars of library employees, as for example in the alley to the rear of the building.

3. Watterson Room and Civics Room: The librarian reported that suggestions had been collected from staff members proposing various plans of combining the two rooms with a view to obtaining maximum benefit from the use of this valuable space. These suggestions will serve as a basis for study and decision. It was reported also that Mrs. Bainbridge Richardson had been contacted relative to the Watterson Room but her illness had prevented a conference. It was agreed that the librarian see Mrs. Richardson without delay and that the whole matter be considered at an early meeting of the Library Committee, preparatory to making a recommendation on the best service uses to which these combined rooms may be put.

VIII. Inviting criticisms and suggestions:

1. The committee accepted the chairman's proposal that means be devised to invite and obtain from the public and from the staff criticisms of the service and suggestions for needed improvements. A "question box" was suggested. This is in line with numerous libraries throughout the country as shown by the last A.L.A. Bulletin.

Conclusion: The Committee expresses the hope that in view of the time and study given to all of the items in this report, and the immediate necessity of rectifying the physical condition of the Library buildings, the Building Committee be given power to act so the work may be done during the early summer.

The above findings and recommendations of the Library Committee were considered seriatim.

In the discussion relative to the petition for a branch library in South Louisville, Dr. Rauch reported conferences with Mr. George Goodman, State Director of the Works Progress Administration and with Mayor Scholtz and their offers to assist in a project to establish such a branch in South Louisville and in an effort as well to meet the request of the Colored community in Parkland for library service.

Dr. Welch offered the following motion: In the light of assurances that the Works Progress Administration is willing to give its aid towards the construction of a branch library in South Louisville and that Mayor Joseph D. Scholtz will cooperate with the library in every way possible to bring this about, be it resolved that the President and Secretary be requested to draw up a project proposal to be submitted to the Board at a called meeting as soon as possible. The motion was seconded by Mr. Powell and carried unanimously.

The librarian reported that the office of the Works Progress Administration had indicated that a branch similar to the Shawnee building could be erected under the Works Progress Administration at a total cost of approximately \$44,000. of which at least 50% would have to be borne by the library. Mayor Scholtz offered the assistance of the engineering division of the City in obtaining the most favorable project that may be had through the Works Progress Administration.

Mr. Powell suggested the possibility of closing the Jefferson Branch, in view of the decreasing patronage of this branch, and transferring the staff to maintain the proposed new branch in South Louisville.

Mr. Kavanagh urged the importance of giving immediate attention to needed lighting improvements and redecoration of the buildings throughout the system and suggested that \$1,000.00 be included for these purposes in refinancing the library's bonded indebtedness.

Dr. Rauch commended the library committee on its special report. On motion by Mr. Powell seconded by Mrs. Radford it was voted unanimously that the report as a whole be approved as presented.

Mr. Kavanagh reported that the Library Committee had audited the bills for the month of May in the amount of \$2,473.55. Dr. Welch made the motion, seconded by Mr. Powell, that the bills be paid. Carried. A list of the bills is appended to these minutes. Exhibit No. 3.

The Treasurer's report for the month of May was distributed and ordered on file.

The librarian reported on behalf of the Building Committee that the construction of new concrete floors in the Open Shelf room and Reference room had been completed and that the redecoration of library buildings had been started, both under the Federal Works Progress Administration.

New business:

The librarian reported the need of adopting a budget for the new year beginning September 1, 1938 to be submitted to the City Administration. The matter was referred to the Finance Committee with the request to act.

At this point the Board received the following delegation representing South Louisville:

From the Beechmont Civic Club
O. E. Hoffman
J. J. Crumley
Ray Frankel

From the Taylor Blvd. Civic Club
Paul Knisel

From the South End Civic League
Paul Johnson
Rev. Paul A. Durbin

Dr. Rauch made a statement emphasizing the earnest desire of the Library Board to extend library service to South Louisville. He presented Mayor Scholtz who informed the delegation of the Board action in authorizing the drafting of a project to erect a Branch building under the Works Progress Administration with the anticipation of early beginning of a building.

The question of location and lot for the proposed building was discussed, and Dr. Rauch suggested that the representatives of the South Louisville community begin work at once on securing a lot.

On motion by Dr. Welch, seconded by Mr. Powell, it was voted unanimously that the President appoint a Committee to cooperate with a Committee of Representatives of the South End in determining a site for the proposed Branch Library.

The meeting adjourned at 6:00 p.m.

MINUTES APPROVED:

Joseph Rauch President
Hanced J. Brigham Secretary

see exhibits on following pages

Exhibit No. 1.

DEDICATION PROGRAM - NEW SHAWNEE BRANCH LIBRARY
June 2, 1938 - 8 p.m.

Presiding: Dr. Joseph Rauch
President of the Library Board of Trustees

Invocation by Rev. J. M. Abell, Pastor, St. Columba Church

Addresses:

On behalf of the City

On behalf of the Shawnee Community

Hon. Joseph D. Scholtz, Mayor
Mr. Andrew K. Reising, president
Shawnee Business & Professional
Men's Club

Mrs. E. G. Pormann, President
Shawnee Woman's Club

On behalf of the Library

Dr. Joseph Rauch, President
Board of Trustees

Recognition of the Federal Works Progress Administration which made possible the erection of the building, introducing Mr. George H. Goodman, Kentucky State Director

Other recognitions, by Mr. Harold F. Brigham, Librarian

Presentation of Flags, the gift of Shawnee Post No. 193 of the American Legion, and Shawnee Unit No. 193 American Legion Auxiliary

Mr. J. R. Zartman (Commander) On behalf of the Post

Mrs. W. V. Conlee (Americanism Chairman) On behalf of Auxiliary

Prayer of Dedication and Benediction

Rev. Robert N. Simpson, Pastor
Shawnee Christian Church

A special program of entertainment for children was given at 7:30 to 8:30 in the auditorium of the library under the direction of Miss Bernice W. Bell, Head of the Children's and Schools Department of the Library, assisted by Miss Martha Frances Brantley, Supervisor of W.P.A. Story-Telling Project of the Public Library

Exhibit No. 2

LIBRARIAN'S SALARY PROBLEM IN CONNECTION WITH UNIVERSITY

The original agreement between the Library and the University in 1931 was that the librarian render certain services for the University and in return receive \$1,000 per year beginning September 1, 1931.

In September of last year (1937) the University administration reviewed the matter and discontinued all remuneration on the ground that inadequate services were being rendered, but with the offer to consider an adjusted salary amount when and if a new service agreement could be definitely reached having the approval of the Library Board as well as the University Board. Such an agreement has not been

reached due to emergency conditions in the Public Library demanding the time and attention of the librarian.

The result has been a serious loss of income which moves the librarian to bring the situation to the attention of the Library Committee in the hope of finding some solution to the problem. The exact situation since September 1, 1937 is that the librarian has taught one course during one semester of the present school year and received for this \$110., the total amount of income from the University that appears to be in sight during the present fiscal year. This represents a loss of \$890. in terms of the original agreement, or \$790. in terms of the reduced salary actually received from the University from 1932 to 1937.

Two solutions of the problem suggest themselves, either to attempt to arrange a new agreement with the University, or to relieve the librarian altogether of the necessity of depending on the University for a portion of his income.

That some means may be found to put the latter plan into effect is the earnest hope of the librarian.

This hope is based on the strong conviction that emergency problems and abnormal conditions still confront the Public Library and will continue to do so for an indeterminate time in the future. These conditions and problems suggest the need and wisdom of allowing the librarian to devote his entire time to the administration of the Public Library.

It is suggested that a portion of the salary loss be absorbed by the Public Library, for example \$50. a month. Such a partial adjustment of salary would be more acceptable to the librarian than any new agreement with the University that may be possible at the present time or during the coming year. Possibly in the future conditions will be sufficiently improved to justify an effort to work out some agreement with the University if this seems necessary or desirable.

May 19, 1938

Exhibit No. 3

Aetna Oil Service	1.90
American Builders Supply Co.	284.49
American City Magazine	2.10
American Library Association	7.75
Americana Corporation	7.50
Arctic Ice Co.	10.10
Atlas Coal Co.	5.21
Atlas Products Co	14.40
J. J. Augustin	5.17
Breaux Ballard	1.65
Clara L. Behrens, Head Order Dept.	52.89
A. S. Blunk Heating Co.	4.70
Bomar-Summers Hardware Co.	25.10
Boy Scouts of America	4.41
Harold E. Brigham, Libn. Petty Cash	54.20
Bunton Seed Co.	26.85
Burroughs Adding Machine Co.	2.15
Caron Directory Co.	172.80
Childers Electric & Paint Co.	6.61
College Book Exchange	44.77
	734.75

Cook Auto Service	38.00
Demco Library Supplies	7.40
Ditto, Inc.	8.15
R. O. Dusch	12.35
Geo. C. Fetter Co.	13.26
Finger Paper Box Co.	40.49
First Kentucky Fire Insurance Co.	44.65
Frey Planing Mill Co.	33.70
Funk & Wagnalls Co.	37.10
Gaylord Bros.	1.25
Gonzenbach & Sons	47.85
Gulf Refining Co.	32.47
Hertzberg Bindery	19.87
H. S. Hirshberg	2.00
Hubbuck Wall & Floor Covering Corp.	1.10
Huber Mover & Packer	56.25
Harry H. Hughes & Sons	9.80
Kast Bindery Service	97.20
Kentucky Book Mfg. Co.	19.37
Kee Lox Mfg. Co.	5.25
Klein Brothers	6.50
Alfred A. Knopf	5.40
Richard D. Langan & Co.	30.45
Leonard Brush & Woodenware Co.	4.50
Long's Towel Supply	9.00
Longman, Green & Co.	7.74
Louisville Chemical Co.	57.57
Louisville Division of Recreation	11.00
Louisville Gas & Electric Co.	181.76
Louisville Grocery Co.	5.35
Louisville Paper Co.	7.28
Louisville Sanitary Wipers Co.	20.00
Louisville Towel Supply Co.	3.75
Mrs. Stella McDaniel	25.00
Mayes Printing Co.	19.26
Meffert Equipment Co.	10.50
Merchants & Manufacturers Paint Co.	2.99
Miller Paper Co.	23.82
John P. Morton & Co.	4.90
Mueller-Estep Co.	10.00
Ohio River Sand Co.	154.75
Olive-Markel Electric Co.	14.06
Otis Elevator Co.	20.99
Ridge Office Supply Co.	7.75
Royal Typewriter Co.	1.50
Ruud-Humphrey Co.	4.85
W. R. Seestadt	3.75
Sherwin-Williams Co.	3.16
L. E. Sikking	28.35
Southeastern Paper Co.	16.32
Southern Bell Telephone & Telegraph Co.	120.02
Standard Oil Co.	11.70
Standard Printing Co.	1.50
Standard Typewriter & Supply Co.	1.25

2098.98

W. K. Stewart Co.	65.43
Universal Library Service	4.31
Walker Insurance Agency	30.45
Weissinger-Gaulbert Real Estate Co.	258.34
Western Union Telegraph Co.	2.76
Wilderness Road Book Shop	7.88
H. W. Wilson Co.	5.40
	<hr/>
	2 473.55
Pd) Harold F. Brigham, Libn. Pay Roll	10 144.25
Pd) Fidelity & Columbia Trust Co.	
Sinking Fund	2 000.00
Pd) Office Equipment Co. - Furn-Shawnee	588.93
	<hr/>
Total	\$15 206.73

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, Special meeting June 29, 1938

A special called meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, June 29, 1938 at 4:00 p.m. in the Mayor's office at the City Hall.

Present: Mrs. Briney, Mrs. Radford and Messrs. Barker, Davis, Duane, Heyburn, Kavanagh, Powell, Rauch, Thruston, Welch, Mayor Scholtz and the librarian.
Absent: Mrs. Meguire

Dr. Rauch presided.

The Chairman stated the purposes of the meeting, namely to act on the proposed project to erect a new branch with Federal Aid and to consider financial problems, in particular the proposed refinancing of the library's bonded indebtedness.

The Secretary read from the minutes of the Board meeting of June 8, action taken relative to the proposed new branch.

Mr. Barker declared that the erection of a new branch building under present conditions would in his opinion, be the most serious mistake the library has ever made because the library would be contracting an added indebtedness beyond its capacity to meet its obligations on the present tax basis. Mr. Barker also questioned the legality of increasing the library's bonded indebtedness for the purpose of erecting a new building, on the ground that the 1938 amendment to the library statutes increasing the allowable debt limit was drafted with the thought of making repairs and improvements on existing properties only and not with the idea of acquiring new properties. He referred to the air-conditioning of the Fourth Street property as the specific purpose originally in seeking this legislation. To re-finance and build now Mr. Barker declared would violate the dual obligation of a library trustee, that is to act on the one hand in the interest of the library as his immediate trust and on the other in the interest of the city as the parent organization.

In reply to Mr. Davis' question whether the Board is actually committed to build by the action taken at the last meeting Dr. Rauch expressed his opinion that the Board was committed if not by the wording of the action at least by the tenor of the meeting.

Dr. Rauch suggested that the question before the Board resolved itself into a decision not as to refinancing but as to the purpose of refinancing. He noted that recent action of the Board had eliminated air-conditioning and therefore that the purpose of refinancing, by that action, becomes limited to other needs, specifically the South Louisville branch.

Mr. Heyburn expressed himself in favor of the proposed new branch if legal objections can be removed and no personal liability can attach to Board members.

Mr. Kavanagh declared that no personal liability can attach to the members of a board of trust so long as the Board acts upon proper legal advice and in good faith.

Mr. Kavanagh expressed the view that the Board's present action should be to authorize refinancing of the bond issue to meet the needs of the library and to let the financing agent, whether bank or broker, satisfy itself on any legal questions that may be raised.

In answer to a question, Mayor Scholtz stated that the relief agencies of the Federal Government, whether Works Progress Administration or Public Works Administration, will not obligate the sponsor of a project to go ahead with it if they decide against it later but before work has actually commenced; also that if litigation is encountered any Federal funds committed to a project will be marked and held pending the settlement of the litigation.

Dr. Welch made the motion, seconded by Mr. Thruston, that the Board of Trustees hereby authorize a bond issue of \$500,000. of which approximately \$368,000. is to be sold for purposes of retiring \$311,000 of outstanding library bonds and of yielding approximately \$57,000. additional for the proposed branch library in South Louisville, for general library improvements, and for any re-financing costs that may be incurred.

Mr. Barker offered an amendment to the motion, seconded by Mr. Davis, that the Board obtain a judgment of the Circuit Court and of the Kentucky Court of Appeals on the validity of the proposed bond issue for the purposes specified before such bonds are actually executed.

The amendment was carried by a vote of six to four, the following being recorded in the negative, namely, Dr. Welch, Mr. Kavanagh, Mr. Powell, and Mrs. Radford.

The original motion as amended was then voted upon and passed with one dissenting vote, by Mr. Kavanagh.

Dr. Welch then moved that the Mayor be requested to prepare and file suit to obtain legal opinion on the proposed bond issue through the Agency of the City Attorney's office. The motion was seconded by Mr. Davis and carried unanimously.

Mayor Scholtz presented the motion, seconded by Mr. Davis, that the Finance Committee be, and is hereby, instructed to proceed at once with negotiations for refinancing the mortgage so that issuance of the bonds may go forward without delay as soon as legal opinion is obtained. Carried.

On motion by Mr. Kavanagh, seconded by Mr. Davis, it was voted unanimously that the Board advertise for bids to refinance the mortgage so that any or all financial houses may submit proposals.

The designation of architect for the new branch library was discussed. The chairman referred to the Building Committee a letter of the firm of Joseph & Joseph, dated June 27, offering to duplicate approximately the Shawnee Branch at a fee of $4\frac{1}{2}\%$

Dr. Welch moved that the Building Committee be authorized to proceed at once in the selection of architect, preparation of plans, and execution of an application for Federal funds for the South Louisville Branch; that the Chairman of the Committee and the Secretary be empowered to sign the application papers, and that the Committee refer back to the Board the final plans and arrangements for the new branch before commencement of building operations. The motion was seconded by Mayor Scholtz and carried unanimously.

Mr. Barker announced that personal circumstances made it imperative to request the Mayor to accept his long pending resignation. He expressed his deep interest in the Library and offered his assistance in the future whenever he might be of help. Dr. Rauch and Mayor Scholtz expressed appreciation of Mr. Barker's

useful and valuable service to the city as member of the Library Board for twenty-six years. Dr. Welch was named by the Chairman to prepare resolutions on behalf of the Board.

The Librarian raised the question whether the South Louisville community should be asked to donate the site for the proposed branch library. On motion by Mrs. Radford seconded by Mr. Heyburn, it was voted unanimously that the Special Committee on Site be instructed to notify the South Louisville civic organizations that the people of the community will be expected to provide the land for the branch library in accordance with past practice of the Library in regard to other branch libraries.

It was agreed that the final approval of site for the new branch shall be the responsibility of the Building Committee in the light of recommendations of the Special Committee on Site.

The chairman announced the appointment of the following Special Committee on Site, namely Mr. Davis, Chairman; Mr. Powell and Mrs. Briney (Mrs. Radford was later appointed in the place of Mrs. Briney).

The librarian presented his preliminary Request Budget for 1938-39 in the amount of \$219,900.00. This was referred to the Finance Committee with power to act.

The librarian requested action on the petition of St. Matthews for a county station. Without objection, the chairman delegated the librarian with authority to act in his own discretion.

Finally, the librarian called attention to the need of executing an agreement with the Universal Publishing Syndicate of Philadelphia in July to finance the balance of approximately \$14,500. on the flood book contract. This was referred to the Finance Committee for consideration in connection with the refinancing of the mortgage.

The meeting adjourned at 5:30.

MINUTES APPROVED:

Joseph R. Weil President
Harold J. Drigham Secretary

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, July 13, 1938

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, July 13, 1938 at 4:15 p.m. in the librarian's office.

Present: Mrs. Radford, Messrs. Davis, Kavanagh, Powell, Thruston, Welch, Acting Mayor Andrew Broaddus, Lawrence S. Poston, Assistant City Attorney and the librarian.

Mr. Thruston was named Chairman pro tem on nomination by Mr. Davis.

The minutes of the regular meeting of June 8 and the special meeting of June 29 were read and approved.

The Secretary reported word from Mr. Duane that his resignation as member of the Board had been presented to and accepted by the Mayor.

Dr. Welch presented the following testimonial to Mr. Thomas A. Barker, resigned, which was read by the Secretary and passed by unanimous vote:

TESTIMONIAL TO MR. THOMAS A BARKER
LIBRARY TRUSTEE 1912 to 1938

The Trustees of the Louisville Free Public Library express their deep regret that personal circumstances have obliged Mr. Thomas A. Barker to sever the official relations that have bound him as one of their number to the Public Library for more than a quarter of a century. This testimonial of their esteem and their appreciation of Mr. Barker's invaluable services to the Library is offered with a sense of genuine gratitude.

Mr. Thomas A. Barker, senior member of the Library Board, began his service as trustee in 1912. Within a year he was named to the important post of Chairman of the Finance Committee, a position he held with distinction until his resignation June 29, 1938.

His rare talents both as lawyer and as financier were devoted unsparingly to the good of the Library and thereby of the City. In spite of many and increasing demands on his time, Mr. Barker gave himself whole-heartedly to the exacting duties of trustee. These duties fell heaviest upon the chairman of the Finance Committee during the trying years of the Depression and the Flood, and it is due in very large measure to Mr. Barker's leadership and untiring efforts in matters of finance and law that the Public Library has successfully weathered this critical period.

Through the years, Mr. Barker has been staunch friend and advocate of the Library, interpreting its services and its needs to public officials and to the community, and taking always a leading part in promoting the welfare and progress of the Library.

In serving the Library Mr. Barker saw always opportunities to serve his city. His own definition of the obligation of a library trustee is here recorded as a tribute in itself and as a guiding thought to be remembered: "A library trustee has a dual obligation, that is, to act on the one hand in the interest of the library as his immediate trust and, on the other, in the interest of the city as the parent organization."

It is the earnest hope of the Board of Trustees that Mr. Barker may long continue to enjoy the well-earned fruits of his successful career.

This testimonial is ordered to be spread upon the minutes of the Library and copies sent to Mr. Barker and to the Press.

(Signed) Charles W. Welch

July 13, 1938

On behalf of the Board of Trustees

The Chairman noted that the actual membership of the Board now stands at eleven members instead of thirteen. Mr. Poston declared that a quorum still would require seven members since the law fixes the quorum at a "majority of the Board."

Communications:

The Secretary reported receipt and acknowledgment of many inquiries concerning the proposed new issue of library bonds. These were ordered referred to the Finance Committee.

Reports:

The Treasurer's report was distributed but action on it was postponed, at the request of Mr. Davis, pending disposition of the June bills (see below).

Mr. Davis, reporting ~~for~~ for the Finance Committee, outlined in detail the precarious cash position of the library for the balance of this fiscal year. He noted that city tax receipts were expected to fall more than \$3,300.00 short of the original estimate of \$150,400.00; that the total of cash available from all sources to August 31, after repaying the \$10,000.00 balance of loans due the city would be slightly more than \$14,000.00 whereas more than \$20,000.00 would be required to meet the August first pay roll and all other obligations of the library chargeable to this year's budget. A special statement analyzing the situation is appended to these minutes. Exhibit No. 1.

In answer to the question whether obligations contracted in one fiscal year can be postponed for payment in the next fiscal year, Mr. Poston stated that the Board may not incur liabilities for any current year in excess of its annual income; that the Board may use proceeds from Bond issues for the purpose of paying off any indebtedness it may owe.

Mr. Broadus expressed personal doubt that the Library Board is justified in erecting a new branch building when its income is apparently inadequate to maintain present properties and services.

Mr. Davis made a motion seconded by Dr. Welch that the Board authorize immediate payment of only a part of the June bills, that is to the extent of \$1,364.33, subject to audit by the Library Committee, that the balance of funds available in this fiscal year be used to pay the August first pay roll and August first sinking fund payment; and that all other obligations that cannot be paid in this fiscal year be deferred and included in the purposes of the new bond issue. Carried unanimously. The list of bills to be audited are appended to these minutes as Exhibit No. 2.

Mr. Davis reported progress and problems incident to refinancing the library's bonded indebtedness. He noted that with two members of the Finance Committee resigned and the third member out of the city at present he could not assume the full responsibility alone but must have the advice and specific instructions of the Board as a whole.

Mr. Davis reported two propositions to be chosen between. The first plan would be to wait until the judgment of the Court of Appeals is obtained in September and at that time to authorize calling the bonds on February first and on the strength of this authorization to obtain an advance of money probably in October to apply on the erection of the new branch and on other obligations demanding immediate attention. The second plan would be to authorize immediately the refinancing of the present outstanding bonds in order to take advantage of a lower interest rate which seems assured, and to supplement this refinancing operation with the proposal that additional bonds be sold later, on the same terms, subject to the judgment to be obtained from the Court of Appeals in September.

The following letter was read by Mr. Davis in connection with the second proposition:

J. J. B. HILLIARD & SON
419 W. Jefferson St.
Louisville, Ky.

July 12, 1938

Mr. Howard Davis
Finance Committee
Louisville Free Public Library
Louisville, Kentucky

Dear Howard:

I understand that Board of the Louisville Free Public Library now has under serious consideration authorization of \$500,000 of its bonds, in accordance with the 1938 Acts of the General Assembly for the purpose of refunding the entire issue of $3\frac{1}{2}\%$ bonds now outstanding and the issuance and sale of a sufficient amount of additional bonds to provide for certain improvements and additions to general library facilities.

In this connection I have this thought which I submit to you merely as a suggestion and for your consideration - I think it would be a wise move on the part of the Board to ask immediately for bids on a sufficient amount of bonds to refund the $3\frac{1}{2}\%$ that are now outstanding and on an additional amount of bonds, say up to \$75,000, for the purpose of improvements and additions, with the bid on the latter to be subject to validation by the Kentucky Court of Appeals.

There appears to be some doubt about the validity of additional bonds for additions and improvements to properties other than the Kaufman-Straus Building. In fact, one eminent authority on municipal law has expressed such a doubt to me. However, this is a matter for the Court to determine and to decide. In the meantime though you should be able to refund the present outstanding bonds at a considerable saving to the Board and the way is then left open for the issuance of the additional bonds provided they are approved by the Court. This would permit you to call the bonds now outstanding on August 1st, provided you received satisfactory bids. Otherwise, you would not be able to do it until March next year and you have no assurance about refunding conditions at that time.

I think that this form of procedure is sound and it is certainly good business for the Board to refund the bonds now if it can be done at an annual saving in interest charges. You have all to gain and nothing to lose because if the bids are not satisfactory they can be

rejected. In event though that you should decide to proceed along these lines, immediate action is necessary because the first of August is not very far away.

As stated, this is merely a suggestion and it is offered purely in a spirit of helpfulness.

Very truly yours,

/s/ MARION CARDWELL

C1

The whole question of obtaining a declaratory judgment from the Court of Appeals was discussed at this point. Mr. Poston stated that a taxpayer would have to be obtained to enter suit and that a lawyer for the taxpayer would have to be employed at an expense, presumable to the library, of \$100.00. Mr. Poston also stated that the specific issues involved in the suit would have to have more exact definition. In the discussion these issues assumed the form of the following questions:

1. Can a part of the money obtained from a library bond issue under the law be used for such library purposes as the erection of a branch building; payment of Flood obligations, e.g. the balance of the Philadelphia book contract; purchase of books; payment of regular bills for maintenance and operation, e.g. those postponed from the present fiscal year; and repairs and improvements to library properties, e.g. lighting improvements, remodeling of rooms, floor covering, redecoration, etc.?

2. Is there anything in the law which might limit the use of money obtained from library bonds to purposes directly connected with the Fourth Street property only, which property secures the mortgage?

3. Have the original powers of the Board as defined in Kentucky Statutes 2801b-3 and b-9 been changed or nullified by the 1938 amendment to these statutes?

Dr. Welch expressed his objections to the domination of fears and uncertainties over actions of the Board though these actions be clearly in line with the needs and purposes of the library.

After extended discussion it was moved by Mr. Broaddus and seconded by Mr. Powell, that the action of the Board on June 29, specifically the motion to authorize a new bond issue and the amendment to this motion calling for a judgment of the Circuit Court and the Kentucky Court of Appeals, be and this action is hereby rescinded. The motion passed unanimously.

On motion by Mr. Broaddus, seconded by Mr. Powell, duly put and carried by unanimous vote the following resolution was adopted by the Board, to-wit:

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LOUISVILLE FREE PUBLIC LIBRARY:

That it is necessary to issue bonds in the sum of not exceeding Five Hundred Thousand Dollars (\$500,000.00) for the purpose of making improvements and/or repairs, and/or paying off any indebtedness it may owe, and that the Board issue bonds in the sum of not exceeding Five Hundred Thousand Dollars (\$500,000.00) for the purpose of making improvements and/or repairs and/or paying off any indebtedness it may owe.

That the bonds shall be secured by mortgage upon that certain tract of

land in Louisville, Jefferson County, Kentucky owned by the Board situated on the east side of Fourth Street between Liberty and Walnut, being designated as 427 S. Fourth Street, fronting 136 2/12 feet on Fourth Street by a depth of 200 feet, shown on the maps of the assessor of the City of Louisville as lot 2, block 36, which property is occupied by the Kaufman-Straus Company.

The bonds so issued shall be designated as Library Bonds and shall bear such date and maturity, rate of interest, form, where they shall be payable, when and at what price, and how they shall be sold, as the Board may hereafter determine; provided, that any premium which may be obtained from the sale of said bonds shall constitute a Sinking Fund for their ultimate retirement. As the bonds are sold their proceeds shall be placed to the credit of the Board in some bank or banking institution or trust company, but shall be kept in a separate account and shall be used only for the purpose for which the bonds were issued. The interest on the said bonds shall be paid by the Board from the rent or income it may receive from any real property belonging to the Board.

On motion of Mr. Davis, seconded by Mr. Broadus, duly put and carried by unanimous vote, the following resolution was adopted by the Board, to-wit:

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LOUISVILLE FREE PUBLIC LIBRARY:

That the Finance Committee be and it hereby is empowered and directed to proceed at once with negotiations for the issuance of Library Bonds, in the sum of not exceeding Five Hundred Thousand Dollars (\$500,000.00), and advertise for bids with reference thereto so that any or all financial institutions may submit proposals and/or bids, the Board retaining the right to reject any and all proposals and/or bids, and all subject to the further action of the Board.

The meeting adjourned at 6:15 p.m.

MINUTES APPROVED:

Joseph A. ... President
Harold J. Brigham Secretary

Exhibit No. 1

FINANCIAL STATEMENT - JULY 13, 1938

City Tax Receipts	\$ 132,745.49	
Available	13,389.47	\$ 13,389.47
	<u>146,134.96</u>	
August (estimated)	900.00	900.00
Total Tax Receipts	<u>147,034.96</u>	<u>14,289.47</u>
County		750.00
Fines (July \$453.98; Aug. \$325)		778.98
Rent-August		5,995.63
Balance in bank		<u>2,327.04</u>
		\$ <u>24,141.12</u>
Pay Roll August 1	10,300.00	
Fidelity	2,000.00	
Bills July	2,657.00	
Loans Payable	<u>10,000.00</u>	<u>24,957.00</u>
Short		\$ 815.88
Budget called for City Taxes	150,400.00	
Total receipts anticipated	<u>147,034.00</u>	
Deficit in City Tax receipts	<u>3,366.00</u>	

No funds for August bills

Finances as of July 13, 1938 (continued)

Holding (by agreement with creditors)		
Blunk (Parkland heating)	\$ 290.00	
Remington (Shawnee furniture)	736.00	
Lear (screens)	341.00	
Joseph (Shawnee)	1,600.00	
Wilson (subscriptions)	536.00	
Universal (Books)	100.00	\$ 3,603.00

Exhibit No. 2

Clara L. Behrens, Head Order Dept.	\$ 165.61
Bland Electric Co.	2.25
Bomar-Summers Hardware Co.	71.49
Harold F. Brigham, Libn. Petty Cash	50.31
J. Geo. A. Buffat	2.65
Central School Supply	1.75
Commerce Clearing House	25.00
Crescent Hill Ice Co.	15.30
Dictaphone Sales Corp.	2.00
First Kentucky Fire Insurance Co.	81.85
Hubbuck Wall & Floor Covering Corp.	1.50
Harry H. Hughes & Sons	12.50
H. R. Huntting Co.	1.08
Kast Bindery Service	68.10
Kentucky Book Mfg. Co.	152.66
Klein Bros.	15.25
Koehler Stamp & Stencil Co.	4.45
Leonard Brush & Woodenware Co.	9.00
Long's Towel Supply	9.00
Louisville Division of Recreation	11.00
Louisville Sanitary Wipers Co.	10.00
Louisville Towel Supply Co.	3.75
Mrs. Stella McDaniel	25.00
Edw. H. Marcus Paint Co.	2.50
Mayes Printing Co.	7.29
Meffert Equipment Co.	4.00
Merchants & Manufacturers Paint Co.	1.50
John P. Morton & Co.	17.35
Mueller-Estep Co.	10.00
Office Equipment Co.	6.60
Ohio River Sand Co.	8.18
Otis Elevator Co.	5.30
Prentice-Hall, Inc.	50.00
Russell Sage Foundation	2.99
Ruud-Humphrey Co.	25.35
Short's Tire Service	28.10
L. E. Sikking	295.15
Southern Bell Telephone & Telegraph Co.	133.17
W. K. Stewart Co.	13.38
Universal Library Service	2.37
Western Union Telegraph Co.	2.10
Wilderness Road Book Shop	7.50
	<u>1 364.33</u>
Pd) Harold F. Brigham, Libn. Pay Roll	10 521.51
Pd) Fidelity & Columbia Trust Co.	
Sinking Fund	<u>2 000.00</u>

Total \$ 13 885.84

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Special Meeting, Board of Trustees, July 26, 1938

A special called meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, July 26, 1938 at 4:30 p.m. in the librarian's office.

Present: Mrs. Meguire, Mrs. Radford and Messrs. Davis, Kavanagh, Powell, Thruston, Welch, Acting Mayor Andrew Broaddus and the librarian.

Present also: Mr. Lawrence S. Poston, Assistant City Attorney, Mr. John R. Lindsay, City Director of Finance, and the following representatives of firms bidding on library bonds, namely Messrs. Arthur Grafton, J. R. Burkholder, Arthur Almstedt, Marion Cardwell, J. W. Hillman, Milton Trost and Chester Lucas.

Mr. Thruston was elected Chairman pro tem on nomination by Mr. Davis, seconded by Mrs. Radford.

The secretary reported word from Mr. Henry B. Heyburn that he had submitted his resignation to the Mayor on July 22 effective immediately.

The chairman stated the purpose of the meeting, namely, to take action on bid proposals to refinance library bonds.

Mr. Davis reported that bids had been advertised for in the local press, according to instructions of the Board, that six local firms bidding jointly had submitted two alternative proposals, and that he and Mr. Kavanagh had conferred with representatives of these firms on July 25.

Mr. Davis read the proposals, which follow:

July 25, 1938

TO THE BOARD OF TRUSTEES,
LOUISVILLE FREE PUBLIC LIBRARY.

Gentlemen:

Pursuant to the call for proposals for the purchase of your bonds for the purposes set forth in said notice, we make the following proposal.

1. \$500,000.00 of bonds shall be authorized by your Board to be secured by a first mortgage upon all real and personal property owned by the Board, which the Board may be legally authorized to mortgage, including the property known as the Kaufman-Straus property, consisting of a tract of land on the East side of Fourth Street, fronting on Fourth Street 137 feet and $\frac{3}{4}$ of an inch, and extending back Eastwardly of that width 200 feet to an alley, as more particularly described in the mortgage of the Board dated the 1st day of March, 1937, to the Fidelity and Columbia Trust Company, as Trustee.

2. The payment of said bonds, interest, and principal shall be additionally secured by the pledge and assignment to the trustee under the mortgage to secure said bonds of as much, if any, of the funds to be received by the Board from the City of Louisville, as your Board is legally able to assign and pledge.

3. Said bonds shall be dated on or about September 1, 1938, interest thereon shall be payable semi-annually, and shall mature serially in from one (1) to twenty (20) years inclusive, in such annual installments that the total annual payments into the sinking fund for the payment of both interest and principal will be approximately the same.

4. Said bonds shall be callable in whole on any interest due date upon thirty (30) days notice to the holders of the bonds, by publication once a week for four (4) consecutive weeks next preceeding the call date in a newspaper of general circulation in Louisville, Kentucky, at a call premium of $2\frac{1}{2}\%$ for the first ten (10) years, $1\frac{1}{2}\%$ for the next nine (9) years, and thereafter said bonds shall be callable at par plus accrued interest. The indenture securing said bonds shall provide for monthly payments into a sinking fund, annually sufficient to pay interest and principal upon the outstanding bonds, and the amount and method of payment of such sinking fund shall be agreed upon between the undersigned and the Board, subject to the approval of our counsel. The mortgage indenture shall in other respects be substantially similar to the mortgage dated March 1, 1937, to the Fidelity & Columbia Trust Company, Trustee, to secure the presently outstanding bonds.

5. We will retain our own counsel to cooperate with the Board and its counsel in carrying out the legal details in connection with this issue, and will pay the expense of such counsel, and the cost of printing the bonds. The Board shall make available to us and our counsel all of the official records of the Board, including its financial and operating statements, and the Board shall adopt such resolutions and take such official proceedings as may be in the opinion of our counsel necessary or desirable to insure the legality and validity of the bonds as issued. The Board shall designate some trust company in the City of Louisville as trustee under the mortgage indenture, and shall pay the charges of such trustee.

6. Subject to the approving opinion of our counsel, as to the legality of said bonds and of the proposed use of the proceeds thereof, we undertake to accept said bonds, or such part thereof as the Board may determine to issue in accordance with the notice of sale, and will pay therefor such a price as will cause said bonds to yield to the average maturity thereof 3.24% per annum, plus accrued interest from the date of said bonds to the date of delivery. Delivery shall be accomplished substantially as follows:

(a) On or by September 1, 1938, sufficient of said bonds shall be delivered to provide to the Board funds with which to retire on said date all of the outstanding bonds issued under and secured by the mortgage indenture dated March 1, 1937 to Fidelity & Columbia Trust Company, Trustee.

(b) On or before thirty (30) days after September 1, 1938, so much of the balance of said bonds as will be sufficient to accomplish the purposes set forth in said notice of sale.

(c) The undersigned, in consideration hereof, if accepted, shall have an option on the remaining bonds of said total authorized issue of \$500,000.00 of bonds at the price set forth herein, said option to be exercisable for a period of thirty (30) days after the Board shall determine to issue all or any part of the bonds remaining after the delivery of the bonds set forth in subdivisions (a) and (b) hereof.

Accompanying this bid is our good faith check in the amount of \$8,000.00, as specified by your notice of sale. If this bid is rejected, check is to be re-

turned to the undersigned immediately, and if this bid is accepted, check is to be held and applied by the Board in part payment of the delivery price of the first bonds delivered hereunder. If for any reason the bonds cannot be delivered, check is to be returned to the undersigned at the time it is so determined.

This bid is for immediate acceptance or rejection.

(s) Almstedt Bros.
H. J. B. Hilliard & Son
Security & Bond Co.
Stein Bros. & Boyce
Dunlap Wakefield & Co., Inc.
The Bankers Bond Co., Inc.
by J. R. Burkholder

July 25, 1938

TO THE BOARD OF TRUSTEES,
LOUISVILLE FREE PUBLIC LIBRARY.

Gentlemen:

Pursuant to the call for proposals for the purchase of your bonds for the purposes set forth in said notice, we make the following proposal.

1. \$500,000.00 of bonds shall be authorized by your Board to be secured by a first mortgage upon all real and personal property owned by the Board, which the Board may be legally authorized to mortgage, including the property known as the Kaufman-Straus property, consisting of a tract of land on the East side of Fourth Street, fronting on Fourth Street 137 feet and $\frac{3}{4}$ of an inch, and extending back Eastwardly of that width 200 feet to an alley, as more particularly described in the mortgage of the Board dated the 1st day of March, 1937, to the Fidelity & Columbia Trust Company, as Trustee.

2. The payment of said bonds, interest, and principal shall be additionally secured by the pledge and assignment to the Trustee under the mortgage to secure said bonds of as much, if any, of the funds to be received by the Board from the City of Louisville, as your Board is legally able to assign and pledge.

3. Said bonds shall be dated on or about September 1, 1938, interest thereon shall be payable semi-annually, and the bonds shall all mature on September 1, 1953.

4. Said bonds shall be callable in whole or in part, by lot, on any interest due date upon thirty (30) days notice to the holders of the bonds to be called by publication once a week for four (4) consecutive weeks next preceding the call date in a newspaper of general circulation in Louisville, Kentucky, at call premiums as follows:

102 $\frac{1}{2}$ first 5 years
101 $\frac{1}{2}$ second 5 years
101 next 4 years, and through at par

The indenture securing said bonds shall provide to the Board the right to purchase bonds in the open market for retirement if bonds are available at par

and accrued interest, or less, and shall require the trustee to call bonds for retirement when the funds accumulated in the sinking fund over and above interest requirements for the current year shall equal as much as \$5,000.00. The Board shall make monthly payments into the sinking fund annually sufficient to pay interest on the bonds and provide for the orderly retirement thereof on or before September 1, 1953. The amount of said monthly sinking fund payments and the method of payment shall be agreed upon between the undersigned and the Board, subject to the approval of our counsel, and the mortgage indenture shall in all other respects be substantially similar to the mortgage dated March 1, 1937 to Fidelity & Columbia Trust Company, Trustee, to secure the presently outstanding bonds.

5. We will retain our own counsel to cooperate with the Board and its counsel in carrying out the legal details in connection with this issue, and will pay the expense of such counsel, and the cost of printing the bonds. The Board shall make available to us and our counsel all of the official records of the Board, including its financial and operating statements, and the Board shall adopt such resolutions and take such official proceedings as may be in the opinion of our counsel necessary or desirable to insure the legality and validity of the bonds as issued. The Board shall designate some trust company in the City of Louisville as trustee under the mortgage indenture, and shall pay the charges of such trustee.

6. Subject to the approving opinion of our counsel, as to the legality of said bonds and of the proposed use of the proceeds thereof, we undertake to accept said bonds, or such part thereof as the Board may determine to issue in accordance with the notice of sale, and will pay therefor such a price as will cause said bonds to yield to the average maturity thereof 3.37% per annum, plus accrued interest from the date of said bonds to the date of delivery. Delivery shall be accomplished substantially as follows:

(a) On or by September 1, 1938, sufficient of said bonds shall be delivered to provide to the Board funds with which to retire on said date all of the outstanding bonds issued under and secured by the mortgage indenture dated March 1, 1937, to Fidelity & Columbia Trust Company, Trustee.

(b) On or before thirty (30) days after September 1, 1938, so much of the balance of said bonds as will be sufficient to accomplish the purposes set forth in said notice of sale.

(c) The undersigned, in consideration hereof, if accepted, shall have an option on the remaining bonds of said total authorized issue of \$500,000.00 of bonds at the price set forth herein, said option to be exercisable for a period of thirty (30) days after the Board shall determine to issue all or any part of the bonds remaining after the delivery of the bonds set forth in subdivisions (a) and (b) hereof.

Accompanying this bid is our good faith check for \$8,000, as specified in the notice of sale. This check is to be returned immediately to the undersigned, if this bid is rejected, and if accepted, shall be held by the Board and applied on the purchase price of the first bonds delivered hereunder. If, for any reason, the bonds cannot be delivered pursuant to the terms hereof, the check shall be returned to the undersigned immediately upon determination

of such fact.

This bid is for immediate acceptance or rejection.

/s/ Almstedt Bros.
 J. J. B. Hilliard & Son
 Security & Bond Co.
 Stein Bros. & Boyce
 Dunlap Wakefield & Co., Inc.
 The Bankers Bond Co., Inc.
 by J. R. Burkholder

Mr. Davis stated that the legal authority of the Board to use the proceeds of its bonds for other purposes than refunding the outstanding bonds had been questioned, that the bidders had presented figures to show that approximately \$25,000 could be saved over a 20 year period by refunding the present bonds, disregarding the sale of additional bonds for other purposes, and that the proposals in hand were presented to the Board without recommendation.

Mr. Kavanagh expressed positive opinion that the proceeds from library bonds cannot legally be used under the Statutes for books, whether the purchase of new books or the rehabilitation of flood-damaged books, but can only be used for repairs and improvements to real property of the library. Mr. Kavanagh also declared it was his understanding that additional funds were sought only to erect a new branch building in South Louisville and for certain improvements to existing library buildings.

Dr. Welch stated it was his understanding that book purchases were to be included in the proposed bond issue.

In reply to Mr. Davis' question whether the Library could legally use money obtained from bond issue to purchase a site for a building, Mr. Grafton gave his opinion that it could not do so under the Statutes.

Mrs. Radford reported that the citizens of South Louisville had been informed they would be expected to donate a site and that they had indicated their willingness to undertake this obligation to the best of their ability.

Mr. Kavanagh asked Mr. Grafton, as the attorney for the bidders, to state which of the proposed uses of money to be obtained from bonds were in question and which were not in question, and felt that it was the sense of the meeting that the Library Board would not vote for a refunding of outstanding bonds (\$311,000.00) unless the bidders agreed definitely to add to that a specific sum for the purpose of our constructive program and that the total bid allowance was to be without litigation.

Mr. Grafton held that there would be no question about using the proceeds of bonds for refunding outstanding bonds (\$311,000.00); for erecting a new branch building, excepting the purchase of site (\$25,000); for repairs and improvements to existing buildings (\$10,000); and for refinancing costs (\$7,500), or a total of \$353,500. He stated that there was question about using bond proceeds for any book purchases, including the Philadelphia Flood contract (\$25,000 and \$14,500 respectively); and for payment of current bills representing a deficit in the present year's budget (\$7,300), except that some of these bills representing capital expenditures, for repairs and improvements to library buildings, might properly be included in the bond issue.

Mr. Grafton offered the suggestion that the refunding operation might be set up to permit postponement of several sinking fund payments in order to provide the library leeway to meet other needs that cannot be included in the bond issue.

Mr. Broaddus suggested the possibility of including in the bond issue the amount expended by the Library in erecting the new Shawnee building, or approximately \$12,000, on the grounds that this sum represented a capital expenditure, that it was a debt incurred within the past year, and that it was a major factor producing a deficit in the present fiscal year.

In reply to Mr. Poston's question whether the Library is not permitted under the Statute to use bond proceeds for the payment of any and all indebtedness it may owe, including an operating deficit, Mr. Grafton gave the opinion that the Library has authority to create a debt for capital expenditures and only for such expenditures, not for operating expenses.

Referring to terms of the bid which specified as security for the mortgage all real and personal property belonging to the Library, Mr. Grafton noted that library buildings erected by gift of Andrew Carnegie undoubtedly could not be mortgaged, and therefore that terms of the bid can be changed to specify as security only the Fourth Street property occupied by Kaufman-Straus Company, plus such part of the library income from taxation as it is legally able to pledge, following the wording of the present mortgage indenture dated March 1, 1937.

Mr. Grafton proposed that the bidders would be willing to proceed at once with the purchase of approximately \$360,000 of library bonds, provided the Library Board would agree that no additional bonds be sold in the present issue beyond the total finally fixed, except that additional bonds may be sold if the proceeds are used solely to improve the Fourth Street property, thereby improving the security for the mortgage. If the Board cannot enter into such an agreement it would be necessary, in Mr. Grafton's opinion, to obtain a legal judgment from the courts.

Mr. Davis made a motion, seconded by Mr. Kavanagh, that the meeting adjourn to reconvene on Friday, July 29, at 4:30 to consider then a revision of the refunding proposal in the light of the above discussion.

Following discussion this motion was withdrawn in favor of the following motion by Mr. Davis, seconded by Mr. Broaddus, and passed by unanimous vote, viz:

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LOUISVILLE FREE PUBLIC LIBRARY:

1. That the bonds of this Board issued under and secured by the indenture dated March 1, 1937, between this Board and the Fidelity & Columbia Trust Company, Trustee, be and they are hereby called for payment pursuant to the terms of such bonds and such indenture, on September 1, 1938, and that the Secretary be and he is hereby authorized and instructed to notify the Fidelity & Columbia Trust Company, Trustee, in writing, of this action, pursuant to Article IX of the indenture above referred to.

2. That the joint bid of Messrs. Almstedt Brothers, J. J. B. Hilliard & Son, Dunlap Wakefield & Company, Stein Bros. & Boyce, Security & Bond Company, and The Bankers Bond Company be and it is hereby accepted, subject to revision as to details, namely to issue serial bonds maturing in one to twenty years, inclusive, at a net cost to the library of 3.24%.

3. That pursuant to said bid, as revised, bonds be sold immediately to the

amount of approximately \$353,500.00 and the proceeds applied to the following purposes, namely,

\$311,000.00 to refund presently outstanding bonds; approximately \$7,500.00 for the call premium on the present bonds; and the balance of \$35,000.00 to apply to the cost of construction of a new branch library building exclusive of the cost of the site thereof, and for repairs and improvements to existing library buildings;

all with the understanding that the total of bonds may be increased to provide for other needs of the library by mutual consent of the foregoing bidders and the Library Board of Trustees after further study of the Board's legal authority under the Statutes.

4. That after the total of the bonds presently to be sold, as above set forth, is determined and agreed upon, no additional bonds are thereafter to be sold under the present issue, except with the approval of the foregoing named bidders.

5. That the bidders have agreed to waive the option contained in their original bid, namely for the purchase of the remaining bonds of the total authorized issue of \$500,000.00 at the present bid price.

The meeting adjourned at 6 p.m.

MINUTES APPROVED:

Joseph R. [Signature] President
Harold J. Bingham Secretary

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Special Meeting, Board of Trustees, July 29, 1938

A special called meeting of the Board of Trustees of the Louisville Free Public Library was held on Friday, July 29, 1938 at 7:30 p.m. at the residence of Mr. Thruston in the Weissinger-Gaulbert Apartment, Third and Broadway, Louisville.

Present: Mrs. Meguire, Mrs. Radford and Messrs. Davis, Kavanagh, Powell, Thruston, Acting Mayor W. N. Cox and the librarian.

Present also: Mr. Lawrence S. Poston, Assistant City Attorney, and Mr. Arthur W. Grafton, Attorney for the bidders on the bond issue.

Mr. Thruston accepted the Chairmanship, inasmuch as the meeting was considered in the nature of an adjourned session of the Board.

Mr. Thruston stated that the primary purpose of the meeting was to complete details connected with calling the outstanding bonds of the library.

Mr. Grafton offered the following notice of call addressed to the Fidelity & Columbia Trust Company, Trustee, which was accepted and the Secretary was instructed to send the notice immediately, viz:

July 29, 1938

Fidelity & Columbia Trust Company
Trustee for the Bondholders of the
Board of Trustees of the Free
Public Library of Louisville,
Louisville, Kentucky.

Gentlemen:

Please be advised that at a special called meeting of the Board of Trustees of the Louisville Free Public Library, held on July 26, 1938, it was determined by the Board to call in for payment on September 1, 1938, all of the bonds now outstanding and secured by the indenture from the Board to you, as Trustee, under date of March 1, 1937, and the undersigned was authorized and instructed to notify you to that effect.

On or before September 1, 1938, there will be deposited with you funds sufficient to provide for the payment of all of said outstanding bonds at the price set forth in Article IX of said indenture, together with accrued interest to September 1, 1938.

Please acknowledge receipt of this notice.

Yours very truly

/s/ HAROLD F. BRIGHAM

BOARD OF TRUSTEES,
LOUISVILLE FREE PUBLIC LIBRARY,
By Harold F. Brigham,
Secretary

July 30, 1938

FIDELITY & COLUMBIA TRUST COMPANY, by s/s R. L. Krause
Louisville, Kentucky Assistant Treasurer

Mr. Grafton stated that his clients, the bidders on the bond issue, would agree to a total bond issue of \$375,000.00, without necessity for any litigation, and that this bond issue would yield a net total of approximately \$47,000.00 cash for library purposes.

Following a discussion of the market value of the Fourth Street property, occupied by Kaufman-Straus Company, Mr. Kavanagh questioned the wisdom of so large a bond issue on the grounds that such an amount would exhaust the borrowing power of the library, making it impossible to meet any future emergency that may arise, and that it was the original understanding that a bond issue of approximately \$353,000.00 would be sufficient to meet the immediate needs of the library.

Mr. Davis pointed out that a bond issue of \$362,000.00 would be required to produce a net cash yield to the library sufficient to provide \$25,000.00 for the proposed new branch and \$10,000.00 for general repairs and improvements, and strongly urged the necessity of accepting the offer of additional bonds up to \$375,000.00 as the only means of balancing the budget for next year, and relieving the library of its serious financial difficulties.

The librarian declared he could see no possible way of providing for a new branch and at the same time avoid a serious operating deficit next year unless the net yield from the new bond issue was approximately \$50,000.00

Following extended discussion, it was moved by Mrs. Radford, seconded by Mr. Davis and carried unanimously that the bond issue be fixed at a total of \$375,000.00 in order to meet the actual needs of the library.

The Secretary read three bids for the trusteeship called for under the new bond issue, namely the Liberty National Bank & Trust Company, The Kentucky Title Trust Company, and the Fidelity and Columbia Trust Company.

The Secretary was instructed to obtain necessary information to place the bids on a uniform basis for action at the next meeting of the Board.

Mr. Davis presented the following request budget for the fiscal year beginning September 1, 1938:

see next page

LOUISVILLE FREE PUBLIC LIBRARY
Request Budget 1938-39

	<u>1937-38</u>		<u>1938-39</u>
Balance on hand	\$ 3.37		\$
Receipts: City Taxes (4% levy)	150,400.00	(a)	147,000.00
Jefferson County	9,000.00		9,000.00
Fines, etc.	4,500.00		4,500.00
Rent: Kaufman-Straus	56,000.00		56,000.00
Gifts	312.06		
From Old Sinking Fund		(b)	6,000.00
Net bond yield		(c)	47,037.00
	<hr/>		<hr/>
Total	\$ 220,215.43		\$ 269,537.00
Library Operating Expenses:			
Pay Roll-Staff	107,625.00	(1)	110,150.00
Books-General	5,690.37	(2)	25,000.00
To stock New Branch (So. Louis)			5,000.00
Periodicals	3,200.00		3,200.00
Binding, rebinding & filming	13,000.00	(3)	3,100.00
Library supplies	2,000.00		2,000.00
Printing	800.00	(4)	1,300.00
Incidentals	500.00		600.00
Transportation	900.00	(5)	1,700.00
Telephone	1,620.00		1,500.00
Postage	900.00		900.00
Interest on loans	200.00		400.00
Furniture & Fixtures	885.00	(6)	1,800.00
Maintenance: South Louisville branch (6 mos)		(7)	3,550.00
	<hr/>		<hr/>
Total	137,320.37		160,200.00
Building Maintenance Expense			
Pay Roll-Janitors	15,750.00		16,000.00
Janitor supplies	1,300.00		1,400.00
Repairs & Improvements	19,826.06	(8)	13,387.00
Repairs heldover from 1938, chiefly for Shawnee Branch		(9)	3,600.00
Rent	400.00	(10)	600.00
Heat	5,300.00		5,300.00
Light	4,650.00		4,650.00
Insurance	3,000.00		3,000.00
Incidentals	400.00		400.00
Building Construction	8,169.00	(11)	250.00
New Beechmont Branch		(12)	25,000.00
	<hr/>		<hr/>
Total	58,795.06		73,587.00
Philadelphia Contract		(13)	14,500.00
Mortgage Sinking Fund	24,100.00	(14)	21,250.00
	<hr/>		<hr/>
GRAND TOTAL	\$ 220,215.43		\$ 269,537.00

see explanatory notes
next page

EXPLANATORY NOTES - REQUEST BUDGET 1938-39

Receipts:

- (a) \$147,000.00, same amount as received this year from 4¢ city levy
- (b) \$6,000.00 in old sinking fund when new bonds issued, used to apply on deficit from 1937-38 and help balance budget for 1938-39.
- (c) New bond issue for \$375,000, will give net cash yield for library purposes of \$47,037.00 after retiring \$311,000.00 of outstanding bonds and paying call premium of 2½% on these bonds and other re-financing costs.

Library Operating Expenses:

- (1) Pay roll \$110,150.00: the increase necessary to restore two salaries which dropped out of 1937-38 payroll due to illness and death, namely Head of Extension Department and assistant in Bindery.
- (2) \$25,000 for Books (General): The normal annual expenditure for books for Main Library, nine (9) Branches, and Extension Service, city and county, has been approximately \$20,000. Only \$8,457.38 has been spent for books in nearly two years, or since January 1937, on account of the Flood. The amount budgeted allows only \$5,000 above normal to help make up this deficiency; this amount is wholly inadequate for children's books alone, with children's shelves largely empty in every branch. An additional \$5,000. is budgeted for books to stock the new Branch in South Louisville.
- (3) \$3,100 is the normal amount for binding and rebinding. The large amount last year included \$10,452.47 applied on the Philadelphia flood book contract.
- (4) \$1,300 for printing includes \$350. to replace multigraph machine.
- (5) \$1,700 for transportation includes \$800 to replace car that is worn out.
- (6) \$1,800 for furniture and fixtures includes \$900 for folding chairs (for new public meeting rooms in Main Library and Shawnee Branch) also for 3 typewriters.
- (7) \$3,550 for maintenance of new South Louisville Branch for six months, from February 1939, as follows: \$2,400 for payroll, including janitor; \$600 for magazines and current new books; \$550 for heat, light, insurance, supplies, etc.

Building Maintenance Expense:

- (8) \$13,387. for repairs and improvements includes \$5,200 to apply on W.P.A. construction projects and general repairs; \$6,000 for urgently needed lighting improvements throughout the system; \$1,000 for new floor covering in two main reading rooms; \$1,100 for necessary heating improvements.
- (9) \$3,600 represents principal deficit from 1937-38 chargeable to new Shawnee Branch chiefly; - architect's fee, furniture and equipment.
- (10) \$600 rent includes \$200 to establish a sub-branch in Parkland Colored Community in response to a petition for same.
- (11) \$250 for shades for new Shawnee Branch
- (12) \$25,000 represents the library's share of P.W.A. grant to construct new branch in South Louisville at total cost of approximately \$45,000.
- (13) \$14,500 represents final balance due on Philadelphia flood book contract, the last remaining Flood debt.
- (14) The new sinking fund created under the new bond issue calls for smaller payments than the old sinking fund for several years, ranging from an annual minimum of \$20,950 to a maximum of \$27,320. The new bonds are serial bonds bearing 3% interest. In twenty years the entire debt will be automatically retired.

Following discussion it was moved by Mr. Davis and seconded by Mrs. Radford that the budget as submitted be approved, with the authorization that it be transmitted to the Board of Aldermen. Carried unanimously.

Mr. Davis presented a table of figures showing the annual amount of bonds to be retired under the new mortgage and annual interest and sinking fund payments, indicating that the maximum sinking fund payment in any one year would be \$27,320.00, the minimum payment \$20,950.00 and the average over the twenty year period \$25,456.50. - See exhibit No. 1.

The Librarian requested instructions in obtaining signatures on vouchers of the library in the absence of both President and Vice-President. On motion by Mr. Davis, seconded by Mrs. Radford, it was voted unanimously that Mr. R. C. Ballard Thruston be and he is hereby empowered to sign library vouchers as chairman pro tem of the Board in the absence of President and Vice-President.

The meeting adjourned at 9 p.m.

MINUTES APPROVED:

Joseph A. ... President
Harold F. Brigham Secretary

Exhibit No. 1

BOND INTEREST AND RETIRMENT TABLE
 --- \$375,000 ---
 LOUISVILLE FREE PUBLIC LIBRARY 3% BONDS
 MATURING IN FROM 1 to 20 YEARS

YEAR	BONDS OUTSTANDING	BONDS RETIRED	INTEREST	BONDS RETIRED AND INTEREST
1939	\$ 375,000	\$ 10,000	\$11,250	\$ 21,250
1940	365,000	10,000	10,950	20,950
1941	355,000	12,000	10,650	22,650
1942	343,000	14,000	10,290	24,290
1943	329,000	15,000	9,870	24,870
1944	314,000	16,000	9,420	25,420
1945	298,000	16,000	8,940	24,940
1946	282,000	17,000	8,460	25,460
1947	265,000	19,000	7,950	26,950
1948	246,000	19,000	7,380	26,380
1949	227,000	20,000	6,810	26,810
1950	207,000	20,000	6,210	26,210
1951	187,000	21,000	5,610	26,610
1952	166,000	22,000	4,980	26,980
1953	144,000	23,000	4,320	27,320
1954	121,000	23,000	3,630	26,630
1955	98,000	24,000	2,940	26,940
1956	74,000	24,000	2,220	26,220
1957	50,000	25,000	1,500	26,500
1958	25,000	25,000	750	25,750

\$ 375,000

Average \$25,456.50
 Maximum 27,320.00
 Minimum 20,950.00

7/29/38

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees meeting, August 10, 1938

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, August 10, 1938 at 4:15 p.m. in the librarian's office.

Present: Mrs. Briney, Mrs. Radford and Messrs. Davis, Kavanagh, Powell, Thruston, Hume, Assistant City Attorney Lawrence S. Poston, and the librarian.

Mr. Davis was elected chairman on nomination by Mr. Thruston, seconded by Mrs. Briney.

The Chairman announced appointment by the Mayor of three new members of the Board as follows:

Mr. Dillman A. Rash to complete the term of Mr. Barker,
expiring April 1, 1940
Mr. Henry M. Reed, Jr. to complete the term of Mr. Heyburn,
expiring April 1, 1941
Mr. E. C. Hume to complete the term of Mr. Duane,
expiring April 1, 1942

Dr. Hume was introduced and welcomed to the Board; his certificate of oath of office was presented and filed.

Mr. Thruston called attention to the need of filling the office of Vice-President made vacant by the resignation of Mr. Heyburn, and nominated Mr. Davis. Mrs. Radford seconded the nomination. No further nominations were offered and Mr. Davis was elected by unanimous vote.

Mrs. Radford and Mr. Thruston paid special tribute to Mr. Davis' services as member of the Board.

The Secretary read the minutes of the meetings of July 13, July 26 and July 29. These were approved.

Mr. Poston called attention to the possibility of question concerning a quorum present at the meeting on July 29 inasmuch as the Mayor was not represented by the President of the Board of Aldermen. He recommended reenactment of the resolution passed at that meeting fixing at \$375,000. the total amount of bonds immediately to be sold.

Mr. Thruston therefore moved that the bond issue be fixed at a total of \$375,000. in order to meet the actual needs of the library. The motion was seconded by Mr. Powell and carried unanimously.

Communications:

A letter from Acting Mayor Andrew Broaddus, dated July 28, accepting the resignation of Mr. Heyburn, was read, and on motion by Mr. Powell, seconded by Mrs. Radford it was voted that appropriate resolutions be drafted paying tribute to both Mr. Heyburn and Mr. Duane for services rendered and that Dr. Welch be asked to prepare these resolutions.

The Secretary read a telegram, dated August 9, and a letter, same date,

from the Regional Office of the Public Works Administration, Atlanta, giving preliminary notice that an allotment of \$19,903. had been made for the erection of a branch library building.

Letters of August 4 and August 9 from the Universal Publishing Syndicate, Philadelphia, were presented, requesting an early agreement on arrangements to settle the debt of approximately \$15,000 for rehabilitation of flood damaged books. On motion by Mr. Thruston, seconded by Mr. Kavanagh it was voted unanimously that the Secretary be instructed to inform the Universal Publishing Syndicate that this obligation had been included in the request budget for 1938-39, and that the Board, since it cannot obligate itself beyond the present fiscal year, expected to make payment early in September, or failing in this, would then be prepared to act on a promisory note.

A letter was read, from Mr. Phillip Bettag, dated August 11, requesting that the Henry Watterson Memorial Library be thrown open to the public. The matter was referred to the Library Committee and the secretary was instructed to turn over to the committee all records concerning the Watterson Bequest and disposition made of the gift.

Mr. Thruston referred to a letter he received from Dr. Rauch, sent from Switzerland, and the secretary read the following extract

"I hope that the library extension program, especially the Beechmont and St. Matthews projects, is going ahead without delay. We have lost so much time in debates and legal technicalities that it is high time we go forward."

Reports:

The Treasurer's report for the month of July and annual financial statement for the current year were read by Mr. Davis, with the comment that unpaid bills were on hand in the amount of \$6,376.07. These were received and ordered on file.

Mr. Davis reported receipt of the final revision of the resolution authorizing the new bond issue and setting forth terms and conditions. Mr. Poston read this resolution in full as follows:

RESOLUTION OF THE BOARD OF TRUSTEES

WHEREAS, at a meeting of this Board held July 26, 1938, it was determined that the presently outstanding bonds of the Board, dated March 1, 1937, and secured by a mortgage to Fidelity & Columbia Trust Company, Trustee, be called for payment September 1, 1938, and refunded from the proceeds of a new issue, and

WHEREAS, it was further determined that the bid of Messrs. Almstedt Bros., J.J.B. Hilliard & Son, Dunlap Wakefield & Co., Stein Bros. & Boyce, Security & Bond Co., and The Bankers Bond Co., be accepted and that sufficient Bonds be sold to raise \$353,500.00 for the purposes set forth in the resolution of said date, and

WHEREAS, it was further determined to sell such additional bonds as the Board could legally issue, and

WHEREAS, Mr. Lawrence Poston, Assistant City Attorney and counsel for this Board, and Messrs. Miller & Grafton, counsel for said brokers, have concurred in an opinion to this Board that the Board may sell \$375,000.00 of bonds for the purposes hereinafter set out, and said brokers have consented to purchase bonds of that amount.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Louisville Free Public Library, as follows:

1. That this Board authorize and issue a total of \$500,000.00 of its "Library Bonds" to be secured by a mortgage substantially similar to the mortgage dated March 1, 1937, from this Board to Fidelity & Columbia Trust Company, Trustee, that said bonds be of the denomination of \$1,000.00 each, numbered consecutively from one to five hundred, both inclusive, bearing interest at the rate of 3% per annum, payable semi-annually on March 1, and September 1, in each year, dated September 1, 1938 callable in whole or any interest due date upon thirty days notice to the holders of the bonds, by publication once a week for four consecutive weeks next preceding the call date in a newspaper of general circulation in Louisville, Kentucky, at a call premium of $2\frac{1}{2}\%$ for the first ten years, $1\frac{1}{2}\%$ for the next nine years, and thereafter at par, and maturing on September 1 of each of the years 1939 to 1958, both inclusive. All such bonds shall be payable at the office of the Kentucky Title Trust Company, Louisville, Kentucky.

2. That \$375,000.00 of said bonds, being bonds number one (1) to three hundred seventy-five (375), both inclusive, be sold and delivered to the aforesaid brokers on September 1, 1938, at such a price as will cause said bonds to yield to the average maturity thereof 3.24% per annum.

3. That the remaining \$125,000.00 of bonds, being bonds number three hundred seventy-six (376) to five hundred (500), both inclusive, be not executed by the President or Vice-President and Secretary of this Board at the present time, nor certified by the Trustee, but that said bonds shall be held by this Board and hereafter sold at such time and for such price that the Board may hereafter determine, save only that it is now determined and agreed that the proceeds from the sale of said \$125,000.00 of bonds, or any part thereof, shall be used exclusively for the purpose of improving, repairing, or adding to income producing real estate owned by the Board and subject to the mortgage to secure said bonds, and it shall be provided in the mortgage to secure the entire \$500,000.00 of bonds hereby authorized that said remaining bonds shall not be authenticated by the Trustee, nor issued and sold by the Board, unless and until there has been furnished to the Trustee a resolution of this Board setting forth the purpose for which said additional bonds are to be issued and sold, and empowering the Trustee to authenticate and deliver said bonds for the aforesaid purpose only.

4. That the \$375,000.00 of bonds, being bonds number one (1) to three hundred seventy-five (375) both inclusive, of said total authorized issue shall mature in accordance with the maturity schedule attached hereto and heretofore approved by the members of this Board on July 29, 1938, and that so long as said bonds only remain outstanding, the annual sinking fund payments of this Board for their retirement shall be approximately \$25,500.00 per year. If, as and when the Board shall determine to issue and sell all or any part of the remaining bonds, being bonds numbered three hundred seventy-six (376) to five hundred (500), both inclusive, the maturities thereof shall be fixed so as to cause said additional bonds to mature serially over a period of one to fifteen years from the date of their issuance and sale, and the annual sinking fund payments of this Board shall be thereupon increased annually by an amount equal to the increased revenue to be received by the Board from the real estate to be improved from the proceeds of such bonds, or by an amount equal to the interest and principal maturing in each year upon said additional bonds, whichever amount is greater.

Be it further resolved that the President, or Vice-President, and the Secretary be and they are hereby authorized and empowered to execute such instruments as may,

in the opinion of counsel for the Board and counsel for said brokers, be either necessary or desirable to carry out the terms of the resolution of July 26, 1938, and this resolution, and that said officers and each of them be and they are hereby empowered and instructed to execute said bonds when ready and to deliver them in accordance with the terms hereof.

Resolved further that the President, or Vice President, and the other appropriate officers of the Board, be and they are hereby authorized and empowered to promptly pay to Fidelity & Columbia Trust Company, Trustee, on September 1, 1938, sufficient of the proceeds of the sale of said bonds to pay in full all of the outstanding bonds of this Board issued under and secured by the mortgage to Fidelity & Columbia Trust Company, Trustee, dated March 1, 1937, and to procure the release of said mortgage.

Resolved further that the balance of the proceeds from the sale of the bonds herein authorized to be sold be deposited in a special account and used exclusively for the following purposes, to-wit:

1. To reimburse the general operating account of this Board for not exceeding \$12,000.00 spent during the last fiscal year by this Board in building a branch library in the Shawnee district.
2. For the construction and erection of a branch library in the Southern District of Louisville, but no part of the proceeds of the bond issue shall be used for the acquisition of a site for such library.
3. For repairs, improvements, and replacements to the existing library buildings of this Board.

Mr. Thruston moved that the resolution as read be approved and adopted. The motion was seconded by Mr. Powell and passed by unanimous vote.

Mr. Davis reported on three bids received for the Trusteeship called for under the new bond issue, namely the Fidelity and Columbia Trust Co., the Liberty National Bank and Trust Co., and the Kentucky Title Trust Co. Following a comparison of costs for services to be rendered it was agreed that the last named bid was lowest and on motion by Mr. Thruston, seconded by Mr. Kavanagh it was voted unanimously.

That the Kentucky Title Trust Company be and it is hereby named as Trustee under the mortgage indenture to be dated September 1, 1938 in accordance with the terms of its proposition dated July 27, 1938 and signed by Ernest S. Clarke, Vice President and Trust Officer.

Building Committee:

Mrs. Radford reported that bids on floor covering for the Reference Room and Open Shelf Room had been studied and recommendation prepared.

Mr. Thruston moved that Mrs. Radford be empowered to act on floor covering bids and to proceed with the work at a cost not to exceed \$1,000. The motion was seconded by Mr. Powell and carried unanimously.

The librarian reported bids to furnish shades and blinds for the Shawnee Branch were ready for action involving a cost not to exceed \$200. It was agreed without objection that this matter be referred to Mrs. Radford with power to act.

The librarian presented bids on the annual coal contract and recommended acceptance of the bid of the Downard Coal Mining Company. On motion by Mr. Kavanagh,

seconded by Mr. Powell it was voted unanimously to accept the bid of the Downard Coal Mining Co.

Mr. Davis reported that the Special Committee on Site for the South Louisville Branch had met on August 9 with the committee of citizens representing the several communities and had failed to reach agreement.

This citizens committee presented itself for a hearing, namely:

Rev. Paul A. Durbin, representing South End Civic Club
Mr. O. E. Hoffman, representing Beechmont Civic Club
Mr. E. Paul Johnson, representing Taylor Blvd. Civic Club

Father Durbin, as spokesman, reported that his committee had reached unanimous agreement on selection of the site located on the northwest corner of Sixth Street and Woodlawn Avenue.

The Special Committee on Site reported its approval of this selection and on motion by Mrs. Radford, seconded by Mr. Thruston, it was voted unanimously to approve selection of the site named.

Library Committee:

Mr. Kavanagh reported for the Library Committee that July bills in the amount of \$229.27 had been audited and moved their payment. The motion was seconded by Mr. Powell and carried unanimously. A list of these bills is appended to these minutes. Exhibit No. 1.

The librarian's statistical report for the month of July was distributed and ordered on file.

New business:

Mr. Kavanagh referred to the need of compiling the Library Statues affecting the Louisville Library and also the By-Laws of the Library in view of the many questions of law and procedure coming before the Board. He offered to assist the City Attorney's office in such an undertaking with the understanding that the results be published and so made readily available for use. It was agreed, without objection, that the matter be referred to the Library Committee with power to act in cooperation with the Office of City Attorney.

The meeting adjourned at 6 p.m.

MINUTES APPROVED:

Joseph R. Auer President
Harold D. Brigham Secretary

Exhibit No. 1

Clara L. Behrens, Head Order Dept.	\$ 71.24
Harold F. Brigham, Libn. Petty Cash	48.03
L. E. Sikking	110.00
	<u>229.27</u>
Pd) Harold F. Brigham, Libn. Pay Roll	10 233.37
Pd) John M. Heim - Services (flood books)	70.00
Pd) Fidelity & Columbia Trust Co.-sinking fund	2 000.00
Pd) Dept. of Finance, City of Louisville - Loans	9 000.00
Pd) Dept. of Finance, City of Louisville - Loans	1 000.00
	<u>\$ 22 532.64</u>

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Special Meeting Board of Trustees, August 24, 1938

A special called meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, August 24, 1938 at 4:30 p.m. in the librarian's office.

Present: Mrs. Briney, Mrs. Meguire, Mrs. Radford and Messrs. Davis, Powell, Rash, Thruston, Mayor Scholtz, and the librarian. Mr. Lawrence S. Poston, Assistant City Attorney was also present.

Mr. Davis presided.

Mr. Dillman A. Rash was welcomed by the chairman to membership on the Board of Trustees.

The purpose of the called meeting was declared by the chairman, namely, to act on acceptance of the official offer of the Government to make a grant under the Public Works Administration for a branch building.

The Secretary read the following letter transmitting the Government offer:

FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKS
Regional Director

August 13, 1938

Mr. Harold F. Brigham,
Secretary, Board of Trustees,
Public Library Commission,
Louisville, Kentucky,

Legal/GWM/aps
Re: Docket No. Ky. 1329-F
Project: Library building
Applicant: Louisville, Kentucky

Dear Sir:

Enclosed is an offer by the United States of America to aid in financing the construction of the above project by making a grant. There are also enclosed:

- (1) Two conformed copies of such offer;
- (2) Three copies of Terms and Conditions;
- (3) An Acceptance Record Memorandum.

Particular attention is directed to the starting and completion dates set forth in the offer. By the acceptance of the offer the applicant covenants to observe these dates.

The Terms and Conditions are part of the Government's offer and should be carefully read by your governing body before the offer is accepted.

Since all funds necessary to cover the cost of a complete project, useful and adequate for the intended purpose, in excess of the amount of the grant, must be provided by the applicant, it is suggested that immediately upon the receipt hereof you instruct your architect or engineer, as the case may be, to review carefully the latest estimate of cost to make certain that it is in

conformity with present day prices. If, upon this review, it is found that the project contemplated by the application can not be constructed within the amount of funds made available by the Government, plus such amount as can be made available by the applicant, the design should be revised accordingly. In making this estimate preliminary cost, cost of land and necessary equipment (if such are a part of the project), engineering, legal and administrative expenses, interest, and a reasonable contingency item should be included. If it is determined that it is impossible to revise the design of the project so that the estimated cost thereof will be within the amount of the available funds, the offer should not be accepted. No funds can be paid under the offer until we are assured that the whole cost is provided for. The responsibility of assuring itself that it can construct a complete project, useful and adequate for the intended purpose, within the amount of the available funds, rests with the applicant.

It should be made clear to your governing body that under the Terms and Conditions to which the offer is subject the cost of the project upon which the grant is based is determined by the Administrator. This means in the final analysis that the Administrator has the right to determine the items and costs upon which the Government will pay a grant. The approval of the application and the making of an allotment therefor do not mean that the estimate of cost submitted by the applicant in its application has been approved. No portion of the grant can be paid, for example, on costs or charges of a continuing nature not incurred specifically for the project and which would under ordinary circumstances be met from the applicant's own funds, even though such costs of charges are provided for in the applicant's original estimate of cost.

The enclosed offer must be accepted or rejected within fifteen days of the date thereof. In the event that the proceedings essential to authorize the acceptance of the offer can not legally be completed within fifteen days, a telegraphic notice of the intention of the applicant to accept the offer must be made by a proper representative or officer to this office. Suggested forms and procedure for accepting the offer will be found in the Acceptance Record Memorandum. Immediately after the resolution accepting the offer has been adopted, the secretary of the applicant's governing body should certify and forward to this office promptly three certified copies of the minutes covering the adoption of such resolution and setting out such resolution in full.

When the documents evidencing the acceptance of the offer are forwarded to this office, they should be accompanied by the architect's or engineer's latest revised estimate of cost on the basis of which the applicant determined that it could proceed with the project within the amount of funds available (together with a plot plan showing the proposed site of the project and indicating the land which the applicant proposes to acquire and the actual or probable cost thereof).

Immediately upon the acceptance of the offer, your architect or engineer should be instructed to communicate with this office with respect to the preparation of final plans and specifications and the advertisement for bids.

Prompt acknowledgment of this letter and enclosures is requested. If anything is not clear or if any difficulties arise, please communicate with us at once.

Sincerely yours,
(signed) H. T. COLE
Regional Director
For the Administrator

The Secretary read the official Offer of the Government making a grant of \$19,903.00. (This offer is incorporated belowin the Resolution of Acceptance).

The Secretary explained the Government's requirement that in the event of a special meeting to act on acceptance of its offer the Board members accept personally the notice of call and give consent to the meeting.

On motion by Mr. Powell, seconded by Mrs. Radford, it was voted unanimously that notice of the call to this special meeting be incorporated in the minutes and that all present do hereby accept the call and give consent to the meeting.

The notice of call follows;

August 22, 1938

To the Library Board of Trustees:

Mr. Davis has asked that a special meeting of the Library Board be called for Wednesday, August 24 at 4:30 p.m. in the librarian's office.

The purpose of the meeting will be to execute necessary resolutions and papers called for in connection with acceptance of the P.W.A. grant for a new branch library.

Yours very truly,
(signed) HAROLD F. BRIGHAM
Secretary and Librarian

HFB/H

It was agreed that all members affix their personal signatures to the official Acceptance Record to be sent to the Regional Headquarters of the Public Works Administration signifying their consent to the meeting.

The Secretary outlindd the contents of the Government's "Terms and Conditions" applying to and considered a part of the agreement in accepting any offer of a grant under the Public Works Administration.

Mr. Davis reported that the Building Committee, acting on authorization of the Board June 29, had elected and appointed as architect for the proposed branch the firm of Joseph & Joseph, the fee to be 4 $\frac{1}{2}$ %.

The Secretary reported that the Citizens Committee charged with raising money for the purchase of the site for the building had given assurance that its portion of the purchase price, namely \$3,300 or 55% of the total cost, could be counted on before the end of September.

The following letters of the architect were read:

August 24, 1938

Mr. Harold Brigham, Sec'y.
Board of Trustees
Lou. Free Public Library
Louisville, Ky.

Re: Docket Ky. 1329
Beechmont Branch Library
South Louisville, Ky.

Dear Mr. Brigham:

As per your request, we have again checked over the estimate presented on the application for Grant, and feel that the work could be awarded within the amounts given.

Bids however, could be influenced by conditions prevailing at the

time bids are taken, but these conditions cannot be anticipated at the present time.

Very truly yours,

JOSEPH & JOSEPH
By /s/ Alfred S. Joseph

ASJ.VB

August 24, 1938

Mr. Harold F. Brigham, Sec'y.
Board of Trustees
Lou. Free Public Library
Louisville, Kentucky

Re: Docket Ky. 1329
Beechmont Library
South Louisville, Ky.

Dear Mr. Brigham:

We are handing you herewith, three copies of labor scale for the South Louisville Branch of the Louisville Free Public Library, filled out in accordance with the information we have obtained from the Associated General Contractors through their Secretary Mr. Dave Lyman; the Builders Exchange through their Secretary Mr. James Snyder; and the Union Headquarters through Mr. Pat Reardon. In a few instances there were slight changes which we have tried to reconcile. In these cases we used the lowest scale given us by the three authorities.

With reference to the estimate which was used in making the application for grant, we have again checked with some of the contractors. The scale of labor which we are handing you herewith, in some instances, is higher than the scale which was used in making the estimate, and would tend to increase the cost of the work to an extent not to exceed 10%. However, we are still of the opinion that the work contemplated in the estimate should come within the amount given on the application. You will realize that conditions prevailing at the time bids are taken will have an influence on the contract price. As we understand that some funds are available that could be applied to the building cost, should it become necessary as a last resort, we do not believe that the amount given in the application should be changed, as it will tend to muddy the water and tend to delay the progress of the work.

We are having a rough topographical survey made this morning of the lot on the corner of Sixth and Woodlawn. No doubt you will desire an absolute survey to be made of the ground and the four corners staked out by a surveyor immediately upon acquisition of the ground.

We are enclosing you three copies of a letter as per your request, regarding the estimate of the work, as we understand that you will require these in completing the information for the P.W.A.

If possible, all details should be worked out immediately so progress can be made on the working drawings preparatory to taking bids. You will recall that in the set-up, eight weeks were allotted for the preliminary work, working drawings, taking of bids, and awarding of contracts. Approximately a week and a half of this has passed, and as we are sure that there will be some delays in getting various approvals from Atlanta, there is no time to be lost.

Very truly yours

JOSEPH & JOSEPH
By /s/ Alfred S. Joseph

ASJ.VB

Mr. Davis referred to a conference with Mayor Scholtz and observed that acceptance of the Government's offer was not in the nature of a binding contract to erect a building in the event of any unexpected financial reversal. He stated that there was every assurance that the city tax levy would be maintained at the 4% maximum rate this year. Mayor Scholtz concurred in this opinion.

The following Resolution of Acceptance of the Government Offer was proposed and moved by Mrs. Radford, seconded by Mr. Thruston and adopted by unanimous vote:

A Resolution Accepting the Offer of the United States
to the Louisville Free Public Library to Aid by Way of
a Grant in Financing the Construction of a Branch
Library Building

Be it resolved by the Board of Trustees of the Louisville Free Public Library.

Section 1. That the offer of the United States of America to the Louisville Free Public Library to aid by way of grant in financing the construction of a library building a copy of which offer reads as follows:

FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKS

Washington, D. C.
Dated: Aug. 15, 1938
Docket: No. Ky. 1329-F

Board of Trustees of the Free Public Library
Louisville, Kentucky

Louisville, Kentucky.

1. Subject to the Terms and Conditions (PWA Form No. 230, as amended to the date of this Offer) which are made a part hereof, the United States of America hereby offers to aid in financing the construction of a library building, including necessary equipment and the acquisition of necessary land but not including the purchase of books (herein called the "Project"), by making a grant to the Board of Trustees of the Free Public Library, Louisville, Kentucky (herein called the "Applicant"), in the amount of 45 percent of the cost of the Project upon completion, as determined by the Federal Emergency Administrator of Public Works (herein called the "Administrator"), but not to exceed, in any event, the sum of \$19,903.

2. By acceptance of this Offer the Applicant covenants to begin work on the Project as early as possible but in no event later than 8 weeks from the date of this Offer and to complete such Project with all practicable dispatch, and in any event within 8 months from the commencement of construction.

3. This offer is made subject to the express condition that, if the Administration shall determine at any time that the Applicant has paid or agreed to pay, whether directly or indirectly, a bonus, commission or fee to any person, firm or corporation for attempting to procure an approval of the Applicant's application, or for alleged services in procuring or in attempting to procure such approval, or for activities of the nature commonly known as lobbying performed or agreed to be performed in connection with the application, then the Administrator shall have the right, in his discretion, to

rescind this Offer and any agreements resulting herefrom, and, in the event of such rescission, the United States of America shall be under no further obligation hereunder.

UNITED STATES OF AMERICA
Federal Emergency Administrator of
Public Works
By (Signed) H. A. GRAY
Assistant Administrator

be and the same is hereby in all respects accepted.

Section 2. That said Board of Trustees agrees to abide by all the Terms and conditions of said offer, including the Terms and Conditions annexed thereto and made a part thereof.

Section 3. That the Secretary be and he is hereby authorized and directed forthwith to send to the Federal Emergency Administration of Public Works, three certified copies of the proceedings of the Board of Trustees in connection with the adoption of this Resolution, setting forth this Resolution in full, and such further documents or proofs in connection with the acceptance of said offer as may be requested by the Federal Emergency Administration of Public Works.

The Chairman declared said resolution carried. The official copy of the resolution was thereupon signed by the Vice-President and Secretary.

The Secretary presented the Schedule of Minimum Wage Rates applying in Louisville, arrived at in consultation with labor union officials and local contractors.

The following resolution was offered and moved by Mr. Powell, seconded by Mr. Rash, and carried by unanimous vote:

RESOLUTION FIXING MINIMUM WAGE RATES

WHEREAS, a thorough investigation has been made of the hourly wage rates which are being paid in the Louisville Area, which is the locality in which the proposed project (hereinafter referred to as "Project") is to be constructed by the Louisville Free Public Library, to employees in each trade or occupation engaged in work of a nature similar to the work to be performed in the construction of said Project, and the prevailing hourly wage rates being paid in such locality to such employees for such work have been determined by consultation with Louisville Building Trades Council (Union Hdqs.), Associated General Contractors, and the Builders Exchange of Louisville.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Louisville Free Public Library that the following rates for the respective trades or occupations listed below shall be and are hereby fixed as the minimum hourly wage rates and have been determined in accordance with rates prevailing for work of a similar nature in the locality in which the project is to be constructed:

see next page

BUILDING CONSTRUCTION		HEAVY CONSTRUCTION	
CLASSIFICATION	RATE	CLASSIFICATION	Rate
Asbestos Workers	\$ 1.25	Asphalt Plant Engineer	
Boiler Makers	1.35	" Baker-Shoveler-Tamper	
Bricklayers	1.50	Blacksmith	
" Tenders	.87 $\frac{1}{2}$	" Helpers	
Carpenter	1.25	Blaster	
Cement Finishers	1.25	" Powdermen	
Electrical Workers	1.25	Bricklayers - Paving	
Elevator Constructors	1.35	" Sewer Manhole	
Glaziers	1.00	" Tenders	
Hoisting Engineer (1 drum)	.85	Caisson Labor - Open	
" " (2 drum)	1.25	" " Air	
Iron Workers - Ornamental	1.50	" " Lock Tenders	
" Structural	1.50	Carpenters	
" Rodmen	1.32	Caulkers - Pipe	
Lathers - Wood	----	Cement Finishers	
" Metal	1.37 $\frac{1}{2}$	Divers	
Marble Setters	1.50	" Tenders	
Mosaic and Terrazzo Workers (.90?)	1.00	Graders - Fine Gradenen	
Marble Helpers	.60	Iron Workers - Structural	
Terrazzo Helpers	.60	" " Reinforcing	
Tile Setters	1.25	Kettlemen	
" " Helpers	.60	Mechanic - Repairmen	
Mortar Tenders	.87 $\frac{1}{2}$	" Bulldozer	
Mortar Mixers	.87 $\frac{1}{2}$	Operator - Compressor	
Painters - Paper Hangers & Decorators	1.00	" Cement Gun	
Plasterers	1.37 $\frac{1}{2}$	" Shovel	
" Tenders	.87 $\frac{1}{2}$	" Crane-Dragline-Clamshell	
Plumbers	1.37 $\frac{1}{2}$	" Dredge	
Roofers - Slate and Tile	1.00	" Ditcher-Trench Mach.	
" Composition	.50	" Firemen	
Kettlemen	.50	" Grader-Backfiller	
Sheet Metal Workers	1.00	" Jackhammer	
Shovel-Crane-Pile Drvr-Clamshell Op.		" Mixers	
Steam Fitters	1.37 $\frac{1}{2}$	" Oilers-Greasers-Firemen	
" " Helpers	.60	" Pumps	
Stone Cutters	1.00	" Rollers	
Stone Masons	1.50	" Tractors	
Waterproofers		" Trucks	
Welders - Arc and Acetylene	1.25	Pipe Layers	
" Burners -Cutters	1.25	Pipe Handlers	
Teamsters	.60	Reinforcement Placers	
Truck Drivers	.60	Tool Dressers	
Laborers - Common	.50	Tunnel Laborers - Muckers	
" Building	.50	Well Drillers	
Apprentices		Winchmen	
		Laborers	

BE IT FURTHER RESOLVED that the foregoing list of trades or occupations includes to the best of our knowledge, all the classifications of employees who will be engaged in work on said Project other than executive, supervisory, administrative, clerical or other non -manual workers as such.

BE IT FURTHER RESOLVED that there be transmitted with this resolution

the substantiating data upon which the foregoing determination is based.

I FURTHER CERTIFY that the foregoing resolution is on file and of record in my office as Secretary and Librarian of the Louisville Free Public Library.

IN WITNESS WHEREOF I have hereunto set my hand and the seal of the Louisville Free Public Library this 24th day of August 1938.

(Signed) Harold F. Brigham

L.F.P.L.
Seal

Mr. Davis reported the recommendation of Joseph & Joseph, architects, that a committee be delegated with special power to act between meetings of the Board on all matters requiring prompt action in connection with erection of the new branch, in particular, power to execute and sign documents that may be required by the Public Works Administration. He proposed, and it was agreed, that the matter be postponed until the return of the President of the Board.

The meeting adjourned at 5:15 p.m.

MINUTES APPROVED:

Joseph R. Auld President
Harold F. Brigham Secretary

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, September 14, 1938

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, September 14, 1938 at 4:15 p.m. in the librarian's office.

Present: Mrs. Briney, Mrs. Meguire, Mrs. Radford, Messrs. Davis, Hume, Kavanagh, Powell, Rash, Rauch, Scholtz and the librarian. Assistant City Attorney Lawrence S. Poston was also present.

Dr. Rauch presided.

The minutes of the meetings of August 10 and August 24 were read and approved.

On motion by Mr. Davis, seconded by Mr. Powell, it was voted unanimously to confirm the action of the Board July 29 approving the Request Budget for the year 1938-39. This was done to remove doubt in the event any question were raised concerning a quorum on July 29.

Communications:

The Secretary read a letter from Miss Marethal Burquin, member of staff in the Extension Department, expressing gratitude for the opportunity to attend the Public Library Institute at the University of Chicago, August 1-12.

A communication from the Universal Publishing Co., Philadelphia, requested that some agreement be entered into for settlement of the balance still due on the flood book contract, namely \$12,056.84.

Mr. Davis made a motion, seconded by Mrs. Radford, that a payment of \$6,000. be made immediately on the Philadelphia contract, and that the Universal Publishing Syndicate be notified it is the library's plan and intention to pay the final balance in January if adequate tax income is assured. Carried unanimously.

Reports:

Judge Kavanagh stated that bills amounting to \$9,768.07 were on hand, including \$6,376.07 of bills held from the last fiscal year, but that the Library Committee had not yet audited these bills.

Mr. Davis made the motion, seconded by Mr. Powell, that the Board authorize payment of these bills, subject to their approval by the Library Committee. Carried. A list of the bills is appended to these minutes. Exhibit No. 1.

Mrs. Radford, speaking for the Library Committee and Building Committee jointly, outlined a plan to combine the present Watterson Room and Civics Room for the purpose of opening the Watterson Memorial Library to public use and establishing a Local History Division in conjunction with the proposed new Watterson Alcove. A detailed outline of this proposal is appended to these minutes. Exhibit No. 2.

On motion by Mr. Davis, seconded by Mrs. Meguire, it was voted unanimously to authorize Mrs. Radford and the librarian to proceed with this work.

Mrs. Radford also reported the contract closed for Tiletex floor covering in the two main reading rooms, and that the work should be completed within two weeks.

Question was raised concerning the responsibility for a bill (\$391) to repair

the fire escapes on the Fourth Street property, Both Mr. Poston and Mr. Kavanagh gave the opinion that the Kaufman-Straus Company was responsible in the light of Clause X of the lease. The matter was referred to the Building Committee with power to act.

The librarian reported that redecoration of all buildings under the Works Progress Administration was nearing completion. He also reported rapid progress in bringing the new South Louisville Branch to the point of actual erection.

In response to a request by Mr. Davis it was voted unanimously, on motion by Dr. Hume, seconded by Mr. Davis, that the Building Committee be authorized and empowered to act on behalf of the Board in executing all papers and records required by the Public Works Administration in connection with the erection of the South Louisville Branch.

The Treasurer's report for the month of August, and for the year ending August 31, was presented by Mr. Davis and ordered on file.

Mr. Davis reported for the Finance Committee that the mortgage indenture covering the new bond issue had been executed on August 31, that bonds had been signed and delivered, and that the transfer of funds had been completed.

On motion by Mr. Davis, seconded by Mr. Powell, it was voted that the mortgage indenture as executed be approved and incorporated in the minutes. The indenture follows:

THIS INDENTURE made this first day of September, 1938, by and between the BOARD OF TRUSTEES OF THE FREE PUBLIC LIBRARY OF LOUISVILLE, KENTUCKY, (hereinafter called the Board) party of the first part, and KENTUCKY TITLE TRUST COMPANY, a corporation organized and existing under the laws of the State of Kentucky, with its principal office and place of business in Louisville, Jefferson County, Kentucky, as Trustee, (hereinafter referred to as the Trustee or Trust Company), party of the second part.

W I T N E S S E T H:

WHEREAS the Board is a body corporate and politic, created by an act of the General Assembly of Kentucky of 1902 as an educational agency and instrumentality of the City of Louisville, Kentucky, a city of the first class of the Commonwealth of Kentucky, and as such agency and instrumentality has been continuously since its creation and is now engaged in the carrying out of the purposes for which it was created, and

WHEREAS by Chapter 79 of the Acts of the General Assembly of Kentucky of 1918, as amended by Chapter 73 of the Acts of the General Assembly of Kentucky of 1938, being Sections 2801b-3 and 2801b-9, Carroll's Kentucky Statutes, 1938 Revision, the Board is authorized and empowered to issue bonds in the sum of not exceeding Five Hundred Thousand Dollars (\$500,000) for the purpose of making improvements or repairs, or paying off any indebtedness it may owe, and is further authorized and empowered to mortgage any or all of its real or personal property to secure said bonds, and

WHEREAS, pursuant to and in strict conformity with the said Act, said Board has determined to issue bonds to the extent of Five Hundred Thousand Dollars (\$500,000), to be secured by a first and paramount lien upon the properties hereinafter described, which determination is evidenced by a resolution of said Board unanimously adopted at a meeting held for the purpose of considering the issuing of said bonds on August 10, 1938, which resolution is duly spread upon the minutes of said Board, and

WHEREAS, said resolution further authorized and directed the officers whose names appear hereafter, to execute an indenture in the form hereof to secure bonds of the form, tenor and effect hereinafter set forth, for the purposes hereinafter specified, and

WHEREAS, said bonds are to be five hundred (500) in number, numbered consecutively from one to five hundred, both inclusive, of the denomination of One Thousand Dollars (\$1,000) each, and aggregating the principal sum of Five Hundred Thousand Dollars (\$500,000), and are to be dated the first day of September, 1938, and are to bear interest at the rate of three per cent (3%) per annum, payable semi-annually on March 1, and September 1 of each year, such interest to be represented by coupons attached to said bonds in form hereinafter set forth, and

WHEREAS, it is further provided by said resolution that of the said Five Hundred Thousand Dollars (\$500,000) of bonds, Three Hundred and Seventy-five Thousand Dollars (\$375,000) thereof, being bonds numbered one to three hundred and seventy-five both inclusive, shall be issued as of this date to be sold and delivered for value, and the remaining One Hundred and Twenty-five Thousand Dollars (\$125,000) in bonds, being bonds numbered three hundred and seventy-six to five hundred both inclusive, shall not be executed or delivered at the present time, but shall be authorized and secured hereby and held by the Board unexecuted and unissued, except upon the terms and conditions hereinafter set forth, and

WHEREAS, said Three Hundred and Seventy-five Thousand Dollars (\$375,000) in bonds now to be sold and delivered, are to mature as follows:

<u>Bond Nos.</u>	<u>Aggregate Principal Amount</u>	<u>Date of Maturity</u>
1 - 10	\$10,000	September 1, 1939
11 - 20	\$10,000	September 1, 1940
21 - 32	\$12,000	September 1, 1941
33 - 46	\$14,000	September 1, 1942
47 - 61	\$15,000	September 1, 1943
62 - 77	\$16,000	September 1, 1944
78 - 93	\$16,000	September 1, 1945
94 - 110	\$17,000	September 1, 1946
111 - 129	\$19,000	September 1, 1947
130 - 148	\$19,000	September 1, 1948
149 - 168	\$20,000	September 1, 1949
169 - 188	\$20,000	September 1, 1950
189 - 209	\$21,000	September 1, 1951
210 - 231	\$22,000	September 1, 1952
232 - 254	\$23,000	September 1, 1953
255 - 277	\$23,000	September 1, 1954
278 - 301	\$24,000	September 1, 1955
302 - 325	\$24,000	September 1, 1956
326 - 350	\$25,000	September 1, 1957
351 - 375	\$25,000	September 1, 1958
	<u>\$375,000</u>	

and

WHEREAS, said bonds and each of them, shall be in substantially the following form, to-wit:

\$1,000.00

No. _____

COMMONWEALTH OF KENTUCKY
 COUNTY OF JEFFERSON,
 CITY OF LOUISVILLE.
 LOUISVILLE FREE PUBLIC LIBRARY
 3% FIRST MORTGAGE LIBRARY BOND

The Board of Trustees of the Free Public Library of Louisville, Kentucky, a corporation created and existing under the Statutes of the Commonwealth of Kentucky, as a municipal institution and agency, for value received acknowledges itself to owe and hereby promises to pay to the bearer, the sum of One Thousand Dollars (\$1,000.00), in lawful currency of the United States on the first day of September 19__ , and to pay interest on said sum until maturity at the rate of three per cent (3%) per annum on the first day of March, 1939, and semi-annually thereafter on September 1, and March 1 of each year, or until this bond shall have been called for prior redemption as hereinafter set forth, upon the surrender of the annexed interest coupons as they severally become due. Both interest and principal are payable at the office of Kentucky Title Trust Company in Louisville, Jefferson County, Kentucky.

This bond is one of a series of five hundred (500) bonds of like denomination, tenor and effect, numbered consecutively from one to five hundred, both inclusive, issued under and secured by a mortgage dated the 1st day of September, 1938, from the Board of Trustees of the Free Public Library of Louisville, Kentucky, to Kentucky Title Trust Company, Louisville, Kentucky, as Trustee, for the holders of said bonds, which mortgage is of record in the office of the Clerk of the County Court of Jefferson County at Louisville, Kentucky.

This bond is issued under and in full compliance with the Constitution and the Statutes of Kentucky, including among others Chapter 73 of the Acts of the General Assembly of Kentucky of 1938 now codified as Sections 2801b-3 - 2801b-9, Carroll's Kentucky Statutes, 1938.

Said series of bonds, including this bond, is issued under and fully secured by the mortgage aforesaid without any preference, priority or distinction, whatever, of the lien thereof in favor of any one bond or coupon over any one or more of the others at any time outstanding, and without priority or distinction as to the lien thereof because of the time or times when said bonds or any of them may be issued and delivered, reference to said mortgage being hereby made for a particular description of the terms and conditions thereof and the security afforded thereby, and of the rights of the bond holders in regard thereto

This bond and coupon or coupons attached are and shall be fully negotiable and shall pass by delivery only.

Said series of bonds including this bond, is subject to call in whole, but not in part, on any interest due date by said Board of Trustees upon the publication of notice of such call at least once a week for four consecutive weeks next preceding the date of call, in a newspaper of general circulation in Louisville, Kentucky, providing only that on said call date the Board of Trustees shall pay to the owner or holder hereof the face value hereof plus interest accrued herein at 3% per annum to such call date, and a call premium equal to $2\frac{1}{2}\%$ of the face hereof if said call be on or prior to September 1, 1948, $1\frac{1}{2}\%$ thereof if said call be from March 1, 1949 to September 1, 1957, and if said call shall be after September 1, 1957, no call premium shall be due.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, to happen, and to be performed precedent to and in the

issuance of this bond do exist, have happened, and have been performed in due time, form and manner as required by law, and that the amount of this bond, together with all other obligations of said Board of Trustees of the Free Public Library of Louisville, does not exceed any limit prescribed by the Constitution or Statutes of Kentucky, and that said Board will continuously, punctually perform all duties required of it hereby, including the prompt payment to the Trustee of sums from time to time sufficient to pay interest on and the principal of this bond as they severally mature. *while and until the bonds or any part thereof, is outstanding*

IN WITNESS WHEREOF, said Board of Trustees of the Free Public Library of Louisville, has caused this bond to be executed by its Vice-President and its corporate seal to be hereunto affixed and attested by its Secretary, all of the first day of September, 1938.

BOARD OF TRUSTEES, LOUISVILLE FREE PUBLIC LIBRARY

By _____
Vice-President

ATTEST:

Secretary

and

WHEREAS the coupons for the payment of interest upon said bonds shall be substantially in the following form, to-wit:

FORM OF COUPON

Bond No. _____ Coupon No. _____

On the first day of _____, 19__ (unless this bond shall have been called for prior redemption), the Board of Trustees of the Free Public Library of Louisville, Kentucky, will pay to the bearer the sum of Fifteen (\$15.00) Dollars at the office of Kentucky Title Trust Company in Louisville, Kentucky, being six (6) months' interest then due on its bond above numbered.

BOARD OF TRUSTEES, LOUISVILLE FREE PUBLIC LIBRARY

By _____
Secretary

and

WHEREAS each of said bonds shall have in addition, a Trustee's certificate of identification endorsed thereon, such certificate to be in substantially the following form:

FORM OF TRUSTEE'S CERTIFICATE

This is to certify that the within bond is one of the series of five hundred (500) bonds mentioned and described in the mortgage from the Board of Trustees of the Free Public Library of Louisville, Kentucky, to the undersigned as Trustee, dated September 1, 1938, and of record in the office of the Clerk of the County Court of Jefferson County, Kentucky.

KENTUCKY TITLE TRUST COMPANY

By _____
Asst. Trust Officer

and

WHEREAS, all things necessary to make said bonds, when certified by the Trustee, the valid, binding and legal obligations of the Board, and these presents a valid mortgage to secure the payment of said bonds as herein provided, have been

done and approved, and the creation of this Mortgage Deed of Trust has been in all respects duly authorized.

NOW, THEREFORE, in consideration of the premises, and for the further consideration of One Dollar (\$1.00) cash in hand paid by the Trustee to the Board, receipt of which is hereby acknowledged, the Board does hereby sell, transfer and convey unto the Trustee, its successors and assigns, the following described lot or parcel of land together with all improvements thereon or hereafter to be placed thereon, and together with all the rents, income, issues and profits thereof, located and lying in the City of Louisville, County of Jefferson and State of Kentucky, and more particularly described as follows:

Beginning on the east side of Fourth Street, Two Hundred and Eighty-two feet and ten inches (282' 10") south of Liberty Street, thence running southwardly along the east side of Fourth Street One Hundred and thirty-seven feet and three-fourths of an inch (137' 3/4"), more or less, and extending back eastwardly of that width throughout two hundred feet (200') to an alley; the northern line being parallel with Liberty Street and the Southern line being identical with the northern line of the lot formerly owned by Samuel B. Thomas and conveyed by the Commissioner of the Jefferson Circuit Court by deed dated October 21, 1903, and recorded in Deed Book 606, page 46, and being the same lot or parcel of land conveyed to said Board of Trustees of the Louisville Free Public Library by deed dated May 13, 1913, and recorded in Deed Book 782, page 631, in the office of the Clerk of the Jefferson County Court in Louisville, Kentucky.

TO HAVE AND TO HOLD the same with all the improvements thereon or hereafter to be made thereon, or any extensions and additions thereto, and all rights, privileges and appurtenances thereunto belonging together with the rents, income, issues and profits thereof unto the said Trust Company, Trustee, its successors and assigns forever, with Covenant of General Warranty.

But in trust, nevertheless, for the equal pro rata benefit and security of each and every holder of the bonds and interest coupons issued under and secured hereby, and for enforcing payment thereof when payable in accordance with the true intent and meaning of the stipulations of this Mortgage and of said bonds and of said interest coupons, respectively, and without preference as to lien or otherwise of any one bond or coupon, and so that each bond or coupon issued under this mortgage shall have the same lien and privileges hereunder, and so that the principal and interest of every bond shall be equally secured hereby according to the amount of the principal and interest of each bond, respectively, as herein specified; it being intended that the lien and security of all said bonds shall take effect from the date of the execution and delivery of this mortgage, whether the same shall be actually issued, sold, or disposed of at said date, or whether they shall be issued, negotiated, or sold at some future date, and so that the lien and security of this mortgage and of all bonds that may be issued hereunder shall take effect from the date of execution and delivery hereof as though actually issued, sold, and delivered to and in the hands of innocent holders for value upon said date, and the lien and security of said bonds shall be in no manner altered, impaired and prejudiced by the creation of subsequent mortgages by the Board of Trustees of the Louisville Free Public Library, or by the entry or acquisition of judgments or liens in any form by creditors at any future time.

No preference, priority or distinction, whatsoever, of the lien afforded hereby shall be granted to the holders of the bonds presently issued as against the remaining bonds to be hereafter issued, and the provisions hereinafter set forth

for the filing of a supplemental mortgage or mortgages referring to said additional bonds, shall under no circumstances be construed to create for said remaining bonds a lien in any way secondary or inferior to the lien securing the bonds now being issued, but said supplemental mortgage or mortgages shall be filed solely and only for the purpose of complying with the existing Statutes of the Commonwealth of Kentucky, more particularly Sections 511a-1 - 511a-3, and the bonds provided for herein and to be later issued pursuant to such supplemental mortgage shall be, when issued, in accordance with the terms hereof as hereinafter set forth, entitled to the same privileges hereunder as though issued, negotiated and sold into the hands of innocent holders for value upon the date of the execution hereof.

The board further covenants unto the Trustee, its successors and assigns, that it is seized of an absolute Fee Simple title to the property hereby conveyed, subject only to a certain lease held by the Kaufman-Straus Company upon the property above described, dated April 1, 1936, and recorded in Deed Book 1599, Page 163 in the office of the Clerk of the County Court of Jefferson County, Kentucky; that the same is free from all encumbrances, taxes, or liens of any character, and that it has full power and right to make this conveyance.

And the property herein described shall be held by the Trustee for the further uses and upon the terms and conditions hereinafter set forth, that is to say:

1. Upon the execution, delivery and recording of this mortgage, Three Hundred and Seventy-five bonds (375) of the five hundred (500) bonds herein authorized, being bonds numbered from one to three hundred and seventy-five, both inclusive, shall be executed by the Vice-President and Secretary of the Board, and thereupon duly certified by the Trustee, and said bonds shall thereupon be delivered to the Vice-President of the Board for sale and delivery in accordance with the resolution of said Board adopted at its meeting of August 10, 1938.
2. Only such bonds as shall be certified by the Kentucky Title Trust Company as Trustee, by the signing of the certificate endorsed thereon, shall be secured by this mortgage and be entitled to any benefit or lien herein, and such certificate shall be conclusive evidence that the bonds so certified have been duly issued herein and are entitled to the benefit of the trust hereby created.
3. The proceeds from the sale of said bonds shall be by the Board deposited in a special and separate account created for that purpose, and shall be expended by the Board exclusively for and in strict conformity with the purposes set forth in the resolution adopted by the Board of Trustees on August 10, 1938, but neither the purchasers of said bonds nor the Trustee shall be required to examine into the application of said funds or the uses made thereof.
4. Said bonds and interest coupons shall pass by delivery. The Trustee and the Board shall deem and treat the bearer of any of said bonds or coupons as the absolute owner of such bonds or coupons.
5. The board covenants and agrees with the Trustee and with each and every holder of the bonds or coupons issued hereunder, that it will promptly pay the interest and principal thereof when and as the same become due and payable, according to the tenor, and effect thereof.
6. For said purpose and in order to provide to the Trustee funds at all times sufficient to pay said interest and principal, the Board covenants and agrees that so long as only \$375,000 of bonds authorized hereby have been issued, it will, on the first of each and every month, beginning October 1, 1938, pay to the Trustee the sum of Two Thousand One Hundred and Twenty-five Dollars (\$2,125.00) until

September 1, 1958, being at the rate of Twenty-Five Thousand Five Hundred Dollars (\$25,500) per annum, such sums to be held and used by the Trustee for the purpose of paying the interest and principal of said bonds as they severally become due. In the event that the remaining One Hundred and Twenty-five Thousand Dollars (\$125,000) of bonds, being numbered 376 to 500, both inclusive, or any part thereof, are hereafter issued and sold as hereinafter provided and set forth, said monthly payments shall be increased from the date of the issuing of said additional bonds, as follows:

It is hereinafter provided that said One Hundred and Twenty Five Thousand Dollars (\$125,000) of bonds, being bonds Nos. 376 to 500, both inclusive, or any part thereof, may be issued and sold by the Board for the exclusive purpose of improving, repairing, or adding to the property herein described. If, as and when so issued, said monthly payments to the Trustee hereunder shall be increased by the net increase in the revenue received by the Board as rentals for the property so improved, but, in any event, by a sum sufficient to pay the interest upon said additional bonds semi-annually, and to create a sinking fund sufficient to retire the principal of said bonds in accordance with the maturities thereof.

7. As further security for the bonds and coupons issued hereunder, and as security for the obligation of the Board to provide the sums above set forth to the Trustee for payment thereof, the Board of Trustees does hereby assign to the Trust Company for the current year, and annually thereafter until all bonds issued hereunder have been redeemed, paid, cancelled and retired, so much of its legally assignable revenue from the City of Louisville as may be necessary to guarantee the monthly sinking fund payments, above set forth, and the Board further covenants and agrees to execute such instruments, if any, as may hereafter appear necessary to make said assignment effective.

8. The Board of Trustees for itself, its successors and assigns, covenants and agrees that it will pay all taxes and assessments of any kind whatsoever against the property herein described, and will diligently preserve the rights, franchises and property now owned by it and conveyed hereby, and will at all times keep and maintain said property in thorough repair, working order, and first class condition, and that it will comply with all of the terms and conditions of its lease with Kaufman-Straus Company, dated April 1, 1936, above mentioned, so that said lease shall be preserved in full force and effect and the rentals due thereunder shall be continuously protected.

9. Said Board for itself, its successors and assigns, further covenants and agrees that it will at all times hereinafter, until said principal sum of money and interest thereon represented by said bonds shall be fully paid, keep all insurable property hereinbefore described, insured against loss or damage by fire, or cyclone, or wind storm, to the full extent of its insurable value and, in any event, in a sum not less than the face value of all outstanding bonds issued hereunder, in a responsible insurance company or companies to be approved by the Trustee; will cause said insurance to be made payable to the Trustee in case of loss, and will cause said policies to be delivered to and deposited with said Trustee as additional security for the covenants herein. Any amount collected on said policy or policies for any such loss or damage, shall be by the Trustee at its option and in its sole discretion, applied either to the pro rata payment of the indebtedness evidenced by the bonds and coupons issued hereunder, or to the restoration of the property.

10. Should the Board fail to promptly pay when due any taxes or assessments, as provided in the foregoing Paragraph 8, or should the Board fail to provide and to deposit with the Trustee insurance as set forth in the foregoing Paragraph 9,

or should the Board fail to pay the premiums upon said policies, then, and in that event, the Trustee may, but shall be under no obligation to pay said taxes or assessments, and may but shall be under no obligation to procure said insurance or pay said premiums, and any sums so advanced by the Trustee together with 6% interest thereon shall become a part of the debt hereby secured, and said advances by the Trustee shall be prior and superior to the claims of the holders of the bonds and interest coupons issued hereunder, and shall be secured by a lien on the mortgaged property and all assets of the sinking fund, prior and superior to the lien for the protection of said bonds.

11. The Board agreed and covenants not to sell, convey, or dispose of the property herein described, or to make any change in the existing lease with the Kaufman-Straus Company during the term of the bonds issued hereunder, which shall reduce the net rentals to be received thereunder by the Board, and further covenants not to place any further mortgages upon said property, or to demolish, alter, or make any structural changes in the improvements on said property, without the written consent of the Trustee.

12. The Board may at any time hereafter issue all or any part of the \$125,000 in bonds not issued at this time, being bonds numbered 376 to 500 both inclusive, but said additional bonds shall only be issued for the purposes hereinafter set forth, and under the following terms and conditions, to-wit:

(a) Said bonds, or any part thereof, may be issued and sold only for the purpose of making additions, improvements, or repairs to the property hereby mortgaged, and the proceeds of any of said bonds are hereby exclusively pledged for such purposes.

(b) Upon determination by the Board of the desirability of making additions, improvements, or repairs to the property mortgaged hereby, the Board shall adopt a resolution specifying the nature of such additions, improvements or repairs, and the estimated cost thereof.

(c) Such resolution shall specify the amount, if any, of the additional income and revenues to be received by the Board from the property hereby mortgaged after or as a result of such additions, repairs and improvements, and shall specify the date or dates upon which said bonds shall be issued, which dates shall be as of March 1st or September 1st of the then current year, and shall fix the maturities of said bonds causing same to mature serially over a period of from one to not more than fifteen years, and the annual interest and principal payments necessary for the retirement of said bonds in accordance with such maturity schedule, shall be fully set forth in said resolution.

(d) Two certified copies of said resolution as adopted shall be furnished to the Trustee, and the Board shall thereupon execute and deliver to the Trustee a supplemental mortgage referring to this mortgage and this section thereof, setting forth the numbers, date, and maturities of the bonds to be issued, and providing that said bonds when executed and certified by the Trustee shall be secured hereby, as though issued simultaneously with the execution of this instrument.

(e) Immediately upon the issuing of said additional bonds or any part thereof, the annual payments by the Board to the Trustee, as provided in Paragraph 6 hereof, shall be immediately increased by an amount equal to the increased revenue to be derived by the Board from the property herein described because of such additions, improvements or repairs, or by the amounts necessary to pay interest and principal of said additional bonds as set forth in the resolution, whichever sum may be greater, and said annual payments shall be paid in twelve (12) equal monthly

installments to the Trustee on the first of each and every month in addition to the payments provided by Paragraph 6 hereof.

13. If the Board shall fail to keep any of the covenants or obligations herein provided, and shall not cure such default within thirty days after notice thereof shall have been given to the Board by the Trustee, or, in any event, within sixty days after such default, then the Trustee may in its discretion and shall upon demand of the holders of fifty per cent of the aggregate principal amount of the bonds then outstanding, declare the entire indebtedness secured hereby to be at once due and payable.

14. Should default occur as above provided, the Trustee may enforce its rights hereunder by suit at law or in equity after first being indemnified by the holders of said bonds against all costs, expenses and attorney fees which it may incur or become bound for, enter upon said premises without notice to said Board and collect and apply the rents, income, issues and profits thereof first, to the payment of such costs, expenses, attorney fees, and a reasonable compensation to it for its services, and second, to the pro rata satisfaction and discharge of the indebtedness and demands secured by this indenture, and said Board agrees that should suit be brought to enforce this indebtedness, the Board will pay all costs, expenses and attorney fees incurred by said Trustee as well as reasonable compensation to said Trustee, and the same shall be treated as secured by the lien afforded by this mortgage. Should the Trustee so desire, or should the holder of any of said bonds so demand a Receiver may in case of default by the Board as aforesaid, be appointed by a court of competent jurisdiction to take charge of said property and apply the rents, income, issues and profits thereof as aforesaid.

15. The Board reserves the right to retire all of the bonds issued hereunder at any time outstanding, but not less than all of said bonds, on any interest due date, by giving notice of its intention so to do by publication of notice at least once a week for four consecutive weeks next preceding the date of call, in a newspaper of general circulation in Louisville, Kentucky, providing only that upon said call date the Board shall provide to the Trustee funds sufficient to pay the principal amount of all outstanding bonds together with interest accrued thereon to such call date, and if said call date be on or prior to September 1, 1948, a call premium equal to $2\frac{1}{2}\%$ of the principal amount of the outstanding bonds, if said call date be from March 1, 1949 to September 1, 1957, said call premium shall be $1\frac{1}{2}\%$ of the principal amount of the outstanding bonds, and if said call shall be after September 1, 1957, no call premium shall be due. Upon determination by the Board to call the outstanding bonds for payment as herein provided, a resolution shall be adopted providing for said call and for the publication of notice thereof, as above set forth, and a certified copy of said resolution shall be promptly furnished to the Trustee, and as said notices are published in the newspapers as prescribed herein, copies of said published notices shall also be furnished by the Board to the Trustee. If on the call date publication, as aforesaid, of the notice of the call has been had in conformity herewith, and funds sufficient to provide for payment of the bonds as herein set out have been deposited with the Trustee for such purpose, then, and in that event, interest shall cease upon said bonds from that day forward, and the Trustee may without further action on the part of the Board, and without notice to the holders of said bonds, release and discharge this mortgage and the rights of the bond holders shall thereupon be transferred to the sum so held by the Trustee.

16. All recitals contained in said bonds or this mortgage are made by the Board; and the Trustee neither in its individual capacity nor as Trustee shall be responsible for the correctness of same. It shall not be the Trustee's duty to

see that the Board performs or keeps the covenants and conditions undertaken by it in said bonds, or coupons, or this mortgage; and it shall not be the Trustee's duty to see that said bonds or coupons, or this mortgage are duly executed, or that the lien intended to be created by this mortgage is in fact duly created or continued. The Trustee neither in its individual capacity nor as said Trustee shall be liable for any defect in or encumbrances upon the title to the mortgaged property, nor on account of the failure of same to fully secure the payment of said bonds and interest thereon; nor on account of any acts or defaults of any attorneys, agents, employees or others selected by the Trustee.

17. The Trustee shall be fully protected in acting upon any notice, request, consent, affidavit, certificate, assignment, note, or other paper or document believed by it to be genuine and signed by the proper party. The Trustee shall not be required to examine into the purposes for which the proceeds of the bonds issued hereunder or hereafter are or may be used, but may conclusively presume that said proceeds will be used in accordance with resolution of the Board properly certified to said Trustee and believed by the Trustee to be genuine. The Trustee shall not be liable for any action taken or omitted to be taken by it in good faith, and in the exercise of reasonable care and believed by it to be within the discretion or power conferred upon it by this mortgage, or be responsible for the consequences of any error of judgment, and the Trustee shall not be answerable except for its own receipts, neglects and defaults, nor for any loss unless the same shall happen through the negligence or other default of the Trustee.

18. The conditions of this mortgage are such that if the said Board shall well and truly pay and discharge all of said bonds and coupons and other demands hereby secured according to the tenor hereof, and shall faithfully perform all and singular the covenants herein contained, then, and in that event, the Trustee shall at the request and cost of said Board release and discharge the lien of this mortgage. The production to the Trustee, duly cancelled, of all bonds issued under the terms of this mortgage, or the payment to the Trustee of funds sufficient in said Trustee's opinion for the payment of all of the outstanding bonds, together with interest thereon until maturity, and such call premiums, if any as may be due, shall be sufficient authority for the release of this mortgage by the Trustee.

IN TESTIMONY WHEREOF, the Board of Trustees of the Free Public Library of Louisville, Kentucky, and Kentucky Title Trust Company, Trustee, have caused their names to be hereunto affixed by their respective duly authorized officers, and their respective corporate seals to be hereunto affixed, the day and year first herein written.

SEAL

ATTEST:

(signed) Harold F. Brigham
Secretary

BOARD OF TRUSTEES OF THE FREE
PUBLIC LIBRARY OF LOUISVILLE, KENTUCKY

By (signed) Howard C. Davis
Vice-President

SEAL

KENTUCKY TITLE TRUST COMPANY, TRUSTEE

By (signed) Henry Y. Offutt
Vice-President

STATE OF KENTUCKY)
COUNTY OF JEFFERSON) SS

I, the undersigned Notary Public in and for the State and County aforesaid, do hereby certify that the foregoing instrument of writing was produced to me in

said State and County by Howard C. Davis, Vice-President, and Harold F. Brigham, Secretary, of the Board of Trustees of the Free Public Library of Louisville, Kentucky, and acknowledged by them to be the act and deed of the Board of Trustees of the Free Public Library of Louisville, Kentucky, and said instrument was also acknowledged and delivered by Henry Y. Offutt, Vice-President, to be the act and deed of Kentucky Title Trust Company, Trustee.

Witness my hand this 1st day of September, 1938. My commission expires February 24, 1942.

SEAL

(signed) Carl B. Eastes
Notary Public, Jefferson County, Kentucky

Mr. Davis reported the opening of a new account in the Kentucky Title Trust Company to cover all receipts and disbursements chargeable to the new South Louisville Branch, including the grant from the Public Works Administration and the gift of \$3,300.00 from citizens for the site, and to be known as the Special Construction Account for South Louisville Branch.

The librarian's statistical report for the month of August and for the fiscal year ending August 31, was distributed and ordered on file.

The librarian reported the opening and operation of two new stations, with the assistance of the Works Progress Administration in furnishing custodians, namely in the LaSalle Place low-cost housing project and in the county at St. Matthews. An inquiry was also reported from the local office of the Federal Housing Commission relative to plans for a library in the new East End low-cost housing project. This inquiry was referred to the Library Committee with power to act.

The need of a planned program of library publicity was discussed, with a special reference to the possibility of engaging a specially qualified person on a fee basis for the purpose. This was referred to the Library Committee to report back to the Board.

Unfinished business:

Mr. Kavanagh reported progress in compiling the Library Statutes and By-laws of the Board and preparing same for publication. He noted that the By-Laws will call for considerable revision to bring them up to date and suggested that the revision be referred to the Library Committee to report its recommendations to the Board. This was agreed by consent.

New business:

The librarian requested authorization to proceed with the purchase of books. Following discussion, it was agreed to authorize the expenditure of \$12,500., the plans for disbursing these funds to be worked out by the Library Committee in cooperation with the librarian.

Dr. Rauch referred to a conference on September 2 in his office to consider informally questions of law and policy which Mr. Kavanagh had suggested the Board should resolve, namely (1) the legality of paying the librarian a salary in excess of the \$5,000. Constitutional limit; (2) the legality of paying the expenses incurred by any staff members in attending conferences; and (3) the policy of granting vacations in excess of the two weeks usually granted other public employees.

Dr. Rauch stated that the City Department of Law had been requested to render its opinion on the question of librarian's salary.

Mr. Poston presented this opinion, which was read by the Secretary,
as follows:

September 14, 1938

Board of Trustees of the
Louisville Free Public Library,
Louisville, Ky.

Gentlemen:

You have asked us to advise you whether it is legal or illegal for you to pay the secretary-librarian in excess of \$5000.00 per year, which raises a question that is very interesting, important, and troublesome.

Section 246 of the Constitution provides in part:

"No public officer, except the Governor, shall receive more than \$5000.00 per annum as compensation for official services."

The question therefore depends upon whether or not the secretary-librarian is a public officer.

In the recent case of City of Lexington v. Thompson, 250 Ky. 96, 61 S.W. (2) 1092, the question was whether the City Manager was a public officer coming within the purview of the constitutional limitation.

In holding that he was, the court rendered a very interesting decision, and in it relies upon the decision in a case from Montana, and this quotation is made therefrom:

"After an exhaustive examination of the authorities, we hold that five elements are indispensable in any position of public employment, in order to make it a public office of a civil nature:

- (1) it must be created by the constitution or by the legislature or created by a municipality or other body through authority conferred by the legislature.
- (2) It must possess a delegation of a portion of the sovereign power of government, to be exercised for the benefit of the public.
- (3) The powers conferred, and the duties to be discharged, must be defined, directly or impliedly, by the legislature or other legislative authority.
- (4) The duties must be performed independently and without control of a superior power, other than the law, unless they be those of an inferior or subordinate office, created or authorized by the legislature, and by it placed under the general control of a superior officer or body.
- (5) It must have some permanency and continuity, and not be only temporary or occasional.
- (6) An officer must take and file an official oath, hold a commission or other written authority, and give an official bond, if the latter be required by proper authority."

Assuming that rules 1, 2 and 3 exist, your attention is specifically called to 4 wherein it is stated that the duties must be performed independently and without control of a superior power, etc. The language of our own court is, combining 2, 3 and 4, as follows:

"I must possess or contain a delegation of a portion of the sovereign power of the government to be exercised by the incumbent for the benefit of the public, and the powers and duties must be defined by the authority creating the position, and must be performed by the incumbent independently and without control of any superior public power or authority other than that contained in the law creating the position."

Upon examining your by-laws, we find that every act of the librarian is subject to the control of the Board, and that he is given no discretion in anything. For instance, he cannot hire or fire; cannot contract for books, and can only recommend subject to the action of the Board.

In other words, your secretary-librarian cannot act independently or without your control, which our court says is an indispensable adjunct to an office.

The latter part of 4, which reads:

"Unless they be those of an inferior or subordinate office, created or authorized by the legislature and by it placed under the general control of a superior officer or body"

gives us a great deal of trouble, but our own court interprets that as meaning "except the functions of a deputy officer, where the law provides for one, who acts under the direction and control of his principal and in the latter's name."

It seems to us that our court has interpreted that exception as applying to persons who are deputies to an officer, for instance like a sheriff or constable or similar office, and that your secretary-librarian does not fall within that exception, and certainly his powers do not measure up to those prescribed by the preceding words in Section 4 in regard to independence of action.

In the Lexington case, above cited, the City Manager was virtually put in full control of the government of the City and the court remarks upon the broad powers that appertain to the office, saying that surely it could not logically be contended that one possessing such broad governmental powers is not an officer but is only an agent or employee.

Ordinarily speaking, we would say with regard to private corporations that a secretary is generally, but not always, an officer of his company and as a matter of fact, it is a matter of common knowledge that often secretaries are general executive officers of a corporation.

However, in this matter, the position of secretary is incidental to the position of librarian. The librarian is a highly technical man experienced along the lines of qualified librarians and this we think is the principal duty of your secretary-librarian.

Our conclusion, therefore, is that tested by the rules laid down in the Lexington case, your secretary-librarian is not an officer within the purview of Section 246 of the Constitution and that, therefore, an allowance to him of a salary in excess of \$5000 is legal.

In so holding we are not unmindful of the opinion held by many lawyers, for whom we hold the highest regard, to the contrary.

The question is an extremely close one, and sound arguments can be made in support of both sides.

It is a matter of great importance and we think that there should be a test suit so that we can get a decision from our Court of Appeals for until such decision none of us can certainly know what the law is.

Very truly yours,

/s/ LAWRENCE S. POSTON
Ass't Director of Law

LSP/W

Mr. Davis raised the question whether the Board had freedom to use library income from non-tax sources without restrictions imposed by the constitutional limitation. Mr. Poston discounted this argument, stating that it belittled the monies received from taxation and implied subterfuge.

Mr. Kavanagh read the following prepared statement, with explanatory comments:

NOTES ON LIBRARY
by J. J. Kavanagh

Salary, traveling expenses and vacations of employees

Employees' Salaries:

The action of the special committee, subsequently approved by the Library Board, employing the Librarian at \$6,000.00 a year, while made in good faith, was illegal and void. The Library Board of the year 1931, or any other Library Board, cannot impose its obligations on this Board in the way of personnel, contracts or agreements because Kentucky Statutes, section 2801b-4 vest authority in the Library Board to employ and discharge any or all employees at will.

(a) The actions of the Library Board of the year 1931 and all Library Boards subsequently approving and paying a salary of \$500.00 a month or \$6,000.00 annually, are illegal because they violate section 246 of the Kentucky Constitution.

1. No public officer shall be paid a salary greater than \$5,000.00 per year except the Governor. Kentucky Constitution 246.
2. A public librarian, custodian of public properties and paid public funds is a public officer within the meaning of the Constitutional provision.
3. If not a public officer, the Librarian is a public employee and no employee can receive a larger salary than the salary designated as a maximum salary by the Constitution for the public officer.
4. A salary greater than \$5,000.00 annually paid to a public officer or a public employee is illegal.
 - (a) No State Officer except the Governor receives more than \$5,000.00
 - (b) No municipal officer receives more than \$5,000.00
 - (c) No institution supported by public funds, like the Louisville and Jefferson Children's Home, Waverly Hills Tuberculosis Hospital, etc., pays any employee in excess of \$5,000.00
 - (d) The Kaufman-Straus property, income and rents, is the property of the Public Library. See Com. v. Louisville Free Public Library, 151 Ky. 420, 152 SW 262. All income of the Public Library is a public fund and cannot be so divided and charged with a total salary to exceed \$5,000.00

Employees' Traveling Expenses:

It has been the policy of this Board heretofore, to pay any employee's expenses, but chiefly the Librarian's expenses, for any and all trips apparently done in the line of duty, but not on official business. During the last seven years the Librarian, with the consent of this Board, has taken four to five trips per year, at an average expense of \$200.00 per year or \$1400.00 total traveling expenses. The law in this State is well-settled that no traveling expenses may be allowed or paid to any employee of the Library except on official business. See Jefferson County Ex Rel. Grauman, et al. vs. Jefferson County Court, decided June 18, 1937 and re-hearing denied October 15, 1937, 269 Ky. 768; 108 SW (2) 810, and the leading case of Shanks vs. Commonwealth, Ex rel. Daughtery, Attorney General, decided March 25, 1927, 219 Ky 212, 292 SW 837. The Library Board, no matter how well intentioned, acts arbitrarily and to such an extent as to waste public funds, when it allows traveling expenses of any employee when the employee is not on official business. The Library Board cannot legalize an illegal act.

Employees' Vacations:

It is the custom at present, and has been for some time, for the Library Board to allow a month's vacation with pay to the Librarian and Heads of Departments. The Library Board exceeds its implied powers when it permits such vacations with pay because same constitutes an unlawful use of public time and money. Such an extended time constitutes waste. The only and proper way to measure what is the proper vacation with pay, is to compare the vacations of the public library employees with the vacations permitted State, County and City employees and also efficient and economical administration of public institutions in the same State and particularly in the same community. The universal practice is for public institutions and private business to allow ten days to two weeks with pay for vacations. Anything else is favoritism and a misuse of public funds.

.....

Mr. Davis suggested the advisability of asking the librarian to accept a salary of \$5,000 pending final settlement of the case. The librarian indicated his wish to cooperate but expressed the hope that no further reduction in his income may be necessary, at least until the case is decided.

Mr. Poston declared that it would be necessary to continue the librarian's salary in excess of \$5,000 in order to furnish a true basis for the proposed law suit. It was so agreed by consent.

Mr. Kavanagh urged that the suit be drawn to include the questions of conference expenses and vacation time.

Dr. J. D. Figgins appeared before the Board at this point, as Director of the Museum of the Isaac W. Bernheim Foundation, to present Mr. Bernheim's request for custody of the Bernheim collection of paintings now in the hands of the J. B. Speed Memorial Museum.

Dr. Figgins explained the damage sustained by the paintings in the Flood of 1937, and asked custody of them for purposes of renovation and restoration, with the understanding that they would be returned to the Library for display if this was the library's wish. He requested that they be taken from the custody of the Speed Museum inasmuch as the Museum was obliged to keep the paintings in storage rather than on public display.

Mr. Davis suggested that the Board consider returning the paintings out-

right to Mr. Bernheim if there was no legal obstacle to prevent this.

Mr. Davis made the motion, seconded by Mr. Powell, that the Board consent to give custody of the paintings to Dr. J. D. Figgins, as the designated representative of Mr. Isaac W. Bernheim, for the purpose of having the pictures renovated and restored, it being understood that this action prejudices neither the library nor Mr. Bernheim as to the question of ownership. Carried.

The meeting adjourned at 6:30 p.m.

MINUTES APPROVED:

Joseph A. Paul President
Harold E. Brigham Secretary

Exhibit No. 1

Aetna Oil Service	\$ 31.70
American Library Association	16.90
Arctic Ice Co.	34.80
W. J. Baker Co.	341.00
Banks-Baldwin Law Publishing Co.	10.00
Clara L. Behrens, Head Order Dept.	114.19
Belknap Hardware & Mfg. Co.	54.77
Alfred M. Best Co.	55.77
Bland Electric Co.	2.25
A. S. Blunk Heating Co.	416.35
Bomar-Summers Hardware Co.	93.85
Harold F. Brigham, Libn. Petty Cash	52.42
J. Geo. A. Buffat	16.97
Bunton Seed Co.	7.20
Byrne & Speed Coal Corporation	6.00
Carter Dry Goods Co.	15.47
Central Battery Co.	3.84
Central Glass Co.	16.94
Chemco Co.	1.90
Chicago Glue Corp.	18.00
Childers Electric & Paint Co.	152.98
College Book Exchange	4.25
Columbia Carbon Co.	8.75
Columbia University Press	3.70
Cook Auto Service	47.75
The Courier-Journal, The Louisville Times	84.00
William H. Day Co.	2.75
Dehler Bros. Co.	3.28
Demco Library Supplies	5.20
Diem & Wing Paper Co.	15.23
Ditto, Inc.	13.69
Frederick J. Drake & Co.	3.00
R. O. Dusch	16.85
Encyclopaedia Britannica, Inc.	72.10
F. W. Faxon Co.	15.33
Geo. G. Fetter Co.	62.10
The Filson Club	10.80

1832.08

The Forum	5.67
Frey Planing Mill Co.	37.29
Gaylord Bros., Inc.	42.00
V. C. Glass Carpet Co.	12.46
Gonzenbach & Sons	18.00
Gulf Refining Co.	18.52
Robert L. Hawes & Co.	6.00
Horn Transfer Line	44.87
Harry H. Hughes & Sons	6.00
H. R. Huntting Co.	19.39
Wendell Huston Co.	2.82
Junior Literary Guild Corp.	126.00
Joseph & Joseph	1,600.00
Kast Bindery Service	8.40
Kee Lox Manufacturing Co.	21.00
Kentucky Book Mfg. Co.	358.79
Kentucky Terminix Co.	75.32
Kentucky Title Trust Co.	450.00
Kentucky Workshop for the Adult Blind	5.75
Klein Bros.	12.15
Alfred A. Knopf	3.24
Koehler Stamp & Stencil Co.	10.50
H. C. Korfhage Co.	4.75
Krause-Weilage Co.	155.45
Wm. C. Krauth Electric Co.	6.75
Leonard Brush & Woodenware Co.	9.00
Librarian of Congress	50.00
Long's Towel Supply	18.00
Longmans, Green & Co.	4.05
Louisville Division of Recreation	22.00
Louisville Grocery Co.	10.40
Louisville Gas & Electric Co.	497.41
Louisville Paper Co.	63.51
Louisville Research Laboratory	5.00
Louisville Sanitary Wipers Co.	7.50
Louisville Towel Supply Co.	7.50
Mrs. Stella McDaniel	50.00
Maintenance Supply Co.	12.50
Edw. H. Marcus Paint Co.	2.96
William H. Marcus	23.08
Mayes Printing Co.	12.38
Meffert Equipment Co.	6.02
Merchants & Manufacturers Paint Co.	18.98
Miller & Grafton	8.75
Miller Paper Co.	48.55
Mississippi Valley Historical Association	5.00
John P. Morton & Co.	121.00
Mueller-Estep Co.	20.00
Multigraph Sales Agency	1.70
Municipal Year Book	5.00
National Bibliophile Service	10.32
National Society, Daughters of the American Revolution	6.00
Neill-LaVielle Supply Co.	7.80
	5937.61

Thomas Nelson & Sons	6.58
Office Equipment Co.	18.30
Olive-Markel Electric Co.	157.83
Otis Elevator Co.	37.94
Patterson's American Educational Directory	4.80
Premier Paper Co.	29.95
Remington Rand, Inc.	909.96
The Rosenbach Co.	75.00
Rowland Paper Co.	10.70
Royal Typewriter Co.	1.50
Ruud-Humphrey Co.	24.05
J. J. Ryan Electric Co.	33.66
L. E. Sikking	207.20
Southeastern Paper Co.	31.18
Southern Bell Telephone & Telegraph Co.	210.95
Southland Electrical Supply Co.	21.22
Special Libraries Association	7.50
Standard Oil Co.	57.02
Standard Printing Co.	399.25
Standard Typewriter & Supply Co.	8.00
W. K. Stewart Co.	16.22
Frederick A. Stokes Co.	2.52
Stoll Oil Refining Co.	34.09
Universal Library Service	3.33
U. S. Superintendent of Documents	25.00
Universal Publishing Syndicate	99.68
U. S. Sanitary Specialties Co.	70.00
Weekly Underwriter	3.00
Weissinger-Gaulbert Real Estate Co.	701.80
H. W. Wilson Co.	549.17
Western Union Telegraph Co.	5.07
Wilderness Road Book Shop	6.72
Wood-Mosaic Co.	61.27
	<hr/>
	9,768.07
Pd) Harold F. Brigham, Libn. Pay Roll	10 176.68
Pd) Universal Publishing Syndicate	3 227.21
	<hr/>
Total	\$ 23,171.96

Exhibit No. 2

From: The Building Committee and Library Committee
 To: Library Board of Trustees

Subject: Proposed changes affecting the
 Watterson Room and Civics Room

The need of making a more satisfactory disposition of the Henry Watterson Memorial Library in accordance with the terms of the original bequest has long been recognized.

The desirability of making more effective uses of the valuable space represented in the present Watterson Room, now closed to the general public, and in the adjoining Civics Room has also been recognized.

The following plan for accomplishing these purposes is presented to the Library Board as the joint recommendation of the Building Committee and Library Committee.

General Plan

It is proposed (1) to establish a "Henry Watterson Alcove" in the present Civics Room; (2) to combine this Room and the present Watterson Room with an open archway utilizing W.P.A. assistance for the purpose; (3) to establish in all of the remaining space in the combined rooms a "Local History Division" and (4) to maintain the combined rooms open to the public, utilizing the equivalent of the Reference Staff which now maintains the Civics Room.

Observations on the Plan

A careful study of all records relating to the Watterson bequest indicates that the establishment of a "Henry Watterson Alcove" is the only binding stipulation. There are no reservations or restrictions requiring that all the books must be kept together in one place, or that the books must not be circulated. It is assumed that the Public Library is obligated to open the Watterson Alcove to the public, but the records clearly indicate that the Board is free to determine all details of maintaining the Alcove in its own discretion.

Therefore, it is proposed to reduce the number of books to be kept in the Watterson Alcove by retaining those of special value, those of reference importance and those particularly apt or significant for the purposes of a memorial to the late Henry Watterson. The books so retained will be used for reference only, in the room. With these books will be displayed the paintings, statuary, medals, and desk of Henry Watterson as integral parts of the Watterson Alcove. The balance of books constituting the present Watterson collection will be distributed to the general book collections of the library and allowed to circulate as other books.

The need of a special Division of Local History has long been felt. The library possesses large and important collections of materials relating to Louisville, Jefferson County and the state of Kentucky, including unique collections of clippings and pamphlets, a large collection of the works of Kentucky authors, much documentary and source materials, and a large collection of local newspapers. The use of all these materials has been seriously handicapped by the fact that they are scattered throughout the library in at least five different locations on three different floors.

It is proposed to combine and concentrate all of these Local History materials except bound newspapers in the new combined rooms, adjacent (appropriately) to the proposed Henry Watterson Alcove. The film reading machine is also to be located in these rooms for the use of the public, since it is designed for reference use in consulting film files of local newspapers. The film reproductions of current newspapers, which will no longer be bound, are to be kept on file in these rooms with the reading machine, and of course also the film reproductions of back files of newspapers as it is possible to obtain these film copies.

It is also proposed that one person be designated as Head of the New Division of Local History, including the Watterson Alcove, to be chosen from the Reference Staff as specially qualified for such a responsibility. Additional help will be scheduled, as at present, by the Reference Department. General supervision of the new Division will still lodge with the Head of the Reference Department.

It is expected that some of the local history material will be circulated from the new Division on the second floor, since a portion of the material to be transferred from the stacks is circulating material. This will call for some special working agreement between the Reference Department and the Circulation Department.

The physical changes required to provide for the proposed Watterson Alcove and Division of Local History can be made at a minimum cost with the assistance of the Federal Works Progress Administration. These changes involve the construction of a large archway between the two rooms, the shifting of present wall shelving, and the erection of new wall and floor shelving. It will also be necessary to obtain an iron grating to close the present entrance to the Civics Room, utilizing the double door entrance to the present Watterson Room as the sole entrance to the combined rooms.

The collection of folio art books now housed in the present Watterson Room in special cases will probably have to remain, without change, at least for the present.

The principal problem encountered in devising the foregoing plans had to do with the disposition of current files of local and out-of-town newspapers. No space would be available for these papers and their reading stands within the combined rooms under the new arrangements, and they involve constant problems of theft, mutilation, discipline, and especially house-keeping.

Two alternatives are suggested: Either to convert the old "Class Room" in the basement into a Newspaper Reading Room, with a low-salaried attendant in charge, who could be delegated with supplementary duties further justifying such a set-up; Or to establish a Newspaper Alcove in the hallway on the second floor just over the main entrance to the building. The latter plan would necessitate the installation of a railing or other barrier to separate the newspaper alcove from the children's department. It would also necessitate the provision of some kind of supervision and attendance to prevent the mutilation and loss of newspapers, problems which are always serious in connection with files of daily newspapers.

The foregoing plans are based on conferences between Mrs. Radford, representing the Board of Trustees, Miss Grauman, Head of the Reference Department, and the Librarian. The plans have been submitted to members of the Building Committee and Library Committee for approval. The entire proposal is submitted to the Board as the joint recommendation of the two Committees.

Mrs. W. A. Radford

September 13, 1938

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Special Meeting, Board of Trustees, October 3, 1938

A special called meeting of the Board of Trustees of the Louisville Free Public Library was held on Monday, October 3, 1938 at 7:30 p.m. in the librarian's office.

Present: Mrs. Radford and Messrs. Davis, Hume, Kavanagh, Powell, Rash, Thruston and the librarian. Present also were Mr. Alfred S. Joseph, architect, and Mr. Lawrence S. Poston, Assistant City Attorney.

Mr. Davis presided.

Mr. Davis explained the emergency purpose of the meeting, namely to act on the awarding of bids for the erection of the South Louisville branch, assuring the commencement of building operations within the time schedule laid down by the Federal Public Works Administration.

Mr. Davis reported a public meeting of the Building Committee this day at 2 p.m. to receive and open bids for the erection of the new branch and presented for the record the following resolution of the Building Committee:

RESOLUTION ORDERING THE FILING OF BIDS

Whereas, pursuant to advertisement, bids for the construction of SOUTH LOUISVILLE BRANCH LIBRARY have been filed by the following bidders:

General Contract

J. D. Jennings
Platoff Construction Co.
Sullivan & Cozart
Ale Bornstein
Skilton Construction Co.

F. W. Owens
Dahlem Construction Co.
A. Markham & Co.
Whittenberg Construction Co.
National Concrete Construction Co.

Heating Contract

Krause-Weilage
Geo. H. Voight
Chagnard Plumbing & Heating Co.

F. S. Schardein & Sons
Wm. P. Maddux
Parker-Miller Heating Co.

Plumbing Contract

Haller-Jenne
Geo. F. Voight
Chagnard Plumbing & Heating Co.
Parker-Miller Heating Co.

F. S. Schardein & Sons
Gray & Tomppert Co.
Thos. P. Newman

Electric Contract

Theobald Electric Co.
Link Electric Co.
Marine Electric Co.
Thirlwell Electric Co.
Wilhelm & Schnutr
Tri-City Electric Co.

Muench Electric Co.
Bland Electric Co.
Olive-Markel Electric Co.
Beltzhoover Electric Co.
Henderson Electric Co.

that said bids have been duly received, opened and publicly read:

NOW, THEREFORE, BE IT RESOLVED that the bids listed in the preamble hereof be filed and presented to Joseph & Joseph, Consulting Architects, and that the said

Joseph & Joseph is hereby directed forthwith to tabulate said bids, and at the earliest practicable moment, report to the Board of Trustees his findings as to the lowest and best bid.

Passed this 3rd day of October, 1938.

APPROVED:

(signed) Howard C. Davis
Chairman Building Committee
Board of Trustees, Louisville Free Public Library

Mr. Joseph reported that he had analyzed all bids and offered a tabulation of them, which is appended to these minutes. See Exhibits 1 and 2.

Mr. Joseph then presented the following statement recommending the lowest and best bid on each contract:

October 3, 1938

Harold F. Brigham, Sec'y
Board of Trustees
Louisville Free Public Library
Louisville, Kentucky

Re: Docket Ky 1329 F
So. Lou. Branch
Louisville Free Public
Library

Dear Sir:

Bids were received on the South Louisville Branch, Louisville Free Public Library, P.W.A. Docket Ky 1329-F. Accompanying herewith, is a list of the bidders and the amounts of their bids. The low bidder on;

Contract # 1 - General Contract is National Concrete Construction Co., in amount	\$24,000.00
Contract # 2 - Heating Contract is Geo. F. Voight, in amount	\$ 2,325.00
Contract # 3 - Plumbing Contract is Geo. F. Voight, in amount	\$ 1,150.00
Contract # 4 - Electric Work is Link Electric Co., in amount	\$ 1,415.40
	28,890.40

We hereby recommend the acceptance of the above bids.

Very truly yours,
JOSEPH & JOSEPH
By (signed) Alfred S. Joseph

ASJ.VB

On motion by Mr. Thruston, seconded by Mrs. Radford, it was voted unanimously that the Vice-President and Secretary be authorized to execute the contracts as recommended by the architect and the Building Committee.

The Secretary read the following resolution to be acted upon by the Board in accordance with the request of the Public Works Administration:

RESOLUTION AWARDING CONTRACT

WHEREAS, Joseph & Joseph, Consulting Architects, pursuant to a Resolution heretofore adopted, has tabulated and considered all bids heretofore received for the construction of the SOUTH LOUISVILLE BRANCH LIBRARY, and has duly made his recommendations to this Board of Trustees, and it appearing from said recommendations and report that National Concrete Construction Co., Geo. F. Voight, and Link Electric Co. are the lowest and best Bidders for the construction of General Contract (National Concrete Construction Co.) - \$24,000.00; Plumbing and Heating Contract (Geo. F. Voight) - \$3,475.00; and Electric Contract (Link Electric Co.) - \$1,415.40 and that this Board of Trustees, after considering said report and recommendations and all bids heretofore filed, finds that the bids of National Concrete Construction Co., Geo. F. Voight, and Link Electric Co. are the lowest and best bids.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LOUISVILLE FREE PUBLIC LIBRARY AS FOLLOWS:

Section 1. That the bids of National Concrete Construction Co., Geo. F. Voight, and Link Electric Co. for the construction of General Contract, \$24,000.00; Plumbing and Heating Contract \$3,475.00; and Electric Contract \$1,415.40 are hereby accepted, determined and declared to be the lowest and best bids; and that a contract for the construction of said work, as heretofore prescribed by the plans, specifications, and contract documents, shall be forthwith executed for said construction, subject to review by Regional Director, Public Works Administration.

Section 2. That Howard C. Davis, Vice-President, and Harold F. Brigham, Secretary, of the Board of Trustees, are hereby authorized and directed to execute said contract for and on behalf of the Board of Trustees.

(signed) HOWARD C. DAVIS
Vice-President, Board of Trustees
Louisville Free Public Library

APPROVED:

Oct. 3, 1938

(signed) HAROLD F. BRIGHAM
Secretary, Board of Trustees
Louisville Free Public Library

Mr. Thruston moved the adoption of the resolution as read. The motion was seconded by Mrs. Radford and passed by unanimous vote.

Mr. Davis requested formal acceptance of the offer of the proposed site for the new branch library. The offer follows:

July 21, 1938

Mr. Howard C. Davis,
Chairman of the Beechmont Library Committee,
Louisville, Kentucky

Dear Mr. Davis:

We hereby offer to sell to your committee for the Beechmont Library. Property located on the Northwest corner of Sixth and Woodlawn Streets, facing 208 feet on Sixth Street running back 225 feet along the North line of Woodlawn to a twenty-five foot alley, for the sum of \$6,240.00 payable cash,

or at the rate of Thirty (\$30.00) Dollars per foot facing Sixth Street.

Title to the above described property to be free of all encumbrances, good and marketable with the exception of the 1938 State and County taxes to be assumed by the purchaser.

(Signed) M. W. Fallon,
Owner

WHEELER REALTY COMPANY, AGENTS
By (signed) Blakemore Wheeler

On motion by Mr. Powell, seconded by Mr. Kavanagh, it was voted unanimously to accept the offer of site as presented and to authorize the purchase for the sum of \$6,240.00.

Mr. Davis reported that he had authorized the Kentucky Title Trust Company to have the title to the property examined and recorded. Mr. Powell moved that the Board approve this action. The motion was seconded by Mr. Kavanagh and carried unanimously.

The meeting adjourned at 7:45 p.m.

MINUTES APPROVED:

_____ Joseph Powell President
_____ Harold J. Brigham Secretary

Exhibit No. 1

Bids on General Contract

J. D. Jennings	\$ 24,466.00
Platoff Construction Co.	26,797.00
Sullivan & Cozart	27,494.00
Ale Bornstein	27,369.00
Skilton Construction Co.	27,865.00
F. W. Owens	24,320.00
Dahlem Construction Co.	25,490.00
A. Markham & Co.	26,841.00
H. G. Whittenberg	26,850.00
National Concrete Construction Co.	24,000.00

Exhibit No. 2.

<u>Heating</u>		<u>Plumbing</u>		<u>Electric</u>	
Krause-Weilage	\$ 2,492.00	Haller & Jenne	\$1,662.30	Theobald Elec.	\$1,635.00
Geo. F. Voight	2,325.00	Geo. F. Voight	1,150.00	Link Elec. Co.	1,415.40
Chagnard Plumbing & Heating Co.	2,680.00	Chagnard P. & H.	1,680.00	Marine Elec. Co.	2,026.00
F.S.Schardein & Sons	3,022.70	F.S.Schardein	1,880.00	Thirlwell Elec.	1,494.00
Wm. P. Maddux	2,789.00	Gray & Romppert	1,317.00	Muench Elec.	1,471.00
Parker-Miller	2,347.00	Thos. P. Newman	1,535.00	Wilhelm & Schnurr	1,789.00
		Parker-Miller	1,333.00	Bland Elec. Co.	1,545.00
				Olive-Markel	1,685.00
				Beltzhoover	1,872.00
				Tri-City Elec.	1,564.00

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, October 13, 1938

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, October 13, 1938 at 4:15 p.m. in the librarian's office.

Present: Mrs. Briney, Mrs. Meguire, Mrs. Radford, and Messrs. Abell, Davis, Hume, Powell, Rash, Rauch, Thruston and the librarian. Assistant City Attorney Lawrence S. Poston was also present for a portion of the meeting.

Dr. Rauch presided.

The minutes of the meetings of September 14 and October 3 were read and approved.

Dr. Rauch announced the reconstitution of standing committees of the Board as follows:

Building Committee

Mr. H. Cecil Powell, Chairman
Mrs. Walter Radford
Dr. Charles W. Welch
Dr. E. C. Hume

Finance Committee

Mr. Howard C. Davis, Chairman
Mr. William H. Abell
Mr. Dillman A. Rash
Mr. Joseph D. Scholtz

Library Committee

Mr. J. J. Kavanagh, Chairman
Mrs. Kenneth U. Meguire
Mrs. Russell Briney
Mr. R.C. Ballard Thruston

Executive Committee

Mayor Joseph D. Scholtz, Consulting
of ex-officio
Dr. Joseph Rauch, Chairman
Mr. Howard C. Davis
Mr. J. J. Kavanagh
Mr. H. Cecil Powell

A communication from Mayor Joseph D. Scholtz was read asking that the Library Board send representatives to a general budget hearing affecting all outside agencies of the City Government on October 18. The President requested that the Finance Committee represent the Library Board at this meeting.

Reports:

The Treasurer's report for the month of September was presented by Mr. Davis and ordered on file.

Mr. Davis urged payment in full of the balance due the Universal Publishing Syndicate, Philadelphia, on the flood book account inasmuch as there is every reasonable assurance that the city tax levy for library purposes will be maintained at four cents. On motion by Mr. Davis seconded by Mr. Thruston it was voted unanimously that the Board authorize immediate payment to the Universal Publishing Syndicate, Philadelphia, of the balance due in full, namely \$6,056.84.

Mrs. Radford reported for the Building Committee that the new floor tile had been completely laid in the Open Shelf Room and Reference Room at a cost within the budget estimate, and that the committee had visited the site of the new branch in South Louisville and agreed on the location of the building, and

that work of construction began on October 10 as planned.

Mrs. Radford also presented the following report of progress on the Watterson Room project:

The following progress can be reported on the proposal to combine the present Watterson and Civics Rooms and establish a new Watterson Alcove and Local History Division:

1. It is assumed that the costs of this project were included in the new bond issue and therefore it will go forward regardless of other financial considerations.
2. Mr. Joseph, architect, has offered generous cooperation furnishing a preliminary floor plan and a drawing of the proposed archway.
3. The Reference Department has studied the problem of providing the best arrangement for housing the Watterson Library and also the Local History Collections which are to be transferred from other locations.
4. The Works Progress Administration has been consulted and reports it is prepared to proceed with the actual construction work as soon as details of shelving, equipment, etc. can be completed.

The work should be under way within two weeks.

Mr. Thruston made the motion, seconded by Mr. Abell, that the reports of the Building Committee be received and that the report on the Watterson Room project be incorporated in the minutes. Carried.

Mrs. Meguire reported for the Library Committee that bills for the month of September in the amount of \$3,376.16 had been audited and offered the motion that these bills be paid. The motion was seconded by Mr. Powell and carried unanimously. A list of the bills is appended to these minutes, exhibit No. 1.

The librarian read the following extract from the minutes of the meeting of the Library Committee held on October 10, 1938 concerning service for the Colored community in Parkland.

It was agreed that there was no present possibility of providing a building to serve the Parkland Colored Community, as requested by the delegation which appeared before the Board.

On recommendation of the librarian it was agreed to approve the proposal to establish a sub-branch in a rented room located at 3433 Virginia Avenue, the rental to be \$11. per month, including heat, light and janitor service and the library to supply shelving and equipment, the total expenditure in this year's budget for rent and furnishing not to exceed \$200.00.

On motion by Mr. Davis seconded by Dr. Hume it was voted unanimously that the recommendation of the Library Committee be approved and authorized.

The statistical report of the Librarian for the month of September was

distributed and ordered on file. The librarian reported that the Kaufman-Straus Company had accepted responsibility for payment of the cost of fire escape repairs on the advice of its attorneys.

Unfinished business:

Dr. Rauch raised the question concerning the legal status of the librarian's salary and urged the need of action without delay.

Following discussion Mrs. Radford made the motion that the matter of ascertaining the legality of the librarian's salary be referred to the Finance Committee with power to act in cooperation with the office of City Attorney, and that this action be understood to authorize the committee to initiate and to execute all necessary legal procedures. The motion was seconded by Dr. Hume and carried unanimsly.

It was agreed to postpone consideration of the proposed revision of the By-laws of the Board in view of the absence of Mr. Kavanagh.

New business:

Dr. Rauch presented a recommendation of the librarian that an allowance of \$50. be authorized for travel expenses in connection with each of two library conferences, namely, the Tri-State meeting including Kentucky with Ohio and West Virginia in Cincinnati, October 20-22, the allowance to apply to staff representatives and the librarian; and the biennial conference of the Southeastern Library Association in Atlanta, October 27-29, this allowance to apply to the librarian only.

On motion by Mr. Powell seconded by Mr. Rash it was voted unanimously that \$50. be appropriated for the expenses of each conference as requested.

At this point the Board received a delegation of three colored citizens representing the Parkland Community and headed by Mr. Hubert L. Brooks.

Mr. Brooks renewed the petition of the Parkland Colored community for adequate library service and particularly for the construction of a building. Dr. Rauch made a statement referring to the Library Committee's study of the matter, its recommendations, and the action of the Board at this meeting approving the recommendation.

Mr. Brooks addressed the Board, stating that the proposed plan of service was altogether inadequate and would cause much disappointment and dissatisfaction in the community, that the children of the community were especially in need of books and library facilities with little or no library service in the schools of the neighborhood, and that it was the understanding in the community that the library had funds from a new bond issue which could be made available for the benefit of the Parkland Colored community as well as for the white community in South Louisville.

Mr. Davis explained the new bond issue and the use of funds obtained from it, and suggested that the citizens of the Parkland community appeal to the City for legislation to allow a larger tax levy for library purposes which will be required for further extension of the library system.

Dr. Rauch declared that the library would be very glad to have any delegation from the Parkland Colored community examine its records showing the resources of the library and the uses of its funds with a view to presenting some suggestions

which may show a way to do more for the Parkland community. He assured the delegation that the Board will consider such a suggestion carefully and sympathetically.

Mr. Davis suggested that the delegation approach the Board of Education for more adequate library facilities in the schools to meet the needs of the school children in the neighborhood.

It was agreed that the present plan to establish a sub-branch in the Parkland community should go forward as the best thing the library can do under present circumstances, but that every effort will be made by the library to expand and improve the service as the need is demonstrated and as this becomes financially possible.

The meeting adjourned at 5:40.

MINUTES APPROVED:

Joseph R. Omb President
Harold F. Brigham Secretary

Exhibit No. 1

Aetna Oil Service	\$ 1.89
Arctic Ice Co.	11.85
Association Press	1.65
Atlas Plaster & Supply Co.	4.78
Breaux Ballard	1.00
Clara L. Behrens, Head Order Dept.	73.51
Bland Electric Co.	4.50
Bomar-Summers Hardware Co.	42.35
Boone Brothers Co.	3.42
Bosler Brothers	1.60
R. R. Bowker Co.	14.30
Harold F. Brigham, Libn. Petty Cash	55.07
Burroughs Adding Machine Co.	1.20
Byrne & Speed Coal Corp.	2.00
Carter Dry Goods Co.	2.50
Central Battery Co.	65.00
Central Glass Co.	5.71
Childers Electric & Paint Co.	45.97
College Book Exchange	10.21
Columbia Carbon Co.	8.93
Columbia University Press	2.16
Cook Auto Service	7.50
Demco Library Supplies	2.25
Diem & Wing Paper Co.	15.23
Downard Coal Mining Co.	664.74
R. O. Dusch	32.05
Geo. G. Fetter Co.	6.26
Frey Planing Mill Co.	15.60

1103.23

Gaylor Bros.	11.04
Gulf Refining Co.	29.65
W. C. Heimerdinger Co.	3.30
Hubbuck Wall & Floor Covering Corp.	105.27
Harry H. Hughes & Sons	7.80
Institute of American Genealogy	14.19
Junior Ligerary Guild Corp.	165.00
Kast Bindery Service	55.95
Kee Lox Mfg. Co.	3.75
Kentucky Book Mfg. Co.	39.89
Klein Bros.	8.15
Koehler Stamp & Stencil Co.	4.55
Krause-Weilage Co.	10.00
Leonard Brush & Woodenware Co.	9.00
Long's Towel Supply	9.00
Louisville Chemical Co.	58.10
Louisville Division of Recreation	11.00
Louisville Gas & Electric Co.	170.93
Louisville Grocery Co.	5.15
Louisville Linen Supply Co.	3.75
Louisville Paper Co.	67.84
Mayes Printing Co.	19.13
Meffert Equipment Co.	4.15
Merchants & Manufacturers Paint Co.	12.70
Mrs. Stella McDaniel	25.00
Miller Paper Co.	35.21
John P. Morton & Co.	14.65
Mueller-Estep Co.	10.00
National Bibliophile Service	10.33
National Education Association of the U.S.	5.00
Neill-LaVielle Supply Co.	7.40
Noble & Noble, Publishers, Inc.	3.42
Olive-Markel Electric Co.	309.73
Otis Elevator Co.	5.30
Raybestos Louisville Brake Service	25.45
Ridge Office Supply Co.	22.03
Keno Rosa Co.	23.75
Rowland Paper Co.	10.70
Alfred L. Schiller	1.20
S. F. Scobee	3.25
J. B. Shamburger Lumber Co.	15.00
Short's Tire Service	1.00
Southern Bell Telephone & Telegraph Co.	125.22
Southland Electrical Supply Co.	15.31
Standard Oil Co.	8.30
W. K. Stewart Co.	397.15
John S. Swift Co.	5.90
U. S. Sanitary Corporation	17.50
Weissinger-Gaulbert Real Estate Co.	255.69
Western Union Telegraph Co.	3.21
Albert Whitman & Co.	10.87
Wilderness Road Book Shop	72.76
H. W. Wilson Co.	3.31
	<u>3 376.16</u>
Pd) Harold F. Brigham, Libn. Pay Robl	10 425.02
Pd) Kentucky Title Trust Co.	2 125.00
Pd) Universal Publishing Syndicate	6,000.00
Pd) Hubbuck Wall & Floor Covering Corp.	916.00
Total . . .	<u>\$ 22 842.18</u>

Special Construction Account: Voucher No. 1, Wheeler Realty Co., \$6,240.00
 Voucher No. 2, The Louisville Times Co. \$30.50; Voucher No. 3, Stonestreet
 and Ford \$10.00

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, November 9, 1938

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, November 9, 1938, at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire, Mrs. Radford, and Messrs. Abell, Davis, Hume, Kavanagh, Powell, Rash, Rauch, Thruston and the librarian.

Dr. Rauch presided.

The minutes of the October 13 meeting were read and approved, on motion by Mrs. Radford, seconded by Mr. Abell.

Communications:

The Secretary read a letter from Director of Finance John R. Lindsay, under date of October 27, 1938, revising the estimate of total tax receipts for library purposes this year from \$145,100 to \$148,794.

A letter was presented from the Ellen Churchill Semple Parent-Teacher Association, October 17, 1938, addressed individually to members of the Board and asking that the Oakdale Sub-Branch be continued. This was referred to the Library Committee.

Reports:

The Treasurer's financial statement for the month of October was read by Mr. Davis and, by vote, received and filed.

Mr. Davis reported receipt and distribution of the annual audit report prepared by the Office of Comptroller and Inspector. It was voted that this report be received and filed, with the understanding that the Finance Committee consider recommendations contained in the report.

Mr. Davis also presented, on behalf of the Finance Committee, a prepared "Analysis of Funds Received from the New Bond Issue" indicating the actual yield for specified and general library purposes. See exhibits Nos. 1 and 2.

For the Building Committee, Mr. Powell reported satisfactory progress in the construction of the new South End Branch, and Mrs. Radford reported progress in improvements under way and contemplated on the second floor of the Main Library, including proposed changes in the Children's Department.

Mr. Kavanagh reported for the Library Committee that bills for the month of October in the sum of \$6,478.16 had been audited. On motion by Mr. Kavanagh, seconded by Mr. Davis, it was voted unanimously that these bills be paid. A list is appended to these minutes, exhibit No. 3.

The Library Committee also reported receipt of three bids on the annual magazine renewal order for Main library and all Branches, and recommended acceptance of the bid of Hanson-Bennet Company in the amount of \$2,065.59. It was voted unanimously to approve this recommendation on motion by Mr. Rash, seconded by Mr. Abell.

The following report of the meeting of the Library Committee held on October 10, 1938, was read in full:

Library Committee Meeting - October 10, 1938

The Library Committee met on October 10, 1938 at 3:30 p.m.

Present: Mrs. Briney, Mrs. Meguire, Mr. Kavanagh, Mr. Thruston and the librarian. Mrs. Radford also met with the Committee at the request of its chairman.

The following matters were discussed and action taken:

1. Revision of By-Laws : Dr. Rauch's request was presented that the President be not required actually to prepare the annual report called for in the Statutes. Judge Kavanagh indicated that the Statutes itself does not charge the President specifically with this responsibility. No action was taken.

2. Preparation of a Comprehensive Report: It was unanimously agreed that a comprehensive report on the work of the library covering the years since the issuance of the last printed report should be prepared and published.

The chairman expressed the opinion that this report should also comprehend a succinct history of public library service in Louisville with emphasis on the present library and including some of its special facilities such as the Watterson Memorial Library, etc. Such supplementary information if made readily available in one place, it was felt, would serve to inform the public about the library and its services, and serve also to obtain a favorable response to requests for increased appropriations.

There was extended discussion in which the questions of expense, work of compiling, and the possibility that a large report might not be read were brought out. No agreement was reached on extending the report to include historical material.

3. Miss Sallie Berryman, Crescent Hill Branch Librarian: The question of Miss Berryman's retirement was discussed, with special reference to the obligation of the library to deal generously with this faithful public servant.

The librarian reported that Miss Berryman had expressed a wish to remain in service until December 1, also that Miss Berryman's financial situation was apparently uncertain.

It was agreed that the librarian speak to Miss Berryman and that the Committee be prepared to recommend her retention on the inactive list at half pay (\$75) until the end of the fiscal year, with the understanding that the situation be reviewed at that time.

4. Book expenditures: The librarian reported the expenditure of \$5,000. for books as previously authorized by the Committee.

It was agreed to empower the librarian to disburse the balance of \$12,500. authorized by the Board, namely \$7,500. to be expended between this date and February 1, with the understanding that at least \$1,000. of this amount would not be allocated to Departments and Branches but would be held in reserve for special book purchases or general book needs.

5. Suggested Change in Main Lobby Desk: The librarian outlined a plan to move the Main Lobby Desk up to the front entrance in order to provide close supervision of the public and thereby reduce book losses, which were reported as serious because

of the present lack of supervision and control.

The suggestion was discussed with special reference to the risk of detracting from the appearance and present attractiveness of the lobby.

Alternative arrangements were considered. It was agreed to take no action but to obtain more information, in particular the advice of an architect.

6. Library Service in the Parkland Colored Community: It was agreed that there was no present possibility of providing a building to serve the Parkland Colored Community, as requested by the delegation which appeared before the Board.

On recommendation of the librarian it was agreed to approve the proposal to establish a sub-branch in a rented room located at 3433 Virginia Avenue, the rental to be \$11. per month, including heat, light and janitor service and the library to supply shelving and equipment, the total expenditure in this year's budget for rent and furnishing not to exceed \$200.00.

The proposed changes in the Main lobby were discussed. It was agreed that the determination of the need and how to meet it from the service point of view is the province of the Library Committee, and that execution of the work involved is the province of the Building Committee.

The Library Committee presented for reconsideration the previous action of the Board relative to the I. W. Bernheim Collection of Paintings now in the custody of the J. B. Speed Memorial Museum. Mr. Kavanagh questioned the propriety of placing the paintings in the custody of an agent for a donor who has questioned the Library's claim to outright ownership of the property and is petitioning return of the pictures. Mr. Kavanagh noted that all records indicate beyond reasonable doubt that the Library Board originally received the paintings as an unconditional gift and the pictures are therefore public property of which the Library Board is Trustee in the interest of the public. To relinquish custody under the circumstances, Mr. Kavanagh felt, would be a serious mistake.

Mr. Thruston recalled that the original offer from Mr. Bernheim had come with some conditions but that the conditions had been withdrawn at the insistence of the Library Board when the offer was finally accepted. He suggested a friendly suit might be the means of settling the question of ownership.

Mr. Davis offered the motion that the Board rescind its action of September 14 authorizing giving custody of the I. W. Bernheim paintings to Dr. J. D. Figgins for purposes of renovation and restoration. The motion was seconded by Mr. Powell and carried unanimously.

Dr. Rauch suggested that the Library itself be the agent to have the work done as Mr. Bernheim wishes, it being understood that the pictures remain during the operation in the custody and control of the library and that the costs be borne by Mr. Bernheim.

The statistical report of the librarian for the month of October was distributed and ordered on file.

Unfinished business:

Mr. Davis reported some progress in efforts of the Finance Committee to secure counsel for the proposed suit to test the constitutionality of the librarian's salary.

The Board discussed three changes in the proposed revision of the By-Laws as presented by Mr. Kavanagh, namely, an added section on Loans and Gifts; the designation of the librarian rather than the President to be responsible for the preparation of the annual report; and the requirement that notices of all Board meetings contain a statement of the business to be transacted. The Board agreed in principle with all three proposals but acted to table the matter until the next meeting to permit consideration of details of wording.

New business:

Mrs. Radford invited members to attend the annual meeting of the Kentucky Citizens Library League to be held in Louisville on November 18, with Dr. Rauch as the principal speaker.

The meeting adjourned at 5:50 p.m.

MINUTES APPROVED:

Joseph M. ... President

Harold J. Brigham Secretary

Exhibit No. 1

ANALYSIS OF FUNDS RECEIVED FROM NEW BOND ISSUE
 September 1, 1938

(Transfer of moneys as it actually took place without accounting for Old Sinking Fund - see Footnote)

I. To redeem Old Bonds:	
Principal amount of $3\frac{1}{2}\%$ bonds	\$311,000.00
Call premium	7,775.00
6 months interest due 9/1/38	5,442.50
	<u>324,217.50</u>
Less balance in old sinking fund	10,415.00
AM'T PAID Fidelity and Columbia to redeem old bonds	<u>\$313,802.50</u>
II. Yield of New Bonds and application of these funds:	
Total bond issue	\$375,000.00
Less sales premium of 3.24%	9,187.50
(cash yield of each bond \$975.50)	
Total cash yield	<u>\$365,812.50</u>
Less amount paid Fidelity	<u>313,802.50</u>
Total yield for all <u>Library Purposes</u>	<u>\$ 52,010.00</u>
This yield was applied as follows:	
To P.W.A. "Special Construction Account for "new Branch"	\$ 25,000.00
To Board of Trustees account for all other purposes including Shawnee refund	<u>27,010.00</u>
	<u>\$ 52,010.00</u>

It is noted that, although \$52,010.00 was actually deposited on September 1,

as the apparent yield of the New Bonds, the actual yield that is subject to the terms of sale of the new bonds was in fact \$47,037.50. This is explained by the fact that, in the transfer of bond funds on September 1, the entire Sinking Fund balance accumulated under the old bond issue or \$10,415.00 was absorbed in the transfer. However, only the interest due on the old bonds to September 1, or \$5,442.50, was properly chargeable to the bond transaction and deductible from the old Sinking Fund. After this deduction there was a balance of \$4,972.50 in the Sinking Fund which was returnable to the General Fund for general library purposes. This balance is the difference between \$52,010.00 and \$47,037.50, the actual yield of the New Bond Issue for purposes specified under the terms of the bond sale.

Exhibit No. 2

ANALYSIS OF FUNDS RECEIVED FROM NEW BOND ISSUE
September 1, 1938

(Revised statement accounting for Old Sinking Fund and for exact
uses of these funds)

I. To redeem Old Bonds:		
Principal amount of $3\frac{1}{2}\%$ bonds		\$ 311,000.00
Call premium at $2\frac{1}{2}\%$		7,775.00
6 months interest due September 1, 1938		5,442.50
		<hr/>
TOTAL COST		\$ 324,217.50
Less the above interest item since this was available in Old Sinking Fund		5,442.50.
ACTUAL COST CHARGEABLE AGAINST THE NEW BOND ISSUE		\$ 318,775.00
II. Yield of New Bonds:		
Total bond issue		\$ 375,000.00
Less sales premium (Each bond of \$1,000. actually yielded only \$975.50)		9,187.50
		<hr/>
Total cash yield		\$ 365,812.50
Less actual cost of redeeming old bonds		318,775.00
		<hr/>
ACTUAL YIELD FOR LIBRARY PURPOSES		\$ 47,037.50

The fact is noted that, in the transfer of bond funds on September 1, the sum of \$52,010 was deposited as the apparent bond yield for library purposes. This was the case because the entire Sinking Fund balance accumulated under the old bond issue, or \$10,415.00, was absorbed in the transfer. However, only the interest due on the old bonds to September 1, or \$5,442.50, was properly chargeable to the bond transaction and deductible from the old Sinking Fund. After this deduction there was a balance of \$4,972.50 in the Sinking Fund which was returnable to the General Fund for general library purposes. This balance is the difference between \$52,010. and \$47,037.50, the actual yield of the New Bond Issue for purposes specified under the terms of the bond sale.

III. Budget provisions, 1938-39, for the use of Bond Funds:

Provisions of the sale of New Bonds specified that the funds be used for Repairs and Improvements, but not for the purchase of land nor for books, not even rehabilitation of flood-damaged books.

Accordingly, the actual bond yield for library purposes is understood to apply as follows:

1. For New Branch (P.W.A.) "Special Construction Account"	\$ 25,000.00
2. For refund on the library's share of Shawnee Branch costs	12,000.00
3. For General Repairs and Improvements	<u>10,037.50</u>
TOTAL	\$47,037.50

Item 1, or \$25,000 for the New Branch, is accepted as a proper charge against the new bond funds under "Repairs and Improvements."

Item 2, or \$12,000 for Shawnee Branch refund, is automatically chargeable under "Repairs and Improvements", but, as a refund of expenditures from the library's general income, it is assumed to be now available for any library purposes, including books and particularly the Flood Book debt.

Item 3, or \$10,037.50, must be used for Repairs and Improvements according to the terms of sale of the New Bonds. It is proposed to apply this sum in the 1938-39 Budget under Repairs and Improvements as follows:

A. Bills held from last year constituting Repairs and Improvements but excluding Shawnee Branch items:	
Open Shelf floor stacks (lumber)	\$ 61.27
Open Shelf Room wiring for tables and floor stacks	300.00
Reference Room wiring for tables	124.80
Open Shelf and Reference floor tile, including marble base, waxing and chair tips	1 065.02
Main Library heating system in new basement rooms	538.00
Main library roof repairs	248.00
Parkland Branch heating system	292.90
W.P.A. redecoration of all bldgs. (est.)	<u>350.01</u>
TOTAL	2,980.00
B. Anticipated Repairs and Improvements:	
Watterson Room changes, including Newspaper Alcove (est.)	1,000.00
Lighting system improvements (est.)	3,000.00
Repairing shades in all bldgs. (est.)	350.00
W.P.A. Construction Project for furniture and equipment (est.)	400.00
Ditto for Children's room changes including grills (est.)	750.00
Ditto for Lobby Desk change if approved, including wiring (est.)	<u>500.00</u>
TOTAL	6,000.00
C. Emergency reserve fund to apply on B above if needed, or on extra expenses of New Branch if needed, or for any other Repairs or Improvements not anticipated.	
	1,057.50
GRAND TOTAL	\$10,037.50

Exhibit No. 3

Edwin Allen Co.	\$ 166.04
American Book Co.	19.43
American Library Association	4.30
American Association for Adult Education	5.00
Arctic Ice Co.	10.20
Atlas Plaster & Supply Co.	1.75
Banks-Baldwin Law Publishing Co.	2.50
Baptist Book Store	152.69
Beckley-Cardy Co.	17.99
Clara L. Behrens, Head Order Dept.	206.72
Bobbs-Merrill Co.	1.55
Bomar-Summers Hardware Co.	56.43
Boone Brothers Co.	6.47
R. R. Bowker Co.	5.35
Bridges, Smith & Co.	4.21
Harold F. Brigham, Libn. Petty Cash	49.33
Broadway Rubber Co.	3.13
Harry Bryant	32.30
Carter Dry Goods Co.	7.32
Central Glass Co.	2.44
Childers Electric and Paint Co.	62.39
College Book Exchange	53.75
Cook Auto Service	41.88
CountryLife-American Home Corp.	2.95
Demco Library Supplies	202.95
A. J. Duncan	11.00
R. O. Dusch	3.50
F. W. Faxon Co.	3.00
Geo. G. Fetter Co.	21.32
Finger Paper Box Co.	11.50
A. Flanagan Co.	17.70
W. D. Gatchel & Sons	3.80
Gaylord Bros.	130.90
Edith L. Gibson	1.50
Ginn & Co.	20.99
Gulf Refining Co.	8.30
Hanson-Bennett Subscription Agency	1,000.00
D. C. Heath & Co.	10.16
Hoppe Soap & Chemical Co.	6.45
Houghton Mifflin Co.	18.50
Harry H. Hughes & Sons	26.15
Wendell Huston Company	1.00
International Labor Office	3.50
Johnson Publishing Co.	6.60
Junior Literary Guild Corp.	344.20
Kast Bindery Service	33.15
Kentucky Book Mfg. Co.	150.63
Kentucky Marble & Tile Co. $\frac{1}{2}$	43.75
Kentucky Workshop for the Adult Blind	5.75
Klein Brothers	19.65
Koehler Stamp & Stencil Co.	1.00
Kraus-Weilage Co.	538.00
J. B. Lippincott Co.	6.61
James Logan	6.73
Long's Towel Supply	9.00
Longmans, Green & Co.	10.19

3593.60

	3593.60
Louisville Division of Recreation	11.00
Louisville Gas & Electric Co.	199.11
Louisville Linen Supply Co.	3.75
Louisville News Co.	67.10
Louisville Paper Co.	16.58
Louisville Sanitary Wipers Co.	2.50
Lyons and Carnahan	8.16
Mrs. Stella McDaniel	25.00
The Macmillan Co.	51.70
Meffert Equipment Co.	5.95
Merchants and Manufacturers Paint Co.	30.00
Miller Paper Co.	6.48
John P. Morton & Co.	19.57
Mueller-Estep Co.	10.00
National Geographic Society	2.00
National Health Council	1.00
New Method Book Bindery	206.33
Noble & Noble	9.74
Office Equipment Co.	2.00
Olive-Markel Electric Co.	29.14
Otis Elevator Co.	5.30
Pilgrim House	2.14
The Quarrie Corporation	2.00
Rand, McNally & Co.	6.41
Remington Rand, Inc.	26.50
Clement V. Ritter	156.40
Row, Peterson & Co.	15.94
Royal Typewriter Co.	2.25
F. S. Schardein & Sons	4.00
Scott, Foresman & Co.	21.50
Charles Scribner's Sons	12.07
W. R. Seestadt	1.60
Short's Tire Service	30.40
Rev. N. H. Shumake	2.50
Silver Burdett Co.	13.72
L. W. Singer Co.	4.32
Smith and Dugan	16.75
Southeastern Paper Co.	3.88
Southern Bell Telephone & Telegraph Co.	120.45
Southland Electrical Supply Co.	10.61
Standard Oil Co.	44.75
W. K. Stewart Co.	753.76
University Library Extension Department	2.00
Weissinger-Gaulbert Real Estate Co.	534.79
Western Union Telegraph Co.	2.42
Wilderness Road Book Shop	291.64
Albert Whitman & Co.	28.52
H. W. Wilson Co.	25.50
John C. Winston Co.	13.40
Wood-Mosaic Co.	21.93
	6 478.16
Pd) Harold F. Brigham, Libn. Pay Roll	10 091.28
Pd) Kentucky Title Trust Co. - Sinking Fund	2 125.00
Pd) Universal Publishing Syndicate - Rebldg.	6 056.84
Pd) V.C.Glass Carpet Co. - Venetian blinds	185.56
Pd) Joseph & Joseph (Architect's fee)	1 000.00
	Total \$ 25,936.84

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees December 14, 1938

The Board of Trustees of the Louisville Free Public Library met in regular monthly session on Wednesday, December 14, 1938 at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire, Mrs. Radford and Messrs. Abell, Hume, Kavanagh, Powell, Rash, Rauch and the librarian.

Dr. Rauch presided.

The minutes of the meeting of November 9, 1938 were read and approved.

Communications:

A communication from Yale University was presented, bearing date of November 21 and announcing an anonymous gift of 437 volumes published by the Yale University Press in the value of \$1,007.10 presented in memory of the late Reuben Post Halleck of Louisville. See exhibit No. 1.

On motion by Mrs. Radford, seconded by Mrs. Meguire, it was voted unanimously that the gift be accepted and that the Library Committee in conjunction with the President and Librarian be empowered to prepare appropriate resolutions acknowledging the gift and agreeing to carry out the suggestions accompanying the gift.

Communications were read from the City Comptroller and Inspector dated November 17 reporting official inspection of library buildings, and from the Staff Association thanking the Board for granting transportation expenses in connection with the conference of the Kentucky Library Association in Cincinnati on November 10. These were received and filed.

Reports:

The Treasurer's financial statement for the month of November was presented and ordered on file.

Mrs. Radford reported on behalf of the Library Committee that bills for the month of November in the amount of \$8,320.33 had been audited and approved. Mr. Powell moved that these bills be paid. Seconded by Mr. Rash and carried. A list of the bills is appended to these minutes: Exhibit No. 2.

The following report and recommendations of a meeting of the Library Committee November 17 was read and acted upon seriatim as noted below:

Library Committee Meeting - November 17, 1938

A meeting of the Library Committee was held on call of the Chairman, Thursday, November 17, 1938 at 4 p.m.

Present: Mrs. Meguire, Mrs. Briney, Mr. Kavanagh, Dr. Rauch and the librarian. Mrs. Radford and Mr. Powell were also present at the request of the Chairman in order to discuss problems relating to the Building Committee as well as to the Library Committee.

Mr. Kavanagh presided.

The following actions were taken:

- I. Revision of the By-Laws: It was assumed that the Revised By-Laws as distributed by the Committee to the entire Board on October 7 are in finished form, and only the following additions and changes call for Committee consideration:

1. Mr. Kavanagh proposed the following statement to be added to the By-Laws as a new section, namely:

LOANS AND GIFTS

No loan or gift of personal property shall be accepted by the Library Board except by majority vote of the Board of Trustees; and the loan or gift must be made in writing by the owner or donor of the property, who shall specify the terms and conditions, if any, of the loan or gift.

Following discussion on the application of the By-Law to small current gifts and the need of special forms to be adopted, it was moved by Dr. Rauch and seconded by Mrs. Meguire that the proposed By-Law on Loans and Gifts be approved as presented, and that the chairman and librarian be authorized to draft the necessary special forms with the help of the City Attorney. Carried unanimously.

Voted to adopt, on motion by Mr. Abell, seconded by Mr. Rash.

2. The placing of responsibility for the preparation of the Annual Report of the library was discussed. Mr. Kavanagh noted that the Statutes require only that the Board prepare and submit an annual report, and that responsibility may be placed on the Librarian rather than on the President of the Board. Mr. Kavanagh proposed that the first sentence of paragraph 2 under Duties of President be omitted, and that the following become paragraphs 3, 4 and 5 under Duties of Librarian.

The Librarian shall annually, in the month of September, have prepared a report showing the use of the Library for the fiscal year ending the last day of August preceding, the receipts and expenditures of all the moneys handled by it during the year, and giving such other information as may promote the usefulness of said library to the public or may be called for by the legislative body of the City of Louisville, and that said report shall be then submitted to the Library Trustees, and this report, when approved, shall be transmitted to the Board of Aldermen by the Library Trustees.

The Librarian shall keep an exact and detailed account of all moneys received from fines and other sources, and report the same monthly to the Board at its regular meeting.

The Librarian shall discharge such other duties as shall fall within the province of Librarian and as may from time to time be prescribed by the Board of Trustees.

On motion by Dr. Rauch, seconded by Mrs. Meguire it was voted to approve these changes as presented.

Voted to adopt, on motion by Dr. Hume, seconded by Mr. Rash.

3. Mr. Kavanagh proposed to amend the last paragraph of Section 1, Meetings, to read as follows:

Notices of regular meetings shall be mailed to every member of the Board by the Secretary three days before the time appointed for such meetings, and said notices shall contain a statement, as far as possible, of the items to be discussed or determined at these meetings, but nothing herein shall preclude a discussion or determination of other items not included in the notices.

It was voted to approve the foregoing amendment as presented, on motion by Dr. Rauch, seconded by Mrs. Briney.

Voted to adopt, on motion by Mr. Rash, seconded by Mrs. Radford.

4. Amending By-Laws: On recommendation of the chairman, moved by Dr. Rauch and seconded by Mrs. Meguire, it was voted to insert the word "regular" before "meeting" so this section reads as follows:

These By-Laws may be amended, modified or repealed at any regular meeting of the Board by a two-thirds vote of all the members thereof.

Dr. Rauch expressed appreciation, on behalf of the Board, of the valuable time and effort given by Mr. Kavanagh in preparing the revision of the By-Laws of the Library, and proposed that this statement be made a matter of record.

In view of the lack of a two-thirds majority, there being eight members present instead of the nine as required by the present By-Laws, it was agreed to postpone further action on the By-Laws until the next meeting.

- II. Miss Sallie Berryman, Branch Librarian, Crescent Hill: The Librarian reported a conversation with Miss Berryman in which Miss Berryman expressed the wish that she continue in active service until January 1, 1939 on the present basis of half-time and half-pay.

The possibility of continuing a small income to Miss Berryman after January 1 was also discussed, together with a statement of Miss Berryman, as reported by the librarian, that she would wish her case to be considered only as the Board might consider that of any other staff member who was retired from active service. Dr. Rauch expressed the view that the Library was in no position to establish a precedent and that each case ought to be dealt with individually.

Dr. Rauch made the motion, seconded by Mrs. Meguire, that Miss Berryman's request be granted, namely, that she be continued in active service until January 1, 1939, on the present basis of half time and half pay. Carried.

Regularly voted to accept the recommendation of the Committee.

- III. Proposed changes at Main Library: The proposal to move the main desk in the lobby to the entrance was discussed, with special reference to the need of reducing book losses by improving supervision and control. The librarian reported the case of one person, recently apprehended, who had

removed at least 125 volumes over a period of two years without being detected, and reported that ample proof was available that book losses were occurring constantly under present conditions.

A proposal was also discussed to make alterations in the Children's Department on the second floor by absorbing space in the outer hall through erection of a partition grill, and converting the present Teachers' Room into a modern Parents' Room for specialized adult services.

It was agreed that the province of the Library Committee was to consider physical changes from the point of view of the service factor and to refer its recommendations to the Building Committee for execution of the work.

It was moved by Dr. Rauch, and regularly seconded, that the Library Committee in conjunction with the Librarian be authorized to take such steps as may be necessary to devise appropriate plans for moving the main lobby desk and for carrying out proposed changes in the Children's Department and that the plans agreed upon be referred to the Building Committee for execution. Carried.

It was agreed that this action is to be construed as authorization actually to proceed with the work as already sanctioned by the Board.

No further action taken by Board.

- IV. Personnel situation in Office and Extension Department: The Librarian presented an urgent need an adjustment of staff in the office to provide a person to assume some of the librarian's responsibilities that have proved beyond possible handling under the present situation. A memorandum was presented to show the need for delegation of office work and to indicate that the total office responsibility has outgrown a one-man job.

The librarian reiterated the need of naming a permanent, well qualified Head of Extension Department, preferably a man.

It was agreed that the Committee should name a time to give special consideration to both these problems.

No action taken by Board.

- V. Continuance of Oakdale Sub-Branch: It was the concensus of all that the library cannot afford to maintain a full sub-branch at Oakdale after the opening of the new Branch building. It was suggested, however, that a Station might be continued there if a study of the situation seemed to justify it.

It was agreed to postpone action.

No action taken by Board.

Mr. Powell reported for the Building Committee that a public ceremony had been held on December 8 in connection with laying the cornerstone of the South Louisville Branch. Mrs. Radford reported the new Henry Watterson Room practically completed.

The statistical report of the librarian for the month of November was

distributed and ordered on file. The librarian reported announcement in the press that the Governor had appointed the State Board for the Certification of Librarians on December 12, and that he, Mr. Brigham, had been named one of the five appointive members for a term of four years.

Unfinished business:

1. I. W. Bernheim Paintings: The librarian recommended, in view of the Board's action November 9 rescinding its previous action to place the paintings in the custody of Dr. J. D. Figgins, Mr. Bernheim's agent, that a member of the Board be asked to communicate directly with Mr. Bernheim on behalf of the Board. Following discussion, it was moved by Mrs. Radford and seconded by Mr. Powell that the Chairman of the Library Committee be authorized to communicate with Mr. I. W. Bernheim on behalf of the Board, in consultation with Mr. L. S. Poston and the librarian. Carried.

2. Salary test suit: Mr. Abell reported that the Finance Committee had obtained an attorney to represent a citizen to bring suit and that filing of the suit could be expected very soon.

New business:

1. Dr. Rauch reported discussions with Col. Lucien Beckner and the librarian concerning progress, and problems encountered, in rehabilitating the museum. He proposed that the Board give special consideration to the whole matter at the January or February meeting, with Col. Beckner and representatives of the Federal Works Progress Administration present.

2. The librarian recommended that all libraries be closed for the Christmas holiday from Saturday December 24 at 6 p.m. to Tuesday, December 27 at 9 a.m. and for the New Year's holiday from December 31 at 6 p.m. to January 3 at 9 a.m. It was so moved by Mrs. Radford, seconded by Mr. Powell, and carried unanimously.

3. The librarian requested leave to attend the Midwinter Conference of the American Library Association December 27-30 in Chicago, with allowance of expenses by the library. Motion was made and seconded to grant the request pending settlement of the forthcoming suit incorporating this question, but withdrawn on the recommendation of Mr. Abell that the salary suit should not be encumbered with another legal question. Mr. Abell expressed the conviction that the law appears expressly to deny any public institution the right to appropriate funds for conference expenses.

The librarian asked the Board's consideration of a possible immediate adjustment of salary to offset a portion of the increasing losses of income. The president suggested a letter be prepared for referral to the Finance Committee.

The meeting adjourned at 5:45 p.m.

MINUTES APPROVED:

Joseph R. Weil President
Harold Z. Brigham Secretary

see exhibits on following pages

Exhibit No. 1

YALE UNIVERSITY
New Haven, Connecticut

George Parmly Day
Treasurer

November 21, 1938

Harold F. Brigham, Esq., Librarian
Louisville Free Public Library
Louisville, Kentucky

Dear Mr. Brigham:

I am hurrying off this letter to you by Air Mail and in the hope that it may reach you before Thursday, since I am sure that when you read it you will feel that the news contained in it will give to you and your associates in the Louisville Free Public Library a greater reason for being both thankful and happy on Thanksgiving Day. Briefly, the news to which I refer is that I am today instructing the Yale University Press to forward to you under separate cover, and as soon as the books can be prepared for shipment, one copy of each of 437 volumes published by it, and listed on the enclosed memorandum: the shipment mentioned including, as you will be glad to note, as many copies of each of the single titles as you double-checked or single-checked on the copy of the Complete List of Publications of the Yale University Press which you returned to me some months ago, together with three sets of the Textbook Edition of THE YALE SHEAKESPEARE, three sets of the Textbook Edition of THE CHRONICLES OF AMERICA, and three sets of the Independence Edition of THE PAGEANT OF AMERICA.

I could wish, and with all my heart, that we might have been able to include in the present shipment to you the ten additional sets of THE PAGEANT OF AMERICA and the nine additional sets of THE CHRONICLES OF AMERICA which you have told me you were eager to obtain for the Louisville Public Library and its branches: and you may be sure that if later we can through the cooperation of some of our friends make some or all of the additional sets of these notable series in the field of American History available for your use in the work of the Louisville Free Public Library, we shall be indeed happy to do so.

In the meantime and in now advising you of the shipment of the copies of the 437 volumes listed on the accompanying memorandum, I would add that the entire cost of these has been met by anonymous gifts to Yale University to make possible the presentation of them through us to the Louisville Free Public Library as a gift in each case in memory of Reuben Post Halleck of the Class of 1881, Yale College, who was himself in his lifetime so much interested in the work of the Louisville Free Public Library. Under these circumstances all of us here are naturally the happier at the gifts made through us to enable us to co-operate as we are now doing in the present gifts made to the Louisville Free Public Library in Mr. Halleck's memory because of what you have heretofore said in writing to me that gifts of books will mean the more to the Library and to the community it was founded to serve at this time since, because of the damage caused by the floods, all book purchasing was suspended during the calendar year 1937: and since book purchases in 1938 were so inadequate for a system having nine branches as well as the Main Library and numerous small extension agencies in both county and city.

With this letter I am enclosing a few copies of a bookplate which

we have had prepared: and in this connection would add that the Yale University Press is also sending to you under separate cover a sufficient number of book-plates similar to those to which I have referred, to enable your Library to insert one of these in each of the volumes thus given to it: each of which should be entered in the Library's records merely as a gift in memory of Reuben Post Halleck of the Class of 1881, Yale College, as I have said, since the Donors wish no reference whatever made to their anonymous gifts and since the University would prefer to have emphasis placed only on the fact that the books are being given to the Louisville Free Public Library in Mr. Halleck's memory.

It is our hope, although it is not a condition of the gift, that the volumes now sent to the Louisville Free Public Library may be shown as a special collection given to it in memory of Reuben Post Halleck for at least a brief period prior to their being catalogued and perhaps placed in different sections of the Library under various classifications. It would not, however, be desirable from the standpoint of the Library's administration to have the volumes thus kept together as a special collection indefinitely: and since those who have joined in making this gift to the Library are eager to make it of the greatest possible service to this, they would suggest that the volumes ultimately be distributed among the collections of the Library under such classifications as may encourage the greatest possible use being made of them.

With this letter I am also enclosing, in the belief that they will be of particular interest to you, reproductions of a photograph showing an exhibition of a similar collection of Yale University Press books presented to the Public Library of New London, Connecticut, and of an item published in the newspaper of that community in regard to this gift, together with reproductions of copies of Minutes and Resolutions adopted by the Milwaukee Public Library and the Cleveland Public Library in acknowledging similar gifts made to these institutions in memory of some of Yale's graduates. Naturally I shall appreciate it if you will in due course send to me for the records of the University copies or clippings of any items which may be published in the bulletin of your Library or in the newspapers of Louisville in regard to the gift of the volumes now being sent to you, which, as I have said, should be entered in the records of your Library simply as gifts made in memory of Reuben Post Halleck, as I have said.

As you will appreciate from what I have said, it is our desire and also the hope and wish of those who have co-operated with us in order to enable us to co-operate with the Louisville Public Library, that in any and all public announcements of the gift of these volumes and in any resolutions which may be adopted by the Board of Trustees of the Louisville Free Public Library, emphasis should be placed on the fact that the entire collection of volumes selected by you has been presented in memory of Reuben Post Halleck rather than on the anonymous gifts to Yale University to cover the cost of the volumes selected by you.

It is so long since I have written to you that I imagine you may well have thought that I long since forgot our exchange of letters and what you were good enough to tell me in answer to my inquiries of the needs of the Louisville Free Public Library. It is, of course, a satisfaction to all of us here, as it must be to you and your associates, to feel that each and everyone of the books now given to the Louisville Free Public Library in memory of Reuben Post Halleck will come to it as a truly welcome gift, since each of these has been selected by you and with the idea of making the Library of ever increasing service to Louisville and to the citizens of that community. Please be sure that we are happy in the part we have been privileged to play in

connection with this gift, which I am sure will mean so much to Louisville and in so many ways, and believe me, with all good wishes,

Ever sincerely yours,

/s/ GEO. PARMLY DAY

GPD:G

P.S. When the books thus given to the Louisville Public Library are exhibited there before perhaps being placed in different sections of the Library under various classifications, I shall hope that you may have a photograph made of the exhibition and send to me a "glossy print" suitable for reproduction.

G.P.D.

Publications of the Yale University Press
selected by
FREE PUBLIC LIBRARY, LOUISVILLE, KENTUCKY

<u>AUTHOR</u>	<u>TITLE</u>	<u>PRICE</u>
Andrews, C. M.	The Colonial Period of American History. Vol. I. 2 copies @ 4.00 ea.	\$ 8.00
" " "	The Colonial Period of American History. Vol. II 2 copies @ 4.00 ea.	8.00
" " "	The Colonial Period of American History. Vol. III 2 copies @ 4.00 ea.	8.00
Andrews, E.D., and F.	Shaker Furniture 2 copies @ 10.00 ea.	20.00
Angell, J. R.	American Education	3.00
Arnold, T. W.	The Folklore of Capitalism 3 copies @ 3.00	9.00
Bailey, N.	Divers Proverbs	1.00
Bakke, E. W.	Insurance or Dole?	2.50
Barry, P., et al	British Ballads from Maine	6.00
Battley, H.	Single Finger Prints	3.00
Bellinger, A. R.	Catalogue of the Coins Found at Corinth, 1925	2.00
Berenson, B.	Studies in Medieval Painting	15.00
Borchard, E.M.	Neutrality for the United States 2 copies @ 3.50 ea.	7.00
Bradley, W. A.	Dutch Landscape Etchers of the Seventeenth Century	2.00
Brooks, A. M.	From Holbein to Whistler	7.50
Cardoza, B. N.	The Growth of the Law	1.75
Carhart, M. S.	The Life and Work of Joanna Baillie	2.00
Chidsey, D. B.	The Gentlemen from New York; A life of Roscoe Konkling	3.75
Clark, G.	Economic Rivalries in China 2 copies @ 2.00	4.00
Clark, J. M.	The Costs of the World War to the American People	3.50
Corti, Count E.	Elizabeth: Empress of Austria 2 copies @ 4.00 ea.	8.00
Counts, G. S., et al	Bolshevism, Fascism, and Capitalism 8 copies @ 2.50 ea.	20.00
Crawford, A.B.	Incentives to Study: A Survey of Student Opinion	5.00
Davie, M. R.	A Constructive Immigration Policy	.60
Day, Clarence	In the Green Mountain Country	.50

Dearle, N. B.	Dictionary of Official War-Time Organizations	2.75
Dollard, J.	Caste and Class in a Southern Town	3.50
du Coudray, H.	Metternich	4.00
Dwight, M. Van H.	A Journey to Ohio in 1810	1.50
Eby, K.	War, Drawings and Etchings	2.50
Farrand, M.	The Framing of the Constitution of the United States 2 copies @ 2.50 ea.	5.00
Farrar, J.	Forgotten Shrines	1.25
Goodbar, J. E.	Managing the People's Money	4.50
Grinnell, G. B.	The Cheyenne Indians. 2 vols.	10.00
Haggard, H. W.	The Doctor in History. 5 copies @ 3.75 ea.	18.75
Haight, G. S.	Mrs. Sigourney: The Sweet Singer of Hartford	3.00
Healy, W., & Bronner, A.F.	New Light on Delinquency and Its Treatment	2.00
Hocking, W. E.	Man and the State	4.00
" " "	Human Nature and Its Remaking	4.00
" " "	The Meaning of God in Human Experience	4.00
Hutchins, R. M.	The Higher Learning in America 3 copies @ 2.00	6.00
Innis, H. A.	The Fur Trade in Canada	5.00
Kelly, J. F.	The Early Domestic Architecture of Connecticut	15.00
King, M.	The Recovery of Myself 3 copies @ 2.00 ea.	6.00
Labaree, L. W.	Royal Government in America	4.50
Lee, C.	Early American Portrait Painters 2 copies @ 10.00 ea.	20.00
Leland, W.G., and Mereness, N. D.	Introduction to the American Official Sources for the Economic and Social History of the World War	5.25
Leyburn, J. G.	Frontier Folkways. 2 copies @ 3.00 ea.	6.00
Lips, J.	The savage Hits Back	5.00
MacCracken, H.N., editor	The College Chaucer 2 copies @ 2.50 ea.	5.00
Magoffin, S. S.	Down the Sante Fe Trail and Into Mexico 2 copies @ 4.00 ea.	8.00
Morgan, T. H.	The Theory of the Gene	4.00
Moseley, L. H., Editor	The Diaries of Julia Cowles	2.00
Osler, W.	The Evolution of Modern Medicine	6.00
Percy, E.	Maritime Trade in War	2.00
Royce, S. E.	A Frontier Lady	2.00
Schultz, W. E.	Gay's Beggar's Opera	4.00
Showerman, G.	Eternal Rome. Library Edition. 5 copies @ 6.00 2 vols.	30.00
Slaughter, M. S.	Roman Portraits	1.50
Sneath, E. H., Editor	The Evolution of Ethics	4.00
Thompson, D. V., Jr.	Il Libro Dell'Arte, English Translation	2.00
" " " "	The Materials of Medieval Painting	2.50
" " " "	The Technique of Manuscript Illumination	1.50
Thompson, E. N. S.	Literary Bypaths of the Renaissance	3.00
Tolstoy, A.	The Tragedy of Tolstoy. 2 copies @ 3.00 ea.	6.00
" "	I Worked for the Soviet 2 copies @ 3.00 ea.	6.00
Vanderpoel, E. N.	American Lace and Lace-Makers	15.00
Whitman, C. H.	A Subject-Index to the Poems of Edmund Spenser	3.50
Wilgus, W. J.	The Railways Interrelations of the United States and Canada	3.00
Yamasaki, K., & Ogawa, G.	The Effect of the World War upon the Commerce and Industry of Japan	4.00
Yale University, Members of the Dept. of English	The Yale Shakespeare. 40 vols. 3 sets @ 36.00	108.00
Gabrie, R. H.	The Pageant of America. Independence Edition. 15 vols. 3 sets @ 75.00 ea.	225.00
Johnson, A.	The Chronicles of America. Textbook Edition. 50 vols. 3 sets @ 75.00 ea.	225.00

CHRONICLES OF AMERICA Separate Volumes in Testbook Edition

Richman, I. B.	The Spanish Conquerors	1.50
Ogg, F. A.	The Reign of Andrew Jackson	1.50
Thompson, H.	The Age of Invention	1.50
Orth, S. P.	The Boss and the Machine	1.50
Seymour, C.	Woodrow Wilson and the World War	1.50
Becker, C.	The Heavenly City of the 18th Century	
	Philosophers	2.00
Blasio, J. L.	Maximilian, Emperor of Mexico <u>2 copies @ 3.00</u>	6.00
Blewett, G. J.	The Christian View of the World	2.00
Borchard, E. M.	Convicting the Innocent	3.75
Chamberlain, A.	Politics from Inside	5.00
Clark, W. B.	Lambert Wickes	5.00
Colum, P.	Legends of Hawaii	2.50
Corbett, P. E.	Settlement of Canadian-American Disputes	2.50
Hopkins, E. W.	Legends of India	1.00
Smyth, N.	Approaches towards Church Unity	1.25
" "	A Story of Church Unity	1.00

\$ 1,007.10

EXHIBIT NO. 2.

Edwin Allen Co.	\$ 149.84
American Book Co.	18.93
American Builders Supply Co.	32.16
American Library Association	49.00
American Sanitary Supply Co.	2.50
Arctic Ice Co.	8.60
Atlas Plaster & Supply Co.	2.45
Avery Insurance Agency	83.14
Wm. P. Bannon	44.74
Baptist Book Store	13.87
A. S. Barnes & Co.	6.00
Barret, Robinson, Dickey & Swope	808.99
Beckley-Cardy Co.	1.25
Clara L. Behrens, Head Order Dept.	117.71
Levi Bloom	83.14
A. S. Blunk Heating Co.	3.00
Bobbs-Merrill Co.	2.33
Bomar-Summers Hardware Co.	50.53
R. R. Bowker Co.	46.80
Harold F. Brigham, Librarian-Petty Cash	65.16
J. Geo. A. Buffatt	8.50
Carter Dry Goods Co.	3.24
Chapman Insurance Agency	83.14
Chicago Glue Corporation	18.00
Childers Electric & Paint Co.	116.76
College Book Exchange	130.37
Columbia Carbon Co.	14.18
Continental Chemical Co.	2.27
Cook Auto Service	46.21
Crescent Hill Ice Co.	15.40
Charles J. Cronan, Jr.	83.14
Dehler Bros. Co.	3.51
Demco Library Supplies	4.60
Downard Coal Mining Co.	16.56

2136.82

Frederick J. Drake & Co.	7.88
Dugan, Humphries & Co.	83.14
A.J. Duncan	10.50
R. O. Dusch	9.35
Geo. G. Fetter Co.	12.10
A. Flanagan Co.	3.86
Follett Book Co.	86.55
Franklin Printing Co.	35.00
Frey Planing Mill Co.	16.22
Gaylord Bros.	184.11
Ginn & Co.	12.02
Gold Seal Publications	3.25
Goodheart-Willcox Co., Inc.	19.50
Hannan Insurance Agency	83.14
Hanson-Bennett Subscription Agency	750.00
Hastings House	6.08
D. C. Heath & Co.	11.03
W. C. Heimerdinger Co.	7.60
Hellman & Piercy	83.14
Norman W. Henley Publishing Co.	4.56
H. S. Hirshberg	2.00
Mrs. G. W. Hobb	3.00
Hubbuck Wall & Floor Covering Corp.	1.25
Harry H. Hughes & Sons	12.80
H. R. Huntting Co.	58.00
Felix Jeunesse	6.00
Junior Literary Guild	12.60
Kast Bindery Service	31.55
Kee Lox Manufacturing Co.	18.00
Kentucky School Equipment Co.	3.50
Koehler Stamp & Stencil Co.	6.50
Leonard Brush & Woodenware Co.	9.00
Richard D. Langan & Co.	61.02
The Librarian of Congress	50.00
John R. Lindsay, Director of Finance	3.57
Logan Co.	9.68
Long's Towel Supply	9.00
Louisville Division of Recreation	11.00
Louisville Gas & Electric Co.	205.97
Louisville Grocery Co.	6.85
Louisville Linen Supply Co.	3.75
Louisville News Co.	50.37
Louisville Paper Co.	26.23
Louisville Plate Glass Co.	1.31
Louisville Sanitary Wipers Co.	20.00
Lyons and Carnahan	4.57
Mrs. Stella McDaniel	25.00
The Macmillan Co.	32.19
William H. Marcus	3.90
Mayer Printing Co.	49.00
Meffert Equipment Co.	3.00
Merchants & Manufacturers Paint Co.	22.57
Milady Publishing Corporation	1.60
Miller Paper Co.	5.50
Milliken, Plamp & Co.	83.14
Moody's Investors Service	180.00
John P. Morton & Co.	22.38
Mueller-Estep Co.	10.00

4630.85

National Municipal League	5.00
National Parent Teacher Magazine	2.00
National Safety Council	10.00
National Society Daughters of the American Revolution	6.00
New Method Book Bindery	648.90
The New York Times Index	33.50
Noble & Noble, Publishers, Inc.	4.85
Office Equipment Co.	6.45
Olive-Markel Electric Co.	11.29
Otis Elevator Co.	5.30
Peter and Butler	107.18
Pfeiffer & Pfeiffer	83.14
Popular Mechanics Co.	4.63
Premier Paper Co.	21.46
Rand McNally & Co.	5.86
Allen M. Reager & Co.	107.18
Recordak Corporation	1.67
Remington, Rand, Inc.	16.45
Clement V. Ritter	25.24
Rowland Paper Co.	10.70
Alfred L. Schiller	1.65
Scott, Foresman & Co.	10.61
Charles Scribner's Sons	5.59
Sears, Roebuck & Co.	1.83
L. E. Sikking	75.10
Richard R. Smith	3.75
Southeastern Paper Co.	28.10
Southern Bell Telephone & Telegraph Co.	122.55
The J. B. Speed Memorial Museum	10.00
Standard Oil Co.	6.60
Standard Printing Co.	226.18
Standard Typewriter & Supply Co.	3.00
W. K. Stewart Co.	373.12
Frederick A. Stokes Co.	45.72
Stoll Oil Refining Co.	38.10
Timberlake & Trueheart	107.17
Alex W. Tippet Agency	107.18
U. S. Superintendent of Documents	25.00
University of Chicago Libraries	27.84
Wagenvoord & Co.	109.92
Walker Insurance Agency	61.02
Weissinger-Gaulbert Real Estate Co.	844.29
Wheeler Publishing Co.	6.78
Western Union Telegraph Co.	1.68
Albert Whitman Co.	13.83
Wilcox & Follett Co.	10.00
Wilderness Road Book Shop	171.56
H. W. Wilson	112.25
Wood-Mosaic Co.	22.26
	<hr/>
	8 320.33
Pd) Harold F. Brigham, Libn. Pay Roll	10 373.63
Pd) Kentucky Title Trust Co., Sinking Fund	2 125.00
	<hr/>
	\$ 20 818.96
Ed) Kentucky Title Co. Special Construction	\$ 59.70
Pd) National Concrete Construction Co. Spec. Const.	3 258.67
Pd) National Concrete Construction Co. " "	4 010.54
	<hr/>
	\$ 7 328.91

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees January 11, 1939

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, January 11, 1939 at 4:15 p.m. in the librarian's office.

Present: Mrs. Briney, Mrs. Meguire, Mrs. Radford, Messrs. Davis, Hume, Kavanagh, Powell, Rauch, Thruston, Welch and the Librarian.

Dr. Rauch presided.

The minutes of the meeting of December 14 were read and approved.

Mr. Thruston expressed dissatisfaction with the action taken at the last meeting to disallow conference expenses of the librarian as contrary to the best interests of the library.

Reports:

The Treasurer's report for the month of December was presented by Mr. Davis and ordered on file.

Mr. Kavanagh reported for the Library Committee that bills for December in the amount of \$5,474.79 had been audited and moved that they be paid. The motion was seconded by Mr. Davis and carried unanimously. A list of the bills is appended. Exhibit No. 1.

The Secretary read the following report and recommendations of the Library Committee, meeting January 10, 1939, and action was taken by the Board as noted:

Report of Meeting of Library Committee - January 10, 1939

Present: Mrs. Briney, Mrs. Meguire, and Messrs. Kavanagh, Rauch, Thruston and the librarian.

Mr. Kavanagh presided.

The following matters were considered and acted upon as indicated:

- I. Authorization of book purchasing for balance of year: The librarian reported an unexpended balance in the revised budget for books of \$11,500 in the general book account, and \$5,000 in a special account for the new branch, also that a saving of \$1,000 is expected in the latter account by a gift from the Beechmont Community of funds left after purchase of the lot for the building.

It was voted unanimously to recommend the following actions to the Board:

- 1) That \$10,000 be authorized for general book purchases for the remainder of the fiscal year, this sum to include all present outstanding orders and commitments.
- 2) That approximately \$1,500 be authorized in addition for book purchases, with the understanding that this sum be designated as a reserve fund to meet special requests and special needs.

- 3) That \$5,000, or as much as may be needed of this sum, be authorized for the purchase and acquisition of book stock for the new (South Louisville) Branch.

On motion by Mr. Davis, seconded by Dr. Welch, voted unanimously to adopt as read.

- II. By-Laws: Mr. Kavanagh called attention to the proposed revision of a section of the By-Laws not yet acted upon by the Committee, namely section XI on Amendment of the By-Laws, to specify that notice of any proposal to amend be sent to members ten days before the date of the regular meeting at which the amendment is to be acted upon.

It was voted unanimously to recommend that this section be modified to require that such notices be sent 30 days before the meeting, instead of 10 days before.

Voted to approve, on motion by Mr. Thruston, seconded by Mr. Davis.

III. Personnel matters:

- 1) Sick leave for Miss Helen Cooper: It was voted to recommend that special sick leave be approved for Miss Helen Cooper, Jefferson Branch Librarian, of one month at full pay and two months, if necessary, at half pay.

Voted to approve, on motion by Mr. Davis, seconded by Mr. Thruston.

The following items were read, but no action taken:

- 2) New appointments: The librarian reported the immediate need of appointing two branch librarians (Crescent Hill and South Louisville), two assistants to man the new branch, and a Head of Extension Department. Since definite recommendations were not yet ready, no action was taken.
- 3) Salary adjustments: The librarian urged the need of adjusting the salaries of selected staff members whose compensation is notably inadequate and whose efforts to improve and advance themselves are most deserving of recognition. It was stated that an unappropriated balance of approximately \$4,500 remained in the salary budget, originally intended for new appointments that have been delayed and for needed salary adjustments as proposed and augmented by resignations and illness. It was further noted that no substantial adjustment of staff salaries had been made since 1929.

Dr. Rauch proposed that it would be more important and in line with sound policy to utilize such a substantial balance in the salary budget to establish a Retirement Plan for employees and provide contributions by the library to supplement those by employees. This proposal was received with favor and the librarian was instructed to obtain information for preliminary consideration by the Library Committee and the Finance Committee.

- 4) Classification of staff and salaries: The librarian reported the adoption and promulgation by the American Library Association of a standard scheme for the classification of positions and salaries in municipal public libraries. It was designed to classify and grade positions and to designate appropriate salaries for each class of

position, thus giving both administration and employees a definite plan for remuneration and advancement.

The librarian was instructed to prepare a statement outlining and explaining the proposed plan and indicating its application to this library.

- 5) State Library Certification Law: The new certification law was described as a plan to raise the standards of the library profession in Kentucky just as the certification of teachers had raised the standards of the teaching profession, that is, by requiring professional librarians to obtain state certificates in order to be eligible for appointment and by requiring libraries to name to professional positions only librarians holding such certificates.

Mr. Kavanagh expressed the conviction that, despite the good intent of the Act, it takes from library boards of trustees a substantial measure of control over their libraries and therefore appears to violate the basic library law of the state which requires a board to exercise exclusive control in order to qualify for a levy of tax funds.

It was agreed that the Louisville Library must abide by the law, but Mr. Kavanagh recommended that a suit be instituted to test the validity of the Act.

The Librarian urged the desirability of seeking legislation to improve the law, if this is necessary, in order to conserve the important benefits it is designed to secure for libraries of Kentucky.

Mr. Thruston offered the motion, seconded by Mr. Powell, that the report as a whole be adopted. Unanimous.

Mr. Powell reported satisfactory progress in the erection of the new branch in the South End; also that the Building Committee had met with the architect on January 5 and approved specifications for the furniture and equipment of the new branch.

The statistical report of the librarian for the month of December was distributed and ordered on file.

The librarian presented a map and statistical findings constituting a survey of the service area of the Jefferson Branch executed under the Federal Works Progress Administration. This was referred to the Library Committee for study and recommendations.

Unfinished business:

Revision of By-Laws: It being agreed that due notice of the proposed Revision had been given all members of the Board, and full discussion provided, Mr. Davis moved that the existing By-Laws of the Board of Trustees be rescinded. Seconded by Dr. Hume and carried unanimously.

Mrs. Radford offered the motion, seconded by Mr. Davis, that the Board adopt the new By-Laws as revised and approved and order their printing together with the Laws concerning the Library, and that the Board record its grateful thanks to Judge Javanagh for the valuable and important service rendered. Carried unanimously. The new By-Laws is appended. Exhibit No. 2.

Yale-Halleck Gift: The Secretary read the following resolution to

accompany Board action at the December meeting:

Resolution of the Board of Trustees
relating to the gift of Yale University publications
in memory of Reuben Post Halleck

WHEREAS the Louisville Free Public Library is the recipient of a memorial gift of four hundred and thirty-seven volumes which this Library itself has been privileged to select from the publications of the Yale University Press; and

WHEREAS these highly valued books have been presented by unnamed friends of Yale University in memory of the late Reuben Post Halleck of the Class of 1881, Yale College, who achieved enduring distinction as educator, author and useful citizen; therefore be it

RESOLVED by the Board of Trustees of the Louisville Free Public Library that this notable gift be accepted with deep gratitude and with hearty appreciation of the genuine worth and importance of the books themselves, and of the benefit to be derived by the public through their use over years to come, with appreciation also of the fact that such a gift helps the library to meet its most urgent immediate need, namely books, and with recognition of the peculiar appropriateness of such a memorial to the late Reuben Post Halleck whose contribution to public education in his own life-time may thus be extended and enlarged; and be it further

RESOLVED that this memorial collection be placed on public display in the Main Library for a period sufficient to acquaint library readers with it, and that a copy of these resolutions be transmitted to the family of Reuben Post Halleck and to Yale University, with the request that the University extend this expression of gratitude and appreciation to the unnamed donors who have made possible so suitable a memorial to an eminent educator and distinguished citizen of Louisville.

The above resolutions were unanimously adopted by the Board of Trustees of the Louisville Free Public Library on December 14, 1938.

On motion by Dr. Hume, seconded by Mr. Davis, it was voted unanimously to adopt the resolution as read.

Salary test suit: Mr. Davis read the following letter addressed to the President on behalf of the Finance Committee:

Louisville, Kentucky
January 11, 1939

Mr. Joseph Rauch,
Chairman, Board of Trustees,
Louisville Free Public Library,
Louisville, Ky.

My dear Doctor Rauch:

At our October, 1938 meeting the Board adopted a resolution directing the Finance Committee to have proceedings instituted for determining whether the Board could properly pay the Librarian a salary in excess of \$5000 per year; and the Board made an appropriation of \$100 with which to pay some competent attorney for the bringing of a taxpayer's suit. Thereafter we requested Judge Lafon Allen to bring such a suit, but unfortunately he was not in a position to do so.

We then talked to Mr. W. D. Becker and arranged for him to bring such a suit, agreeing to pay him a fee of \$100 for his services. The litigation was to be under his complete control, and of course the Board was to have no connection whatsoever with Mr. Becker, other than the payment of this \$100.00 fee. We ex-

plained to him in detail that the Board had no personal interest in the conclusion reached by the Court, but primarily desired a ruling on the point so that it could act accordingly.

This action of the Committee was reported to the Board at the December meeting, and was approved by it, as was the resolution adopted at the October meeting. We had hoped that the suit might be begun and the matter disposed of in the lower court during the first week in January.

Since then Judge Kavanagh has voiced a strong objection to this method of raising the question, and has declined to enter his appearance to the suit. Mr. Becker has also advised us that he would be unwilling to file suit unless the Board was unanimously agreed as to the procedure to be adopted.

While there would be nothing collusive in such a suit, and while in our opinion there would be no impropriety in the Library paying a \$100 fee to the taxpayer's attorney, it would nevertheless create a very embarrassing situation were Judge Kavanagh to file an answer alleging that the suit was collusive.

For these reasons we do not feel it desirable to raise the salary question in this manner, although we remain of the firm conviction that this question should be settled and settled now.

Unless the Board can unanimously agree upon raising this question by a taxpayer's suit, the following alternatives remain open:

- A. Mr. Brigham could bring a declaratory judgment suit claiming that his \$6000 contract was legal, but that the Board had taken the position that it was illegal.
- B. If Mr. Brigham's contract was made in April, and so runs from April 1, 1938 to March 31, 1939, as we understand it does, the Board could refuse to pay Mr. Brigham his February salary on the ground that it had already paid him \$5,000 and any additional payment would be illegal. Mr. Brigham could then bring suit.

Neither of these alternatives seem satisfactory to us because we could not get a decision as quickly as in an injunction suit.

In view of the situation which has arisen with respect to this matter, the Finance Committee feels that it should make this full report to the Board, and refer the matter back to it for further instructions.

Yours very truly,

/s/ WILLIAM H. ABELL
For the
Finance Committee

WHA:HS

Mr. Davis outlined the situation with reference to the salary question and the steps taken to date in connection with the proposed court action. It was suggested that, if deemed necessary, the fee to pay the attorney for the taxpayer could be raised by private subscription from past and present members of the Library Board.

Mr. Kavanagh explained his position, namely, that the Library itself ought not to institute a suit with the implied purpose of justifying an act contrary to public policy as defined by the State Constitution.

Dr. Welch stated a differentiation between court action for the purpose of justifying an unconstitutional act and a friendly suit to settle a legal question that has been raised and must be settled legally in order to determine what is right and what is wrong.

Following extended discussion, Dr. Welch made the motion, seconded by Mr. Thruston, that the Board authorize the Finance Committee to proceed with the salary test suit in accordance with the action of October 13, 1938. The motion was passed with one dissenting vote, Mr. Kavanagh requesting his vote to be recorded in the negative for the reason he had indicated.

Mr. Kavanagh called attention to the State Library Certification Law which he considered a dangerous infringement of the authority of library boards and open to question as to validity. Dr. Hume urged the necessity of legal action to settle the question.

On motion by Mr. Davis, seconded by Dr. Welch, it was voted that the Secretary request the City Department of Law to render an opinion on the validity and application of the Library Certification Act.

Dr. Rauch surrendered the chair to Mr. Davis and spoke in behalf of an effort to establish a Retirement Plan for employees of the library. He called attention to such a plan recently adopted by the University of Louisville and to the fact that funds are reported to be available in the salary budget of the library which may be used for the purpose. On motion by Dr. Rauch duly seconded, it was voted unanimously that the Finance Committee, in conjunction with the Library Committee, study the question of establishing a retirement plan looking to an annual appropriation for this purpose, and bring in a report.

The meeting adjourned at 5:50 p.m.

MINUTES APPROVED:

Joseph A. Smith President

Harold F. Brigham Secretary

Exhibit No. 1

Aetna Oil Service	\$ 34.62
Edwin Allen Co.	257.15
American Book Co.	13.73
American Builders Supply Co.	5.70
American Library Association	53.40
American Planning & Civic Association	3.00
Arctic Ice Co.	9.10
Baptist Book Store	88.89
Clara L. Behrens, Head Order Dept.	104.99
Belknap Hardware & Mfg. Co.	20.36
Bland Electric Co.	4.75
Bomar-Summers Hardware Co.	40.94
R. R. Bowker Co.	11.00
Boy Scouts of America	9.59
Harold F. Brigham, Libn. Petty Cash	70.60
Broadway Rubber Co.	2.50
Byrne & Speed Coal Co.	2.00
	732.22

Paul J. Catching	3.88
Central Glass Co.	2.72
Childers Electric & Paint Co.	32.15
College Book Exchange	56.52
Downard Coal Mining Co.	99.87
A. J. Duncan	10.50
Eastern Book Co.	39.55
Geo. G. Fetter Co.	8.69
First Kentucky Fire Insurance Co.	83.14
Follett Book Co.	148.81
Frey Planing Mill Co.	47.60
Gaylord Bros.	71.96
General Bookbinding Co.	110.20
Ginn & Co.	6.08
V. C. Glass Carpet Co.	3.53
Thos. E. Grove	20.00
Gulf Refining Co.	3.10
Hanson-Bennett Subscription Agency	315.59
Harvard University Press	7.59
D. C. Heath & Co.	3.93
W. C. Heimerdinger Co.	1.35
H. Hesse	2.25
H. S. Hirshberg	6.50
Hoppe Soap & Chemical Co.	6.45
Houghton, Mifflin Co.	21.90
Harry H. Hughes & Sons	4.40
H. R. Huntting Co.	2.86
Jewish Publication Society of America	5.00
Journal of Labor	6.25
Kast Bindery Service	63.20
Kee Lox Mfg. Co.	4.50
Kentucky Book Mfg. Co.	18.62
Kentucky Marble & Tile Co.	30.45
Klein Brothers	2.25
Alfred A. Knopf, Inc.	2.16
Koehler Stamp & Stencil Co.	4.90
Kraus-Weilage Co.	8.20
Leonard Brush & Woodenware Co.	9.00
Abraham Lincoln Association	5.00
Longmans, Green & Co.	7.43
Long's Towel Supply	9.00
Louisville Board of Trade	20.00
Louisville Chemical Co.	55.67
Louisville Division of Recreation	11.00
Louisville Gas & Electric Co.	219.74
Louisville Linen Supply Co.	3.75
Louisville News Co.	16.30
Louisville Paper Co.	26.33
Louisville Sanitary Wipers Co.	2.50
Lyons and Carnaham	5.11
Mrs. Stella McDaniel	25.00
The Macmillan Co.	9.68
Meffert Equipment Co.	1.50
Merchants and Manufacturers Paint Co.	10.96
Miller Paper Co.	21.70
Morehouse-Gorham Co.	1.84
John P. Morton & Co.	18.25
Mueller-Estep Co.	10.00

2488.73

National School Book Service	6.59
New Method Book Bindery, Inc.	165.93
Office Equipment Co.	10.00
Olive-Markel Electric Co.	108.19
Otis Elevator Co.	5.30
I. & M. Ottenheimer	12.03
Pergande Publishing Co.	6.03
Premier Paper Co.	21.70
Rand McNally & Co.	7.13
Ridge Office Supply Co.	12.84
Clement V. Ritter	4.83
Row, Peterson & Co.	7.45
Wm. J. Rueff	5.50
Scott, Foresman & Co.	14.47
Charles Scribner's Sons	6.31
Sears, Roebuck & Co.	7.79
L. E. Sikking	16.00
T. Grant Slaughter	107.18
Southeastern Paper Co.	42.35
Southern Bell Telephone & Telegraph Co.	134.08
Special Libraries Association	17.00
Standard Oil Co.	9.92
Standard Printing Co.	3.00
Standard Typewriter & Supply Co.	3.85
W. K. Stewart Co.	361.33
U. S. Sanitary Specialties Corporation	17.50
Universal Library Service	1.73
Universal Publishing Syndicate	631.72
University of Chicago Press	1.38
Weissinger-Gaulbert Real Estate Co.	1 045.18
Western Union Telegraph Co.	1.37
Albert Whitman & Co.	4.97
Wilderness Road Book Shop	125.44
H. W. Wilson Co.	52.02
John C. Winston Co.	7.95
	<hr/>
	5 474.79
Pd) Harold F. Brigham, Libn. Pay Roll	10 075.48
Pd) Kentucky Title Trust Co. - Sinking Fund	2 125.00
	<hr/>
Total	\$ 17 675.27

Exhibit No. 2.

BY-LAWS OF THE BOARD OF TRUSTEES

I.
MEETINGS

The annual meetings of the Board shall be held on the second Wednesday in April of each year.

The monthly meetings shall be held on the second Wednesday in each month.

Special meetings may be called by the Secretary upon direction of the President, or upon the written request of any three members of the Board. Three days' notice shall be given of all called meetings; the notice shall

specify the object of the call, and no business other than that for which it is called shall be transacted at such meetings.

Notices of regular meetings shall be mailed to every member of the Board by the Secretary three days before the time appointed for such meetings, and said notices shall contain a statement, as far as possible, of the items to be discussed or determined at these meetings, but nothing herein shall preclude a discussion or determination of other items not included in the notices.

II.
DUTIES OF OFFICERS
President

It shall be the duty of the President to preside at all meetings of the Board; to appoint all committees not otherwise provided for; to countersign the check of the Treasurer for the withdrawal of all moneys; and to sign any other papers, communications and instruments which may require his official signature.

He shall be the Chairman of the Executive Committee; and shall exercise a general supervision over the affairs of the Library.

Vice-President

The powers and duties of the President shall, in his absence or inability to act, devolve upon the Vice-President.

Secretary

The Secretary shall keep a record of all meetings of the Board; and shall have the custody and care of the seal and all papers and documents, except such documents and securities as shall properly be in charge of the Treasurer, or in the custody of some of the standing committees, or the chairman thereof.

He shall give notice of all meetings; execute such documents as require his signature; and shall perform such other duties as may be from time to time assigned to him.

Treasurer

The Treasurer shall be the financial officer of the Board of Trustees; he shall receive, and disburse all money belonging to the Board, keeping an accurate account thereof; he shall have the custody and control of the funds of the Board, and shall sign all checks, drafts and other orders requiring the payment of money, but only on vouchers approved by the Librarian, and by the proper committees of the Board.

Appropriate books of account shall be kept to show accurately all receipts and expenditures of City appropriations, and other moneys, and the income and expenditures of any trust funds. The Treasurer shall give bond in such sum and with such surety as shall be prescribed and approved by the Board. Where a bank or trust company is custodian of the funds no bond shall be necessary.

The routine of financial disbursement shall be in the following manner:

1. Bills for any amount due shall be rendered against the Louisville Free Public Library.
2. Thus rendered and when proper and unpaid, bills shall be certified by the Order Department and Librarian and approved by the appropriate Standing Committee through its chairman, or the acting chairman, according to the tenor of Section 12 of these By-Laws.
3. When duly certified, bills shall be ordered paid by the Board.
4. Said bills shall then be vouchered and numbered and entered in the Library account book.
5. When bills have been duly vouchered and entered, they shall be transmitted to the Treasurer for payment, and a list at the same time shall be furnished to the Secretary of the Board for inclusion in the minutes of the meeting at which they were ordered paid.
6. Checks shall be issued according to the vouchered bills and duly posted in cash book from the vouchers. Thereafter the checks shall be signed by the librarian who shall be responsible for mailing them.
7. Receipted vouchers shall be returned to the Treasurer.
8. Bills to be approved must be received at the Library not later than Monday preceding the second Wednesday of the month.

III. COMMITTEES

At each annual meeting, or as soon thereafter as may be, the President shall appoint the following standing committees, to be composed of four Trustees each, to serve until duly succeeded, viz:

- (a) Finance Committee
- (b) Committee on Buildings and Grounds
- (c) Library Committee
- (d) Executive Committee

IV DUTIES OF COMMITTEES

Finance Committee. The Finance Committee shall have general direction and control of the investments and financial affairs, subject to the approval of the Board; it shall have charge of all deeds, contracts, securities and other evidences of property belonging to the Board, and shall deposit the same in such depository as shall be approved by the Board; it shall have the right to demand of the Treasurer a statement of balances on hand, and any information concerning matters connected with the funds in his charge. It shall make such reports to the Board of Trustees as may be required. It shall make recommendations from time to time as to the sums to be devoted to the various departments of the Library, and at the July meeting in each year shall present a budget for the fiscal year next ensuing.

It shall annually, or oftener if required by the Board, see that a competent audit and report upon the accounts of the Treasurer and all other accounts is made, with proper certification as to the cash in the hands of the Treasurer.

Committee on Buildings and Grounds. The Committee on Buildings and Grounds shall have charge of the furnishing, maintenance, and care of the Library buildings and grounds, and of all needful alterations, additions and repairs.

Library Committee. The Library Committee shall have general charge and supervision of the interior management and administration of the Library in

its various departments, and of any branches which may be established.

It shall have supervision of the Librarian, and all employees as may be required; and shall have control of all matters relating to the order and care of the Library.

It shall have general charge of the selection and purchase of books, pamphlets and periodicals, and the binding and repairing of the same; the preparation, printing and distribution of catalogues; and the arrangement and classification of books.

Executive Committee. The Executive Committee shall consist of the President of the Board and the Chairmen of the standing committees; and shall exercise all the powers of the Board, subject to its approval, in matters requiring action between the meetings of the Board. It shall make recommendations and suggestions as it may deem advisable for the consideration of the Board and the standing committees.

V. STANDING COMMITTEE MEETINGS

Meetings of each standing committee shall be held upon the call of the chairman, or at the request of any two members thereof. The Executive Committee shall meet upon the call of the President, or at the request of any two of its members.

The standing committees shall be at all times subject to the direction and control of the Board of Trustees; they shall make no contracts, nor take any action involving matters of policy or expense, without first securing the approval of the Board at a meeting thereof.

VI. COMMITTEE APPROVAL OF BILLS

Each committee shall approve all bills arising out of expenditures in its particular department; and the vouchers for the payment thereof shall be signed by the chairman of the committee, or, in his absence, by a member acting as chairman pro tem.

VII. LIBRARIAN

The Board shall elect a Librarian, and such assistants as it may think necessary. They shall be paid such salaries as the Board may by resolution determine; and shall be subject to suspension or removal by the Board at any time.

The Librarian shall execute the orders of the Board; shall have direct charge of the Library and its administration in all its departments; shall carry out the policy adopted by the Board of Trustees in regard to the management of the Library, and shall perform such other duties as may from time to time be assigned to him.

The Librarian shall annually, in the month of September, have prepared a report showing the use of the Library for the fiscal year ending the last day of August preceding, the receipts and expenditures of all the moneys handled by it during the year, and giving such other information as may promote the usefulness of said Library to the public or may be called for by the legislative body of the

City of Louisville, and said report shall be then submitted to the Library Trustees, and this report, when approved, shall be transmitted to the Board of Aldermen by the Library Trustees.

The Librarian shall keep an exact and detailed account of all moneys received from fines and other sources, and report the same monthly to the Board at its regular meeting.

The Librarian shall discharge such other duties as shall fall within the province of Librarian and as may from time to time be prescribed by the Board of Trustees.

The assistants shall aid the Librarian in performing the duties of the office.

VIII. QUORUM

A majority of the Board shall constitute a quorum for the transaction of business, such majority being constituted by not less than seven members; but no appropriation of money, except for ordinary or current expenditures, shall be made unless upon the affirmative vote of a majority of all its members.

IX. ORDER OF BUSINESS

The order of business at all regular and annual meetings of the Board of Trustees shall be as follows:

1. Reading of minutes of previous meeting.
2. Reading and consideration of communications to the Board.
3. Report of officers
4. Report of committees
5. Unfinished business
6. New business
7. Election of officers of the Board, at annual meeting
8. Adjournment

X. LOANS AND GIFTS

No loan or gift of personal property shall be accepted by the Library Board except by majority vote of the Board of Trustees; and the loan or gift must be made in writing by the owner or donor of the property, who shall specify the terms and conditions, if any, of the loan or gift.

XI. AMENDING, MODIFYING OR REPEALING BY-LAWS

These By-Laws may be amended, modified, or repealed at any regular meeting of the Board by a two-thirds vote of all the members thereof; provided, notice in writing stating the nature of the motion to be voted upon shall be given each member thirty (30) days preceding said regular meeting.

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees February 8, 1939

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, February 8, 1939 at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire, Mrs. Radford, Messrs. Abell, Davis, Hume, Kavanagh, Powell, Rash, Rauch, Thruston, Mayor Scholtz and the librarian. Assistant City Attorney Lawrence S. Poston was also present.

Absent: Mrs. Briney and Dr. Welch

Dr. Rauch presided.

The minutes of the meeting of January 11 were read and approved.

Communications:

Three letters were read relating to the controversy over the I.W. Bernheim collection of paintings, namely Mr. Bernheim's letter of February 6, threatening suit, his previous letter of January 10, and the original letter of the library, January 5, which the Board authorized Mr. Kavanagh to send in its behalf to clarify the Board's position relative to ownership of the paintings. These letters are on file in the library office.

Discussion followed revolving around the responsibilities and limitations of the Library Board as owners and trustees of public property, and the necessity of avoiding a move which would jeopardize the Library's claim to ownership.

Mr. Thruston offered the motion, seconded by Mr. Powell, that the President, Mr. Kavanagh and Mr. Poston be constituted a committee with authority to reply to Mr. Bernheim on behalf of the Board. Carried unanimously.

Reports:

The Treasurer's report for the month of January was presented by Mr. Davis and ordered on file.

Mr. Kavanagh reported that bills for the month of January in the amount of \$5,216.55 had been audited. It was voted to authorize payment of these bills, a list of which is appended to these minutes. See Exhibit No. 1.

Dr. Rauch reported the printing and distribution of the revised By-Laws and Library Laws. On motion by Mr. Thruston, seconded by Mr. Davis, it was voted to extend to Mr. Kavanagh the cordial appreciation and gratitude of the Board.

The following report and recommendations of the Library Committee were read by the librarian and action taken by the Board as noted:

Meeting of the Library Committee
February 7, 1939

The Library Committee met on Tuesday, February 7, 1939 at 4 p.m. in the Filson Club.

Present: Mrs. Meguire, and Messrs. Kavanagh, Rauch, Thruston and the librarian. Mrs. Radford was also present at the request of the chairman.

Judge Kavanagh presided.

The following matters were discussed and action taken as noted:

1. W.P.A. Surveys of the service areas of the Jefferson Branch and Highland Branch (referred to the Library Committee by the Board, Jan. 11, 1939)

The librarian recommended that the Branch Librarians in each case be instructed to make a study of the survey findings and present their suggestions and recommendations to the Library Committee for review. This recommendation was accepted as a starting point for making use of these survey reports.

VOTED: That the Board approve the recommendation.

2. Library Service Project at the City Hospital: The librarian presented the request of the Junior League, sponsors of this project, that the Library furnish the part-time services of a paid librarian three afternoons a week to administer the project as an extension service of the Public Library, with the understanding that the Junior League would continue to furnish volunteer workers for ward service and to supply books and magazines as in the past.

Following extended discussion, it was voted: That service be continued at the City Hospital on the present basis of cooperation, with the understanding that the Junior League be requested to assume the responsibilities involved in rendering this service.

VOTED: That the Board approve the action of the Committee.

3. East End Slum Clearance Project: An offer was presented from the Louisville Housing Commission, that is, to incorporate library facilities in the Administration Building of the Project, provided the Public Library agree to maintain the proposed service. The offer specified a room approximately 30 x 40 feet, with separate outside entrance, equipped with shelving and furniture. The Public Library would be expected to provide books and to pay a charge covering light, heat and janitor service; this charge, it was suggested, would probably be \$25. a month. The proposed facilities are intended to serve the community as a whole and not merely residents of the Housing Project.

Following discussion, in which it was agreed that the proposed charge was out of line with charges paid by the library for similar facilities elsewhere, it was voted:

That the Library Committee views with favor the rendering of library service in the East End Housing Project but cannot at present definitely commit itself because of uncertainty as to the financial obligation involved.

However, it was agreed that this action implies it is the intention of the Committee to make every effort to render the proposed service.

VOTED: That the Board approve the action of the Committee.

4. Personnel Problems: The Librarian summarized the personnel problems confronting the library at present as follows:

1. Appointment of two Branch Librarians, namely at Crescent Hill and South Louisville.
2. Appointment of an assistant in the Bindery to fill a vacancy caused by death.
3. Appointment of a person to have charge of the new Local History Division and Watterson Room.
4. Transfers and salary adjustments affecting a number of members of the general staff.
5. Reorganization of the Extension Department
6. Adjustment in the Office affecting one assistant
7. Possible establishment of a Retirement Plan.

Discussion centered on the need of granting promotions on an equitable basis within the library organization, and the equal importance of utilizing promotions and salary adjustments as a means of raising personnel standards by encouraging and rewarding educational effort. The application of State Certification was cited as immediate grounds for enforcing higher standards within our own organization.

The librarian proposed that advancement for staff members under age 40 be largely conditioned on a basis of added education and library training in addition to the usual consideration of experience and ability.

Four staff members were recommended by the librarian to administrative positions, namely Marion Stoner, Marcella Tobe, Dorothy Goodwin and Margaret Gilligan. All of these were represented as people of experience and ability who, however, lack certain educational qualifications and who therefore would be expected to undertake educational programs to meet these deficiencies. A fifth staff member was recommended as deserving special consideration in the present circumstances but who has not yet measured up to the level of the four just named, that is, Rose Derksen who has rendered significant service at Crescent Hill during the illness of the librarian, Miss Berryman, and since Miss Berryman's resignation.

It was voted: That the principle of making appointments on the merit basis, with due consideration to education and training as well as service and ability, be endorsed, and that the librarian be authorized to name candidates for the two Branch Librarianships now open.

It was agreed that the Library Committee meet next week, if possible, to consider especially the situation with reference to the Extension Department and the Office.

VOTED: That the Library Committee be requested to bring in definite recommendations to fill the several vacancies not later than the next meeting of the Board.

Mr. Powell reported that the Building Committee had held a public meeting on February 6, 1939 to receive and open bids on Furniture & Equipment for the South Louisville Branch Library.

The following resolution was read:

RESOLUTION ORDERING THE FILING OF BIDS

WHEREAS, pursuant to advertisement, bids for furniture and equipment of SOUTH LOUISVILLE BRANCH LIBRARY have been filed by the following bidders:

The Office Equipment Co.
 The Geo. G. Fetter Co.
 Remington-Rand, Inc.
 The Central School Supply Co.

that said bids have been duly received, opened and publicly read:

NOW, THEREFORE, BE IT RESOLVED that the bids listed in the preamble hereof be filed and presented to Joseph & Joseph, Consulting Architects, and that the said Joseph & Joseph is hereby directed forthwith to tabulate said bids, and at the earliest practicable moment, report to the Board of Trustees his findings as to the lowest and best bid.

Passed this 6th day of February 1939.

Mr. Powell stated that the Committee was inclined to favor acceptance of the low bid in toto on the grounds that this would assure a matched finish and fix responsibility in one concern, and this bid represented the most advantageous offer of the four received. He noted, however, that a question had since been raised by one of the higher bidders urging that two items of the specifications in which they were lower should be awarded separately, namely items 16 and 17 covering chairs.

This question was discussed at length, the discussion turning on the point of patronizing local industry more especially when local bids are low. Mr. Alfred Joseph, architect, participated in the discussion and stated that instructions to bidders reserved to the library the right to award separate items to more than one bidder.

Mayor Scholtz pointed out that the windsor chairs called for (item 16) would be manufactured in Louisville under the bid of the Office Equipment Company, and this bid was lower than that of Remington-Rand, Inc. for the same item.

The following letter of the architect was read:

Secretary
 Mr. Harold F. Brigham
 Louisville Free Public Library
 Third & York Sts.
 Louisville, Ky.

February 7, 1939
 Re: Contract #5
 Docket Ky. 1329-F
 Library
 Louisville, Ky.

Dear Sir:

As you know, bids for the equipment for the South Louisville Branch, Louisville Free Public Library, were received on February 6th, read and tabulated in the presence of the representatives of the P.W.A. and Committee of your Library Board.

We find in analyzing these bids that Remington-Rand is the lowest and

best bid, and desire to recommend the acceptance of their proposition.

The amount given by them for all of the equipment is \$6,072., but in summing up the total amount placed opposite the various units, the result is \$5,972.00. Evidently there is an error in addition. Since it is possible to obtain 41 additional folding chairs without exceeding the lump sum amount of their bid, we would suggest making this number 191 units instead of 150.

We have requested a sample of their table reading lamps upon which bid was based. It may be possible that these will not arrive before your meeting. Therefore, we would like to suggest that in your resolution you reserve the right to make a substitution for these lamps, should they not meet with your approval.

We are enclosing a copy of tabulation of bids as they were received.

Very truly yours,
JOSEPH & JOSEPH

By /s/ Alfred S. Joseph

ASJ/DL

A copy of the Tabulation of Bids is appended to these minutes. Exhibit No. 2

Mrs. Radford moved: That the recommendation of the architect be adopted, namely, that the bid of Remington-Rand, Inc. be accepted for the full amount of \$6,072. and to include 191 folding chairs instead of 150. The motion was seconded by Mr. Rash and voted, but failed to carry and was declared lost.

Mr. Kavanagh offered the motion, seconded by Mayor Scholtz, That the architect's recommendation be accepted with exception of items 16 and 17 and that these two items be awarded to the Office Equipment Company. The motion was voted and passed, with two dissenting votes.

New Business:

Col. Lucien Beckner, director of Museum Rehabilitation, and Mrs. R.E. Blackwell, Supervisor of the W.P.A. State-Wide Museum Project, appeared at this point to report on the work of rehabilitating the Library Museum as previously requested by the Board.

Col. Beckner outlined progress in the rehabilitation work since the Flood, expenses borne by the Works Progress Administration, personnel problems, special methods employed in restoring various types of museum materials, and plans for completion of the work.

Mrs. Blackwell bespoke the interest of the Works Progress Administration in the project and the advantages accruing to the workers assigned to work under Col. Beckner.

Mayor Scholtz paid tribute to the Works Progress Administration in respect to the city as a whole as well as the library.

Before adjournment of the meeting Mr. Poston presented the written opinion of the City Department of Law on the validity and application of the new Law for the Certification of Librarians. Reading of the opinion was postponed but Mr. Poston stated that the opinion held the law to be constitutional and valid and to be applicable to the Louisville Free Public Library.

The meeting adjourned at 6:40.

MINUTES APPROVED:

Joseph A. ... President
Harold F. Brigham Secretary

Exhibit No. 1

Edwin Allen Co.	\$ 515.76
American Book Co.	9.22
American Library Association	50.15
Arctic Ice Co.	8.40
Avery Insurance Agency	5.00
Baptist Book Store	103.91
Bert B. Barry	1.70
Clara L. Behrens, Head Order Dept.	124.95
Dr. Wm. S. Benson	1.50
Bibliographical Society of America	3.00
Bomar-Summers Hardware Co.	9.62
Boone Brothers Co.	11.00
Brakmeier Bros.	3.75
Harold F. Brigham, Libn. Petty Cash	73.70
Burroughs Adding Machine Co.	1.69
Carl's Tire & Battery Service	4.55
Carter Dry Goods Co.	5.74
Central Battery Co.	1.44
Chicago Glue Corporation	18.00
Children's Theatre Press	3.00
College Book Exchange	89.97
Columbia University Press	6.31
Cook Auto Service	57.20
Country-Life-American Home Corp.	1.35
Crescent Hill Ice Co.	2.50
J. M. Dale	73.85
Dictaphone Corporation	3.00
Downard Coal Mining Co.	176.85
A. J. Duncan	10.00
Eastern Book Co.	4.28
Electric Blue Print & Supply Co.	1.17
Geo. G. Fetter Co.	8.48
A. Flanagan Co.	3.87
Follett Book Co.	18.11
Foreign Policy Association	5.00
Gaylord Bros.	13.70
Ginn & Co.	12.42
Goodheart-Willcox Co., Inc.	2.62
Gulf Refining Co.	19.14
H. S. Hirshberg	2.00
Hoppe Soap & Chemical Co.	6.45
Houghton Mifflin Co.	9.06
Harry H. Hughes & Sons	14.60
Felix Jeunesse	6.00
Junior Literary Guild	12.90
	1516.91

Kast Bindery Service	74.65	
Kaufman-Straus Co.	44.25	
Kee Lox Manufacturing Co.	3.75	
Kentucky Book Mfg. Co.	174.68	
Kentucky Terminix Co.	75.32	
Klein Brothers	8.00	
Koehler Stamp & Stencil Co.	4.75	
H. C. Korfhage Co.	24.90	
Krause-Weilage Co.	13.75	
Leonard Brush & Woodenware Co.	9.00	
Lincolniana Publishers	2.00	
Long's Towel Supply	9.30	
Louisville Division of Recreation	11.00	
Louisville Gas & Electric Co.	202.60	
Louisville Grocery Co.	2.64	
Louisville Linen Supply Co.	3.75	
Louisville News Co.	56.81	
Louisville Paper Co.	26.00	
Mrs. Stella McDaniel	25.00	
Geo. R. McIntosh	1.85	
Macmillan Co.	5.07	
Martindale-Hubbell, Inc.	25.60	
Meffert Equipment Co.	2.60	
Merchants and Manufacturers Paint Co.	7.47	
Miller Paper Co.	20.78	
John P. Morton & Co.	3.15	
Mueller-Estep Co.	10.00	
New Method Book Bindery Inc.	195.21	
Olive-Markel Electric Co.	14.92	
Office Equipment Co.	140.15	
Otis Elevator Co.	5.30	
Premier Paper Co.	6.00	
Rand, McNally & Co.	36.00	
Remington Rand, Inc.	78.00	
Clement V. Ritter	27.50	
Silver Burdett Co.	2.49	
Southeastern Paper Co.	2.80	
Southern Bell Telephone & Telegraph Co.	119.86	
Southern Historical Association	3.00	
Standard Oil Co.	3.87	
Standard Printing Co.	2.00	
G. E. Stechert & Co.	12.00	
W. K. Stewart Co.	433.47	
W. K. Stewart Co.	378.33	
University of Chicago Press	1.50	
Western Union Telegraph Co.	2.17	
Weissinger-Gaulbert Real Estate Co.	1 034.59	
James T. White & Co.	12.14	
Albert Whitman & Co.	6.10	
Who and When	24.00	
Wilderness Road Book Shop	265.52	
H. W. Wilson Co.	17.05	
Julius Wisotzki	27.00	
	<u>5 216.55</u>	
Pd) Harold F. Brigham, Libn. Pay Roll	10 024.82	
Pd) Kentucky Title Trust Co. Sink. Fund	<u>2 125.00</u>	\$17,366.37

SPECIAL CONSTRUCTION: National Concrete Construction Co. \$4,715.04; George F. Voight \$336.60; George F. Voight \$335.07; National Con. Construction Co. \$1,961.57; George F. Voight \$292.05; George F. Voight \$389.25 (Vouchers 8-13 inclusive)

Exhibit No. 2

BIDS-CONTRACT #5-EQUIPMENT
SOUTH LOUISVILLE BRANCH LIBRARY, LOUISVILLE, KENTUCKY

Item	Cert. Check		Bond		Bond		Cert. Check & Bond	
	Remington-Rand Each	Total	Office Equip.Co. Each	Total	Geo.G.Fetter Co. Each	Total	Central Sch. Supply Each	Total
1. Shelving	\$	\$2,150.00	\$	\$2,963.00	\$	\$2,953.00	\$3,505.63	\$3,505.63
2. Charging Desk		430.00		604.08		601.08	437.11	437.11
3. Discharging Truck		75.00		110.48		107.48	57.33	57.33
4. Book Truck		43.00		60.52		58.52	45.23	45.23
5. Vertical File		65.00		106.28		101.28	75.03	75.03
6. Card Catalogue Cabinet		150.00		245.86		241.86	173.37	173.37
7. Shelf List Card File		44.00		57.70		56.70	43.04	43.04
8. Office Desk		52.00		123.42		120.42	64.35	64.35
9. Swivel Chairs		48.25	15.15	45.45		44.46	14.01	42.03
10. Rectangular Tables								
A-Size 36" x 90"	63.00	252.00	80.53	322.12	79.53	318.12	51.38	205.52
B-Size 36" x 60"	44.00	308.00	59.23	414.61	58.23	407.61	38.20	267.40
11. Round Tables	70.00	420.00	102.26	613.56	100.26	601.56	98.58	591.48
12. Magazine Rack		36.00		83.84		81.84	56.11	56.11
13. Bulletin Boards	22.50	45.00	29.02	58.04	28.02	56.04	12.90	25.80
14. Venetian Blinds		375.00		314.40		395.00	333.55	333.55
15. Drinking Fountain		180.00		185.68		184.80	181.46	181.46
16. Windsor Chairs	6.75	675.00	6.60	660.00	7.92	792.00	6.20	620.00
17. Auditorium Folding Chairs	2.42	363.00	2.15	322.50	2.15	322.50	2.08	312.00
18. Light Fixtures	15.25	228.75	15.00	225.00	14.28	214.20	14.12	211.80
19. Bench		32.00		47.14		46.14	32.36	32.36
TOTAL		\$6 072.00		\$7 563.70		\$7 704.63		\$7,280.60
Alternate Blinds		- 150.00		- 55.02		- 90.00		- 111.98

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, February 23, 1939

A special called meeting of the Library Board of Trustees was held on Thursday, February 23, 1939 at 2 p.m. in the librarian's office.

Present: Mrs. Briney, Mrs. Meguire, Mrs. Radford, Messrs. Abell, Davis, Hume, Powell, Rash, Rauch, Thruston, Welch and the librarian. Assistant City Attorney, Lawrence S. Poston, was also present.

Absent: Mr. Kavanagh and Mayor Scholtz.

Dr. Rauch presided.

The double purpose of the meeting as contained in the call was declared, namely to consider action required in connection with the filing on February 18 of the Salary Test Suit, and to act on staff appointments and promotions recommended by the librarian and approved by the Library Committee.

Dr. Rauch recognized the service on members of the Board of official summons to appear in court to answer to the injunction suit filed in the name of one J. E. Alvey, citizen. It was noted that Attorney William David Becker is counsel for the plaintiff and that the City Department of Law is counsel for the Library Board. Dr. Rauch called attention to the friendly nature of the suit and the obligation of the Library Board to meet the costs. These costs were given as \$100 for lawyer's fee and an amount not to exceed \$50. for expenses.

Dr. Rauch suggested that all Board members might contribute personally to meet the costs of prosecuting the suit.

Mr. Davis presented Mr. Kavanagh's expressed opinion in objection to the method of bringing suit, namely that it was, in Mr. Kavanagh's opinion, a collusive suit and therefore invalid.

Mr. Poston declared that the suit was definitely not collusive, that the method employed in bringing suit was accepted common practice for resolving important questions of law, that the Statutes specifically grant the Board the right to sue and be sued, and that therefore the Board can legitimately authorize the payment of costs from library funds.

Dr. Welch moved the following resolution:

WHEREAS action has been taken by the Board of Trustees to proceed with the law suit, therefore

BE IT RESOLVED, that expenses of the suit be paid by the Library and that the Finance Committee be authorized to issue the necessary voucher or vouchers.

The motion was seconded by Mr. Thruston, and passed unanimously.

The librarian presented the following report and recommendations of the Library Committee:

STAFF PROMOTIONS AND APPOINTMENTS

In the accompanying report the two following principles have been carefully adhered to. The Library Committee has approved these statements of principles and recommends their adoption as the policy of the Library, namely;

1. That appointments and promotions are to be made on the basis of merit, with due consideration to education and training as well as service and ability.
2. That advancement in rank and salary for staff members under 40 years of age who lack the basic professional qualifications accepted today is to be conditioned on a basis of added education and library training which will reduce these deficiencies and help to raise the general personnel standards of the library.

The following staff promotions, transfers and appointments are recommendations of the librarian, and all have been concurred in for favorable recommendation to the Board by the Library Committee at its meeting on February 13. They are presented for official action of the Board, namely:

1. That Florinne Kammerer be transferred from Highland Branch Librarian to Acting Head of the Extension Department at a salary of \$165 (from \$150), that the number of assistants in the Extension Department be restored to three (from two and a half), and that Miss Kammerer be instructed to conduct a thorough study of this Department and its services looking to effecting such reorganization as may be found desirable.
2. That Louise Seewer be transferred from the Extension Department to become Special Assistant in the Office at a salary of \$95 (from \$85) with the understanding that she replace Miss Hodges by transfer of the latter to another position.
3. That Marguerite Terrell be transferred from Shelby Branch Librarian to succeed Miss Berryman as Librarian of Crescent Hill Branch without change of salary, and that the number of assistants at Crescent Hill be reduced to $2\frac{1}{2}$ at least, to correspond more closely with the number in other Branches.
4. That Margaret Gilligan be transferred from First Assistant in the Order Department to Branch Librarian at Shelby, at a salary of \$120 (from \$110).
5. That Marion Stoner, one-time head of the Catalog Department and now assistant in the Reference Department, be transferred to Branch Librarian at Highland at a salary of \$115 (from \$85).
6. That Marcella Tobe be transferred from First Assistant in the Circulation Department to become Librarian of the new South Louisville or "Iroquois" branch, at a salary of \$120 (from \$110).
7. That Dorothy Goodwin be transferred from First Assistant at Shelby to First Assistant in the Central Circulation Department at a salary of \$115 (from \$95).

8. That Ellen Harding be named Head of the new Division of Local History, including the new Watterson Room, at a salary of \$115 (from \$105) with the understanding that these rooms and their services constitute a Division of the Reference Department and remain under the direction and supervision of the Head of the Reference Department.

9. That Rose Derksen, present Acting Librarian at Crescent Hill, be named Acting Librarian of Jefferson Branch to serve in the illness of the Branch Librarian, Helen Cooper, and that her salary be \$115 (from \$105).

10. That Mrs. Mary Moad, a W.P.A. worker for four years on the library's Book Repair Project, be appointed Assistant in the Bindery to fill the vacancy caused by the death of Miss Minnie Hanson, and that the salary of this position be \$55.00.

The librarian recommends that all salary changes involved in the foregoing appointments be effective March 1, that is, with the salary checks due on April 1, but that the Librarian be authorized to affect any of the transfers before that date where conditions call for such immediate action.

The foregoing recommendations were considered seriatim as numbered above, and in each case Mr. Thruston offered the motion, seconded by Mr. Rash, that the recommendation be approved. The motion in each case was adopted unanimously.

Mr. Davis then moved that the Board approve the recommendation to make all of the foregoing salary changes effective March 1, 1939. Seconded by Mrs. Radford and carried unanimously.

The meeting adjourned at 2:45 p.m.

MINUTES APPROVED:

Joseph A. Paul President
Harold F. Brigham Secretary

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees - March 8, 1939

The regular meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, March 8, 1939 at 4:15 p.m. in the librarian's office.

Present: Mrs. Briney, Mrs. Radford and Messrs. Davis, Hume, Kavanagh, Powell, Rash, Rauch, Thruston, Mayor Scholtz and the librarian. Mr. Lawrence S. Poston, Assistant City Attorney, was also present.

Dr. Rauch presided.

The minutes of the meetings of February 8 and February 23 were read and approved.

Communications:

Correspondence with Mr. I. W. Bernheim relative to the removal of paintings and legal questions involved was read, namely Mr. Kavanagh's letter of February 14 to Mr. Bernheim, and Mr. Bernheim's letter of February 24 addressed to the librarian. Copies of these letters are appended to these minutes. Exhibit No. 1.

Communications from the Highland Post No. 201 American Legion, under dates February 18 and February 21 were reported requesting a branch library in the outer Highlands. These were referred to the Library Committee.

A communication was reported from the Louisville Housing Commission requesting a statement from the Library Board that it will include in its request budget when this is presented to the City provision for maintenance of library facilities in the administration building of the new East End Housing Project now under construction. The following resolution was adopted on motion by Mrs. Radford seconded by Mr. Thruston:

Resolved that the Louisville Free Public Library will plan to maintain service in facilities to be provided in the East End Housing Project and will include for this purpose in its request budget for the fiscal year beginning September 1, 1939, a sum not to exceed \$25.00 per month for rental costs.

The following letter, received February 13, 1939, was read:

KIDDER, PEABODY & CO.
115 Devonshire St.
Boston

January 27, 1939

Louisville Public Library
Louisville, Kentucky

Dear Sirs:

In connection with the Federal Estate tax return for the estate of Mary Graton Bartlett, it is necessary for me as Executor to furnish the Treasury Department, in duplicate, an affidavit of acceptance of the bequest under the provisions of her Will entitled "Eighth" of which you

were notified on May 9, 1937. The bequest is payable in the future upon the death of the life tenant, Miss Mildred Brunt.

The pertinent provisions of the Will are as follows:

"EIGHT: 'I give, devise and bequeath to my Trustee hereinafter named, the sum of twenty thousand (20,000) dollars in trust, to hold, manage, and invest the same and pay the net income thereof to Mildred Brunt, 33 Leyden Street, Plymouth, Mass., during her life and upon her death, or upon my death, in case said Mildred Brunt does not survive me my Trustee shall divide the trust fund into twenty (20) equal parts and shall pay over and transfer said parts as follows:

"One equal part to the Louisville Public Library of Louisville, Kentucky, to be known as the "Mary Graton Bartlett Fund"; the income only to be used for the photograph collection."

Kindly complete and execute in duplicate the enclosed Federal Estate Tax Forms 468AM and return them to me in the envelope enclosed for your convenience.

Thanking you, I am

Very truly yours,

/s/ L. P. EDWARDS
Leroy P. Edwards, Executor
Estate of Mary Graton Bartlett

LPE:FM
Enclosures

Mr. Davis made the motion, seconded by Mr. Thruston, that the bequest of \$1,000 from the estate of Mary Graton Bartlett be gratefully accepted, that the conditions of the bequest be approved, and that the Secretary be authorized to execute on behalf of the Board the Federal Estate Tax affidavits as requested. The motion was unanimously adopted.

Reports:

Mr. Davis presented the Treasurer's financial report for the month of February. This was received and filed.

Mr. Kavanagh reported that the Library Committee had audited the bills for the month of February in the amount of \$4,260.01, and moved that the bills be paid. The motion was seconded by Mr. Davis and carried unanimously. A list of the bills is appended to these minutes. Exhibit No. 2.

The librarian presented the two following items from the report of the Library Committee meeting February 13, 1939, incorporating the action taken by the Library Committee at that time. These items were omitted from consideration of the Board at its special meeting on February 23.

- I. "Clarification of Functions of Two Departments: In connection with plans for the reorganization of the Extension Department, the need is recognized for a clarification of the functions of this Department in relation to the Childrens and Schools Department. The latter department renders an extension service to schools in the city and county, and bears a supervisory relationship to all agencies of the

library system in respect to children's and schools service. Therefore a clarification of the functions of these two departments is desirable and of timely importance. Official adoption of the following "Statement of Functions" is recommended:

STATEMENT OF FUNCTIONS
Childrens and Schools Department
and
Extension Department

I. The Head of the Childrens and Schools Department is delegated with supervision of work with children both in and out of school, including work with parents, teachers and others who deal with children. The exercise of such responsibility, insofar as it relates to the special services as designated above, is applicable to all divisions of the library system, including Branches and Extension Department. It embraces full administrative responsibility for the Childrens Department of the Main Library and for children's service to schools. In relation to other divisions of the library the Childrens and Schools Department shall function in a cooperative and supervisory capacity.

Voted to adopt as revised and to recommend to the Board.

II. The Head of Extension Department is delegated with the direction and administration of all extension services of the library that are not exclusively children's services, as defined above. By extension services are meant all agencies and media of serving the city and county outside the Main Library, excepting full-time Branches and those services which are designated as the special province of the Childrens and Schools Department.

Voted to adopt and recommend to the Board.

III. All delegated functions and responsibilities are subject to the immediate control of the librarian and to review by the Library Committee of the Board, the ultimate authority resting in the Board of Trustees.

Voted to adopt and recommend to the Board."

On motion duly seconded it was voted unanimously that the Board approve and adopt the foregoing Statement of Functions of the Extension Department and the Childrens and Schools Department.

II. "The librarian also presented two recommendations not acted on directly, namely

1. Special Salary Adjustments, involving a number of individual staff members selected as calling for extraordinary consideration at the present time.
2. Retirement Plan, that is, a recommendation to adopt the A.L.A. Retirement Plan on the contributory basis, extending its benefits to all employees 30 years of age and over, at a cost to the library (disregarding consideration of past service) of \$316.80 per month.

Following discussion, it was voted to hold in abeyance action on the adjustment of any salaries until definite information can be had as to

the present possibility of establishing a retirement plan.

Dr. Rauch, acting in his capacity as President, requested the Chairman of the Library Committee, to ascertain whether the Board has legal authority to use library funds for retirement purposes, or whether special enabling legislation must first be secured."

Mr. Poston referred to the opinion submitted by the City Attorney's Office under date of March 6 that special enabling legislation would be necessary in order to establish a retirement plan for employees. .

Following discussion it was moved by Mr. Kavanagh, seconded by Mr. Davis, that the whole matter of pensions, necessary legislation, and related matters be referred to the Library Committee for study and recommendation. Carried unanimously.

Mr. Davis noted that this and similar problems raise again the question of legislation to increase the maximum allowable tax levy for library purposes. The Chairman referred this question also to the Library Committee for consideration.

Mr. Alfred Joseph, architect, was called into the meeting at this point to consider the question of bids on furniture and equipment for the new branch.

Mr. Powell, reporting for the Building Committee, stated that the Regional Office of the Public Works Administration in Atlanta has disallowed the awarding of bids as determined by the Library Board February 8.

Mr. Joseph read the following letter from Atlanta.

Mr. Harold F. Brigham
Secretary and Librarian
Louisville, Kentucky

Docket Ky. 1329-F
Library
Louisville, Ky.
Eng. CFK-lue

Dear Mr. Brigham:

We acknowledge receipt of your letter of February 10, 1939, transmitting copies of Tabulation of Bids, Resolutions by the Board of Trustees and Architect's letter recommending award.

This office is unable to concur in the award as made, since same was not in accordance with instructions to the architect, dated January 24, 1939, and the Architect's letter to this office, dated January 27, 1939, paragraph 3 as follows:

"The Owner reserves the right to accept the low unit price on any of the items in Bid Sheet and Addenda, and to purchase such items from the lowest bidders on these specific items."

Examination of the Tabulation of Bids indicates that Remington Rand is low in Items 1, 2, 4, 5, 6, 8, 11, 12, 15 and 19; Office Equipment Company, Item 14 and Central School Supply Company on Items 3, 7, 9, 10-A, 10-B, 13, 16, 17 and 18.

The Resolution submitted does not make award to the low bidders, either

by item or by total bid, since in taking only certain items from Remington Rand, on which it was not low, and making award to another bidder, who was not the lowest bidder for the items, neither method has been followed, and is, therefore, inconsistent.

Kindly give the matter your prompt attention.

Yours very truly

H. T. COLE

Regional Director, Region #3

By

/s/ STANLEY HL WRIGHT

Regional Engineer - For the Administrator

cc: E.C. Harding
Acting Proj. Eng.

cc: Joseph & Joseph
Architects

Mr. Joseph recommended, inasmuch as the bid of Remington Rand, Inc. on the total material specified is the lowest and best, and reservation of the right to award on the basis of individual items was clearly intended only as an alternative proposal to be resorted to in the event certain items proved to be out of line, that the total bid of Remington Rand, Inc. for \$6,072.00 be accepted.

Mr. Davis moved that the Board rescind its action of February 8 awarding bids. Seconded by Mr. Powell and carried unanimously.

Mr. Powell moved that the bid of Remington Rand, Inc. in the amount of \$6,072.00 be accepted on the basis of low total bid, and that the contract be so awarded. Seconded by Mr. Rash and carried.

Following extended discussion Mr. Davis offered the following motion, seconded by Mr. Rash, namely, That, in the event the Public Works Administration fails to approve the action awarding the contract on the basis of low total bid, the Building Committee be authorized, with the advice of the architect, to negotiate and execute an award on the basis of item bids.

The amendment was voted and passed with one dissenting vote, by Mr. Kavanagh. The original motion as amended was then voted and passed with one negative vote, by Mr. Kavanagh.

The following resolution was adopted by vote, on motion by Mr. Davis, seconded by Mrs. Radford:

RESOLUTION CHANGING ACCEPTANCE OF BID

WHEREAS, the action of the Board of Trustees on February 8, 1939 accepting bids on furniture and equipment for the South Louisville Branch has been disallowed by the Public Works Administration as inconsistent according to their letter of February 23, 1939, signed by Mr. Stanley H. Wright, and

WHEREAS, the Board of Trustees has this day acted to rescind its previous action, and

WHEREAS, Joseph & Joseph, Consulting Architects, pursuant to a resolution heretofore adopted, has tabulated and considered all bids heretofore received for furniture and equipment for the South Louisville Branch Library, and has duly made his recommendation to the Board of Trustees, and it appearing from

said recommendation and report that Remington Rand, Inc. is the lowest and best bidder in the amount of \$6,072.00, and that this Board of Trustees, after considering said report and recommendation and all bids heretofore filed, finds that the bid of Remington Rand, Inc. is the lowest and best bid.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LOUISVILLE FREE PUBLIC LIBRARY AS FOLLOWS:

Section 1. That the bid of Remington Rand, Inc. in the amount of \$6,072.00 is hereby accepted, determined and declared to be the lowest and best bid; and that a contract for furnishing and installing said furniture and equipment, as heretofore prescribed by the plans and specifications and contract documents, shall be forthwith executed for said furniture and equipment, subject to review by the Regional Director, Public Works Administration.

Section 2. That H. Cecil Powell, Chairman of the Building Committee, and Harold F. Brigham, Secretary, of the Board of Trustees, are hereby authorized and directed to execute this contract for and on behalf of the Board of Trustees.

Unfinished Business:

Mr. Poston reported that the law suit pertaining to librarian's salary was scheduled for hearing in the Circuit Court of Judge Churchill Humphrey on March 10 at 10 a.m.

The chairman proposed that formal disposition be made of the several legal opinions rendered by the City Department of Law at the request of the Library Board. Dr. Rauch voiced the deep gratitude of the Board to Mr. Poston personally and to the Law Department for the generous cooperation accorded the library in resolving so many legal questions. It was noted that copies of the three opinions referred to below had been sent to all members of the Board.

1. The opinion of February 8 on the new State Library Certification Act. On motion by Mr. Davis, seconded by Mr. Rash, it was voted unanimously that this opinion be received and be made a part of the minutes.
2. The opinion of February 14 on Allowance of Conference Expenses. On motion by Mr. Rash, seconded by Mr. Davis, it was voted unanimously that this opinion be received and made a part of the minutes.
3. The opinion of March 6 on the Retirement Question. On motion by Mr. Davis, seconded by Mr. Powell, it was voted unanimously to receive this opinion and incorporate it in the minutes, and to refer it to the Library Committee for consideration in its study of the Retirement Question.

The three opinions referred to are here reproduced in full.

February 8, 1939

Louisville Free Public Library,
Fourth & York Sts.,
Louisville, Ky.

Gentlemen:

The Legislature in its 1938 Session enacted,

"An Act Relating to Librarians, creating a Board for the certifi-

cation of Librarians and defining powers, and prescribing penalties." which is Chapter 140 of the Acts of 1938, Page 685.

In your letter of February 3, you ask our opinion upon two points:

1. Does the Act apply to you?

Section 6 reads, "The provisions of this Act shall apply to public libraries and all other libraries supported in whole or in part by public funds and with the exception of the county law libraries, law and legislative libraries, public school libraries, and libraries in municipalities, counties, regions or other governmental units having less than 3,000 population."

The last sentence of the last few lines, as you can notice, is perhaps a little ambiguous, but we think such objection is specious, and it is perfectly clear that the Act applies to you.

2. As to the validity?

In view of the fact that the Supreme Court of the United States within the past three months has changed its mind on a constitutional question, upsetting a precedent which it had followed for one hundred years, and our own Court of Appeals, within the last two months, in regard to a constitutional question has changed its mind and upset a precedent which it had followed for over thirty years, it is difficult for the legal profession with any degree of assurance to pass on constitutional questions.

The main purpose of the Act apparently is to obtain librarians who are equipped and competent to discharge their duties, and the purpose of the Act is to be commended.

In studying it, we do not see wherein it violates any provision of our Constitution, and generally we think it is constitutional.

To hold that an Act is generally constitutional is not to say that specially applied to a given state of facts it is not unconstitutional. Our courts have generally held that while an Act from a general viewpoint may be constitutional, yet in its application to special conditions it may prove unconstitutional as to some interested party.

Section 3 reads in part:

"The Board shall have the authority to issue renewals, to determine the positions for which certificates of librarianship shall be required ***"

The last sentence, "to determine the positions for which certificates of librarianship shall be required" may have to be interpreted, but we think that the interpretation thereof may be postponed until it is ascertained the construction thereof by the State Board, for upon its construction and application may depend as to whether or not a constitutional question may be interposed, if necessary.

With the exception that the Act will limit the field from which you may appoint librarians, and that the State Board might determine the positions for which certificates of librarianship shall be required, we do not see how the Act interferes with your control of the personnel.

On the subject of Home Rule, we are extremely jealous and zealous, and if in the operation of the Act it appears that any principle of Home Rule is trampled upon, we will be only too quick to have the courts pass upon any such transgression.

It is our opinion, therefore, that you should go ahead and operate under the Act, and if and when a certain state of facts arises that seem to involve a constitutional question we will then take measures to protect ourselves.

Very truly yours,

/s/ LAWRENCE S. POSTON
Assistant Director of Law

LSP/McD

February 14, 1939

Louisville Free Public Library,
Fourth & York Sts.,
Louisville, Ky.

Gentlemen:

In your letter of January 17, you asked us for an opinion on the question of the expense account of the librarian in attending the American Library Association Conference and kindred conventions.

The leading case in Kentucky on this point is that of *Shanks vs Commonwealth*, 219 Ky. 212; 292 S.W. 837.

There *Shanks*, the Auditor of Public Accounts, had attended a National Convention of State Auditors held in Salt Lake City, Utah, and prior thereto had obtained from the Department an amount necessary to defray expenses after the matter had met the approval of a commission. The Attorney General brought suit to recover on the theory that the expenses were not incurred on 'official business'. The Court sustained the contention of the Attorney General, and allowed the recovery on the theory that the benefits to be derived to the State were too remote to bring the transaction within the designation of 'official business'.

The Court treats conventions generally as of an educational nature only, and held that the mere attendance upon national conventions and conferences does not justify a charge for expenses upon the State. The Court was there construing a certain controlling statute.

That was a 4-3 decision, and therein Judge Dietzman endeavored, unsuccessfully, to have the Court establish a principle more adaptable to latter day conditions.

That case was followed in the case of *Jefferson County vs Jefferson County Fiscal Court*, reported in 269 Ky. 763; 108 S.W. (2) 810, where the chief probation officer of the Juvenile Court and the Welfare Director endeavored to have the Fiscal Court pay their expenses to attend the National Conference of Social Workers, but without success. There too specific statutes were involved, but the Court held that the convention was purely of an educational nature, did not involve 'official business', and therefore the Fiscal Court had no authority to pay same; the Court dealing also with the limited power of the Fiscal Court.

This, in our opinion, is not to say that the attendance upon a convention or

conference may not embrace 'official business', as we can conceive of instances where the Board may have at hand some project or end which it seeks to accomplish, and concerning which it required certain technical or other information, which if obtainable at a convention or conference might bring the trip within the purview of 'official business'. In other words, the question always turns on an interpretation of official business. Whether or not official business is involved is, in the first instance, for your Board to pass upon, and it is our opinion that your Board has more latitude than either a state officer or a county officer would have. However, under the foregoing decisions the ultimate solution of the problem rests with the Court, and it may, upon a test, concur with your decision, or may hold a contrary view. For instance, if the Board were directly concerned with the matter of "adoption of a Complete Set of Standards for the Classification of Positions and Salaries in Municipal Libraries", or if your Board were directly interested in Microphotography or other subjects, and had in contemplation some move in regard thereto and desired advice and information in connection therewith, or with any other activity within the jurisdiction of the Board, it appears to us it would be 'official business' for a member of the Board or one of its employees to go to other cities, if necessary, to obtain the desired information, for which expenses could be paid, from which it appears that the Board would have to be governed by the circumstances of each particular case, and having always in mind if the subject matter was of vital interest to the Board involving an end which the Board sought to accomplish.

In other words, if there is an intimate and direct relation between an end that the Board is seeking to accomplish and information necessary to be obtained, a trip with incidental expenses may be justified.

It follows, therefore, that the Board should not bear the expenses of the Librarian in an attendance upon conferences or conventions generally, but is authorized to pay the expenses of a trip which is made directly in the interests of the Board and its business, and in furtherance of some contemplated action of the Board in regard to a subject which has a direct and intimate relation to the business of the Board.

Very truly yours,

/s/ LAWRENCE S. POSTON
Ass't. Director of Law

LSP/McD

March 6, 1939

Louisville Free Public Library,
Fourth & York Sts.,
Louisville, Ky.

Attention Mr. Brigham:

Gentlemen:

An opinion has been requested of this Department with reference to whether or not there is contained in the Statutes governing the Public Library, a sufficient delegation to the Library Trustees permitting the Trustees to set up a retirement or pension fund for its employees, using part of the Library funds at present on hand or hereafter acquired, or whether it will be necessary for the Public Library to secure from the legislature an enabling act for the purpose.

An examination of Kentucky Statutes 2801a-1 et. seq., pertaining to public

libraries in cities of the first class, discloses that nowhere in the act is there any specific authority granted to the trustees to set up the retirement or pension fund proposed.

It is the opinion of this Department that in order for the retirement or pension fund to be legally established, it will be necessary for the Public Library to secure from the legislature an enabling act for this purpose.

It is a general and undisputed proposition of law that a municipal corporation, or any other public corporation such as the Library Board, can exercise the following powers and no others: First, those granted in express words; second, those necessarily or fairly implied in or incident to the powers expressly granted; third, those essential to the accomplishment of the declared objects and purposes of the corporation - not simply convenient but indispensable.

Any fair, reasonable, substantial doubt concerning the existence of power is resolved by the courts against the corporation, and the power is denied of every municipal corporation or public corporation, such as the Library Board. The charter or statute by which it is created is its organic act. Neither the corporation, nor its officers, can do any act or make any contract, or incur any liability, not authorized thereby, or by some legislative act applicable thereto. All acts beyond the scope of the powers granted are void. It has been held in a number of decisions that in the absence of an express grant of power there is no implied authority to pass an ordinance providing for an insurance plan or pension fund for its employees on part of a public corporation, and that such corporations are without power to incur any liability under such ordinance.

See the case of Grigsby vs O'Connor, California, 7 Pac. Rep. (2) 316; State ex rel. Holton vs City of Tampa, Florida, 159 So. 292; Duncan vs Graham, Maryland, 142 Alt. 593.

It may be significant in connection with our question to note that we have two pension bills set up by the City for firemen and policemen. In both of these instances enabling acts were passed by the legislature for the desired purpose. Since any fair, reasonable doubt as to the power of the corporation will be resolved against it, the fact that legislative acts in the past have been passed to create or to authorize the creation of pension funds would probably have some bearing upon the Court of Appeals' decision in this matter.

Very truly yours,

/s/ LAWRENCE S. POSTON
/s/ RAYMOND C. STEPHENSON

Raymond C. Stephenson
Assistant City Attorney

RCS?Med

The librarian asked if, in light of the opinion on conference expenses, the Board wished to consider allowance of his expenses to attend the meeting of the American Library Association in Chicago last December. Mr. Davis expressed the opinion that such expenses could not be allowed under the law. No formal action was taken.

The librarian called attention to a special library institute of three days to be held in Atlanta, primarily for the benefit of librarians in service, to

study problems of library extension and county library service. He recommended favorable consideration of an appropriation of \$40 to enable Miss Florinne Kammerer to attend this institute as an aid to her study and reorganization of the extension services of this library. The proposal failed of a motion.

The meeting adjourned at 5:45 p.m.

MINUTES APPROVED:

Joseph Rauch President
Harold F. Brigham Secretary

Exhibit No. 1

February 14, 1939

Mr. Isaac W. Bernheim
 The Huntington
 Pasadena, California

Re: The Bernheim Collection of Paintings

My dear Mr. Bernheim:

Your letter of February 6, addressed to Dr. Joseph Rauch, President of the Board of Trustees of the Louisville Free Public Library, in regard to the paintings was presented to the Board of Trustees at the regular meeting on Wednesday, February 8, and received most careful consideration.

The members of the Library Board were unanimous in their appreciation of your kind offer to have the pictures renovated, but, as heretofore stated, the Board is not in a position to consider your kind offer to renovate unless and until it first has your acknowledgement to the effect that the Board owns the paintings absolutely. When it has your assurance on that point, it will gladly take up your offer of renovation.

The Library Board wishes to reassure you that the damage, if any, done the paintings by the flood, is not serious and a competent artist would have but little difficulty in properly restoring them.

The Library Board feels you should know that the J. E. Speed Memorial Museum went to considerable expense in renovating the paintings when the Board loaned them to the Museum in 1935. There was no carelessness at any time on the part of the Museum or the Library in looking after the safety and protection of the paintings. The 1937 flood was a catastrophe that no one could foresee. Both the Museum and the Library have acted in the best of faith at all times.

Permit me to extend to you for all the members of the Board of Trustees of the Louisville Free Public Library, their high regards and well wishes and to thank you again for the kind and most generous offer to renovate the paintings.

Cordially yours,
 /s/ J. J. KAVANAGH
 Chairman, Library Committee
 Louisville Free Public Library

JJK:gc

Note: This letter was prepared in conjunction with Dr. Rauch and Mr. Lawrence S. Poston

62233

Pasadena, California
February 24, 1939

Mr. Harold F. Brigham, Librarian
Louisville Free Public Library
Louisville, Ky.

Dear Mr. Brigham:

You are herewith informed that Hon. Richard Priest Dietzman will hereafter represent me in all negotiations pending between the Board of Trustees of the Library and myself.

Respectfully,
/s/ ISAAC W. BERNHEIM

Exhibit No. 2

Edwin Allen Co.	\$ 13.90
American Library Association	78.43
Aeronautical Chamber of Commerce of America	4.00
Arctic Ice Co.	8.20
Banks-Baldwin Law Publishing Co.	17.50
Baptist Book Store	40.14
Beckley-Cardy Co.	8.56
Clara L. Behrens, Head Order Dept.	37.29
Comar-Summers Hardware Co.	15.23
Harold F. Brigham, Libn. Petty Cash	43.87
Capitol Daily	15.00
Central Glass Co.	3.28
College Book Exchange	4.76
Cook Auto Service	20.85
Cullom & Ghertner Co.	8.75
Demco Library Supplies	14.00
Doll Lumber Co.	1.20
Downard Coal Mining Co.	194.73
A. J. Duncan	10.00
R. O. Dusch	159.85
F. W. Faxon Co.	13.64
Geo. G. Fetter Co.	10.79
Franklin Printing Co.	136.00
General Bookbinding Co.	99.00
Graybar Electric Co.	40.80
Gulf Refining Co.	13.18
Junior Literary Guild	66.72
Kast Bindery Service	162.65
Kentucky Book Mfg. Co.	37.66
Kentucky Workshop for the Adult Blind	2.88
Koehler Stamp & Stencil Co.	2.80
Krause-Weilage Co.	74.95
Long's Towel Supply	9.30
Library of Congress	50.00
Louisville Courier-Journal; The Louisville Times	119.90
Louisville Division of Recreation	11.00
Louisville Gas & Electric Co.	199.94
Louisville Grocery Co.	5.15
Louisville Linen Supply	3.75
Louisville News Co.	8.54
Louisville Paper Co.	11.79
Louisville Screen & Weather Strip Co.	17.50
Mrs. Stella McDaniel	25.00
	1822.48

Meffert Equipment Co.	2.00
Merchants & Manufacturers Paint Co.	42.00
Miller Paper Co.	5.50
John P. Morton & Co.	18.00
Mueller-Estep Co.	10.00
National Shade Tree Conference	1.00
New Method Book Bindery	359.93
New York Herald Tribune	2.00
Olive-Markel Electric Co.	2.00
Otis Elevator Co.	5.30
Public Affairs Information Service	15.00
Public School Publishing Co.	6.00
Ridge Office Supply Co.	7.75
Rowland Paper Co.	10.70
Royal Typewriter Co.	1.50
Short's Tire Service	3.00
L. E. Sikking	51.60
Southern Bell Telephone & Telegraph Co.	122.61
Standard Oil Co.	20.86
Standard Printing Co.	197.19
G. E. Stechert & Co.	10.63
W. K. Stewart Co.	370.72
Wagenvoord & Co.	53.39
Frank Blake Webster Co.	1.81
Weissinger-Gaulbert Real Estate Co.	960.54
Western Union Telegraph Co.	1.79
Wilcox & Pollett Co.	2.96
Wilderness Road Book Shop	141.75
H. W. Wilson Co.	10.00
	<hr/>
	4 260.01
Pd) Harold F. Brigham, Libn. Pay Roll	9 932.68
Pd) William David Becker - legal fees	100.00
Pd) Kentucky Title Trust Co. - Sinking Fund	2 125.00

Total \$ 16 417.69

Special Construction Account:
 Courier-Journal (ad. for bids) \$ 26.00

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees - April 12, 1939

The annual meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, April 12, 1939 at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire, Mrs. Radford and Messrs. Abell, Davis, Powell, Rauch, Thruston and the librarian.

Dr. Rauch presided.

The minutes of the meeting of March 8 were read and approved.

The Secretary reported the reappointment by Mayor Scholtz of the following Trustees for terms of four years, namely Mr. Davis, Mr. Powell and Dr. Welch.

The Secretary read a letter to Dr. Rauch from Mrs. Briney reporting her resignation from the Board necessitated by moving outside the city. Dr. Rauch's acknowledgment expressing the regret of the Board was also received.

Reports:

The Treasurer's report for the month of March was presented by Mr. Davis and ordered on file.

Mrs. Radford, reporting for the Special Committee on the Retirement Question, read the report of the meeting of the committee April 3 together with extracts from the report of the Finance Committee April 10 relating to the same problem (exhibits Nos. 1 and 2).

It was voted to receive and file the report.

Mr. Davis presented the report of the Finance Committee meeting April 10. It was voted to receive and file this report. Exhibit No. 2.

Mrs. Meguire reported for the Library Committee that bills for the month of March in the amount of \$6,325.83 had been audited and moved that they be paid. The motion was seconded by Mr. Davis and carried unanimously. A list of the bills is appended to these minutes. Exhibit No. 3.

Mr. Powell reported for the Building Committee that bids on furniture and equipment for the new branch had been brought to a point of final settlement, although the Public Works Administration had disallowed making the award to Remington Rand, Inc. on the basis of low total bid.

Mr. Alfred Joseph, architect, was called into the meeting.

The Secretary read the following letter from the Public Works Administration Regional Office:

Mr. Harold F. Brigham
Secretary and Librarian,
Louisville Free Public Library
Louisville, Kentucky.

March 24th, 1939
Docket Ky. 1329-F
Library
Louisville, Kentucky
Contract No. 5(Eq.)
Engr: WML;rh

Dear Mr. Brigham:

Reference is made to your letter of the 20th in answer to ours of the 15th referring to Applicant's award of itemized contracts covering equipment, bids for which were received by you on February 6th.

A review of your above mentioned letter has been made and your attention is being called to the fact that the delay in concurring in your award of contracts is due to your Architect not following our request at the time of returning corrected preliminary drawings to him. This office called his attention to the fact that the Proposal should be set up so that similar materials would be bid upon in groups; also attention was called to the Applicant and Architect not awarding contracts in the manner as set forth by contract documents.

According to yours of the 20th, Item 3 is an integral part of Item 2 in which case the price should have covered the entire unit in lieu of the two units as set forth in the Proposal. The same comments apply to Items 6 and 7.

After a careful review of yours of the 20th, this office concurs in the proposed action of the Applicant in awarding certain Items as follows:

Contract No. 5: Remington Rand, Inc., Louisville, Kentucky:

Item 1 - Shelving - Lump sum amount of _____	\$2,150.00
Item 2 - Charging Desk - Lump sum amount of _____	430.00
Item 3 - Discharging Truck - Lump sum amount of _____	75.00
Item 4 - Book Truck - Lump sum amount of _____	43.00
Item 5 - Vertical File - Lump sum amount of _____	65.00
Item 6 - Card Catalogue Cabinet - Lump sum amount of _____	150.00
Item 7 - Shelf List Card File - Lump sum amount of _____	44.00
Item 8 - Office Desk - Lump sum amount of _____	52.00
Item 12 - Magazine Rack - Lump sum amount of _____	36.00
Item 15 - Drinking Fountain - Lump sum amount of _____	180.00
Item 19 - Bench - Lump sum amount of _____	32.00

Contract No. 5: Office Equipment Company, Louisville, Kentucky:

Item 14 - Venetian Blinds - Lump sum amount of _____	\$ 314.40
--	-----------

Contract No. 5: Central School Supply Company, Louisville, Kentucky:

Item 9 - Swivel Chairs - Unit prices total cost _____	\$ 42.03
Item 13 - Bulletin Boards - Unit prices total cost _____	25.80
Item 16 - Windsor Chairs - Unit prices total cost _____	620.00
Item 17 - Auditorium Folding Chairs - Unit prices total cost _____	312.00
Item 18 - Lighting Fixtures - Unit prices total cost _____	211.80

In connection with the award of the above mentioned contracts, you are requested to furnish the following:

- (a) One copy of the written notice to each of the successful bidders covering award of the contract
- (b) One copy of work order authorizing each contractor to start construction

- (c) All executed sets of contract documents together with three conformed but unexecuted sets of contract documents for each of the above contracts.
- (d) Three certificates of insurance showing coverage of each of the above referenced contractors if contract documents require insurance coverage.

Your particular attention is being invited to the fact that this office cannot concur in your award of the following equipment:

Items 10-A and 10-B - Rectangular Tables, and
Item 11 - Round Tables

as the low bid for Items 10-A and 10-B was submitted by the Central School Supply Company and the low bid for Item 11 was submitted by Remington Rand, Inc.

As the total low bid for the above referenced items is less than \$1000.00, you may request informal proposals from at least three vendors and award to the low bidder. If it is your desire to receive bids in Items 10-A and 10-B together with Item 11, you are to advise this office immediately a date on which you wish to receive proposals, and if any change is made in the original specifications covering Items 10-A and B together with Item 11, copies of the specifications or addenda covering such changes must be forwarded to this office for review.

Yours very truly,
(signed) J. L. M. IRBY
Acting Regional Director, PWA
For the Administrator

CC:
Joseph & Joseph, Architects,
Louisville, Kentucky

E. C. Harding, Project Engineer,
Louisville, Kentucky

Mr. Powell reported that new bids on tables had been received and opened on April 11, with representatives of the Public Works Administration present, and that the bids had been referred to the architect for recommendation.

Mr. Joseph presented the Tabulation of Bids as follows:

TABULATION OF BIDS
Contract No. 5
SOUTH LOUISVILLE BRANCH LIBRARY EQUIPMENT

	<u>Central School Supply Office Equip.Co.</u>		<u>Remington-Rand</u>		
	<u>Each</u>	<u>Total</u>	<u>Each To</u>	<u>Total</u>	
Lump Sum for all Tables		\$842.00		\$805.50	\$980.00
<u>Unit Prices</u>					
Rectangular Tables-Item 10					
4 (A) size 36" x 90"	\$51.25	\$205.00	\$49.50	\$198.00	\$63.00 \$252.00
7 (B) size 36" x 60"	37.00	259.00	34.50	241.50	44.00 308.00
6 Round Tables-Item 11	63.00	378.00	61.00	366.00	70.00 420.00
		\$842.00		\$805.50	\$980.00

Mr. Joseph stated that bids were called for and received in a lump sum amount covering items 10-A, 10-B and 11 of the original specifications, and recommended acceptance of the bid of the Office Equipment Co. in the amount of \$805.50 as the lowest and best bid.

Mr. Powell declared the recommendation has the endorsement of the Building Committee and proposed that the Board adopt a resolution covering the award of all furniture and equipment of the new Branch as now determined.

Accordingly, Mr. Davis offered the following resolution, which was seconded by Mr. Powell and carried unanimously:

RESOLUTION AWARDING CONTRACTS

WHEREAS, it is understood and agreed that all previous actions of the Board awarding bids on furniture and equipment for the South Louisville Branch Library are superseded by the present action, and

WHEREAS, Joseph & Joseph, architects, pursuant to resolutions heretofore adopted, have tabulated and considered all bids heretofore received and have duly made their recommendations to the Board of Trustees, and it appearing from said recommendations and reports that the following bids are the lowest and best, namely:

Contract No. 5: Remington Rand, Inc., Louisville, Kentucky:

Item 1 - Shelving, Lump sum amount of	\$ 2,150.00
Item 2 - Charging Desk - Lump sum amount of	430.00
Item 3 - Discharging Truck - Lump sum amount of	75.00
Item 4 - Book Truck - Lump sum amount of	43.00
Item 5 - Vertical File - Lump sum amount of	65.00
Item 6 - Card Catalogue Cabinet - Lump sum amount of	150.00
Item 7 - Shelf List Card File - Lump sum amount of	44.00
Item 8 - Office Desk - Lump sum amount of	52.00
Item 12 - Magazine Rack - Lump sum amount of	36.00
Item 15 - Drinking Fountain - Lump sum amount of	180.00
Item 19 - Bench - Lump sum amount of	32.00
Total	\$ 3 257.00

Contract No. 5: Office Equipment Company, Louisville, Kentucky:

Item 14 - Venetian Blinds - Lump sum amount of	\$ 314.40
--	-----------

Contract No. 5: Office Equipment Company, Louisville, Kentucky:

Items 10-A, 10-B and 11 - Tables, Rectangular and Round	
Lump sum amount of	\$ 805.50

Contract No. 5: Central School Supply Company, Louisville, Kentucky:

Item 9 - Swivel Chairs - unit prices total cost	\$ 42.03
Item 13 - Bulletin Boards - unit prices total cost	25.80
Item 16 - Windsor Chairs - unit prices total cost	620.00
Item 17 - Auditorium Folding Chairs-unit prices total cost	312.00
Item 18 - Lighting Fixtures - unit prices total cost	211.80
Total	\$1 211.63

and

WHEREAS, this Board of Trustees, after considering said reports and recommendations of the architects and all bids heretofore filed, finds the foregoing bids are the lowest and best.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LOUISVILLE FREE PUBLIC LIBRARY AS FOLLOWS:

Section 1. That the bids as itemized above and in the following total amounts, namely

Remington Rand, Inc.	\$3,257.00
Office Equipment Company	314.40
Office Equipment Company	805.50
Central School Supply Company	1 211.63

are hereby accepted, determined and declared to be the lowest and best bids, and that contracts for furnishing and installing said furniture and equipment, as heretofore prescribed by the plans and specifications and contract documents, shall be forthwith executed for said furniture and equipment, subject to review by the Regional Director, Public Works Administration.

Section 2. That H. Cecil Powell, Chairman of the Building Committee, and Harold F. Brigham, Secretary, of the Board of Trustees, are hereby authorized and directed to execute this contract for and on behalf of the Board of Trustees.

Mr. Powell reported the Building Committee's recommendation that two additional units of shelving be purchased for Iroquois Branch at a cost of \$42. This was authorized by unanimous vote.

Recommendation was also presented to purchase 250 metal folding chairs for the Main library and Shawnee branch at a cost of \$2.08 each. Voted unanimously on motion by Mr. Davis seconded by Mr. Abell.

On recommendation of the Building Committee, it was moved by Mr. Davis, seconded by Mr. Abell and voted unanimously that the Committee be authorized to renew the public liability insurance policy on the Fourth Street property for 3 years at a cost of \$175.77, and to cancel the public liability policy covering the elevator in the main library.

The report of the Building Committee was received as a whole and ordered on file, by vote.

The statistical report of the librarian for the month of March was distributed and ordered filed.

The librarian exhibited large scale maps and statistics constituting a survey of borrowers and use of the Highland Branch and Jefferson Branch executed under the Federal Works Progress Administration relief project; also two recommendations which were acted upon as follows:

1. That Col. Lucien Beckner be granted an additional honorarium of approximately \$250. for services rendered in rehabilitating the Museum. Voted to refer to the Finance Committee for recommendation.

2. That the South Louisville Sub-Branch be converted to the status of a Station, with emphasis on children's service, using unpaid custodians, as soon as the new branch is open to the public. Voted to concur in this recommendation.

New Business:

On recommendation of the librarian, it was moved by Mr. Davis, seconded by Mr. Powell and voted unanimously that the special sick leave of Miss Helen Cooper be extended for one month, to May 1, at half pay.

The librarian requested consideration of needed salary adjustments postponed until the retirement question was disposed of. This was referred to the Library Committee for study and recommendation to be reported at the next meeting.

The Board then proceeded to the election of officers for the year 1939-40.

Mr. Thruston offered the motion that all present officers be re-elected to succeed themselves. Seconded by Mr. Abell. Mr. Thruston put the question and the vote carried unanimously.

The following officers were declared elected to serve until April 1940:

President	Dr. Joseph Rauch
Vice-President	Mr. Howard C. Davis
Secretary and Librarian	Mr. Harold F. Brigham
Treasurer	Kentucky Title Trust Co.

The meeting adjourned at 5:40.

MINUTES APPROVED:

_____ President
Joseph Rauch
 _____ Secretary
Harold F. Brigham

Exhibit No. 1

Special Committee on Pension Question
 Meeting April 3, 1939

The Special Committee on Pension Question met on April 3, 1939 at 10:30 a.m. in Mr. Abell's office, Marion E. Taylor Bldg.

Present: Mrs. Briney, Mrs. Meguire, Mrs. Radford, Mr. Abell, Mr. Thruston and the librarian.

Mrs. Radford presided.

The librarian spoke of the need and general acceptance of Pensions in libraries, with special reference to the employer's responsibility to share the costs with employees. The Retirement Plan of the American Library Association was recommended as the best means of solving the retirement problem, and attention called to the fact that nearly half of all eligible employees of our library (37) are now contributing members of this plan.

The librarian recommended the adoption of the A.L.A. Plan on the basis of providing for all employees thirty (30) years of age and over, at a cost to the library of 4% of the salaries of these employees, or \$303.20 per month. This expenditure, it was pointed out, would meet the costs for current and future service and therefore immediately end all further accumulation of the obligation for past service of present employees, but it would not provide properly for

present older employees with many years of past service.

The Retirement Plan recently established by the University of Louisville was referred to as one means of providing a larger annuity for present older employees (\$50 a month) but it was noted that many employees are eliminated from coverage altogether.

Reference was also made to the possibility that Federal Social Security may eventually be extended to include public employees of state and local governments, a proposal that the Social Security Board is now studying. It was noted, however, that this possibility is in the indefinite future, and, even if it should come, a private pension plan can be discontinued without loss of the retirement benefits earned up to the time of discontinuance. In other words such benefits would remain to supplement the relatively small, and in many cases inadequate, annuity provided under Social Security.

Mr. Thruston expressed objection to retirement plans on two grounds, namely, that the necessary funds cannot be obtained or assured, and that it is the responsibility of individuals to provide for their own old age.

Mrs. Briney expressed the opposite view, stating that retirement plans are a means of encouraging and assisting employees by systematic saving to make provision for old age, and that the Library would be justified in curtailing other expenditures in order to meet the costs of a retirement plan if these curtailments can be effected without serious injury to the service.

The librarian expressed the belief that the Library budget could produce \$3,600 a year under a 4% tax levy in view of the amounts expended in the last two years on non-recurring capital outlays, as for example the book stock for the new branch.

Mrs. Radford proposed that the Committee bring to the Board a favorable recommendation with the proviso that necessary funds can be produced for the purpose.

Mr. Abell doubted the wisdom of making any recommendation until the financial questions had first been resolved.

It was therefore agreed to ask the Finance Committee to determine whether means can be found to provide funds for a retirement plan and to refer its findings to this Committee as a basis for its recommendation to the Board.

Exhibit No. 2

Meeting of the Finance Committee
April 10, 1939

The Finance Committee met on April 10, 1939 at 4:45 p.m. in the Mayor's office.

Present: Mr. Davis, Mr. Rash, Mayor Scholtz and the librarian. Miss Clara Behrens, Head of Order Department, was also present.

The financial condition of the library and its bearing on the Retirement question were discussed in the light of accompanying financial statements which had been previously distributed to members of the committee.

Mr. Rash suggested the need of putting financial records on the accrual basis to give an immediate picture of conditions at any time. Mr. Davis felt that the uncertainty of income from the principal source, namely City Taxes, would make such a proposal difficult if not impossible.

The loss of approximately \$7,000 income from rent in the coming fiscal year due to provisions of the lease was discussed. The librarian was requested to prepare a statement of rental receipts for a period of years in an effort to explain this discrepancy.

Each member of the committee expressed himself as being personally in favor of pensions for employees, but all expressed doubt that the library budget provided sufficient leeway to undertake the financial obligation involved without risk of having to discontinue a retirement plan at the first financial embarrassment to confront the library.

Mayor Scholtz explained the precarious financial condition of the city and stated that no assurance could be given that the library levy would be maintained at 4%.

It was agreed to report to the Special Committee on Pensions and to the Board:

1. That the Finance Committee is favorably disposed to the principle of a retirement plan for employees, and
2. That the budget of the library, if assured of a 4% city tax levy, appears with close reckoning to permit an allocation of approximately \$3,600 for the purpose, but
3. That, in the judgment of the committee, it would be unwise to undertake the establishment of a retirement plan under present conditions, in view of the financial pressure under which the library is now operating and the uncertainty of maintaining the city tax levy at the 4% legal maximum.

The librarian called attention to the fact that the present budget provided \$21,792.75 for payments into the Sinking Fund, with the expectation of omitting the August payment of \$2,125 as suggested at the time of refinancing the mortgage. Such omission would be possible, it was noted, and still provide in the Sinking Fund a sum sufficient to meet the scheduled September 1 payments on principal and interest. However, it was unanimously agreed that the August payments into the Sinking Fund should not be omitted, unless absolutely necessary to meet an emergency.

The librarian urged that plans be made to request a larger appropriation from the County on the basis of a plan to improve library service in the County, with the understanding that a portion of the increased revenue can legitimately apply on general operating expenses of the library.

The Committee agreed also:

1. That approval be given to the librarian's recommendation to replace the passenger automobile at a net cost of not more than \$800, and
2. That a balance of approximately \$5,000 be held in Repairs and Improvements to apply for the same purpose in the next fiscal year, with the understanding that this sum devolves from the Bond Balance designated for repairs and improvements and that some improvements can be curtailed or eliminated in accordance with the librarian's recommendation.

Exhibit No. 3

Edwin Allen Co.	\$ 156.81
American Association of School Administrators	2.00
American Book Co.	69.21
American Library Association	13.31
American Prison Association	3.00
Arctic Ice Co.	8.80
N. W. Ayer & Son	15.00
Banks-Baldwin Law Publishing Co.	12.50
Baptist Book Store	74.33
Beckley-Cardy Co.	21.02
Clara L. Behrens, Head Order Department	151.42
Bomar-Summers Hardware Co.	21.64
Boone Brothers Co.	10.00
Boy Scouts of America	16.61
Brakmeier Bros.	6.60
Harold F. Brigham, Libn. Petty Cash	63.87
Bunton Seed Co.	6.45
Carter Dry Goods Co.	13.86
Central Glass Co.	1.23
College Book Exchange	87.97
Columbia Carbon Co.	8.93
Demco Library Supplies	23.25
Downard Coal Mining Co.	88.53
A. J. Duncan	10.00
R. O. Dusch	48.85
Geo. G. Fetter Co.	57.70
A. Flanagan Co.	17.93
Franklin Printing Co.	6.00
Gaylord Bros.	49.02
Ginn & Co.	36.04
Graybar Electric Co.	4.30
Hayes Adhesive Co.	8.75
D. C. Heath & Co.	4.52
Houghton Mifflin Co.	18.99
Hubbuck Wall & Floor Covering Corp.	31.28
Harry H. Hughes & Sons	20.00
H. R. Huntting Co.	35.07
International Library Association	86.04
Johnson Publishing Co.	8.37
Junior Literary Guild	111.67
Kast Bindery Service	75.00
Kaufman-Straus Co.	22.62
Kentucky Book Mfg. Co.	327.59
Klein Brothers	16.90
Koehler Stamp & Stencil Co.	3.65
Langston Sales	3.50
Leonard Brush & Woodenware Co.	9.00
Longmans, Green & Co.	29.57
Long's Towel Supply	9.00
Louisville Division of Recreation	11.00
Louisville Gas & Electric Co.	170.68

2109.38

Louisville Grocery Co.	5.15
Louisville Linen Supply Co.	3.75
Louisville News Co.	32.23
Louisville Paper Co.	23.20
Louisville Plate Glass Co.	3.76
John W. Luce & Co.	4.05
Lyons and Carnahan	7.24
Mrs. Stella McDaniel	25.00
The Macmillan Co.	33.73
John J. Maher	1.00
Meffert Equipment Co.	10.85
Merchants' & Manufacturers' Paint Co.	21.92
Miller Paper Co.	23.36
Mississippi Historical Society	3.00
John P. Morton & Co.	104.25
Mueller-Estep Co.	10.00
National Society, Daughters of the American Revolution	6.00
Thomas Nelson & Sons	6.43
New Method Book Bindery, Inc.	858.83
Nuzon Southern Corporation	5.98
Office Equipment Co.	22.56
Otis Elevator Co.	5.30
Pergande Publishing Co.	2.94
Louis Perlin Co.	17.50
Premier Paper Co.	6.76
Rand McNally & Co.	5.13
Remington Rand Inc.	176.25
Ridge Office Supply Co.	4.41
Clement V. Ritter	13.60
Row Peterson & Co.	19.02
Royal Typewriter Co.	4.00
Wm. J. Rueff	65.20
Russell Sage Foundation	3.19
F. S. Schardein & Sons	6.90
Scott, Foresman & Co.	19.15
Charles Scribner's Sons	9.20
Sherwin-Williams Co.	2.35
Short's Tire Service	1.00
L. E. Sikking	51.06
Silver Burdett Co.	11.77
Smith & Dugan	16.75
Southeastern Paper Co.	16.92
Southern Bell Telephone & Telegraph Co.	129.06
Standard Oil Co.	11.35
Standard Printing Co.	318.84
G. E. Stechert & Co.	8.23
John W. Stephenson	5.40
W. K. Stewart Co.	356.09
W. K. Stewart Co.	385.41
Universal Library Service	1.77
Wagenvoord & Co.	19.64
Weissinger-Gaulbert Real Estate Co.	825.89
Western Union Telegraph Co.	4.19

5845.94

Wheeler Publishing Co.	4.21
Albert Whitman & Co.	78.10
Wilderness Road Book Shop	321.35
H. W. Wilson Co.	53.67
John C. Winston Co.	22.56
	<u>6 325.83</u>
Pd) Harold F. Brigham, Libn. Pay Roll	10 536.34
Pd) Kentucky Title Trust Co.	2 125.00
Pd) V.C.Glass Carpet Co.	314.86
	<u>19 302.03</u>
Pd) Wm. David Becker	48.15
	<u>\$ 19 350.18</u>
Special Construction:	
Pd) H. C. Korfhage	\$ 7.50
Pd) National Concrete Construction Co.	614.60
Pd) Geo. F. Voight	292.50
	<u>\$ 914.60</u>

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees - May 10, 1939

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, May 10, 1939 at 4:15 p. m. in the librarian's office.

Present: Mrs. Radford, and Messrs. Davis, Hume, Kavanagh, Powell, Rash, Thruston and the librarian.

Mr. Davis presided.

The minutes of the meeting April 12 were read and approved.

Announcement was made of the appointment to the Board of Mr. Fred J. Hartstern, to fill the unexpired term of Mrs. Russell Briney.

Communications:

A letter was presented from Mr. W. H. Millard, dated April 20, requesting permission for Townsend Old Age Pension Clubs to meet in library buildings. Following discussion, which recalled the unfavorable action of the Board in March 1937, it was moved by Mr. Kavanagh and seconded by Mr. Powell, that Townsend Clubs be granted permission to hold their meetings in library buildings, subject to the usual library regulations. The motion was carried with one dissenting vote, by Mr. Thruston.

The Secretary presented a letter from the Shawnee Christian Church under date of May 10 and signed by Mr. R. W. Cooke requesting permission to use the Shawnee Branch Library Sunday mornings to relieve its over-crowded Sunday School situation. The view was expressed that such a request might be granted to relieve a temporary emergency, as during building construction, but not otherwise. It was therefore moved by Mr. Rash, seconded by Mr. Thruston, and carried unanimously that the request be denied in accordance with the Board's rules of 1916 governing meetings that may be held in library buildings.

Reports:

Mr. Kavanagh reported for the Library Committee that bills for the month of April in the amount of \$6,589.76 had been audited, and moved that these bills be approved for payment. Seconded by Dr. Hume and carried. A list of the bills is appended to these minutes. Exhibit No. 1.

The following report and recommendations of the Library Committee was read:

Library Committee Meeting
May 3, 1939

The Library Committee of the Board met on Wednesday May 3, 1939 at 4:30 p.m. in the librarian's office.

Present: Messrs. Kavanagh, Thruston, Davis and the librarian. Mr. Davis met with the Committee in the double capacity of Vice-President of the Board and Chairman of the Finance Committee.

Judge Kavanagh presided.

The Librarian presented a list of 24 staff members recommended for salary increases of from \$5. to \$15. The names were reported to represent more urgent needs in consideration of (1) serious inadequacy of most of the salaries, (2) high qualifications and responsibility of position represented in some of the cases, (3) need to recognize outstanding efforts at personal advancement through programs of schooling, and (4) recent promotions represented in several of the cases which in fairness call for increase in salary, and (5) the general need of bringing salaries more into line with higher professional standards now being established by the library.

The total amount involved in the recommended increases was \$187.50 per mo. or \$2,250 for 12 months. The librarian indicated several ways in which this amount might be reduced if necessary.

Extended discussion followed, centering around the financial outlook for next year's budget. Mr. Davis expressed serious doubt that a 4¢ levy could be counted upon, noting that the Mayor in a recent interview indicated the same doubt and his own inability to give any assurance of a 4¢ levy. Mr. Thruston brought out the inadequacy of the book fund to supply ten branches in addition to the main library and expressed his concern over the financial outlook for next year. The feeling was expressed that any salary increases at this time would be prejudicial to the library in making its request for city funds for next year.

The librarian strongly urged the need of making adjustment of at least a portion of the salaries listed, since funds are available in this year's budget and failure to do so will seriously affect the morale of the staff as well as discourage the many staff members who are pursuing programs of schooling with the understanding that this is now necessary and will be recognized.

After a full discussion it was unanimously voted to table the matter for the present.

The librarian recommended that regular appointment to the staff be granted the following persons, now rated as substitutes, without change of salary:

Miss Marirose Hoffman
Miss Nell Pennington
Miss Josephine Lee
Miss Thelma Schmidt
Mrs. Naomi Lattimore, Colored

It was voted to recommend these appointments to the Board without salary change.

The meeting adjourned at 5:45.

.

Mr. Thruston moved that the report be approved. Seconded by Mr. Rash and carried.

Mr. Rash presented the Treasurer's financial report for the month of April. This was received and ordered on file.

Mr. Davis reported a recommendation to replace the library's passenger car

at a net cost of \$825. Mrs. Radford moved authorization of the purchase. Seconded by Mr. Powell and carried.

Report of the Building Committee was presented by Mr. Powell itemizing final building operations to complete the Iroquois Branch.

On motion by Mr. Thruston, seconded by Dr. Hume, it was voted to approve the installation of additional accoustical material in the amount of \$177.91.

Mr. Thruston questioned the use of asphalt tile floor covering on the ground that such material presented a serious public hazard due to slipperiness. He cited the experience of the main library with people falling. Following discussion which brought out that the hazard was due to wax surfacing and not to the floor covering itself and that the means of removing the danger had been found, it was voted, on motion by Mr. Rash, seconded by Mr. Kavanagh, that authorization be given to proceed with the laying of asphalt tile floor covering at the Iroquois Branch.

The librarian's statistical report for April was distributed and ordered on file.

Unfinished business:

The librarian reported the need of an additional appropriation for printing the law briefs required in connection with the Salary Test Suit. Mr. Thruston moved that \$150 be authorized for the purpose. Seconded by Mr. Rash, and carried.

The librarian recommended salary increases of ten dollars per month to each of the following members of staff recently promoted to positions of responsibility, namely Grace Lothman, Emily Couch and Nell Lee Miller. Mr. Thruston moved that these salary adjustments be approved. Seconded by Mrs. Radford, and carried.

On recommendation of the librarian, concurred in by the Library Committee, Mr. Thruston moved that an additional honorarium of \$300 be authorized for Col. Lucien Beckner in appreciation of his services as director of museum rehabilitation work. The motion was seconded by Mr. Rash and carried unanimously.

New business:

On recommendation of the librarian it was regularly voted to grant the request of Mrs. Helen Duncan Johnstone for a leave of absence of three months without salary.

A gift to the Museum of a mounted native specimen of Wood Duck, presented by the Misses Louise and Lena Winterhalter, was reported with the recommendation it be accepted. The motion was made by Mr. Powell, seconded by Mr. Kavanagh, and carried, that the gift be accepted unconditionally with thanks.

The meeting adjourned at 5:30 p.m.

MINUTES APPROVED:

Joseph R. ... President
Harold F. Brigham Secretary

See exhibit next page

Exhibit No. 1

Edwin Allen Co.	\$ 711.50
Allyn and Bacon	8.16
American Book Co.	14.68
American Library Association	5.15
Americana Corporation	7.50
Arctic Ice Co.	7.20
Banks-Baldwin Law Publishing Co.	10.00
Wm. P. Bannon	26.90
Baptist Book Store	82.96
Barret, Robinson, Dickey & Swope	87.89
Clara L. Behrens, Head Order Dept.	189.42
Bomar-Summers Hardware Co.	20.69
Boone Brothers Co.	2.70
Brakmeier Bros.	7.50
Harold F. Brigham, Libn. Petty Cash	45.99
Business Branch of the Library	1.00
Canadian Review Co., Ltd.	8.27
Caron Directory Co.	208.00
Carter Dry Goods Co.	2.50
Central Glass Co.	1.23
Central School Supply Co.	520.00
Childers Electric and Paint Co.	3.19
College Book Exchange	51.84
Columbia Carbon Co.	8.93
Cook Auto Service	15.00
Demco Library Supplies	101.85
Downard Coal Mining Co.	76.70
A. J. Duncan	10.00
Eastern Book Co.	16.98
Electrolux Corporation	59.75
F. W. Faxon Co.	16.16
Geo. G. Fetter Co.	18.30
Finger Paper Box Co.	22.44
A. Flanagan Co.	8.63
Follett Book Co.	159.16
Franklin Printing Co.	36.50
The Frontier Press Co.	25.00
Gaylord Bros., Inc.	11.40
Ginn & Co.	4.86
V. C. Glass Carpet Co.	3.90
Robert L. Hawes Co.	35.65
Houghton Mifflin Co.	8.38
Henry E. Huntington Library & Art Gallery	3.15
Junior Chamber of Commerce of Cincinnati	2.00
Junior Literary Guild Corp.	44.99
Kast Bindery Service	149.05
Kee Lox Mfg. Co.	9.00
Kentucky Book Mfg. Co.	81.16
Kentucky School Equipment Co.	5.60
Kentucky Workshop for the Adult Blind	5.75
Klein Brothers	3.00
Koehler Stamp & Stencil Co.	4.30

2971.86

Leonard Brush & Woodneware Co.	4.13
Long's Towel Supply	9.00
Louisville Chemical Co.	55.16
Louisville Division of Recreation	11.00
Louisville Gas & Electric Co.	180.02
Louisville Linen Supply Co.	3.75
Louisville News Co.	24.29
Louisville Paper Co.	72.51
Lyons and Carnahan	3.64
Mrs. Stella McDaniel	25.00
The Macmillan Co.	11.29
Mayes Printing Co.	13.50
Meffert Equipment Co.	6.80
Frank G. Mencke, Inc.	2.00
Merchants and Manufacturers Paint Co.	15.00
Miller Paper Co.	19.50
John P. Morton & Co.	29.75
Mueller-Estep Co.	10.00
Municipal Year Book	5.00
Music Teachers National Association	2.50
New Method Book Bindery, Inc.	950.59
Nuzon Southern Corporation	17.70
Office Equipment Co.	1.50
The Old Book Store	1.50
Olive-Markel Electric Co.	8.50
Osborne Association, Inc.	1.00
Otis Elevator Co.	5.30
Premier Paper Co.	4.30
Quarrie Corporation	45.00
Recordak Corporation	1.73
Remington Rand, Inc.	67.80
Clement V. Ritter	32.50
Rowland Paper Co.	10.70
Royal Typewriter Co.	4.00
Ruud-Humphrey Co.	21.80
L. E. Sikking	100.00
Southeastern Paper Co.	5.08
Southern Bell Telephone & Telegraph Co.	117.53
Standard Typewriter & Supply Co.	9.75
G. E. Stechert & Co.	1.49
W. K. Stewart Co.	348.38
W. K. Stewart Co.	343.25
Stoll Oil Refining Co.	33.77
John S. Swift Co., Inc.	5.25
Universal Library Service	19.00
University of Chicago Press	2.75
Wagenvoord & Co.	47.81
Weissinger-Gaulbert Real Estate Co.	642.18
Wilderness Road Book Shop	257.09
H. W. Wilson Co.	1.55
World Book Co.	5.26
	<hr/>
	6 589.76
Pd) Harold F. Brigham, Libn. Pay Roll	10 347.84
Pd) Kentucky Title Trust Co. Sinking Fund	2 125.00
Total	\$ 19 062.60
Special Construction W.P.A. Fund:	
Voucher No. 18 (George Voight)	382.50
Voucher No. 19 (National Concrete Construction Co.)	1 942.00

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees - June 26, 1939

The June meeting of the Board of Trustees of the Louisville Free Public Library, twice postponed for want of a quorum, was held on Monday, June 26, 1939 at 4:30 p.m. in the librarian's office.

Present: Mrs. Radford and Messrs. Abell, Davis, Hartstern, Hume, Powell, Rash, Thruston, Welch and the librarian. Mr. Lawrence S. Poston, assistant City Attorney, was also present.

Mr. Davis presided in the absence of the President.

Mr. Fred J. Hartstern was presented as member of the Board appointed to fill the unexpired term of Mrs. Russell Briney.

Mr. Davis reported that President Rauch had named Mr. Hartstern a member of the Building Committee to take the place of Dr. Welch, and that Dr. Welch had been named to the Library Committee in the place of Mrs. Briney.

The minutes of May 10 were read and approved.

Communications:

The Secretary read an exchange of letters between Mr. Kavanagh and Judge Richard Priest Dietzman, attorney for Mr. I. W. Bernheim, pursuing Mr. Bernheim's proposal to clean and restore the Bernheim collection of paintings.

Mr. Poston declared the whole situation was unchanged and to grant Judge Dietzman's request would require the Board to abrogate its position previously taken, namely that it could not relinquish custody of the paintings even temporarily unless and until Mr. Bernheim relinquished claim to ownership of the paintings.

It was agreed to delay action until Mr. Kavanagh could be present. Therefore the matter was tabled by unanimous vote on motion by Dr. Welch seconded by Mr. Powell.

The Secretary presented an invitation from the Council of Social Agencies of the Louisville Community Chest to have the Public Library become affiliated with the Council as an official member agency with two delegates appointed by the President of the Board.

The Librarian stated that the Council of Social Agencies is composed of practically all public and private welfare agencies of the city, both those supported by the Community Chest and those outside of the Chest, and declared that affiliation with the Council would give the Public Library new opportunities for its services and a definite place in community planning in the field of social welfare in general and of recreation in particular.

It was voted unanimously to approve library affiliation with the Council of Social Agencies and to authorize the President to appoint one member of the Board and the Librarian as official delegates.

Reports:

The Chairman reported that the Library Committee had audited bills for the month of May in the amount of \$6,327.24 and that the Executive Committee on June 16 had approved and authorized payment of the bills. Mr. Abell moved that the action of the Executive Committee authorizing payment of the bills be approved. The motion was seconded by Mr. Thruston and carried unanimously. A list of the bills is appended to these minutes. Exhibit No. 1.

The Librarian reported on behalf of the Library Committee that Iroquois Branch had been officially opened to the public on June 10 with special public exercises and with a special program for children on June 12, and with a flag presentation arranged by the Beechmont Civic Club and the Auxiliary of the Churchill Downs Post, Veterans of Foreign Wars, on the evening of June 12.

The Treasurer's statement and report for the month of May was received and filed.

Mr. Powell reported for the Building Committee that remodeling work in the Main lobby and on the second floor of the Main library was nearing completion with satisfactory progress.

The Building Committee also reported inclusion of the Iroquois Branch in the library schedule of insurance in the amount of \$32,000 of additional insurance issued in two new policies of \$16,000 each. It was voted unanimously to approve the action of the Building Committee in issuing this insurance on the Iroquois Branch, on motion by Mr. Thruston seconded by Mr. Abell.

The Librarian reported receipt of bids from fourteen local dealers to supply coal for the coming year, and recommended acceptance of the lowest bid, submitted by the Atlas Coal Company, as also the best bid. The Board voted unanimously to approve this recommendation on motion by Mr. Rash regularly seconded.

The statistical report of the Librarian for the month of May was distributed and ordered on file.

The Librarian reported also the following:

1. A new schedule of summer hours applying to branch libraries, namely 10 a.m. to 9 p.m. daily except Saturday and closed all day Saturday. This arrangement, it was noted, permits of morning service during hot weather, with increase of the total hours of public service, yet without increase of staff.
2. Representation of the library at the annual conference of the American Library Association in San Francisco by four members of staff.
3. A gift of 17 large size color reproductions of masterpieces of art by the Liberty National Bank, to be made available for loan to students of art and classes in art appreciation.

The Secretary was asked to extend the appreciation and thanks of the Board to Mr. Merle Robertson, President of the Bank.

4. The need of adjusting the budget for the present fiscal year to obtain a balance and to determine the availability of funds for additional book purchases and other purposes.

Mr. Powell moved that this be referred to the Finance Committee with power to act. Seconded by Mr. Thruston and carried unanimously.

Mrs. Radford asked that the Finance Committee consider providing funds, if possible, for new floor covering in the Parents and Teachers Room.

5. The need of preparing a Request Budget for the coming fiscal year to be transmitted to the City Board of Aldermen.

Dr. Welch moved that the Finance Committee be authorized to prepare a Request Budget for action at the next meeting of the Board.

6. Completion of editorial work and plans for early publication of four additional volumes in the "Louisville Library Collections", the library's Writers Project under the Federal Works Progress Administration, these volumes constituting a Biographical Series dealing with Artists, Authors, Prominent Women, and Statesmen of Kentucky.

Unfinished business:

Mr. Poston reported that both law briefs in the salary test suit had been printed, and that the case was filed in the Court of Appeals for disposition in the Fall term of Court.

New business:

The librarian presented letters from Miss Eliza McCrum Barnett, of Wichita, Kansas, and Mrs. Norborne E. Brown, of St. Louis, Missouri, requesting that the portrait of Philip Rootes Gray, loaned to the library in 1924, be turned over to Miss Salina E. Galbraith of Louisville.

It was voted unanimously on motion by Dr. Welch, seconded by Mr. Thruston, to refer this matter to Mr. Poston and the librarian with power to act.

The librarian presented for action an official form entitled "Library Report and Agreement" called for by the State Board for the Certification of Librarians.

Following extended discussion which involved legal questions and prerogatives of the library and the Board, the Chair referred the matter to the Library Committee and Department Counsel for report and recommendation at the July meeting of the Board.

A delegation from the Parkland Colored Community appeared before the Board at this point, namely H. F. Brooks and W. F. Downs. They requested information and encouragement relative to the community's petition for more adequate library service, specifically a branch building.

Mr. Davis explained the financial difficulties confronting the library and the city, stating that there is apparently no hope of obtaining funds required for the erection and maintenance of an additional branch building.

In reply to a question relative to a bond issue Mr. Davis declared that the library is prohibited by the terms of the existing bond issue from issuing additional bonds for any other purpose than improvements to the Fourth Street building which secures the present loan.

Mr. Brooks offered as the suggestion of a meeting of citizens represented

by the delegates that the present Parkland Branch be converted to a branch for colored people. It was agreed to take this suggestion under advisement.

The meeting adjourned at 5:30.

MINUTES APPROVED:

Joseph R. Auld President
Harold F. Brigham Secretary

Exhibit No. 1.

Aetna Oil Service	‡ 40.74
Edwin Allen Co.	818.34
American Book Co.	11.95
American Library Association	3.00
Americana Corporation	119.50
Arctic Ice Co.	10.10
Baptist Book Store	40.90
Chas. J. Baron	3.00
Beckley-Cardy Co.	14.07
Clara L. Behrens, Head Order Dept.	71.28
Alfred M. Best Co.	40.60
Bland Electric Co.	21.95
Bomar-Summers Hardware Co.	40.26
Harold F. Brigham, Libn. Petty Cash	75.36
Bunton Seed Co.	10.90
Central Glass Co.	1.13
Central School Supply Co.	1.74
Columbia Carbon Co.	8.75
College Book Exchange	178.31
F. E. Compton & Co.	60.73
Fiona Hale Cook	3.00
Dehler Bros. Co.	5.08
Demco Library Supplies	8.20
Dictaphone Corporation	2.75
R. O. Dusch	6.40
Electric Blue Print & Supply Co.	2.90
Encyclopaedia Britannica	129.72
F. W. Faxon Co.	21.14
Geo. G. Fetter Co.	3.10
Franklin Printing Co.	5.50
Frey Planing Mill Co.	11.64
Funk & Wagnalls Co.	37.10
Gaylord Bros. Inc.	41.07
Gonzenbach & Sons	18.00
Robert L. Hawes Co.	11.12

1879.33

Heaton Publishing Co.	5.29
W. C. Heimerdinger Co.	3.95
Houghton Mifflin Co.	12.69
Hubbuck Wall & Floor Covering Corp.	2.00
Harry H. Hughes & Sons	15.50
Huntington Laboratories	8.58
Felix Jeunesse	6.25
Junior Literary Guild	26.50
Kast Bindery Service	45.15
Kaufman-Straus Co.	55.71
Kee Lox Mfg. Co.	3.00
Kentucky Book Mfg. Co.	39.77
Kentucky Marble & Tile Co.	18.25
Kentucky Wall Plaster Co.	1.80
Kentucky Title Trust Co.	7.00
Joe Kirchorfer, Jr.	4.75
Klein Brothers	2.50
Koehler Stamp & Stencil Co.	2.45
Leonard Brush & Woodenware Co.	8.25
Longmans, Green & Co.	10.80
Long's Towel Supply	9.00
Louisville Division of Recreation	11.00
Louisville Gas & Electric Co.	161.94
Louisville Grocery Co.	5.15
Louisville Linen Supply Co.	3.75
Louisville News Co.	1.40
Louisville Paper Co.	37.35
Mrs. Stella McDaniel	25.00
Macmillan Co.	8.56
Meffert Equipment Co.	3.50
Merchants and Manufacturers Paint Co.	9.55
Mid-Continent Petroleum Corporation	35.21
Miller Paper Co.	12.22
John P. Morton & Co.	1.10
Mueller-Estep Co.	10.00
R. F. Morris	2.25
Multigraph Sales Agency	3.72
New Method Book Bindery	99.16
Olive-Markel Electric Co.	101.51
Otis Elevator Co.	5.30
Packard-Louisville Motor Co.	825.00
Perey Manufacturing Co.	290.00
Pergande Publishing Co.	25.32
William Prather	11.00
Premier Paper Co.	25.65
Recordak Corporation	320.60
Remington Rand, Inc.	7.40
Ridge Office Supply Co.	1.25
Rowland Paper Co.	4.50
Russell Sage Foundation	1.93
F. S., Schardein & Sons	4.85
S. F. Scobee	2.00
Sears, Roebuck & Co.	2.28

4227.97

Shawnee Hardware Co.	1.25
L. E. Sikking	98.40
Silver Burdett Co.	4.92
Southeastern Paper Co.	7.06
Southern Bell Telephone & Telegraph Co.	117.92
Standard Oil Co.	1.03
W. K. Stewart Co.	384.34
W. K. Stewart Co.	353.35
John S. Swift Co.	24.55
Henry A. Theobald & Sons	16.75
Universal Library Service	1.93
Wagenvoord & Co.	15.99
Frank Blake Webster Co.	2.00
Weissinger-Gaulbert Real Estate Co.	241.48
Western Union Telegraph Co.	1.58
Wilderness Road Book Shop	242.75
H. W. Wilson Co.	<u>583.97</u>
	6 327.24
Pd) Harold F. Brigham, Libn. Pay Roll	10 521.53
Pd) Kentucky Title Trust Co. - Sinking Fund	2 125.00
Pd) Lucien Beckner - Services	<u>300.00</u>
Total	\$ 19 273.77

Pd:

Special Construction Acct. P.W.A.
 Voucher No. 20 - National Concrete Construction Co., \$3,684.01
 Voucher No. 21 - Link Electric Co. \$782.60
 Voucher No. 22 - Demco Library Supplies \$56.60

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, July 12, 1939

The regular meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, July 12, 1939, at 4:15 p.m. in the librarian's office.

Present: Mrs. Radford, and Messrs. Abell, Davis, Hartstern, Kavanagh, Powell, Thruston and the librarian.

Mr. Davis presided.

The minutes of the June 26 meeting were read and approved.

Communications:

The Secretary read a letter from Mr. Harry W. Schacter, president of the Kaufman-Straus Company, requesting a conference with the Board to discuss air-conditioning the store. (Exhibit No. 1). The Secretary was instructed to acknowledge the letter and invite Mr. Schacter to meet with the Board at the September meeting.

The Secretary reported a communication from the Beechmont Civic Club assuring the library a gift of 500 children's books for the Iroquois Branch to meet the principal need of this Branch.

Mr. Hartstern reported an offer from the Frankel Drug Store, 4701 Southern Parkway, to donate subscriptions to the series of "comic strip" weeklies to be placed in the Iroquois Branch Library. He noted that such publications have been barred from the library as a policy of the library, but suggested the matter be considered as a means of attracting children to the library, utilizing these materials as stepping stones to more serious reading.

The librarian spoke in support of the library policy, declaring that children are already glutted with "comics" on every hand, and that library acceptance of such materials would lower standards and tend rather to give added encouragement to poor reading habits than lead to better reading habits.

The question was referred to the Library Committee for consideration and recommendation.

Reports:

Mr. Kavanagh reported that bills for the month of June in the amount of \$4,217.18 had been audited and moved that they be paid. Seconded by Mrs. Radford and carried. A list of the bills is appended to these minutes. Exhibit No. 2.

Mr. Kavanagh reported that the Library Committee had met earlier today, with Mr. Lawrence Poston, and offered the following recommendations (1) That the Board stand by its decision to deny Mr. I. W. Bernheim's request for temporary custody of the Bernheim paintings, until the question of ownership is finally settled, and (2) That action on the Report and Agreement called for by the State Library Certification Board be delayed until the Committee can study the matter further.

Mr. Kavanagh stated that the Committee was opposed to the Certification Act on the grounds it violated Home Rule, and imposed standards and salaries beyond the means of the library to maintain them.

The recommendations of the Committee were accepted without objection. (The report of the Committee is on file).

The Treasurer's report for the month of June was distributed and ordered on file.

Mr. Davis reported on behalf of the Finance Committee that the full Committee had met on July 10 in the Mayor's office and recommended unanimously adoption of the following adjustment of the current year's budget, including authorization of immediate expenditures for books and other necessary purchases, and adoption also of the Request Budget for next year to be transmitted to the Board of Aldermen. The adjusted budget is appended as Exhibit 3 and Request Budget as Exhibit No. 4.

Mr. Rash moved that the recommendations of the Finance Committee be adopted; seconded by Mr. Thruston. Following discussion in which Mr. Hartstern declared he lacked sufficient information to enable him to vote, the motion was carried, Mr. Hartstern requesting that he be recorded as not voting.

A copy of the report of the Finance Committee is appended to these minutes. Exhibit No. 5.

The librarian requested a procedure to approve vouchers for payment of bills in August covering authorized expenditures which must be cleared within the present fiscal year. It was noted that some of these bills would have to be paid in the closing days of August.

On motion of Mr. Hartstern, seconded by Mr. Abell, it was voted unanimously to authorize the Executive Committee, or, if this Committee is not available, then the Finance Committee, to approve payment of authorized bills in August.

On behalf of the Building Committee Mr. Powell reported progress on remodeling work in the Main Library under the W.P.A. project. Mrs. Radford reported an inspection of the Highland Branch, with Mr. Hartstern, and recommended trimming or removal of trees to improve light in the building for daytime reading. This recommendation was referred to the Building Committee with power to act. Mrs. Radford called attention to the need of new floor covering in the Highland Branch and in other Branches, suggesting a definite program to replace floor covering by including one branch in the budget each year for a period of years.

Mr. Kavanagh questioned the failure to improve lighting in the various buildings as authorized in connection with the 1938 Bond Issue. Mr. Davis stated that the funds authorized for this purpose were still intact and were being carried over into next year's budget. The librarian explained that delay was occasioned by the excessive amount of repairs and improvements undertaken this year and the need of special study and planning before lighting improvements could properly be undertaken.

The librarian was asked to submit a report at the next meeting of the Board detailing the use of Bond Funds appropriated for Repairs and Improvements.

The statistical report of the librarian for the month of June was distributed and ordered on file. The librarian suggested the need of action on the proposal of citizens of the Parkland Colored Community to use the present Parkland Branch for service to Colored people, also on the proposal to abandon the Sub-Branch in the Oakdale Community Center. Mr. Abell moved to refer these matters to the Library Committee for study and recommendation. Seconded by Mr. Powell and carried.

New business:

The librarian reported the death of Charley Parker, janitor of the Crescent Hill Branch, and the serious illness of Maudo Hall, Main library janitor. He proposed that the precedent applying to staff members in cases of serious illness apply in the case of Maudo Hall, recommending a special sick leave of one month at full pay and two additional months at half pay if circumstances justified. This recommendation was adopted on motion by Mr. Thruston, seconded by Mr. Abell.

The outlook for a Board meeting in August was discussed. It was agreed the By-Laws of the Board required that the regular call be issued, letting the response determine whether postponement may be necessary for lack of a quorum.

The librarian proposed the need of special action authorizing the borrowing of funds needed to meet the September 1 payroll. Following discussion it was agreed that such action is unnecessary since the library has been able to borrow funds from the City Department of Finance in anticipation of tax receipts for operation of the library during the first four months of the fiscal year. (see footnote).

The meeting adjourned at 6 p.m.

MINUTES APPROVED:

Joseph Rauch President
Harold F. Brigham Secretary

Footnote: Regarding the September 1 payroll, the City Department of Finance does not negotiate its large bank loan to provide for all departments of the city up to February until the middle of September. In 1938, however, it had a balance of funds on hand September 1 to advance the library money to meet its first payroll.

Exhibit No. 1.

July 10, 1939

Dr. Joseph Rauch
 Chairman, Library Board
 Temple Adath Israel
 Louisville, Kentucky

My dear Dr. Rauch:-

Might I request that this letter be presented at the July meeting of the Library Board.

On February 1, 1940, the new twenty-year period of our lease will commence. During this period instead of the present fixed rental of \$56,000 per annum, the rental will be increased to a minimum of \$60,000 per year, plus 3% of sales in excess of \$2,000,000. This means that beginning February 1, 1940, the interest of the Library Board in the Kaufman-Straus business becomes in a sense a partnership interest. For this reason, I would like ~~once~~ more to reopen the question of airconditioning our store.

This matter is more urgent than ever before in that our competitive position more and

more demands that we be airconditioned. With the exception of the Bacon Store, we are the only important store on Fourth Street that does not have airconditioning.

I understand that the Library Board has still unissued \$125,000 of its bonds. If we were to aircondition our basement and the upper four floors, Mr. Warren of Warren & Ronald estimates that it would cost approximately \$65,000. If the Library Board would advance us the amount needed for this purpose, we would agree to the following:

1. We would pay the entire sum in equal annual installments during a period of fifteen years.
2. We would pay the interest on all the outstanding bonds issued and used for this purpose until the cost of installation had been entirely repaid.
3. We would pay all expenses incidental to the transaction.
4. We would immediately give title to the airconditioning plant to the Library Board.

I believe that this request is thoroughly sound from a business standpoint for both parties. As to its legality, I attach an opinion dated April 30, 1938, from Judge Lawrence S. Postman, (Poston) Assistant Director of Law for the City of Louisville.

The members of the Library Board will recall that on December 29, 1936 the Board agreed to aircondition our store but were prevented from carrying out their agreement at that time due to the flood.

May I request that I be given an opportunity to appear before a full meeting of the Library Board in September to present our case more fully and to answer any questions that may be asked.

In view of the entirely new circumstances in this situation, I earnestly hope that the Board will consider our request favorably.

Sincerely yours,

/s/ HARRY W. SCHACTER

President, Kaufman-Straus Co.
Louisville, Kentucky

encl

Exhibit No. 2

Acme Printing Co.	\$ 15.75
Edwin Allen Co.	218.02
American Book Co.	2.29
American City Magazine	2.10
American Library Association	10.35
American Medical Association	18.00
Arctic Ice Co.	10.10
Baptist Book Store	4.83
Barret, Robinson, Dickey & Swope	3.48
Beckley-Cardy Co.	2.99

287 91

Clara L. Behrens, Head Order Dept.	112.27
Belknap Hardware & Mfg. Co.	7.99
J. C. Bennett Auto Co.	15.35
Alfred M. Best Co.	15.17
Bomar-Summers Hardware Co.	75.43
R. R. Bowker Co.	22.44
Brakmeier Bros.	5.30
Martha Frances Brantley	6.40
Harold F. Brigham, Libn. Petty Cash	81.95
Broadway Rubber Co.	6.22
Carter Dry Goods Co.	3.24
Central Battery Co.	8.70
Central Glass Co.	9.30
Chicago Glue Corporation	18.00
College Book Exchange	58.87
Columbia Carbon Co.	8.93
Commerce Clearing House, Inc.	25.00
Council of State Governments	3.50
Crist Book Shop	12.00
Dehler Bros. Co.	2.27
Demco Library Supplies	19.25
R. O. Dusch	10.15
Geo. G. Fetter Co.	18.45
First Kentucky Fire Insurance Co.	79.85
Fox Lake Chemical Co.	5.50
Franklin Printing Co.	15.50
Frey Planing Mill Co.	120.25
Gaylord Bros.	15.60
Ginn & Co.	14.44
Golden Syndicate Publishing Co.	6.75
Graybar Electric Co.	15.45
Gonzenbach & Sons	50.00
Gulf Refining Co.	21.57
C. D. Harris & Sons Co.	32.00
W. C. Heimerdinger Co.	1.30
Hubbuck Wall & Floor Covering Corp.	1.90
Harry H. Hughes & Sons	1.25
Johnson Publishing Co.	6.06
Kast Bindery Service	35.15
Kaufman-Straus Co.	18.74
Kee Lox Mfg. Co.	15.94
Kelly Publishing Co.	20.00
First National Bank (Ky. Book)	135.00
Kentucky Book Mfg. Co.	22.69
Kentucky Marble & Tile Co.	19.00
Kentucky Terminix Co.	75.32
Joe Kirchdorfer, Jr.	1.40
Klein Brothers	5.50
Koehler Stamp & Stencil Co.	8.85
Leonard Brush & Woodenware Co.	4.13
Jacob Levy & Bros.	102.55
The Librarian of Congress	100.00
Logan Co.	350.50
Long's Towel Supply	9.00
Louisville Broom Works	5.50

2150.78

Louisville Division of Recreation	11.00
Louisville Gas & Electric Co.	153.56
Louisville Linen Supply Co.	3.75
Louisville News Co.	12.61
Louisville Paper Co.	25.93
Louisville Sanitary Wipers Co.	2.50
Lyons and Carnahan	4.90
Mrs. Stella McDaniel	25.00
The Macmillan Co.	8.14
Edw. H. Marcus Paint Co.	2.00
Mayes Printing Co.	22.05
Meffert Equipment Co.	3.50
Merchants ' & Manufacturers' Paint Co.	10.92
Miller Paper Co.	12.40
John P. Morton & Co.	19.60
Mueller-Estep Co.	10.00
New Method Book Bindery	3.20
Nuzon Southern Corporation	1.60
Olive-Markel Electric Co.	286.60
Otis Elevator Co.	14.25
Packard Louisville Motor Co.	1.75
Patterson's American Educational Directory	4.80
William Prather	11.00
Pergande Publishing Co.	1.15
Prentice-Hall, Inc.	75.00
Remington Rand, Inc.	116.16
Clement V. Ritter	70.00
Row, Peterson & Co.	10.52
Rowland Paper Co.	10.70
J. J. Ryan Electric Co.	25.60
Charles Scribner's Sons	9.12
Smith & Dugan	7.50
Southeastern Paper Co.	6.76
Southern Bell Telephone & Telegraph Co.	139.80
Standard Printing Co.	4.00
Standard Typewriter & Supply Co.	4.50
W. K. Stewart Co.	243.87
W. K. Stewart Co.	144.73
U. S. Sanitary Specialties Corp.	3.32
Universal Library Service	1.10
Wagenvoord & Co.	31.06
Weissinger-Gaulbert Real Estate Co.	185.68
Westerfield-Bonte Co.	104.40
Western Union Telegraph Co.	3.42
Blakemore Wheeler	32.00
Wheeler Publishing Co.	3.03
Albert Whitman Co.	10.69
Wilderness Road Book Shop	88.18
H. W. Wilson Co.	78.50
World Book Co.	1.55
Yearbook of American Churches	3.00
	<hr/>
	4 217.18
Pd) Harold F. Brigham, Libn. Pay Roll	10 814.00
Pd) Kentucky Title Trust Co. Sinking Fund	2 125.00
Pd) The Filson Club - Herald-Post "morgue"	216.10
	<hr/>
	\$ 17 372.28

Special Construction Acct: Link Electric Co. Voucher No. 23, \$665.94;
George F. Voight, Voucher No. 24, \$407.88; National Concrete Construc-
tion Co., Voucher No. 25, \$2,741.63.

Exhibit No. 4

LOUISVILLE FREE PUBLIC LIBRARY
Louisville, Kentucky

Harold P. Brigham
Librarian

July 19, 1939

Hon. Mayor and Board of Aldermen
City Hall, Louisville, Ky.

Gentlemen:

I beg to submit for your consideration copies of the Request Budget of the Louisville Free Public Library for the fiscal year beginning September 1, 1939. This budget was approved by the Board of Trustees on July 12, 1939.

The library requests continuation of the present 4% levy, and we offer the following facts to prove the imperative need of this appropriation from the City to maintain present services under the strictest economy. No provision whatever is made in this budget for extension of library services next year.

1. The library's income from rent will be unavoidably reduced by approximately \$7,000 as explained in the Notes accompanying the budget. This loss is equivalent to nearly $\frac{1}{2}\%$ of tax levy and we can turn to the City alone to absorb this loss in its appropriation to the library.

2. The recent completion of a new Branch Library in the South End necessitates an increase in our total budget of at least \$7,500 for the maintenance and operation of this new building. Another $\frac{1}{2}\%$ of tax levy is involved, and again the City appropriation offers our only source of this added revenue.

3. In order to help meet the financial problem represented in (1) and (2) above, the Library Board is carrying over to the next year \$5,000 of Bond money to constitute the major part of our allowance for Repairs and Improvements next year. In spite of this, and even though the Library reckons on the maximum tax levy from the City, the resulting budget presents two very serious weaknesses, namely in the Book Fund, and in provision for Repairs and Improvements. The allowance for purchase of books is below the average for past years, with no provision to meet the book needs of the new Iroquois Branch. The allowance for Repairs and Improvements is likewise inadequate with the expectation that it will be necessary at least to curtail, if not to eliminate, the extensive N.P.A. and N.I.A. work sponsored by the library, involving more than one hundred relief workers.

It is earnestly hoped the Board of Aldermen will recognize the pressing

-2-

circumstances that make it necessary for the Library Board to ask continuation of the 4¢ levy. We do this mindful of the equally serious nature of other demands on the City for the support of public services, but have no alternative.

We shall be happy to meet with the Finance Committee of the Board of Aldermen to discuss the Library Budget at any time.

Accept our assurances of an earnest desire to lend the fullest cooperation in the fiscal problems of the City.

Yours very truly

(signed) HOWARD C. DAVIS

Vice-President and Acting Chairman
Library Board of Trustees

HFB/D

LOUISVILLE FREE PUBLIC LIBRARY
 Request Budget - September 1, 1939 to August 31, 1940
 Approved by Board of Trustees July 12, 1939

	Budget 1938-39		Actual, incl. August est.		Requested 1939-40
INCOME					
Balance	4.84		4.84		--
City Taxes - 4/10 levy	147 000.00	(1a)	147 000.00	(1b)	147 000.00
Kaufman-Straus Rent	58 000.00		58 000.00	(2)	49 030.60
County	9 000.00		9 000.00		9 000.00
Fines	4 500.00		4 500.00		4 500.00
Gift			27.84		
Insurance Refunds for fire damages			426.90		
Total	216 504.84		216 959.58		209 530.60
Bond Yield for library purposes	52 010.00	(3a)	27 010.00	(3b)	5 000.00
TOTAL INCOME (except new Branch)	268 514.84		243 969.58		214 530.60
Construction Acct. for new Iroquois Branch		(4)	43 780.00		
			287 749.58		
EXPENDITURES					
Library Operating Expenses:					
Pay Roll: staff	110 150.00	(5a)	106 632.07	(5b)	111 282.40
Books	25 145.04	(6a)	26 323.33	(6b)	19 984.60
Periodicals	3 550.00		3 551.23		3 200.00
Binding, Rebinding & Filming	3 800.00		3 877.55	(7)	4 500.00
Library Supplies	2 300.00		3 424.89	(8)	3 150.00
Printing	1 300.00		1 439.15		1 350.00
Incidentals	800.00		947.53		850.00
Transportation	1 800.00		2 038.24		1 000.00
Telephone	1 500.00		1 560.67		1 550.00
Postage	900.00		1 019.31		1 000.00
Interest on loans	200.00		165.79		200.00
Furniture & Fixtures	1 900.00		1 643.36		1 000.00
Maintenance New Br. 6 mos. (2 mos)	3 550.00		1 405.88		
	156 395.04		154 039.00		149 013.60
Building Maintenance Expenses:					
Pay Roll: janitors	16 000.00		16 295.78		13 464.00
Janitor supplies	1 750.00		1 800.82		1 800.00
Repairs & Improvements	16 737.00	(9a)	12 363.90	(9b)	6 500.00
Rent	636.00		594.15		750.00
Heat	6 000.00		5 832.28		5 500.00
Light	5 400.00		5 517.08		5 400.00
Insurance	3 000.00		2 591.31		2 900.00
Incidentals	520.00		733.46		600.00
	50 043.00		45 728.78		39 914.00
Total Opr. & Bldg. Maintenance	206 438.04		199 767.78		188 930.60
Philadelphia Contract	15 284.05	(10)	15 284.05		
Mortgage Sinking Fund	21 792.75		23 917.75	(11)	25 600.00
TOTAL EXPENDITURES (except New Br).	243 514.84	(12)	238 969.58		214 530.60
Bldg. Construction: New Branch	25 000.00	(13)	34 242.75		
P.W.A. & Citizens	23 203.00				
	291 717.84		273 212.33		

LOUISVILLE AND PUBLIC LIBRARY
Notes to accompany Request Budget for Fiscal Year
September 1, 1939 to August 31, 1940

INCOME

- (1a) June tax receipts, received in July after approval of this budget, exceeded estimates by approximately \$4,000. Library Board has instructed that any surplus of tax income be applied to the purchase of books to meet library's greatest immediate need and to help offset the effect of the inadequate book appropriation for next year (see Notes 2, 3a and 3b)
- (1b) \$147,000 represents 4% City Tax Levy at same yield as estimated for 1938-39 (see next note)
- (2) Rental income shows an unavoidable loss of approximately \$7,000 caused by change in the method of payment of rents under the terms of the new lease. This is the equivalent of nearly one-fourth of a cent of the city tax levy, and coupled with the inadequate appropriation for books (Note 3b) and with the added expense of maintaining the new Iroquois Branch (approx. \$7,500) emphasizes the necessity for continuing the city tax levy at 4%.
- (3a) Bond issue of 1938 after retiring old bonds and paying refinancing costs yielded a total of \$22,010.00 for all library purposes, all of which was legally committed for repairs and improvements only. Of this, \$25,000 was appropriated for the new Iroquois Branch to match the Government's P.W.A. grant (see also Notes 4 and 13), leaving \$27,010 to apply in the general budget for Repairs and Improvements (see Notes 3a and 3b)
- (3b) \$6,000 is a balance held over from the Bond Issue of 1938 to help meet the financial difficulties explained above (Note 2). This bond money is restricted by legal agreement to use for repairs and improvements only. It is therefore applied under Repairs and Improvements in the budget (Note 3b) releasing regular income, otherwise required in this item, for other items of the budget, particularly Books.
- (4) \$43,780 is made up of (a) \$25,000 appropriated by the library for Iroquois Branch, (b) \$15,480, the portion of the P.W.A. grant actually received from the Government to July 15, 1939, and (c) \$3,300 raised and given by citizens to apply on the cost of lot for Iroquois Branch. These funds are all held in a special P.W.A. Construction Account, apart from regular budget (see also Note 13).

EXPENDITURES

- (5a) Staff salaries were held under the budget by special adjustments in connection with resignations and sick leaves and by Board's considered refusal to make anticipated increases in a number of salaries because city tax income for next year at 4% maximum would not carry this increase after providing salaries for new Iroquois Branch.
- (5b) Increase required for payroll of new Iroquois Branch, and to fill one vacancy.

- (6a) Amount spent for books this year included special appropriation of \$5,000 to stock new Iroquois Branch. Unexpected additional funds received in July from city tax levy are being used to purchase more books to meet urgent needs of ten branches and Main library besides many smaller book lending units (see Note 1a)
- (6b) A book appropriation of at least \$40,000 is needed for a library system the size of Louisville, by comparison with other libraries doing a reasonably adequate job. The budget for next year is weakest at this point, yielding less than the average spent even in the Depression years (except the Flood year) with no additional allowance for the new Iroquois Branch.
- (7) The small increase in binding is required to apply on Flood losses in periodicals and documents, and to preserve local newspaper files by filming.
- (8) Library Supplies must provide for the new Branch and for the extensive W.P.A. and M.I.A. work which the library is carrying to give employment to relief workers.
- (9a) Repairs and improvements this year cost \$12,368.90 as follows: \$2,189 applied on new Shawnee Branch; \$4,668 for W.P.A. construction work; \$1,256 on heating plants; \$426.90 on Kaufman-Straus repairs (refunded by insurance companies); \$3,875 for general repairs: roofs, plumbing, lighting, etc.
- (9b) Only \$6,500 is in sight next year for repairs and improvements, including \$5,000 of Bond money held over from the present year and this was designated for lighting improvements long an urgent need. This is the second weak spot in next year's budget, with the expectation the W.P.A. will have to be curtailed or eliminated.
- (10) The "Philadelphia Contract" was for salvage of Flood damaged books, and \$15,284.05 represented the final payment on this contract.
- (11) Mortgage Sinking Fund payments are fixed at \$2,125. per month plus \$100 bank charges.
- (12) The difference between Total Expenditures and Total Income is the \$5,000 of Bond money carried over to next year (Note 3b)
- (13) \$34,242.75 is the amount actually paid out of the special P.W.A. Construction Account for Iroquois Branch to July 10, 1939.

Exhibit No. 3

BUDGET SUGGESTIONS
1939-40

	Budget 1938-39	Actual, inc. Aug. est.	Requested 1939-40
<u>INCOME</u>			
Balance	\$ 4.84	\$ 4.84	\$
City taxes - 4¢ levy	147,000.00	147 000.00	147 000.00
Kaufman-Straus Rent	56 000.00	56 000.00	49 030.60
County	9 000.00	9 000.00	9 000.00
Fines	4 500.00	4 500.00	4 500.00
Total	216 504.84	216 504.84	209 530.60
Bond Yield for general lib. purposes	52 010.00	52 010.00	5 000.00
	\$ 268 514.84	268 514.84	\$ 214 530.60
Gift		27.84	
Insurance refund for fire damages		425.90	
		268 969.58	
P.W.A. & Citizens		18 780.00	
		\$287 749.58	
<u>EXPENDITURES</u>			
Library Operating Expenses:			
Pay Roll-Staff	110 150.00	106 632.07	111 282.00
Books	25 145.04	26 328.33	19 934.60
Periodicals	3 550.00	3 551.23	3 200.00
Binding, Rebinding & Filming	3 300.00	3 849.71	4 500.00
Library supplies	2 300.00	3 424.89	3 150.00
Printing	1 300.00	1 439.15	1 350.00
Incidentals	800.00	947.53	850.00
Transportation	1 800.00	2 038.24	1 000.00
Telephone	1 500.00	1 560.67	1 550.00
Postage	900.00	1 019.31	1 000.00
Interest on loans	200.00	165.79	200.00
Furniture & Fixtures	1 900.00	1 648.36	1 000.00
Maintenance New Br. 6 mos. (2 mos.)	3 550.00	1 405.88	
	156 395.04	154 011.16	149 016.60
Building Maintenance Expenses:			
Pay Roll- Janitors	16 000.00	16 295.78	16 464.00
Janitor supplies	1 750.00	1 800.82	1 800.00
Repairs & Improvements	16 737.00	11 937.00	6 500.00
Rent	636.00	594.15	750.00
Heat	6 000.00	5 832.28	5 500.00
Light	5 400.00	5 517.08	5 400.00
Insurance	3 000.00	2 591.31	2 900.00
Incidentals	520.00	733.46	600.00
	50 043.00	45 301.88	39 914.00
Total Opr. & Bldg. Maintenance	\$206 438.04	\$199 313.04	\$188 930.60
Philadelphia Contract	15 284.05	15 284.05	
Mortgage Sinking Fund	21 792.75	23 917.75	25 600.00
	243 514.84	238 514.84	214 530.60
Bldg. Const. New Branch	25 000.00	34 242.75	
	\$ 268 514.84	\$ 272 757.59	
P.W.A. & Citizens	18 780.00		
	\$ 287 294.84		

Exhibit No. 5

Meeting of Finance Committee - July 10, 1939

The Finance Committee met on July 10, 1939 in the Mayor's office, City Hall.

Present: Mr. Davis, Chairman, Messrs. Abell, Rash, Scholtz, the Librarian and Miss Clara Behrens, Head of the Order Department.

The librarian proposed adjustments in the present year's budget to provide the following:

- (1) Holding \$5,000 of Bond money to be applied to Repairs and Improvements in next year's budget.
- (2) Utilizing an additional total of \$7,411.20 available in balances from several items of the budget for the purpose of meeting anticipated deficits in other items, and making the following special purchases:

Replace multigraph	\$ 350.00	
Overdrive installation for new passenger car	60.00	
Replace 5 typewriters	475.00	
Floor covering for Teachers Room	200.00	est.
	<u>1 085.00</u>	
Balance for Books, approx.	<u>2 000.00</u>	
	3 085.00	approx.

The Librarian also reported word from the Director of Finance, July 10, that the city tax levy this year will probably yield approximately \$4,000 more than the amount originally budgeted.

Following discussion it was unanimously agreed to approve the adjustment of budget, as presented, namely:

Total Library Operating Expense	\$ 154 011.16
Total Bldg. Maintenance Expense	45 301.88
Bond balance to be held over	5 000.00
	<u>\$ 204 313.04</u>

with authorization that the librarian make the special purchases referred to, including \$2,000 immediately available for books, and with the understanding that any tax funds received in excess of \$147,000 shall also be devoted immediately to the purchase of books.

It was understood that every effort should be made to obtain and pay bills for these book purchases before the end of this fiscal year, August 31, but that any unexpended balance of the funds authorized for the purchase of books shall be committed in the form of book orders actually placed in this fiscal year though payment of some of the bills may have to go over into the next fiscal year.

The Librarian presented a suggested budget for the fiscal year beginning September 1, 1939 in the total amount of \$214,530.60. This budget was approved for recommendation to the Board of Trustees by unanimous agreement, with the understanding that appropriate notes be attached to explain major decreases and increases, and with the suggestion that the official communication transmitting the request budget to the Board of Aldermen call special attention to the loss of

approximately \$7,000 in rental income, equivalent to nearly one-fourth of a cent of the library tax levy, and also the inadequacy of the appropriation for books even after utilizing the Bond Issue balance of \$5,000 to apply on Repairs and Improvements.

It was suggested that an effort be made next year to derive more benefit from rental of popular books by segregating expenditures and receipts and by providing that all receipts from the rental of books go directly to the purchase of additional books for rental collections rather than to the general cash fund covering all moneys collected by the library.

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, September 13, 1939

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, September 13, 1939 at 4:15 p.m. in the librarian's office.

Present: Mrs. Radford and Messrs. Abell, Davis, Hartstern, Hume, Kavanagh, Powell, Thruston and the librarian. Mr. Lawrence S. Poston, Assistant City Attorney, was also present.

The minutes of the meeting of July 12 were read and approved.

The chairman noted, for the record, that there had been no meeting in August owing to lack of a quorum.

Communications:

The Secretary presented two letters from Mr. John R. Lindsay, City Director of Finance, that of August 1, 1939 asking that the Library's Request Budget for the new fiscal year "be substantially reduced from last year's request" to help the city meet its financial problems, and that of September 11, setting September 25 at 10:30 a.m. for the library budget hearing before the Finance Committee of the Board of Aldermen. The letters were received and filed, the Chairman requesting that the Finance Committee represent the Board at the hearing September 25.

The Secretary reported an exchange of correspondence in July with Mr. George H. Goodman, State Administrator of the Kentucky Work Projects Administration, relative to the completion of a major construction project affecting all library buildings, and indicating the library's appreciation of this assistance from the Federal Government.

A petition dated August 25, 1939 was presented from the South End Civic Club, Mr. C. T. Lattis, President, requesting a branch library to serve the Taylor Boulevard Section of the city.

Action on the petition was postponed until the October meeting of the Board in view of a previous agreement to grant the petitioners a hearing at that time.

The Secretary read the following opinion of the City Attorney's Office rendered in response to an emergency request from the Kaufman-Straus Company to determine responsibility for the replacement of boilers which had been condemned.

July 26, 1939

Louisville Free Public Library
4th and York Sts.
Louisville, Ky.

Gentlemen:

Answering letter of Mr. Brigham of the 21st, relative to the installation of new boilers in the Kaufman-Straus Building, beg to advise that we have examined copy of the lease which you sent us and we do not find any obligation on your part to make repairs to, or rehabilitate the, building

except in case the premises, or any part thereof, shall, during the term of the lease or any renewal thereof, be destroyed or damaged by fire or other casualty without the fault of the lessee, under which you repaired or rehabilitated the building damaged by the flood.

Under the common law rule which is in force in this state, the landlord is not required to make repairs during the term for which he has rented the premises to the tenant, absent covenant to repair, or statutory regulations.

Gheens vs Bush, 258 Ky. 540; 80 S.W. (2) 581 .
Logan vs Langan, 145 Ky. 599.

In Nixon vs Gammon, 191 Ky. 175; 229 S.W. 75, the Court says:

"At common law the tenant was bound to pay the rent, though the premises be destroyed by fire, but Section 2297, Kentucky Statutes, has changed the rule and relieved the tenant from this liability. ****

We have also held that in the absence of a specific agreement to the contrary the tenant takes the property as he finds it and the landlord is not required to make repairs." Citing authorities.

Section 10 of the Kaufman Straus lease reads as follows:

"The party of the second part is to take good care of the premises and to make all repairs necessary for its proper preservation and use, and first party shall be put to no expense whatever for the repair, maintenance or operation of the building, including the roof and side walk."

In our opinion this is the controlling clause in the lease.

By the section quoted, the lessee is to take good care of the premises and to make all repairs necessary, not only for its proper preservation, but also its use. But the closing phrase of the said section is very persuasive and in which it is agreed that the Library shall be put to no expense whatever for the repair, maintenance or operation of the building, including the roof and side walk. The words maintenance and operation go far beyond the meaning of the word repair, and certainly the using of the boiler goes to the operation of the building, and in regard thereto the Library shall be put to no expense whatever.

This conclusion is somewhat fortified by Section 13 of the lease, which provides in effect that before any alterations or improvements are made in or upon the building written consent of the Library shall be obtained, provided ordinary repairs may be made without this consent, and provided that such consent shall not be necessary in making changes or alterations in any of the fixtures so long as such changes do not change or alter the building proper, and we think that undoubtedly a boiler is a fixture.

In the case of Helm vs Leader, 217 Ky. 379, 289 S.W. 278, the landlord was obligated to keep the outside of the building in repair, that is, the roof, guttering and walls, and the tenant was to pay for all repairs or alterations made on the inside. Thereunder the tenant put in new plumbing and repaired the old, and it was held he could not recover therefor as against the landlord.

In Bell House vs Wilkins, 34 Ga. App. 285; 129 S.E. 797, it was held that the tenant's covenant to keep rented premises in repair absolved the landlord from his statutory duty to make repairs. It was further held that a covenant to keep premises in repair refers to condition of premises as entity and not as to component parts thereof, and that hence any upkeep, including, if necessary, entire replacement of component parts of building on rented premises, is a repair. It was in that case further held that where the rented premises consisted of house equipped with furnace, which during lease became so useless that its replacement was necessary, replacement with a new furnace was a repair not of furnace, but of rented premises, and tenant's covenant to keep premises in repair absolved landlord from duty to replace furnace.

It would seem to us that a boiler or an elevator would be in the same category as a furnace.

For the foregoing reasons, we are constrained to hold that under the lease with Kaufman Straus you are under no obligation to install any boilers in the building, and that it is a matter that should be taken care of by Kaufman-Straus Company, at its own expense.

Very truly yours,

/s/ LAWRENCE S. POSTON

Ass't. Director of Law

LSP/McD

CC: Mr. Harry Schacter

Reports:

Mr. Kavanagh reported on behalf of the Library Committee that bills for the month of August in the amount of \$2,036.86 had been audited. It was moved by Dr. Hume seconded by Mr. Powell and carried unanimously that these bills be paid. A list is appended to these minutes. Exhibit No. 1.

The Chairman reported that the Executive Committee had approved and authorized payment in August of bills for July in the amount of \$7,578.69 and also special bills for expenditures authorized at the last meeting of the Board in the total of \$4,120.28.

Mr. Thruston moved that the action of the Executive Committee be approved. The motion was seconded by Mr. Kavanagh and carried unanimously. Lists of these bills are appended as Exhibits Nos. 2 and 3.

The following report of the meeting of the Library Committee September 11, was read by the Secretary and action taken by the Board as indicated.

Library Committee Meeting - September 11, 1939

The Library Committee of the Board met on September 11, 1939 at 4:30 p.m. in the librarian's office.

Present: Mrs. Meguire, and Messrs. Kavanagh, Rauch, Thruston, Welch and the librarian.

Mr. Kavanagh presided.

The following business was transacted.

1. County Station at Buechel

Reported that the woman's organization, which has been paying an attendant to take charge of the station, approached County Attorney Grauman with the request that county provide funds for the attendant, and that Mr. Grauman referred them to the library.

Voted: That the librarian communicate with the county authorities, expressing our appreciation of their action in referring the request to the library and assuring them that the library will give every consideration to any requests from the county in its desire to render maximum service under the terms of its agreement with the county.

2. Authorization of expenditures for books

Voted: To recommend to the Board that it authorize expenditures for books to January not to exceed \$7,500.

BOARD ACTION: That the recommendation of the Committee be approved. Moved by Mr. Abell, seconded by Mr. Thruston and carried unanimously.

3. Request of Mrs. Pauline Starks for salary advance

Voted that the librarian express the Committee's regret that the request cannot be complied with in present circumstances but that it receives the request with sympathetic understanding and with appreciation of services rendered.

4. Extension problems

Miss F. C. Kammerer, Head of the Extension Department, was called into the discussion.

The following immediate questions had been referred to the Committee by the Board:

a) Proposal of citizens of Parkland Colored Community that the present Parkland Branch at Virginia Ave. and 28th St. be converted into a Colored branch.

b) Disposition to be made of the facilities of the Oakdale Sub-Branch which was discontinued after the opening of the Iroquois Branch.

It was agreed that the proposal to convert the present Parkland Branch to a Colored branch was not to be considered, certainly at the present time.

BOARD ACTION: That the Board disapprove the suggestion to convert the present Parkland Branch to a branch for Colored people, for the present at least. Moved by Mr. Powell, seconded by Mr. Abell and carried unanimously.

The following recent requests for library service were noted;

a) More adequate service in the Parkland Colored community, specifically a Branch to take the place of the present admittedly inadequate sub-branch.

b) A Branch in the Taylor Blvd. Section

c) A Branch in the outer Highlands

d) The need of library facilities in the Prestonia section was also referred to, though no specific request had been received. It was noted that such a proposal would benefit county residents as well as city residents of this area.

Voted to recommend that the facilities and resources of the Oakdale Sub-Branch

be used, in part at least, to provide more adequate service for the Parkland Colored Community, and that a careful study be made of other requests for service, including the Prestonia suggestion, to determine the best possible action within the limitations of library resources.

It was suggested that the librarian have a large map prepared showing the area served by each Branch and each additional public service agency maintained by the Library.

BOARD ACTION: That the recommendation of the Committee be approved. Moved by Mrs. Radford, seconded by Mr. Hartstern and carried unanimously.

5. Use of "Comics" in the Public Library

Discussion centered on the use of "comics" to attract children to the library with a view to discouraging the drug store habit and encouraging the library habit. Recommendations of the Head of the Children's Department and of the Librarian against admitting "comics" were reported.

Voted to recommend that the use of "comics" in the Public Library be not approved.

BOARD ACTION: Mr. Powell made the motion, seconded by Dr. Hume, that the Board approve the recommendation of the Committee to reject the use of comic strips in the public library. Mr. Hartstern stated that he was unable to accept the recommendation of the Committee and urged that atrial use of selected comic strips be made in one place, namely Iroquois Branch, under careful supervision, in order to determine practically rather than theoretically the possibility of utilizing this material to attract children to the library and to direct the reading of these children to other library materials. Following discussion, the motion was carried by a vote of four to three.

The Chairman suggested the importance of unanimity to establish more definitely the policy of the library in a matter of this nature and therefore proposed that the Library Committee undertake a further study of the problem, including Mr. Hartstern's suggestion, with Mr. Hartstern present at the Committee meeting.

6. Certification

The librarian requested advice on the best procedure to be followed in obtaining appropriate Board consideration of action requested by the State Certification Board on its "Report and Agreement" form.

Agreed that the librarian prepare a clarifying statement with a view to explaining the Act and just how it would apply to the Louisville library, and send this statement at once to members of the Library Committee. It was felt that such a statement might enable the Committee to present a recommendation to the Board on September 13.

BOARD ACTION: That the matter be referred back to the Library Committee for definite recommendation. Moved by Mr. Kavanagh, and seconded by Mr. Hartstern. Mr. Thruston declared that he could now see no objection to executing the Report and Agreement requested by the State Certification Board, in the light of the librarian's clarifying statement dated September 12, but that the Board should have a recommendation from the Committee before final action. The motion was carried unanimously.

The librarian's statement on Certification, dated September 12, is appended to these minutes. Exhibit 4.

Mr. Powell, reporting for the Building Committee, requested action on the following resolution as required by the Federal Public Works Administration and approved by the architect, namely

LOUISVILLE FREE PUBLIC LIBRARY
P.W.A. Grant - Docket Ky. 1329-F
South Louisville Branch Library

Certificate of Completion and Acceptance

The Board of Trustees of the Louisville Free Public Library hereby certifies that the construction of building and installation of all equipment on the above docket is complete and in accordance with Contracts and Change Orders. This includes contracts Nos. 1-8 inclusive.

The Board of Trustees accepts this building by unanimous action taken at its regular meeting this 13th day of September 1939, with authorization that the chairman of the Building Committee and the Secretary execute the Certificate of Completion and Acceptance on behalf of the Board.

(signed) H. CECIL POWELL
Chairman Building Committee

(signed) HAROLD F. BRIGHAM
Secretary and Librarian

On motion by Dr. Hume seconded by Mr. Abell it was voted unanimously to adopt the resolution as presented.

Mr. Powell reported progress on construction work in the library and branches under the Federal Work Projects Administration, referring in particular to the landscaping and beautifying of the grounds of the Iroquois Branch under the Beechmont Garden Club and with the help of the City Board of Park Commissioners.

Mr. Powell referred to the need of 3 tables, 12 chairs and a museum display case to bring to final completion the new Kentucky room and Henry Watterson Alcove, involving an expenditure of between \$250 and \$300.

Mr. Thruston made a motion, seconded by Mr. Abell, that the Board authorize an expenditure not to exceed \$300 for 3 tables, 12 chairs and a museum case as proposed. Carried unanimously.

The Treasurer's reports were distributed as follows, namely the monthly reports for July and August and the annual financial statements for the fiscal year ending August 31, 1939. These were received and filed.

The Chairman reported that the Finance Committee had transmitted to the Board of Aldermen on July 19 the Request Budget for the present fiscal year as approved by the Board at its July meeting.

The Secretary reported the receipt of a bill for \$311.00 from the Fidelity and Columbia Trust Company described as "a fee of 1/10 of 1 per cent for calling, paying, and canceling \$311,000.00 principal amount of bonds called for redemption September 1, 1938", together with a record dated August 16, 1939 listing the canceled bonds which accompanied the bill.

The Chairman referred the matter to the Finance Committee, with Mr. Kavanagh to act as legal adviser with the Committee, to bring in a recommendation as to the Board's responsibility for such an obligation.

The librarian's statistical reports for the months of July and August were distributed and ordered on file.

The librarian reported the resignation of Mrs. Naomi Lattimore, assistant in the Western Colored Branch; the death of Maudo Hall, Main library janitor; a conference in July last on library objectives and cooperation in Kentucky involving representatives of library groups and Federal agencies identified with library work in the State; and the forthcoming conference of the Kentucky Library Association in Louisville October 12-14.

Unfinished business:

The librarian reported the preparation and distribution to all Board members, of a statement dated July 31, 1939 detailing the use of funds received from the bond issue of September 1, 1938, as requested by the Board at its July meeting. Exhibit No. 5.

The librarian also reported delivery of the portrait of Philip Rootes Gray by the artist Jouett to Miss Selena E. Galbraith on August 9, 1939 with complete execution of papers prepared by Mr. Lawrence S. Poston, Asst. City Attorney, releasing the library from all responsibility involved in this loan, originally made September 8, 1924 by Miss Eliza McCrum Barnett (see minutes June 26, 1929).

The Chairman extended to Mr. Poston the appreciation and thanks of the Board.

New business:

The Librarian recommended adoption of a change in Saturday hours for Branch libraries, namely from 2 p.m. to 9 p.m. to 10 a.m. to 6 p.m., the change not applying to the Western Colored nor to the Main library. The recommendation was approved by unanimous vote on motion by Mr. Powell, seconded by Mrs. Radford.

The librarian reported receipt of a gift of 335 children's books for the Iroquois Branch, purchased and donated by the Beechmont Civic Club, involving a cost of approximately \$500. The secretary was instructed to acknowledge the gift on behalf of the Board with appropriate thanks.

The Board then proceeded to a hearing on air-conditioning the Kaufman-Straus store, with Mr. Harry W. Schacter present.

Mr. Schacter made a full statement to the Board, referring to his letter of July 10, 1939 (see minutes of July 12, 1939), and bringing out the following points in particular: the Library Board's agreement in 1936 to finance installation of air-conditioning, canceled as a result of the Flood; engineering expenses then incurred of approximately \$2,000; action of the Library Board the following year refusing to reconsider the matter; the suggested "partnership" relation between tenant and owner beginning in 1940 with rent based on volume of business; statistical indication of the loss of business due to hot weather without air-conditioning to help meet competition; the apparent fact that the library's rental income offers the best, if not the only, source of increased library income in the immediate future since the tax levy has reached the legal maximum; Mr. Schacter's estimate of \$4,000 to \$6,000 added library income immediately after the installation of air-conditioning, over and above the \$4,000 increase in the guaranteed minimum of rent (\$56,000 increased to \$60,000, stipulated in the lease).

Mr. Schacter then outlined the air-conditioning proposal, as previously pre-

sented, suggesting, however, a total amount of \$70,000, and urging that this be amortized over 20 years rather than 15 years. He justified the longer term in order to relieve the company in the first few years of what in effect would be a 30% increase of rent, according to Mr. Schacter.

The statement was concluded with the observation that this project would call for the beginning of engineering work in October, in order that actual installation might begin not later than January.

Discussion followed, in which Mr. Schacter expressed the opinion that his holding company, the City Stores Company, would be willing to be co-signer with the Kaufman-Straus Company in executing the proposed agreement.

The meeting then reverted to executive session, Mr. Schacter withdrawing. The chairman read a letter from Mayor Scholtz, dated September 13, expressing his belief "it would be good business for the Library Board to go into the matter (of air-conditioning) again."

The chairman acted, finally, without objection, referring the whole matter to a Special Committee for study and recommendation, this committee to be named by the President.

The meeting adjourned at 6 p.m.

MINUTES APPROVED:

Joseph R. ... President
Harold F. Brigham Secretary

Exhibit No. 1 (bills for August, 1939)

American Library Association	\$ 3.00
Jesse Albin	75.00
Arctic Ice Co.	10.40
Atlas Coal Co.	421.54
Baptist Book Store	2.99
Clara L. Behrens, Head Order Dept.	82.82
Belknap Hardware & Mfg. Co.	10.59
Bomar-Summers Hardware Co.	102.78
Brakmeier Bros.	4.25
Martha Frances Brantley	6.40
Harold F. Brigham, Libn. Petty Cash	52.36
Carter Dry Goods Co.	3.24
Central Battery Co.	9.96
Central Glass Co.	1.36
Childers Electric & Paint Co.	3.19
College Book Exchange	17.63
Columbia Carbon Co.	5.25
Dehler Bros. Co.	5.44
Demco Library Supplies	12.50
Frederick J. Drake & Co.	7.50

858.20

Geo. G. Fetter Co.	2.87
Frey Planing Mill Co.	64.42
Gans Chemical & Supply Co.	16.53
V. C. Glass Carpet Co.	2.85
Golden Syndicate Publishing Co.	3.50
W. C. Heimerdinger Co.	2.45
Hoppe Soap & Chemical Co.	6.45
Hubbuck Wall & Floor Covering Corp.	1.25
Journal of Labor	6.25
Kast Bindery Service	21.10
Kee Lox Mfg. Co.	5.25
Kentucky Book Mfg. Co.)	85.67
First National Bank) Ky. Book	40.00
Kentucky Title Trust Co.	50.00
Joe Kirchdorfer, Jr.	56.43
Klein Bros.	3.25
Koehler Stamp & Stencil Co.	1.60
Leonard Brush & Woodenware Co.	8.26
Logan Co.	30.20
Long's Towel Supply	10.00
Louisville Gas & Electric Co.	144.20
Louisville Linen Supply Co.	3.75
Louisville Grocery Co.	4.95
Louisville Paper Co.	16.58
Louisville Sanitary Wipers Co.	22.50
Mrs. Stella McDaniel	25.00
Edw. H. Marcus Paint Co.	1.75
Mayes Printing Co.	19.75
Meffert Equipment Co.	5.90
Merchants' & Manufacturers' Paint Co.	6.96
Miller Paper Co.	17.26
John P. Morton & Co.	14.75
Mueller-Estep Co.	10.00
National Society, Daughters of the American Revolution	5.00
Neill-LaVielle Supply Co.	8.42
Office Equipment Co.	2.82
Olive-Markel Electrid Co.	8.80
Otis Elevator Co.	5.30
William Prather	11.00
Ridge Office Supply Co.	7.75
Clement V. Ritter	2.00
Schultze Glass Co.	20.90
Short's Tire Service	3.65
Southern Bell Telephone & Telegraph Co.	111.10
Special Libraries Association	9.50
Standard Oil Co.	8.26
W. K. Stewart Co.	22.59
Stoll Oil Refining Co.	36.17
U. S. Sanitary Specialties Corp.	24.02
Universal Library Service	1.44

1838.60

Weissinger-Gaulbert Real Estate Co.	165.85
Western Union Telegraph Co.	5.03
Wilderness Road Book Shop	27.38
	<u>2 036.86</u>
Pd) Harold F. Brigham, Libn. Pay Roll	10 881.76
Pd) Kentucky Title Trust Co. Sinking Fund	2 125.00
	<u>2 125.00</u>
Total	\$15 043.62

Exhibit No. 2

Bills and Checks for July 1939

Jesse Albin	\$ 63.00
Edwin Allen Co.	951.27
American Book Co.	38.69
American Library Association	63.60
American Publications, Inc.	7.58
Americana Corporation	119.50
Arctic Ice Co.	9.40
Rev. B. F. Atkinson	1.25
Atlas Plaster & Supply Co.	5.96
Baptist Book Store	5.31
Beckley-Cardy Co.	8.37
Clara L. Behrens, Head Order Dept.	158.33
Belknap Hardware & Mfg. Co.	29.50
Bland Electric Co.	6.75
A. S. Blunk Heating Co.	79.50
Bomar-Summers Hardware Co.	71.11
Brakmeier Bros.	10.30
Martha Frances Brantley	6.40
Harold F. Brigham, Libn. Petty Cash	42.33
Bunton Seed Co.	1.50
Burroughs Adding Machine Co.	5.32
Caron Directory Company	10.00
Carter Dry Goods Co.	7.21
Paul J. Catching	5.50
College Book Exchange	103.34
F. E. Compton & Co.	60.73
Dehler Bros. Co.	2.24
Florence F. Drake	6.00
R. O. Dusch	30.60
Electric Blue Print & Supply Co.	3.75
F. W. Faxon Co.	12.11
Geo. G. Fetter Co.	14.00
Frey Planing Mill Co.	11.55
Gaylord Bros., Inc.	14.58
Ginn & Co.	14.04
Gonzenbach & Sons	22.00
Gulf Refining Co.	13.59
Helen Harpring & Bros.	2.00
D.C. Heath & Co.	6.61
W. C. Heimerdinger Co.	1.35
Houghton Mifflin Co.	28.06

2054.23

H. R. Huntting Co.	81.43
International Labor Office	3.50
Johnson Publishing Co.	2.10
Jay W. Jones Weather Strip Co.	20.00
Junior Literary Guild Corp.	540.00
Kast Bindery Service	118.90
Kaufman-Straus Co.	856.42
Kee Lox Mfg. Co.	6.00
Krause-Weilage Co.	159.80
Robert Lear	14.00
Leonard Brush & Woodenware Co.	4.13
The Librarian of Congress	50.00
J. B. Lippincott	2.78
Logan Co.	60.40
Long's Towel Supply	9.50
Louisville Courier-Journal; The Louisville Times	19.80
Louisville Chemical Co.	56.60
Louisville Division of Recreation	11.00
Louisville Gas & Electric Co.	154.11
Louisville Linen Supply Co.	3.75
Louisville News Co.	8.59
Louisville Paper Co.	21.03
Louisville Screen & Weather Strip Co.	73.00
Louisville Wall Paper Co.	7.59
Lyons & Carnahan	5.98
Mrs. Stella McDaniel	25.00
The Macmillan Co.	38.10
Mayes Printing Co.	7.40
Meffert Equipment Co.	13.50
Merchants' & Manufacturers' Paint Co.	40.06
Miller Paper Co.	21.00
Mississippi Valley Historical Assn.	5.00
Moody's Investors Service	180.00
John P. Morton & Co.	15.50
Mueller-Estep Co.	10.00
National Geographic Society	1.00
Newson & Co.	5.01
Olive-Markel Electric Co.	29.56
Otis Elevator Co.	5.30
Packard-Louisville Motor Co.	60.00
Louis Perlin Co.	12.00
William Prather	11.00
The Quarrie Corporation	145.60
Rand McNally & Co.	5.55
Remington, Rand, Inc.	44.60
Row, Peterson & Co.	7.75
Rowland Paper Co.	4.50
Royal Typewriter Co.	359.24
Alfred L. Schiller	42.45
Scott, Foresman & Co.	24.16
Charles Scribner's Sons	14.30
Sears, Roebuck & Co.	3.94
L. E. Sikking	240.35
Silver Burdett Co.	2.13
Southern Bell Telephone & Telegraph Co.	103.38

5822.02

6750

Standard Oil Co.	21.94
Standard Printing Co.	119.72
Standard Typewriter & Supply Co.	93.56
Steam Specialty & Machine Co.	3.00
W. K. Stewart Co.	370.21
W. K. Stewart Co.	543.29
Frederick A. Stokes Co.	3.60
U. S. Superintendent of Documents	50.00
George F. Voigt	82.15
Wagenvoord & Co.	60.25
Weekly Underwriter	3.00
Weissinger-Gaulbert Real Estate Co.	164.93
Wheeler Publishing Co.	6.34
Western Union Telegraph Co.	4.98
Albert Whitman & Co.	24.76
Wilderness Road Book Shop	176.90
H. W. Wilson Co.	24.50
John C. Winston Co.	3.54
	<hr/>
	7 578.69
Pd) Harold F. Brigham, Libn. Pay Roll	10 852.37
Pd) Kentucky Title Trust Co. Sinking Fund	2 125.00
	<hr/>
Total	\$ 20 556.06

Special Construction:
 Voucher No. 26 to National Concrete Const. Co. \$ 1 420.15

Exhibit No. 3

Supplementary August bills - Aug. 23, 1939

Edwin Allen Co.	\$ 483.13
Baptist Book Store	57.89
A. S. Blunk Heating Co.	243.00
College Book Exchange	169.81
Columbia University Press	3.54
H. R. Huntting Co.	1 707.56
Johnson Publishing Co.	5.30
Junior Literary Guild	98.78
J. B. Lippincott Co.	2.20
Louisville News Co.	25.61
Multigraph Division	394.26
Pergande Publishing Co.	1.15
Quarrie Corporation	145.60
Rand McNally Co.	1.37
San Francisco Bay Exposition	4.40
Porter Sargent	5.40
Silver Burdett Co.	6.76
W. K. Stewart Co.	653.91
Universal Library Service	4.86
Wagenvoord & Co.	41.24
Wilderness Road Book Shop	56.51
H. W. Wilson Co.	8.00
	<hr/>
Total	\$ 4 120.28



44

Exhibit No. 4

LOUISVILLE FREE PUBLIC LIBRARY
Immediate Application of the State Certification Act

The Certification Act became a law in July 1938. It applies to libraries which receive tax support, and the City Law Department has rendered its opinion that the Act is valid and does apply to the Louisville Free Public Library.

Purpose of the Act

The purpose of the Act is to raise standards of library personnel and service by requiring libraries to employ in those positions designated as "full-time professional library positions" only persons who hold Certificates issued by the State Library Certification Board (a body of six professional librarians and one trustee appointed by the Governor from names recommended by the Kentucky Library Association). The whole thing is non-political, having been sponsored and promoted by librarians themselves. It is exactly like the certification of public school teachers in that certificates are credentials of fitness for professional service which protect employers as well as the service itself throughout the state.

Question of Local Control

The libraries themselves have the first opportunity to designate those of its positions which are "full-time professional library positions", viz. those requiring incumbents "who are graduates of approved library schools or who have equivalent attainments and abilities for professional library work." No other classes of positions are affected, such as stenographers, typists, clerks of different kinds, bindery workers, pages, janitors and maids, of course, nor even a higher class of general assistants, known as "sub-professionals", who may be college graduates. (In some libraries the total number of non-professional employees approximates the number of professional librarians).

The libraries themselves, moreover, are free at any time to change the designation of positions as professional or non-professional, and to add or subtract positions of either kind, with the understanding that the purpose and spirit of the Act will be conscientiously observed.

Libraries are left as free as ever to do their own hiring and firing and to fix all salaries to be paid. The only difference is that hereafter they will be required, under the Act, to choose from candidates who hold Certificates in filling full-time professional positions.

Question of High Standards vs. Low Budgets

The Certification Board has assumed that we must begin where we are, accepting present personnel and salaries, and that any improvement of standards or salaries must be by natural and gradual evolution. Many salaries that libraries now pay are known to be too high for the kind of work done, recognizing that a clearer distinction between professional and non-professional positions should be made. This situation applies quite definitely in the Louisville library, as does the converse, namely, that some

professional salaries are too low. One can largely compensate the other without materially affecting the total payroll.

The following tabulation will visualize this as we analyze all full-time positions in the Louisville library, showing the present number of Professional and Non-Professional positions and how these numbers may be expected to change (gradually) looking to the future.

	PRESENT		FUTURE	
	Prof.	Non-Prof.	Prof.	Non-Prof.
Office	2	1	2	1
Order	4	3 (inc. page)	3	4
Catalog	5	$\frac{1}{2}$	3 (4?)	3 (2?)
Reference	9	2 (Mus. & page)	8	3
Circulation	12	2 (pages)	8	6
Children's	5	0	5	1 (vacancy)
Extension	3	1 (2 - $\frac{1}{2}$ time)	3	1
8 Branches (\$ each)	22	0	16	8 (2 vacancies)
2 Colored Branches	8	0	6 (5?)	2 (3?)
Bindery	0	4	0	4
Janitors	0	18 (2- $\frac{1}{2}$)	0	18
TOTALS	70	31$\frac{1}{2}$	54	51

The tabulation shows a present total of 70 professional positions and 31 $\frac{1}{2}$ non-professional, or 60 $\frac{1}{2}$ %. This is to be compared with the expected future totals of 54 and 51, or 51 $\frac{1}{2}$ % of professional positions. In other words we can expect to reduce the number of professional positions from more than two-thirds to approximately one-half the total of all full-time positions. Additional part-time positions, which we maintain in considerable numbers, would all fall in the non-professional group.

The present high percentage of positions designated as professional is explained by the fact that we have had no systematic and detailed classification of library positions, distinguishing professional positions sharply from all others. This is a comparatively recent development in library circles, the A.L.A. having issued a code only this year to aid public libraries in doing this. Consequently our positions have combined much clerical and routine work with professional work. Furthermore, our former Training Class System put all new employees on the same footing with the result that all present employees who wait on the public feel they belong to the professional staff and in fact they do render forms of professional service to varying degrees. Finally, the Certification Act itself protects all librarians in their present positions, guaranteeing, a certificate this is valid for life to all who held full-time positions prior to 1938 where such positions might reasonably be designated as professional. We have naturally given the benefit of the doubt to individual staff members in listing present professional positions so that all may obtain their Life Certificates who have any claim to such certificates under the law.

The significant point is that, while designating some border-line positions now as professional, the Board of Trustees is free to reclassify these positions as fast as circumstances warrant, thus reducing the percentage of professional positions.

The Required "Report and Agreement"

The State Certification Board has asked all libraries coming under the Act to execute a Report and Agreement. This form calls for the listing of all positions with incumbents' names and some factual details about these positions. It also provides a form of "Statement and Agreement" in which the local library is asked (a) to designate those of its positions which it considers "full-time professional library positions"; (b) to agree to employ in these positions only persons who hold Certificates issued by the Certification Board, so long as the positions are classified as full-time professional library positions; (c) to exercise "every caution in classifying, reclassifying and creating full-time professional library positions so that the intent of the law will be completely satisfied", and (d) to furnish lists and reports that the Certification Board may request from time to time.

The librarian earnestly hopes that this Report and Agreement may be executed by the Board of Trustees so that staff members may make application for Certificates without delay and so that the Louisville Library may cooperate fully in this state-wide move to raise the standards of library personnel and service. Such action would mean simply acceptance and adoption of the law. If in the future any untoward circumstances should arise as a result of the administration of the law the Louisville Library can be free to act to protect itself, but there is every assurance that nothing of the sort will happen, rather that the Certification Board will cooperate wholeheartedly with all local libraries.

H.F. Brigham

September 11, 1931.

Exhibit No. 5

REPORT ON THE USE OF 1938 BOND FUNDS
specifically limited to Repairs and Improvements
(This report as of July 31, 1939)

I. The following is from the Minutes of November 9, 1938:-

Exhibit No. 2

ANALYSIS OF FUNDS RECEIVED FROM NEW BOND ISSUE
September 1, 1938

(Revised statement accounting for Old Sinking Fund and for exact
uses of these (New Bond) funds)

I. To redeem Old Bonds:	
Principal amount of $3\frac{1}{2}\%$ bonds	\$311,000.00
Call premium at $2\frac{1}{2}\%$	7 775.00
6 months interest due September 1, 1938	5 442.50
Total Cost	<u>324 217.50</u>
Less the above interest item since this was available in Old Sinking Fund	<u>5 442.50</u>
ACTUAL COST CHARGEABLE AGAINST THE NEW BOND ISSUE	\$318 775.00
II. Yield of New Bonds:	
Total bond issue	\$375 000.00
Less sales premium (Each bond of \$1,000. actually yielded only \$975.50)	<u>9 187.50</u>
Total cash yield	365 812.50
Less actual cost of redeeming old bonds	<u>318 775.00</u>
ACTUAL YIELD FOR LIBRARY PURPOSES	\$ 47 037.50

The fact is noted that, in the transfer of bond funds on September 1 the sum of \$52,010 was deposited as the apparent bond yield for library purposes. This was the case because the entire Sinking Fund balance accumulated under the old bond issue, or \$10,415.00, was absorbed in the transfer. However, only the interest due on the old bonds to September 1, or \$5,442.50, was properly chargeable to the bond transaction and deductible from the old Sinking Fund. After this deduction there was a balance of \$4,972.50 in the Sinking Fund which was returnable to the General Fund for general library purposes. This balance is the difference between \$52,010 and \$47,037.50, the actual yield of the New Bond Issue for purposes specified under the terms of the bond sale.

III. Budget provisions, 1936-39, for the use of Bond Funds:

Provisions of the sale of New Bonds specified that the funds be used

for Repairs and Improvements, but not for the purchase of land nor for books, not even rehabilitation of flood-damaged books.

Accordingly, the actual bond yield for library purposes is understood to apply as follows:

1. For New Branch (P.W.A.) (Special Construction Account"	\$ 25,000.00
2. For refund on the library's share of Shawnee Branch costs	12,000.00
3. For general Repairs & Improvements	<u>10,037.50</u>
Total	\$47 037.50

Item 1, or \$25,000 for the New Branch, is accepted as a proper charge against the new bond funds under "Repairs and Improvements."

Item 2, or \$12,000 for Shawnee Branch refund, is automatically chargeable under "Repairs and Improvements", but, as a refund of expenditures from the library's general income, it is assumed to be now available for any library purposes, including books and particularly the Flood Book debt.

Item 3, or \$10,037.50, must be used for Repairs and Improvements according to the terms of sale of the New Bonds. It is proposed to apply this sum in the budget (1938-39) under Repairs and Improvements as follows:

A. Bills held from last year constituting Repairs and Improvements but excluding Shawnee Branch items:

Open Shelf floor stacks (lumber)	\$ 61.27
Open Shelf Room wiring for tables and floor stacks	300.00
Reference Room wiring for tables	124.80
Open Shelf and Reference floor tile, including marble base, waxing and chair tips	1 065.02
Main Library heating system in new basement rooms	538.00
Main library roof repairs	248.00
Parkland Branch heating system	292.90
W.P.A. redecoration of all bldgs. (est.)	<u>350.01</u>
Total	2 980.00

B. Anticipated Repairs and Improvements:

Watterson Room changes, including News- paper Alcove (est.)	1 000.00
Lighting system improvements (est)	3 000.00
Repairing shades in all bldgs. (est)	350.00
W.P.A. Construction Project for furniture and equipment (est)	400.00
Ditto for Children's Room changes including grills, (est)	750.00
Ditto for Lobby Desk change if approved, including wiring (est)	<u>500.00</u>
Total	6 000.00

C. Emergency reserve fund to apply on B above if needed, or on extra expenses of New Branch if needed, or for any other Repairs and Improvements not anticipated

1 057.50

TOTAL (A, B. and C.)

\$ 10 037.50

II. The following statement gives an accounting of expenditures definitely chargeable to the Bond Fund to July 31, 1939:

A. Bills held from last year, and paid this year, as listed above (Actual to date)

\$ 2 980.00

\$ 2 980.00

(The last item under A from the Minutes, viz/ W.P.A. redecoration," actually exceeded the estimate of \$350.01 by well over \$100. The excess has been a part of our general contribution to W.P.A. construction work and cannot be exactly isolated; therefore it cannot clearly be charged against the Bond Fund)

B. Anticipated Repairs & Improvements:

Watterson Room changes	1,000.00	628.59
Lighting system improvements	3,000.00	
Repairing shades in all bldgs	350.00	314.86
W.P.A. Construction Project	400.00	
Children's Room changes	750.00	264.78
Lobby Desk change	500.00	769.88
Total	6 000.00	1 978.11

C. Emergency reserve fund (as described in Minutes)

1 057.50

GRAND TOTALS

\$ 10 037.50

\$ 4 958.11

The difference which represents the BALANCE of Bond Money still available on July 31, 1939, of which \$3,000 has been designated for Lighting Improvements \$ 5 079.39

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees October 11, 1939

The Board of Trustees of the Louisville Free Public Library met in regular monthly session on Wednesday, October 11, 1939 at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire, Mrs. Radford, and Messrs. Davis, Hartstern, Powell, Rash, Rauch, Welch and the librarian. Assistant City Attorney Lawrence S. Poston was also present.

Dr. Rauch presided.

The minutes of the meeting of September 13 were read and approved.

Communications:

The Secretary read a copy of Mr. Thruston's letter to the Mayor under date of October 5 tendering his resignation as a member of the Board of Trustees.

Following expressions of regret it was agreed to postpone action pending official action by the Mayor on the matter.

The Secretary reported a letter from the Shawnee Woman's Club under date of September 26 stating that the Club no longer had need of the auditorium of the Shawnee Branch for its meetings and extending the Club's thanks for the use of the library in the past. The letter was received and filed.

Reports:

The Treasurer's financial statement for the month of September was presented and distributed. It was regularly voted to receive and file the report.

Mrs. Meguire reported on behalf of the Library Committee that bills for the month of September in the amount of \$2,912.89 had been audited, and moved that their payment be authorized. Seconded by Mr. Davis and carried unanimously. A list of the bills is appended to these minutes. Exhibit No. 1.

The Secretary read the following report of the Library Committee meeting of September 21:

Meeting of the Library Committee, September 21, 1939

The Library Committee of the Board of Trustees met on Thursday, September 21, 1939, at 11:45 a.m. in the librarian's office to consider Certification.

Present: Mrs. Meguire and Messrs. Kavanagh, Rauch, Thruston, Welch and the librarian. Mr. Lawrence S. Poston, Asst. City Attorney, was also present.

The librarian's statement of September 12, 1939, which had been sent to all Board members, was fully discussed.

The immediate question to be determined was accepted to be the effect and implications of executing the official "Library Report and Agreement" form as requested by the State Board for the Certification of Librarians.

The application of the Certification Act within the library was accepted.

as satisfactory in the light of explanations contained in the librarian's statement of September 12.

Mr. Poston expressed the view that execution of an official agreement to observe the law seemed unnecessary under the law, and might be construed as waiving legal rights guaranteed to a local institution under the original Library Act, and under the constitution. He therefore recommended: (1) That the following statement be incorporated in the form to be executed, as a part of it, namely

"In making this or any future statement and/or report to the State Board for the Certification of Librarians, the Louisville Free Public Library does not waive any constitutional or other legal right, but expressly reserves and retains all rights for such future action and determination as the Library may deem necessary and proper."

and (2) that the form be converted simply to a Report rather than an Agreement, by substituting the words "intend" and "intention" wherever the words "agree" and "agreement" appear, the statement to be executed then taking the following form

STATEMENT OF INTENTION

The officials of this library state that the information given in this form is to the best of their knowledge correct, and that the positions described herein constitute all the positions now in the library system.

The officials of this library further state that they consider positions Number

(59 numbered positions)

full-time professional library positions and ask the Board to classify them as such since they require incumbents who are graduates of approved library schools or who have equivalent attainments and abilities for professional library work and are competent to carry on such library work ably and efficiently, and since they require full-time library work of at least 36 hours a week for a continuous year with no more than 30 days vacation. They further state that although they consider that positions Number

(11 numbered positions)

do not meet completely the definition of a full-time professional library position as given above, such positions are of a nature that present incumbents should be given, and future incumbents may be required to have, certificates from the Board, and they consider them as equivalent to full-time professional library positions and ask the Board to classify them as such, pending a more exact classification of these positions.

The officials of this library understand that as long as these positions are classified as full-time professional library positions each of the persons holding them is required, after September 1, 1939, to have a certificate issued by the Board. The officials further understand that they are, of course, at liberty to modify the duties of these positions, to change any position to a non-professional one if necessary, and to create new professional positions as the need may arise, but that a report on these changes must be given the Board as request for its review.

The officials of this library intend to cooperate fully with the Board by exercising every caution in classifying, reclassifying and creating full-time professional library positions so that the intent of the law will be completely satisfied and so that no position will be classified above or below its actual worth.

They intend further that they will after September 1, 1939, appoint to and retain in full-time professional library positions only those persons having certificates issued by the Board. They also intend to furnish periodically to the Board upon request a list of their full-time professional library positions and names of incumbents together with such other information as the Board may require. The intentions herein declared are not to be construed as agreements. (See statement inserted page 1)

.....

The following motion, offered by Dr. Welch and seconded by Dr. Rauch, was voted unanimously, namely

That the Library Committee unanimously accepts and recommends to the Board for execution the Library Report to the State Board for the Certification of Librarians as prepared by the librarian and approved by the City Attorney.

The librarian suggested the desirability of letting the library pay the initial \$2.00 certification fee for all employees entitled to receive the past-service life certificate guaranteed under the law, with the understanding that this would apply to such certificates only and would not apply to any other certificates that employees of the library might hereafter receive. The total amount involved was reported to be \$140. (for seventy employees)

It was regularly voted to recommend that this suggestion be referred to the Finance Committee for consideration.

Mr. Davis moved the adoption of the report of the Library Committee as read and authorization of the President and Librarian to execute the official report to the State Board for the Certification of Librarians.

The motion was seconded by Dr. Welch, but failed of passage when the legality of paying the \$2.00 certification fee for employees was questioned.

Dr. Welch then offered the motion, seconded by Mr. Davis, and carried unanimously, that the Board adopt the recommendation of the Library Committee to execute the Library Report to the State Board for the Certification of Librarians as prepared by the librarian and approved by the City Attorney, and that the President and Librarian be authorized to execute said Library Report on behalf of the Board.

Mr. Powell reported on behalf of the Building Committee as follows:

1. That the closing of the accounts for the Iroquois Branch had been held up because of delay in obtaining final audit of the account by the Public Works Administration.

2. That the library's W.P.A. construction project had stopped operation for lack of funds with considerable work in branches left incomplete. Mr. Powell reported that the project proposal could be revised to provide a little additional labor for completion of the branch work if the library assumed the salary of the project supervisor for onemonth, namely \$156.80.

It was regularly voted to authorize this expenditure for the purpose noted.

3. That the Weissinger-Gaulbert Company had presented a written agreement for renewal of the contract to supply light and heat on the same terms as heretofore.

The librarian reported that the contract contained an automatic renewal clause. The matter was referred to the Building Committee with power on motion by Mr. Davis seconded by Mrs. Radford.

Mr. Davis reported that the Finance Committee had met with the Budget Committee of the Board of Aldermen on September 25 and had emphasized the need for a continued 4 cent levy in view of the unavoidable loss of rental income and the added operation costs of the new Iroquois Branch. Mr. Davis stated that his Committee had declared a reduction in the library levy could only mean serious reduction in library service.

The librarian presented a report and analysis of library salaries prepared by the City's Bureau of Research and Service at the request of the Board of Aldermen which appears to vindicate the library's claim that its salaries are below standard.

The Secretary read the following letter from the City Director of Finance:

October 10, 1939

Louisville Free Public Library
3rd & York Streets
Louisville, Kentucky

Gentlemen:

The Finance Committee has tentatively agreed on a Tax Rate of 4¢ for the Library for the year ending August 31, 1940, which we estimate will produce \$142,926.00. This figure includes \$25,926.00 for back taxes and special levies.

This rate will not be officially set until sometime in December, but unless some unforeseen condition arises, I do not believe these figures will be changed.

Yours very truly

/s/ JOHN R. LINDSAY
Director of Finance

JRL:bh

Mr. Davis called attention to the difficult financial situation confronting the city authorities and expressed the hope that the library may next year be in a position to relieve the city by relying more on its rental income.

Mr. Davis reported the receipt of the annual audit of library accounts for the year ending August 31, 1939 by the City Comptroller and Inspector with the recommendation that certain changes be made in the library's bookkeeping and accounting procedures which Mr. Davis reported the Finance Committee will undertake to carry out.

The Secretary read the following report of the Special Committee on Air-conditioning.

Special Committee on Air-conditioning, September 26, 1939, 7:30 p.m.

Present: Mrs. Meguire, Messrs. Davis, Abell, Powell, Welch, Dr. Rauch and the librarian. The entire committee present.

Mr. Davis outlined the proposal of the Kaufman-Straus Company as contained in the letter of Mr. Schacter dated September 15, 1939.

Following extended discussion, it was unanimously voted, on motion by Dr. Welch, seconded by Mr. Abell:

That the Committee recommend to the Board that the Library proceed with air-conditioning the Kaufman-Straus building, subject to the following conditions:

1. That amortization of the debt be limited to a period of from 10 to 15 years, but no longer than 15 years.
2. That the holding company, namely the City Stores Company, be a party to the contract as co-signer with the Kaufman-Straus Company
3. That amortization payments under such a contract be entirely separate and apart from rental payments under the lease.
4. That a total not to exceed \$75,000 be authorized to cover the costs of air-conditioning; that the interest rate be not in excess of 4%; and that bonds be sold at a price not under par.

AND FINALLY

5. That the contract for installation of air-conditioning be let by bid, with not less than three responsible firms bidding, and that any bid must be approved by the Library Board before it can be accepted.

Further discussion recognized the likelihood of public criticism of the Library for air-conditioning its store building when it professes inability to obtain funds for extension of library service. It was suggested that the president or librarian prepare a statement for the press to explain the library situation in anticipation of such criticism.

It was agreed that copies of these minutes be sent to all members of the Board previous to its next meeting.

.

Mr. Davis reported the request of the Kaufman-Straus Co. that conditions 2 and 3 be withdrawn. See Mr. H. W. Schacter's letter of October 7. (Exhibit No. 2.)

The Board considered the recommended conditions seriatim as follows:

No. 1. Moved by Mr. Davis, seconded by Mr. Rash and carried unanimously, That the amortization period be placed at fifteen (15) years.

No. 2 Moved by Mr. Powell and seconded by Mrs. Radford, That the holding company, namely the City Stores Company, be a party to the contract as co-signer with the Kaufman-Straus Company.

Mr. Davis and Mr. Rash spoke against the motion and in favor of acceding to the request of the Kaufman-Straus Company. Mr. Hartstern urged retention of the condition, at least at the present stage of negotiations, as a possible added protection to the library.

The motion carried unanimously.

No. 3. Moved by Mr. Hartstern and seconded by Mr. Powell, To approve the recommendation of the Committee.

Mr. Davis and Mr. Rash spoke against the motion.

The motion carried, Mr. Davis asked to be recorded in the negative.

No. 4. Moved by Mr. Davis, seconded by Mr. Rash, and carried unanimously, To

approve the recommendation of the Committee.

No. 5. Moved by Mr. Davis, seconded by Mr. Rash, and carried unanimously, To approve the recommendation of the Committee.

Dr. Welch moved that the report of the Committee as a whole be accepted and its recommendations be concurred in as indicated. The motion was duly seconded, and carried unanimously.

The librarian's statistical report for the month of September was distributed and ordered on file.

The meeting then proceeded to a Hearing on the petition of the South End Civic Club for a branch library to serve the Taylor Blvd. section.

The Club was represented by Mr. E. A. Spencer, Chairman of the Library Committee, Mr. C. T. Lattis, President of the Club and Mr. Howard L. Van Arsdale, Chairman, Location Committee.

Mr. Spencer referred to the large area to the west and north of the new Iroquois Branch that is without library service, a "rapidly growing community of homes, churches and business firms", containing allegedly a larger population than the service area of the Iroquois Branch.

Mr. Spencer stated that the immediate request of the South End Civic Club was for a sub-branch, to be open three days a week, with the expectation that this would develop into a full-sized branch library in the future. He referred to three locations for the proposed Sub-Branch, the immediate availability of which had been already determined by the Club, namely, the Annex of the Carlisle Avenue Baptist Church on Bennett St.; the old Charles D. Jacobs School on Bennett St., and a room in the Post Office Station on Taylor Blvd. offered by Mrs. H. E. Meddis.

Mr. Lattis spoke of the inaccessibility of the Iroquois Branch to people of the community under consideration, and suggested that some other agencies maintained by the library in declining communities might provide the resources for a Sub-Branch in the Taylor Blvd. Section.

Mr. Van Arsdale referred to his Club's careful study and analysis of the community and its needs, its recognition of the Library Board's financial problems and especially of the necessity for air-conditioning the Kaufman-Straus store, and its decision therefore to present a reasonable immediate demand. He stated that the city's population growth had shifted from many areas to the Taylor Blvd. Section and suggested that financial provision for library service in this area could be expected in the increased rent the library will derive from the Kaufman-Straus Store after it is air-conditioned.

Mr. Hartstern explained to the delegates that the Library proposes only to lend its credit for air-conditioning the Kaufman-Straus Store, that the store is to pay all costs over a period of 15 years, and that, moreover, the Library is prohibited from issuing more bonds for any purpose other than to improve the property which secures all library bonds.

Dr. Rauch expressed the interest and appreciation of the Board, requested that the delegates leave any informational data they had prepared, and referred the

whole matter to the Library Committee for report and recommendation.

The meeting adjourned at 6:30 p.m.

Joseph Hand

President

MINUTES APPROVED:

Harold F. Brigham

Secretary

Exhibit No. 1

Aetna Oil Service	\$ 35.31
American Library Association	3.33
Arctic Ice Co.	10.00
Atlas Coal Co.	205.13
Clara L. Behrens, Head Order Dept.	93.15
Banks-Baldwin Law Publishing Co.	2.75
Bomar-Summers Hardware Co.	20.79
R. R. Bowker Co.	1.31
Harold F. Brigham, Libn. Petty Cash	42.97
Bunton Seed Co.	9.35
Bush-Krebs Co.	1.00
Byrne & Speed Coal Corporation	6.00
Carrell-Rogers Co.	129.50
Carter Dry Goods Co.	3.24
Central School Supply Co.	27.05
Chicago Glue Corporation	18.00
College Book Exchange	17.72
Cook Auto Service	11.75
Demco Library Supplies	108.30
R. O. Dusch	4.85
F. W. Faxon Co.	3.00
Geo. G. Fetter Co.	18.20
Finger Paper Box Co.	51.00
Foreign Missions Conference of North America	1.25
Frey Planing Mill Co.	106.27
Gaylord Bros., Inc.	270.64
Graybar Electric Co., Inc.	4.38
Kast Bindery Service	30.00
Joe Kirchorfer, Jr.	12.13
Klein Bros.	5.75
Koehler Stamp & Stencil Co.	32.20
Leonard Brush & Woodenware Co.	16.50
Library Extension Division	3.50
Logan Co.	8.90
Long's Towel Supply	10.00
Louisville Gas & Electric Co.	148.16
Louisville Linen Supply Co.	3.75
Louisville News Co.	4.24
Louisville Paper Co.	66.37
Louisville Wall Paper Co.	3.72
Mrs. Stella McDaniel	25.00
	1576.46

Mayes Printing Co.	8.90
Meffert Equipment Co.	7.90
Merchants & Manufacturers Paint Co.	6.77
Miller Paper Co.	20.51
Ralph Moore	78.40
Ralph Moore	78.40
John P. Morton & Co.	22.10
Mueller-Estep Co.	10.00
Multigraph Division	4.16
Nuzon Southern Corporation	5.25
Office Equipment Co.	4.50
Olive-Markel Electric Co.	145.28
The Orthovis Co.	1.96
Otis Elevator Co.	5.30
William Prather	14.00
Remington Rand, Inc.	154.70
Ridge Office Supply Co.	5.59
F. S. Schardein & Sons	30.15
Robert F. Schmitt	2.50
W. R. Seestadt	1.85
Southeastern Paper Co.	24.64
Southern Bell Telephone & Telegraph Co.	134.71
Standard Paper Products Co.	3.85
Standard Printing Co.	1.40
Stoll Oil Refining Co.	1.40
W. K. Stewart Co.	254.56
Universal Library Service	1.53
Wagenvoord & Co.	41.65
Weissinger-Gaulbert Real Estate Co.	175.70
Wilderness Road Book Shop	48.53
H. W. Wilson Co.	11.74
Blanche Young	2.00
Mrs. Edward Zoeller	26.50
	<hr/>
	2 912.89
Pd) Harold F. Brigham, Libn. Pay Roll	10 547.83
Pd) Kentucky Title Trust Co. - Sinking Fund	2 125.00
	<hr/>
Total	\$ 15 585.72

Exhibit No. 2

KAUFMAN*STRAUS CO.

October 7, 1939

Dear Mr. Davis:

I would like to place before you and your Committee one important fact relating to the suggestion that City Stores guarantee the sums advanced for air conditioning.

If you will glance at the Comparative Balance Sheet that I submitted to the Committee, you will notice that, on September 1, 1939, the difference between the current assets and the current liabilities - or the net current assets were approximately \$455,000. In addition to that, there were, approximately, Permanent Assets as follows:

Furniture, Fixtures, Real Estate . . .	\$150,000
Improvements	120,000
Good Will	420,000
Deferred Charges	30,000

From the standpoint of liquidating value, I think you will agree that the only realizable Permanent Asset is the Furniture, Fixtures, and Real Estate, and I imagine that, in a liquidation, that would probably not bring much more than \$50,000.

When this is added to the net current assets, you have a real value of our business of, approximately, \$500,000. Since this is the approximate amount of the outstanding Preferred Stock, it means that the Common Stock, which is owned by City Stores in its entirety, really has no liquidating value.

Since City Stores owns but 51% of the Preferred Stock, the above means that the City Stores' interest in the real value of the Kaufman-Straus business is slightly over half. Under these circumstances, it certainly would seem unfair to ask City Stores to guarantee 100% of the Library Board loan, when, actually, it owns but 51% of the business.

Furthermore, I think you understand fully that the City Stores guarantee would add but little to the strength of the security.

I firmly believe that, on the strength of the Kaufman-Straus statement, and the condition of its business, it is fully entitled to this credit from any credit standpoint. Certainly, if the Kaufman-Straus Company cannot stand on its own feet in this transaction, the loan should not be made.

I am hoping that the Library Board will not insist on this point which, per se, adds nothing whatever to the strength of the security, which is unfair to the City Stores Company, and which may result in the blocking of the deal.

I have already pointed out to you that it would be to the interest both of the Library Board and of Kaufman Straus to make the repayment of this loan in the form of an amendment to the present lease, without in any way touching the present lease at all. If it were handled in this way as additional rent, the Library Board would have a 4 months' lien on the assets, and Kaufman's would not have its Balance Sheet impaired by having to list the entire loan as contingent liability.

While I am very disappointed that the amortization will not be over a period of 20 years, I believe that my associates would agree to the 15 year amortization.

Therefore, if the Library Board can see its way clear to doing without the City Stores guarantee, and to making the repayment in the form of additional rent, I am confident that the transaction could be completed to the mutual satisfaction of both parties.

I am convinced that, if we do get the air conditioning next year, the Library Board will be very pleased with the concrete benefits accruing to it as a result.

Sincerely yours,

HWS:CH

/s/ HARRY W. SCHACTER

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees October 25, 1939

A special meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, October 25, 1939 at 4 p.m. in the librarian's office.

Present: Messrs. Abell, Davis, Hartstern, Hume, Powell, Rash, Rauch, Mr. Lawrence S. Poston representing the City Department of Law, and the librarian.

Dr. Rauch presided.

The secretary read the call of the meeting, namely, "to consider a supplemental report of the Special Committee on Air-Conditioning and all other matters which pertain at this stage to the air-conditioning project."

The following report of the Special Committee on Air-conditioning was presented by the Secretary:

Special Committee on Air-conditioning meeting, Oct. 19, 1939

Present: Messrs. Davis, Powell, Welch, Assistant City Attorney L. S. Poston, and the librarian.

Dr. Davis reported that the City Stores Company had submitted evidence to prove that it cannot legally guarantee the contract for air-conditioning, as co-signer with the Kaufman-Straus Company, owing to restrictions in the terms of its indenture October 1, 1934 with the Chase National Bank securing a presently outstanding issue of "General Collateral Convertible Notes".

Mr. Davis also urged the advisability of acceding to Mr. Schacter's request, namely, that amortization payments be accepted in the form of additional rent, with the understanding that the present lease would not be affected. He pointed out that such an arrangement would relieve the Company of the necessity of showing a contingent liability which would serve as a business handicap.

Following discussion it was moved by Dr. Welch, seconded by Mr. Powell, and voted unanimously,

That the Committee recommend proceeding with the air-conditioning proposal without requiring the City Stores Company to be co-signers of the contract, and with the additional understanding that the contract may be in the form of a lease rather than as a separate and independent contract.

Mr. Davis reported that the firm of Warren & Ronald had been asked to do preliminary engineering work, proceeding from the point they left off in 1936 when the air-conditioning project was originally agreed upon but canceled on account of the Flood. He stated it would be necessary for the Board of Trustees officially to engage the engineer.

It was agreed to request a special meeting of the Library Board for October 25 to consider the foregoing recommendations of the Committee and all other matters pertaining to the prosecution of the air-conditioning proposal.

Mr. Poston requested a copy of the present mortgage indenture, of the

Board's action at the October 11 meeting, correspondence with the Kaufman-Straus Company and other papers necessary for drafting the legal documents which will be required.

Mr. Davis elaborated on the report, by way of explanation, and quoted the following from the Indenture, October 1, 1934, between the City Stores Company and the Chase National Bank of the City of New York referred to in the Committee report:

"Section 8. Unless and until all the notes at any time outstanding hereunder shall have (been paid) the Company will not

"(a)

"(b) guarantee any obligations of any kind with the exception of obligations of subsidiaries which by their terms mature or by their terms are required to be fully performed not more than twelve months after the date of the creation thereof;"

Mr. Poston stated he was prepared to offer a suggested Supplemental Lease that would provide for Sinking Fund payments in the form of additional rent, without disturbing or affecting the regular rental payments under the existing lease.

Mr. Davis offered the motion, seconded by Dr. Hume, that the Board rescind that part of its action on October 11 which required the City Stores Company, as holding company, to guarantee the air-conditioning contract as co-signer with the Kaufman-Straus Company. Carried unanimously.

Mr. Davis then moved that the Board rescind that part of its action of October 11 which required that amortization payments under the air-conditioning contract must be entirely separate and apart from rental payments under the lease.

The motion was seconded by Dr. Hume.

Full discussion followed in which Mr. Hertzstern proposed the necessity of protecting the library against default in amortization payments by the lessee as by requiring supplementary additional payments into the sinking fund by the Kaufman-Straus Company in good years when their business would justify this, to serve as a reserve in lean years when they may find it impossible to meet the rent and air-conditioning commitments in full.

Dr. Rauch was obliged to withdraw from the meeting owing to a previous obligation.

Mr. Davis took the chair, and declared the meeting no longer in session, for lack of a quorum. The meeting therefore adjourned officially at 4:40 p.m. The discussion continued unofficially.

MINUTES APPROVED:

Joseph Rand President
Harold F. Brigham Secretary

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, October 30, 1939

A special called meeting of the Library Board of Trustees was held on Monday, October 30, 1939 at 4 p.m. in the librarian's office.

Present: Mrs. Meguire, Mrs. Radford, and Messrs. Abell, Davis, Hartstern, Hume, Kavanagh, Powell, Rash, Welch and the librarian. Assistant City Attorney Lawrence S. Poston was also present.

Mr. Davis presided in the absence of the president.

The call of the meeting was read, specifying its purpose, namely "to consider the supplemental report of the Special Committee on Air-conditioning and all other matters which pertain to this project at the present stage."

The secretary read the record of Board actions taken at the regular meeting of October 11 and the special meeting of October 25.

Dr. Welch moved that the Board rescind that part of its action of October 11 which required that amortization payments under the air-conditioning contract must be entirely separate and apart from rental payments under the existing lease. Seconded by Mr. Powell and carried unanimously.

Mr. Abell offered the motion, seconded by Mr. Kavanagh and carried unanimously that the air-conditioning contract be made in the form of a supplementary amendment to the existing lease.

Mr. Hartstern moved that the firm of Warren & Ronald be engaged as consulting engineers, with the understanding that the fee be the regular City rate of 5% and that this engagement of the firm is contingent on the successful sale of the required library bonds. Seconded by Mr. Abell and carried unanimously.

Dr. Welch then moved that negotiations for the sale of bonds and for the execution of necessary agreements and contracts be referred to the Finance Committee and the City Department of Law, and that this committee report its findings and recommendations to the Board. Seconded by Mrs. Radford and carried unanimously.

The meeting adjourned at 5 p.m.

MINUTES APPROVED:

Joseph R. Andrews President
Harold F. Brigham Secretary

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, November 8, 1939

The regular meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, November 8, 1939, at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire, and Messrs. Davis, Hartstern, Hume, Kavanagh, Powell, Rauch, Thruston, Welch, City Director of Finance John R. Lindsay, Assistant City Attorney Lawrence S. Poston, and the librarian.

Dr. Rauch presided and opened the meeting with expression of the Board's gratitude to Mr. Thruston for withdrawing his resignation, as he had done at the request of the Mayor.

The minutes of October 11, October 25 and October 30 were read and approved, with instruction that the secretary cite in the October 25 minutes the reason that the City Stores Company is unable to guarantee the cost of air-conditioning.

Communications:

The secretary presented the request of the Beechmont Woman's Club for permission to charge admission to non-members who attended meetings of the Club held in the Iroquois Branch. Following discussion which centered on the library's policy and rule requiring that meetings in libraries be free, it was moved by Mr. Hartstern, seconded by Mr. Thruston, and voted that the request be denied.

The secretary presented the request of Miss Marethal Burquin for a leave of absence for three months. It was explained that Miss Burquin was accepting a position in another library but wished to try it out before severing her connection with this library. Mr. Davis voiced objection on the ground of policy. The librarian stated that his recommendation to grant the request was in recognition of Miss Burquin's exceptional professional qualifications and ability of the library's struggle against the loss of well trained people owing to low salaries. Mr. Thruston moved that the request be granted. Seconded by Dr. Welch and carried, Mr. Davis and Mr. Hartstern requesting that their votes be recorded in the negative.

Reports:

Mr. Davis presented the Treasurer's report for the month of October. This was ordered to be received and filed.

Mr. Davis reported on behalf of the Finance Committee that Mr. Abell, Mr. Poston and he had conferred with representatives of the Kaufman-Straus Co. relative to financial arrangements for the air-conditioning project, and it was agreed that an ad-interim contract should be signed upon issue of the library bonds pending the letting of the contract for installation of air-conditioning.

Mr. Thruston offered the motion, seconded by Mr. Davis, that the Special Committee on Air-Conditioning and the Finance Committee having reported and their reports having been received and acted upon, it be and is now ordered that all matters, relating to air-conditioning be taken from these committees and do now rest in the Board. Carried unanimously.

Mr. Davis read the following resolution:

WHEREAS, the Board of Trustees of the Free Public Library of Louisville, Kentucky, has heretofore entered into an Indenture with the Kentucky Title Trust Company of Louisville, Kentucky, whereby the Board has conveyed in trust to the Trust Company certain property in Louisville, Jefferson County, Kentucky, situated on the East side of Fourth Street, between Liberty and Walnut Streets, and designated as Nos. 427 to 437 South Fourth Avenue, to cover a bonded indebtedness of the Board of \$500,000.00, which Trust Indenture was recorded in the Office of the Clerk of the Jefferson County Court on September 1, 1938, in Deed Book 1681, page 625, and

WHEREAS, the said property has been heretofore leased by the Board to Kaufman-Straus Company for a period of twenty years from February 1, 1940 to January 31, 1960, and which lease is recorded in said office in Deed Book 1599, page 163, and

WHEREAS, Kaufman-Straus Company has requested the Board to install in said property an air-conditioning plant, and

WHEREAS, the Board deems it desirable and expedient that the said property should be air-conditioned,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Free Public Library, of Louisville, Kentucky:

(1) That the said real estate be improved by air conditioning same.

(2) That the estimated cost thereof shall not exceed \$75,000.00

(3) That for the purpose of installing an air conditioning plant in said property, the Board do issue "Library Bonds" in the principal sum of \$75,000.00; said bonds shall be dated September 1, 1938, and issued as of September 1, 1939; the said bonds shall bear interest at the rate of 3% per annum from date of issuance, payable semi-annually, that is, on September 1st and March 1st of each year, beginning March 1, 1940.

The said bonds shall be in the form as set out in said deed of Indenture dated the first day of September, 1938, by and between the Board and the Kentucky Title Trust Company, recorded September 1, 1938, in Deed Book 1681, page 625. The said bonds as to interest and principal shall be payable at the Office of the Kentucky Title Trust Company in Louisville, Jefferson County, Kentucky.

There shall be seventy-five of said bonds, each in the principal sum of \$1,000.00, and they shall be numbered from 376 to 450 inclusive. Five of said bonds shall be due on September 1, 1940, and five of said bonds will be due each year thereafter on the first day of September in each year, the last series being due September 1, 1954. All in accordance with the following amortization schedule, to wit:

see next page

<u>BOND #</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>DUE DATE</u>
376 - 380	5000	2250	7250	9-1-40
381 - 385	5000	2100	7100	9-1-41
386 - 390	5000	1950	6950	9-1-42
391 - 395	5000	1800	6800	9-1-43
396 - 400	5000	1650	6650	9-1-44
401 - 405	5000	1500	6500	9-1-45
406 - 410	5000	1350	6350	9-1-46
411 - 415	5000	1200	6200	9-1-47
416 - 420	5000	1050	6050	9-1-48
421 - 425	5000	900	5900	9-1-49
426 - 430	5000	750	5750	9-1-50
431 - 435	5000	600	5600	9-1-51
436 - 440	5000	450	5450	9-1-52
441 - 445	5000	300	5300	9-1-53
446 - 450	5000	150	5150	9-1-54
	<u>75000</u>	<u>18000</u>	<u>93000</u>	

The said bonds shall be sold at public letting on November 22, 1939, at 12 o'clock noon, when sealed bids will be received and opened by the Board at its office in the Main library building, 4th and York Streets, in Louisville, Jefferson County, Kentucky, after advertisement to that effect in the Courier-Journal and Louisville Times. The said bonds shall be sold to the highest and best bidder but not under par. The Board reserves the right to reject any and all bids, and to waive any and all informality in the bidding.

(4) The additional income from the said property will be in the form of additional rental paid by Kaufman-Straus Company to the Board on the first of each and every month, in equal monthly installments, which payments will begin February 1, 1940, and continue at least until the retirement of said bonds, such additional rental in amount be coincident with and equal to the payments necessary for amortization of said bonds and interest as same is due.

(5) That the President of the Board (and in his absence the Vice President of the Board) and the Secretary of the Board be, and they hereby are, authorized and directed to make, sign, execute, acknowledge and deliver any and all instruments in writing that may be necessary in the premises.

On motion by Mr. Davis, seconded by Dr. Hume, it was voted unanimously to adopt the resolution as read.

The Secretary read the following letter of the Trustee under the Mortgage Indenture:

November 7, 1939

Board of Trustees,
Louisville Free Public Library,
Louisville, Ky.

Gentlemen:

We have been advised that you are contemplating the installation of air-conditioning equipment in the building now occupied by Kaufman Straus Company at 427-437 South Fourth Street, Louisville, Kentucky. As you know, the Kentucky Title

Trust Company as Trustee for the benefit of the owners of the outstanding bonds, holds a mortgage on these premises, which was executed on September 1, 1938. Section II of this indenture provides in part as follows:

"The Board further covenants not to place any further mortgages on said property, nor to demolish, alter, or make any structural changes in the improvements on said property, without the written consent of the Trustee."

It is our understanding that the proposed alteration will materially improve the building and enhance the security afforded the outstanding bonds. Under these circumstances, we are very glad to give our consent to your making all alterations in the building necessary for the proper installation of air-conditioning equipment.

Very truly yours,
KENTUCKY TITLE TRUST COMPANY

By. /s/ Joseph R. Gathright
Ass't Trust Officer

JRG/ec

Mr. Davis moved that the letter be received and spread upon the minutes. Seconded by Mr. Powell and carried unanimously.

The Secretary read the following statement from the syndicate which purchased the presently outstanding issue of library bonds:

TO THE BOARD OF TRUSTEES, LOUISVILLE FREE PUBLIC LIBRARY

The undersigned, Almstedt Brothers and J.J.B. Hilliard and Son, syndicate managers of the syndicate which purchased from you \$375,000.00 of your bonds dated September 1, 1938, of the total authorized issue of \$500,000.00, hereby consent and agree that your Board may sell up to \$75,000.00 of the additional authorized but heretofore unissued bonds of said issue for the purpose of providing funds with which to improve the Kaufman-Straus property.

It is understood, of course, that the issuing of these bonds will be in strict conformity with the Indenture recorded September 1, 1938, securing the bonds, and your particular attention is called to #12 of said Indenture, which provides that to service the additional bonds, the Board must pay additional sums each month to the Trustee so that the original bonds will be in no way endangered.

ALMSTEDT BROTHERS
By (signed) J. R. Burkholder

J.J.B. HILLIARD AND SON
By (signed) Marion H. Cardwell

November 8, 1939

Mr. Davis moved that the statement be received and spread upon the minutes. Seconded by Mr. Thruston and carried unanimously.

Mr. Poston presented the following Notice of Bond Sale, and Bond Bid Form.

NOTICE OF BOND SALE - LIBRARY BONDS

On November 22, 1939, at 12 o'clock noon, the Board of Trustees of the Free Public Library of Louisville, Kentucky, at their offices in the main Library Building, Fourth and York Streets, Louisville, Kentucky, will receive sealed proposals for Seventy-Five Thousand Dollars (\$75,000.00) of Louisville Free Public Library three per cent (3%) first mortgage Library Bonds, dated September 1, 1938, issued as of September 1, 1939, maturing Five Thousand Dollars (\$5,000.00) September 1, 1940, and Five Thousand Dollars (\$5,000.00) September 1st each subsequent year thereafter to and including 1954. Semi-annual interest payable September 1st and March 1st, denomination One Thousand Dollars (\$1000.00) each, principal and interest payable at the Kentucky Title Trust Company, Louisville, Kentucky, trustees. Bond numbers 376 to 450, inclusive, are a part of a series of Five Hundred (500) bonds of like denomination, Three Hundred Sixty Five Thousand Dollars (\$365,000.00) of which are outstanding at the present time. These bonds together with those now outstanding aggregating a total of Four Hundred Forty Thousand Dollars (\$440,000.00) are secured by a first mortgage on Two Hundred and Eighty-two feet, ten inches of land and the buildings thereon located on Fourth Avenue, Louisville, Kentucky, and now occupied by the Kaufman Straus Company, together with all rents, income, issues and profits thereof. The entire issue of bonds are subject to call in whole, but not in part, on any interest due date at par plus a premium of $2\frac{1}{2}\%$ if the call be on or prior to September 1, 1948, and a premium of $1\frac{1}{2}\%$ thereafter. These bonds are issued in accordance with the laws of the State of Kentucky, and particularly with Sections 2801B-3 and 2801B-9 Carroll's Kentucky Statutes, 1938 Revision, and the proceeds thereof will be used to make improvements in the aforementioned buildings. All bids must be on the official bid form, copies of which can be secured from Harold F. Erigham, Secretary, Main Library Building, Fourth and York Streets, Louisville, Kentucky. Bond forms will be furnished by the seller. A good faith certified or cashier's check in the amount of Three Thousand Seven Hundred Fifty Dollars (\$3,750.00) shall accompany each bid and no bidder shall be held to the terms of his bid unless award of the bonds is made within twenty-four (24) hours after time of opening bids. Said bonds will be awarded to the highest and best bidder, but not under par, provided, however, the Board reserves the right to reject any or all bids, and to waive any and all informality.

BOARD OF TRUSTEES OF THE FREE PUBLIC
LIBRARY OF LOUISVILLE, KENTUCKY.
By /signed/ Joseph Rauch, President

ATTEST:
/signed/ Harold F. Erigham
Secretary

.

LIBRARY BONDS
OF
BOARD OF TRUSTEES OF THE FREE PUBLIC
LIBRARY OF LOUISVILLE, KENTUCKY
BOND BID FORM

Notice of Bond sale is hereby made a part of this bid.

Bids must be submitted on this form without erasures, changes, or interlineations.

Bid for Seventy Five Thousand Dollars (\$75,000.00) Board of Trustees of the Free Public Library of Louisville, Ky., first mortgage three per cent (3%) bond numbers 376 to 450 inclusive, dated September 1, 1938, issued as of September 1, 1939, maturing Five Thousand Dollars (\$5,000.00) September 1st each year 1940 to 1954 inclusive. Principal and semi-annual interest, September 1st and March 1st, payable at the Kentucky Title Trust Company, Louisville, Kentucky.

For Seventy-Five Thousand Dollars (\$75,000.00), all or none, of the above described bonds of One Thousand Dollars (\$1000.00) denomination each, numbered 376 to 450 inclusive, dated September 1, 1938, issued as of September 1, 1939, and maturing Five Thousand Dollars (\$5,000.00) each year, September 1, 1940 to September 1, 1954 inclusive, the undersigned will pay, subject to satisfactory legal opinion, Seventy Five Thousand Dollars (\$75,000.00) and accrued interest from September 1, 1939 to date of delivery, plus a premium of _____ Dollars (\$ _____).

Attached hereto is a (Certified - cashier's) check drawn by the undersigned upon _____, a banking institution of _____, in the sum of Three Thousand Seven Hundred Fifty Dollars (\$3,750.00), payable to the Louisville Free Public Library.

Certified checks accompanying bids will be returned to unsuccessful bidders immediately after the bonds have been awarded, and to the successful bidder upon the performance of this contract.

The Board reserves the right to reject any or all bids, and to waive any and all informality.

The undersigned will not be held to the terms of this bid unless it is rejected or accepted within twenty four hours after time of opening.

Bidder

Address

Date

The Secretary was instructed to insert the Notice of Bond Sale as an advertisement in the local press and to send copies of this, together with copies of the Bond Bid Form to all local bond brokers and trust companies.

The chair expressed the Board's grateful thanks to Mr. Poston and Mr. Lindsay for their assistance in preparing the necessary resolutions and documents incidental to the proposed bond issue.

Mr. Davis reported that bookkeeping changes had been inaugurated in accordance with suggestions contained in the annual audit of library accounts, and recommended that the Library Committee's monthly audit of bills to be paid be made directly from the Record Book without preparation of a separate list. The motion was made by Dr. Welch, seconded by Mr. Davis and carried unanimously, that the bookkeeping changes be approved and the recommendation be concurred in.

Mr. Powell reported on behalf of the Building Committee (1) that the Federal Public Works Administration had made its final audit, with recommendation of the full grant of \$19,903 including the use of a balance to apply on the

added cost of the site for the Iroquois Branch; (2) that construction work in the branch libraries under the Work Projects Administration Project had been resumed and would terminate within a week; (3) that the library was conducting a demonstration experiment with the use of new "fluorescent" lighting units, which are claimed to give 50% more lighting efficiency with half the consumption of electricity; and (4) that the parking problem at the Main library is being studied.

Mr. Hartstern suggested that all members of the Building Committee be informed of matters reported to the Board in the Committee's name. It was agreed that this should be done.

Mr. Kavanagh reported on behalf of the Library Committee that bills for the month of October in the amount of \$3,970.31 had been audited. Mrs. Meguire moved that these bills be paid. Seconded by Mr. Davis and carried unanimously. A list of the bills is appended to these minutes. Exhibit No. 1.

The librarian reported approval by the Library Committee on October 17 of the bid of the Hanson-Bennett Agency, Chicago, on the annual magazine renewal order covering all libraries in the total amount of \$2,061.29. Dr. Welch moved that the action of the Library Committee be approved. Seconded by Mr. Davis and carried.

Mr. Hartstern proposed that the Secretary send copies of the minutes of Board meetings to all members of the Board following each meeting in order to provide opportunity for a review of the business transacted. Following discussion centering around the question of fullness of such minutes it was agreed that they be in the form now employed by the secretary for reading before they are recorded in the permanent Minute Book, that is, without letters, lists and documents which are finally inserted. It was therefore moved by Mr. Hartstern, seconded by Mr. Davis, and carried unanimously, that each member of the Library Board be furnished with a brief of the minutes as soon as feasible after every meeting.

Mr. Kavanagh reported that the Library Committee had met on November 2, with Dr. Rauch and Mr. Hartstern also present, for the purpose of considering the question of use of "comic strips" in the library, and the question of providing service in the Taylor Blvd. section.

The Committee's recommendation on the latter question was presented, namely, that the Board refer the Taylor Blvd. request to the Building Committee and the librarian to resolve the question of location and costs in order to provide a basis for decision and action. Dr. Welch moved that this recommendation be approved. Seconded by Mr. Davis and carried.

Mr. Kavanagh then reported that the committee's consideration of the "comics" question had been in the nature of a public hearing, with representatives of several schools and civic groups present, as recorded in a full "Office Memorandum" prepared by the librarian (copy on file), but that the committee had questioned the divided vote of the Board on the matter as recorded in the minutes of September 13.

After extended discussion it was agreed to dispose of the matter by acting on the committee's recommendation as recorded in the Office Memorandum referred to, namely "that the Committee reaffirm its recommendation ^{that} the Board decline the offer of Mr. Frankel" (to donate "comic strip" monthly publications).

Dr. Welch moved that the report of the Library Committee as recorded in the librarian's Office Memorandum of November 2 be accepted and its recommendation be concurred in. Seconded by Mr. Davis and carried. Mr. Kavanagh and Mr. Hartstern asked that their votes be recorded in the negative.

Mr. Kavanagh then offered a resolution in the nature of a satire on the question, which was seconded by Mr. Hartstern. The resolution was withdrawn.

The librarian's statistical report for the month of October was distributed and ordered on file.

The librarian recommended that the salary of Miss Mary Elizabeth Sloane be increased from \$75 to \$80 in order to offset expenses incurred for carfare, etc. by her transfer to the Iroquois Branch. Mr. Thruston moved to approve the recommendation. Seconded by Mr. Welch and carried.

Mr. Davis then moved that the meeting adjourn to November 22 at 12 o'clock noon to receive bids on the proposed bond issue and to complete the docket of business. Seconded by Dr. Welch and carried unanimously.

MINUTES APPROVED:

_____ Joseph A. ... President
Harold F. Brigham Secretary

Exhibit No. 1

Edwin Allen Co.	\$ 183.85
American Association for Adult Education	5.00
American Council on Public Affairs	1.00
American Library Association	4.00
Arctic Ice Co.	9.50
Aeronautical Chamber of Commerce of America	4.00
Baptist Book Store	42.60
Clara L. Behrens, Head Order Dept.	144.22
Belknap Hardware & Mfg. Co.	9.06
A. S. Blunk Heating Co.	11.00
Bomar-Summers Hardware Co.	42.64
R. R. Bowker Co.	8.11
Martha Frances Brantley	6.40
Harold F. Brigham, Libn. Petty Cash	81.82
The Brookings Institution	2.43
Carter Dry Goods Co.	12.14
Central School Supply Co.	3.35
College Book Exchange	114.27
Columbia Carbon Co.	8.93
Columbia University Press	2.03
Congressional Intelligence	1.00
Demco Library Supplies	1.20
R. O. Dusch	18.35
Electric Blue Print & Supply Co.	1.60
Geo. G. Fetter Co.	36.05
A. Flanagan Co.	6.57
Franklin Printing Co.	2.75
Frey Planing Mill Co.	5.48
W. D. Gatchel & Sons	6.25
Gaylord Bros., Inc.	34.80
Graybar Electric Co.	40.00
	850.46

	820.40
Gulf Refining Co.	19.85
Hanson Bennett Magazine Agency	250.00
Hubbuck Wall & Floor Covering Corporation	15.40
Illinois State Historical Library	7.50
Kast Bindery Service	67.25
Kaufman-Straus Co.	38.80
Kee Lox Manufacturing Co.	2.25
Joe Kirchdorfer, Jr.	5.90
Kirkpatrick-Barnes Co.	1.50
Klein Bros.	2.05
Koehler Stamp & Stencil Co.	11.55
Krause-Weilage Co.	15.35
Liebschutz Book Store	11.00
Link Electric Co.	11.00
Long's Towel Supply	10.00
Longmans, Green & Co.	7.43
Louisville Chemical Co.	1.00
Louisville Gas & Electric Co.	172.10
Louisville Grocery Co.	5.05
Louisville Linen Supply Co.	3.75
Louisville Paper Co.	29.21
Mrs. Stella McDaniel	25.00
Meffert Equipment Co.	12.00
Merchants' and Manufacturers' Paint Co.	65.50
Miller Paper Co.	12.42
Mississippi Valley Historical Association	2.00
John P. Morton & Co.	8.95
Mueller-Estep Co.	10.00
Multigraph Division	2.50
Myer-Bridges Co.	7.84
New Method Book Bindery	111.95
Office Equipment Co.	24.74
Otis Elevator Co.	5.30
The Paducah Press	1.00
Pergande Publishing Co.	2.45
Phoenix Press	2.83
William Prather	14.00
Prentice-Hall, Inc.	3.20
Remington Rand, Inc.	7.40
Rowland Paper Co.	6.35
Schultze Glass Co.	91.68
Southeastern Paper Co.	12.54
Southern Bell Telephone & Telegraph Co.	125.16
Standard Paper Products Co.	7.88
Standard Printing Co.	73.09
Standard Typewriter & Supply Co.	9.80
W. K. Stewart Co.	321.17
W. K. Stewart Co.	379.92
Time, Inc. - Fortune Division	3.85
The Town Hall, Inc.	5.00
Underwood Elliott Fisher Co.	3.50
Union Press	1.40

2898.76

2897.76

Universal Library Service	4.12
University Library Extension Department	2.00
George F. Voigt	15.75
Wagenvoord & Co.	217.00
Weissinger-Gaulbert Real Estate Co.	527.63
Albert Whitman & Co.	4.63
Who's Who in Colored America	7.59
Wilderness Road Book Shop	258.33
H. W. Wilson Co.	34.50

	3 970.31
Pd) W. K. Stewart Co.	227.56
Pd) Harold F. Brigham, Libn. Pay Roll	10 539.78
Pd) Kentucky Title Trust Co. - Sinking Fund	2 125.00

Total	\$ 16 862.65
-----------------	--------------

0000

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Adjourned Portion of the November 8
meeting of the Library Board, held on
November 22, 1939

The adjourned portion of the regular November meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, November 22, 1939 at 12 o'clock noon in the librarian's office.

Present: Mrs. Meguire and Messrs. Davis, Hartstern, Hume, Powell, Rash, Rauch, Thruston, Welch and the librarian. There were also present City Director of Finance John R. Lindsay, Assistant City Attorney Lawrence S. Poston, Mr. Harry W. Schacter and Mr. Norton Goldsmith both representing the Kaufman-Straus Company, and also representatives of a local bond syndicate of which Messrs. Almstedt Bros. are managers.

Dr. Rauch presided.

Mr. Davis opened and read two bids on the proposed issue of \$75,000 of 3% serial bonds maturing September 1, 1954, as follows:

Almstedt Bros., Syndicate Managers (Stein Bros. & Boyce, J.J.B. Hilliard & Son, Bankers Bond Co., Dunlap Wakefield & Co. and Security & Bond Co., of Lex- ington)	Bid offer - Par, plus a premium of \$127.50
--	--

Halsey-Stuart & Co., Chicago	Bid offer - Par, plus a premium of \$15.00
------------------------------	---

A good faith certified check of \$3,750 accompanied each bid.

Mr. Davis offered the motion that the bid of Almstedt Bros., Syndicate Managers, be accepted and that they be notified in writing of this action. The motion was seconded by Mr. Powell, Mr. Rash asked to be excused from voting in view of his connection with a member firm of the syndicate. The motion was carried without a dissenting vote.

Mr. Poston presented, and Mr. Davis read, the following contract and agreement between the library and the Kaufman-Straus Company

CONTRACT AND AGREEMENT

THIS CONTRACT AND AGREEMENT made and entered into at Louisville, Jefferson County, Kentucky, by and between BOARD OF TRUSTEES OF THE FREE PUBLIC LIBRARY OF LOUISVILLE, KENTUCKY, party of the first part, hereinafter sometimes referred to merely as 'Board', and KAUFMAN-STRAUS COMPANY, a corporation, with its principal office and place of business in Louisville, Jefferson County, Kentucky, party of the second part, hereinafter for convenience sometimes called merely 'Kaufman'.

WITNESSETH: That

WHEREAS the party of the first part is the owner of a certain tract of

land in Louisville, Jefferson County, Kentucky, and the improvements thereon, situated on the East side of 4th Street, between Liberty and Walnut Streets, and designated as Nos. 427-437 S. 4th Street, and

WHEREAS, the said premises has been heretofore leased by the Board to Kaufman for a period of twenty (20) years, from February 1, 1940 to January 31, 1960, and which lease is recorded in the office of the County Clerk of Jefferson County, Kentucky, in Deed Book 1599, page 163, and

WHEREAS, Kaufman-Straus Company has requested the Board to install in said premises an air conditioning plant, and

WHEREAS, the Board deems it desirable and expedient that the said property should be air conditioned, and

WHEREAS, in order to so improve said property, the Board has passed a resolution under which it intends to issue its Library Bonds in the sum of Seventy-five Thousand (\$75,000.00) Dollars, which bonds shall be dated September 1, 1938 and issued as of September 1, 1939, bearing interest at the rate of 3% per annum from date of issuance, payable semi-annually, that is on September 1st and March 1st of each year beginning March 1, 1940, being seventy-five (75) bonds, each in the principal sum of One Thousand (\$1000.00) Dollars, and numbered from 376 to 450, inclusive; five of said bonds to be due on September 1, 1940, and five of said bonds to be due each year thereafter on the first day of September in each year; the last series being due September 1st, 1954, and proposals for bids upon which will be considered by the Board on November 22, 1939, said bonds maturing serially commencing September 1, 1940 at the rate of Five Thousand (\$5,000.00) Dollars per annum in and during a period of fifteen (15) years next succeeding September 1, 1939, and

WHEREAS, it is intended and agreed by the parties hereto that the Board shall be compensated for making said air conditioning installation by Kaufman-paying additional rental for said premises, Kaufman's obligation to pay such additional rental to be evidenced by Amended Indenture of Lease, all as herein-after more particularly set forth and provided.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH:

That the parties hereto, each in consideration of the agreements and undertakings of the other, evidenced hereby, agree and contract as follows, to wit:

1. The Board shall devote and apply the proceeds derived from the sale of said bonds, or such part of said proceeds as may be required therefor, to the purchase and installation, at Board's own cost and expense, of the aforementioned air conditioning system in the building upon said premises, and to defray all its costs and expenses incident thereto, including, among other things, its engineering fees, financing fees, costs and expenses of printing said bonds and advertising the sale thereof, and all other of its incidental expenses not particularly enumerated. Plans and specifications, bids for labor and/or material, and contracts to be executed by the Board, before adoption, acceptance, or execution, respectively, by the Board (but excluding bids for the sale of bonds and contracts in regard to bonds) will be submitted to Kaufman for written recommendations and suggestions: provided, however, that should any controversy arise between the Board and Kaufman in regard thereto, the decision of the Engineer of the Board shall be final.

2. Should the proceeds (including accrued interest and premium, if any) realized from the sale of said bonds, exceed the aforementioned costs of purchasing and effecting said air conditioning installation, including the aforementioned expenses incidental thereto, then the surplus proceeds of said sale shall be credited to Kaufman in respect to Kaufman's liability to pay additional installments of rent as hereinafter mentioned, and such surplus proceeds, if any, shall be so credited to and upon the additional installments of such rent first due after the ascertainment of the existence of such surplus proceeds, if any.

3. In addition to the rents reserved in and by the lease of said premises dated first day of April, 1936, recorded in Deed Book 1599, page 163 in said office, and commencing the first day of February, 1940, Kaufman agrees and promises to pay the Board additional rentals for said premises on the dates, for the periods, and in the amounts shown and reflected by the annexed rent schedule Exhibit A herewith, which is made part hereof as fully and completely as though copied and set forth at large in the body of this Agreement.

Upon the execution of the contract or contracts by the Board for the installation of said air conditioning plant, and to evidence Kaufman's liability to pay additional rentals as herein mentioned and provided, Kaufman shall at once execute and deliver to the Board an Amended Indenture of Lease, substantially in the form, substance, words and figures of the draft of such Amended Indenture of Lease attached hereto and made part hereof marked Exhibit B for identification, and so made part hereof as fully and completely as if copied and set forth at large in the body of this Agreement, provided that the Amended Indenture of Lease so to be executed shall set forth in detail the aforementioned rent schedule.

4. In the event that subsequent to the execution of contract or contracts by the Board for the installation of said air conditioning system, by Act of God, or the public enemy, or strike, or governmental decree, or other act not under the control of the parties hereto, or of either of them, it becomes impossible to install the said air conditioning system, then in lieu of executing the said Amended Indenture of Lease, and in lieu of Kaufman paying the Board the aforementioned additional rental;

(a) Kaufman, upon demand, will pay to the Board the aggregate amount of the discount from par at which said bonds may be sold, if the same be sold for less than their par value, and the aggregate amount of fees, costs and expenses mentioned in Clause 1 hereof and other incidental expenses not particularly enumerated, which have been expended or incurred by Board, and any and all damage that the Board may have sustained by virtue of its said contract or contracts in the premises, and

(b) Kaufman agrees and promises to pay to the Board, two days prior to the respective interest maturity dates, and so long as said bonds, or any of them, remain issued and outstanding until their maturity dates respectively, the amount of interest due thereon respectively, consistently and concurrently with their terms and provisions; provided, however, that Kaufman's liability to pay said interest charges shall be abated pro tanto, from and after the respective dates of the expenditures hereinafter mentioned, with respect to the interest accruing on such of said bonds and sale proceeds of which from time to time may be expended by the Board.

5. It is understood and agreed by and between the parties hereto that the title to said air conditioning system remains always in the Board, and Kaufman acquires no interest therein except as Lessee.

IN TESTIMONY WHEREOF, witness the signatures of the first and second parties signed and subscribed hereto and their seals hereunto affixed by their respective proper officers thereunto duly authorized and empowered and so executed in duplicate each copy to have the force and effect of an original, this the 22nd day of November, 1939.

BOARD OF TRUSTEES OF THE FREE PUBLIC LIBRARY OF LOUISVILLE, KENTUCKY

By (signed) Joseph Rauch
President

Attest:

(signed) Harold F. Brigham
Secretary

L.F.
(SEAL)
P.L.

KAUFMAN-STRAUS COMPANY

By (signed) Harry W. Schacter
President

Attest:

(signed) R. J. Gardner
Secretary

K.S.
(SEAL)

RENT SCHEDULE - EXHIBIT A

<p><u>1940</u></p> <p>Feb. 1 \$1035.74 Mar. 1 1035.71 Apr. 1 1035.71 May 1 1035.71 June 1 1035.71 July 1 1035.71 Aug. 1 1035.71 <u>\$7250.00</u></p> <p><u>1940</u></p> <p>Sept. 1 591.74 Oct. 1 591.66 Nov. 1 591.66 Dec. 1 591.66</p> <p><u>1941</u></p> <p>Jan. 1 591.66 Feb. 1 591.66 Mar. 1 591.66 Apr. 1 591.66 May 1 591.66 June 1 591.66 July 1 591.66 Aug. 1 591.66 <u>\$7100.00</u></p>	<p><u>1941</u></p> <p>Sept. 1 \$579.24 Oct. 1 579.16 Nov. 1 579.16 Dec. 1 579.16</p> <p><u>1942</u></p> <p>Jan. 1 579.16 Feb. 1 579.16 Mar. 1 579.16 Apr. 1 579.16 May 1 579.16 June 1 579.16 July 1 579.16 Aug. 1 579.16 <u>\$6950.00</u></p> <p><u>1942</u></p> <p>Sept. 1 \$566.74 Oct. 1 566.66 Nov. 1 566.66 Dec. 1 566.66</p> <p><u>1943</u></p> <p>Jan. 1 566.66 Feb. 1 566.66 Mar. 1 566.66 Apr. 1 566.66 May 1 566.66 June 1 566.66 July 1 566.66 Aug. 1 566.66 <u>\$6800.00</u></p>	<p><u>1943</u></p> <p>Sept. 1 \$554.24 Oct. 1 554.16 Nov. 1 554.16 Dec. 1 554.16</p> <p><u>1944</u></p> <p>Jan. 1 554.16 Feb. 1 554.16 Mar. 1 554.16 Apr. 1 554.16 May 1 554.16 June 1 554.16 July 1 554.16 Aug. 1 554.16 <u>\$6650.00</u></p> <p><u>1944</u></p> <p>Sept. 1 541.74 Oct. 1 541.66 Nov. 1 541.66 Dec. 1 541.66</p> <p><u>1945</u></p> <p>Jan. 1 541.66 Feb. 1 541.66 Mar. 1 541.66 Apr. 1 541.66 May 1 541.66 June 1 541.66 July 1 541.66 Aug. 1 541.66 <u>\$6500.00</u></p>
---	---	---

<u>1945</u>		<u>1948</u>		<u>1951</u>	
Sept. 1	\$529.24	Sept. 1	\$491.74	Sept. 1	\$454.24
Oct. 1	529.16	Oct. 1	491.66	Oct. 1	454.16
Nov. 1	529.16	Nov. 1	491.66	Nov. 1	454.16
Dec. 1	529.16	Dec. 1	491.66	Dec. 1	454.16
<u>1946</u>		<u>1949</u>		<u>1952</u>	
Jan. 1	529.16	Jan. 1	491.66	Jan. 1	454.16
Feb. 1	529.16	Feb. 1	491.66	Feb. 1	454.16
Mar. 1	529.16	Mar. 1	491.66	Mar. 1	454.16
Apr. 1	529.16	Apr. 1	491.66	Apr. 1	454.16
May 1	529.16	May 1	491.66	May 1	454.16
June 1	529.16	June 1	491.66	June 1	454.16
July 1	529.16	July 1	491.66	July 1	454.16
Aug. 1	529.16	Aug. 1	491.66	Aug. 1	454.16
	\$6350.00		\$5900.00		\$5450.00
<u>1946</u>		<u>1949</u>		<u>1952</u>	
Sept. 1	516.74	Sept. 1	479.24	Sept. 1	441.74
Oct. 1	516.66	Oct. 1	479.16	Oct. 1	441.66
Nov. 1	516.66	Nov. 1	479.16	Nov. 1	441.66
Dec. 1	516.66	Dec. 1	479.16	Dec. 1	441.66
<u>1947</u>		<u>1950</u>		<u>1953</u>	
Jan. 1	516.66	Jan. 1	479.16	Jan. 1	441.66
Feb. 1	516.66	Feb. 1	479.16	Feb. 1	441.66
Mar. 1	516.66	Mar. 1	479.16	Mar. 1	441.66
Apr. 1	516.66	Apr. 1	479.16	Apr. 1	441.66
May 1	516.66	May 1	479.16	May 1	441.66
June 1	516.66	June 1	479.16	June 1	441.66
July 1	516.66	July 1	479.16	July 1	441.66
Aug. 1	516.66	Aug. 1	479.16	Aug. 1	441.66
	\$ 6200.00		\$5750.00		\$5300.00
<u>1947</u>		<u>1950</u>		<u>1953</u>	
Sept. 1	504.24	Sept. 1	466.74	Sept. 1	429.24
Oct. 1	504.16	Oct. 1	466.66	Oct. 1	429.16
Nov. 1	504.16	Nov. 1	466.66	Nov. 1	429.16
Dec. 1	504.16	Dec. 1	466.66	Dec. 1	429.16
<u>1948</u>		<u>1951</u>		<u>1954</u>	
Jan. 1	504.16	Jan. 1	466.66	Jan. 1	429.16
Feb. 1	504.16	Feb. 1	466.66	Feb. 1	429.16
Mar. 1	504.16	Mar. 1	466.66	Mar. 1	429.16
Apr. 1	504.16	Apr. 1	466.66	Apr. 1	429.16
May 1	504.16	May 1	466.66	May 1	429.16
June 1	504.16	June 1	466.66	June 1	429.16
July 1	504.16	July 1	466.66	July 1	429.16
Aug. 1	504.16	Aug. 1	466.66	Aug. 1	429.16
	\$6050.00		\$5600.00		\$5150.00

Mr. Davis offered the motion, seconded by Mr. Thruston, that the Library Board approve the contract and agreement as read and authorize the President and Secretary to execute same on behalf of the Board. Carried unanimously.

Mr. Davis then read the following Amended Indenture of Lease:

AMENDED INDENTURE OF LEASE

This Amended Indenture of Lease made and entered into by and between the Board of Trustees of the Free Public Library of Louisville, Kentucky, party of the first part, Lessor, and Kaufman-Straus Company, a corporation, with its principal office and place of business in Louisville, Jefferson County, Kentucky, party of the second part, Lessee,

WITNESSETH:

WHEREAS, the party of the first part is the owner of a certain tract of land in Louisville, Jefferson County, Kentucky, and the improvements thereon, situated on the East side of 4th Street, between Liberty and Walnut Streets, and designated as No. 427 to 437 South 4th Street, and

WHEREAS, the party of the first part has leased same to the party of the second part for a period of twenty (20) years from February 1, 1940 to January 31, 1960, which lease is dated April 1, 1936, and recorded in the office of the Clerk of the County Court of Jefferson County, Kentucky, in Deed Book 1599, page 163, and herein referred to as principal lease, and

WHEREAS, under contract with the Lessee, the Lessor has entered into a contract or contracts for the purpose of installing an air conditioning system in the building upon said property, and

WHEREAS, the Lessor in order to install the said air conditioning system has issued 'Library Bonds' in the principal sum of Seventy-five Thousand (\$75,000.00) Dollars, which bonds are dated September 1, 1938, and issued as of September 1, 1939, bearing interest at the rate of 3% per annum from date of issuance, payable semi-annually, that is on September 1st and March 1st of each year, beginning March 1, 1940, and

WHEREAS, the parties thereto desire hereby to amend and supplement said principal lease and to evidence hereby Lessee's liability and obligation to pay the Lessor additional rent for said property:

NOW, THIS AGREEMENT FURTHER WITNESSETH:

That the parties hereto in consideration of the premises agree and contract that the aforesaid principal lease be, and the same hereby is, amended and supplemented as follows:

1. In addition to the rents reserved in and by the aforesaid principal lease, the Lessee agrees and promises to pay to the Lessor, its successors and assigns, additional rents in the respective sums and amounts and on the respective dates as follows, to wit:

See Rent Schedule - Exhibit A. - page 218

It is further understood and agreed by and between the parties hereto that the said principal lease shall, in all respects, continue unimpaired in full force and effect according to its terms and provisions, together with the payment of the additional rent by the Lessee to the Lessor herein provided for and that this Supplemental Lease with its provision for additional rent is subject to all the terms and conditions of the principal lease.

IN TESTIMONY WHEREOF, witness the signatures of the first and second

parties signed and subscribed hereto and their seals hereunto affixed by their respective proper officers thereunto duly authorized and empowered and so executed in duplicate, each copy to have the force and effect of an original, this the _____ day of _____, 1940.

BOARD OF TRUSTEES OF THE FREE PUBLIC
LIBRARY OF LOUISVILLE, KENTUCKY

by _____

Attest: _____

President

Secretary

KAUFMAN-STRAUS COMPANY

by _____

Attest: _____

President

Secretary

It was agreed that action on the proposed Amendment to the Lease would have to be delayed until the actual execution of a contract for installation of air-conditioning.

Mr. Schacter presented the following resolution of the Board of Directors of the Kaufman-Straus Company, authorizing the President and Secretary of the Company to sign the foregoing contract and agreement, which was read by Mr. Davis and ordered on file.

The following are the Minutes of a Special Meeting of the Board of Directors of Kaufman-Straus Company held at 10 o'clock A.M., on November 22, 1939, at the Company's principal office at 427 S. Fourth Street, Louisville, Kentucky, pursuant to waiver of notice of the time, place and purpose of the meeting.

The following Directors constituting a quorum were present, to wit:

Mr. Ludwig Frank
Mr. Otto C. Ruth, Jr.
Mr. Milton Trost
Mr. W. R. Finigan
Mr. Harry W. Schacter
Mr. R. J. Gardner

Harry W. Schacter presided as Chairman and Mr. Gardner acted as Secretary of the meeting, and the following proceedings were had:

The Chairman brought to the attention of the meeting that a written contract had been prepared, looking to the air conditioning of the Company's store, and the amendment of its lease with the Board of Trustees of the Free Public Library of Louisville, whereby the rental

to be paid for said store building would be increased for periods and in amounts set forth in the Schedule contained in the contract, the form of said contract having been approved and recommended by the Company's attorneys. The Chairman also advised the meeting that at noon the Board of Trustees of the Free Public Library would open bids for the purchase of the bonds referred to in the contract, and he advised the meeting that it was proposed that the Company's proper officers execute the agreement on behalf of the Company, in the event that the Board of Trustees, at its meeting to be held at noon this same day, accepted one of the bids filed for the purchase of the bonds. The Chairman thereupon read to the meeting the contract at length.

Thereupon, and upon motion duly made by Mr. Frank, and seconded by Mr. Ruth, and upon vote duly had and taken the following Resolution was unanimously adopted, to wit:

Resolved that the President and Secretary of the Company be, and they hereby are, authorized and empowered, in the event that the Board of Trustees of the Free Public Library of Louisville, Kentucky, this day accepts a bid for the purchase of the bonds mentioned in the proposed contract read to this meeting between this Company and the said Board of Trustees, in this Company's name and for and in its behalf, to duly sign, execute and deliver the said contract, and that the Secretary of the Corporation be, and he is hereby, authorized to affix the Company's corporate seal thereto.

There being no further business the meeting adjourned subject to the call of the President.

(signed) HARRY W. SCHACTER
Chairman

(SEAL)

(signed) R. J. GARDNER
Secretary

I, the undersigned, secretary of the Kaufman Straus Co., Inc. do hereby certify that the foregoing is a true and complete copy of the minutes of the Board of Directors Meeting held on November 22nd, 1939.

In witness whereof I have hereunto subscribed my name and affixed the seal of the Corporation this twenty-second day of November, 1939.

(signed) R. J. GARDNER

.....
Mr. Schacter expressed his personal thanks and that of his Board of Directors, and the Library Board extended its thanks to Messrs. Lindsay and Poston and to the Finance Committee.

Mr. Davis requested that the Building Committee now be asked to relieve the Finance Committee of responsibility in prosecuting the installation of air-conditioning further. By consent the matter was referred to the Building Committee.

New business:

The librarian presented a 1939 State and County tax notice made out to Mr. Mike Fallon, former owner of the property purchased by the library for the

Iroquois Branch, in the amount of \$9.15. Mr. Davis noted that the title guarantee of the property included the provision that the former owner be relieved of 1939 taxes. Without objection the question of payment was referred to the Finance Committee with power to act.

The librarian reported that the State Work Projects Administration had required the transfer of the library's professional and service projects to become a part of a state-wide library project sponsored nominally by the State Library Extension Division in Frankfort and that the following agreement had had to be executed to meet the requirements, namely

CO-SPONSOR'S AGREEMENT

We the undersigned co-sponsors of the State-Wide Library Project in Jefferson County, having legal authority to prosecute such work in this county, do hereby delegate to the Library Extension Division of the State Department of Library and Archives, the right to sponsor the operation of library services in Jefferson County, and agree to furnish all space, supplies, equipment and/or other necessities incidental to the work.

LOUISVILLE FREE PUBLIC LIBRARY
Co-Sponsoring Agency

(signed) Harold F. Brigham, Secretary & Libn.
Co-Sponsor's Agent
October 26, 1939

It was noted that the agreement is a necessary formality which does not take direction or control of its own projects out of the hands of the Louisville library. Dr. Welch moved the approval of the agreement. Seconded by Mr. Hartstern and carried.

The meeting adjourned at 12:45.

MINUTES APPROVED:

Joseph R. ... President
Harold F. Brigham Secretary

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, December 13, 1939

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, December 13, 1939 at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire, Mrs. Radford and Messrs. Hartstern, Hume, Powell, Rauch, Welch, and the librarian.

Dr. Rauch presided.

The minutes of the meetings of November 8 and November 22 were read and approved.

Reports:

The Treasurer's financial statement for the month of November was presented and distributed. On motion by Dr. Welch duly seconded it was voted to receive and file the report.

The librarian reported on behalf of the Finance Committee: 1) that the President and the Secretary had this day signed and delivered the bonds for the air-conditioning and received the full proceeds of the sale of these bonds, that is \$75,765.00.

Dr. Hume offered the motion, seconded by Mr. Powell, that the setting up of a special air-conditioning account be referred to the Finance Committee with authorization to proceed as may be necessary. Carried.

2. That the library had received the final installment of the Federal Public Works Administration grant for the Iroquois Branch and that all accounts were paid, leaving an unexpended balance of \$2,295.76.

The librarian was instructed to obtain legal opinion as to the proper disposition of this balance.

3. That all retired and canceled bonds that had accumulated since 1928 had been burned on December 8 as evidenced by the following certificate which was read to the Board, namely

This is to certify that the following Library Bonds, each of \$1,000.00 denomination, retired and canceled, together with coupons, have this day been destroyed by fire in the furnace of the Weissinger-Gaulbert building.

Issue of May 15, 1928	Nos. 1 - 30 inclusive
Issue of April 15, 1933	Nos. 1 - 250 "
Issue of July 15, 1935	Nos. 1 - 230 "
Issue of July 15, 1936	Nos. 1 - 228 "
Issue of March 1, 1937	Nos. 1 - 325 "

The above bonds and coupons were burned in my presence.

(signed) HOWARD C. DAVIS
Chairman Finance Committee
Library Board of Trustees

(signed) N. V. HOLTBY
Witness
December 8, 1939

The Secretary read the report of the meeting of the Building Committee with representatives of the firm of Warren and Ronald on November 28, 1939 to consider air-conditioning, also subsequent communications from Warren & Ronald dated December 11 and December 13, reporting progress. Copies of these communications are on file.

Mr. Powell reported that the engineers had reached agreement on the unit system of air-conditioning, that it was expected to receive bids in eight weeks and that installation would be completed in approximately five and a half months from this date.

The Board considered the report of the Building Committee as recorded in the minutes of its meeting November 21, a copy of which is appended to these minutes. Exhibit No. 1.

Mrs. Radford reported that the Building Committee had met with representatives of the South End Civic Club today, preceding the Board meeting, and reached agreement on a demonstration lending station, as proposed by the Building Committee, provided that facilities can be obtained within the limit of \$15 per month to be paid by the library. The Committee's recommendation to expend not exceeding \$200. for experimentation with the fluorescent lighting equipment was accepted without objection.

The Committee's recommendation on parking at the Main library, that is to study the possibility of converting space to be used for commercial parking purposes, was referred to the Building Committee with the request that it consider the legal question involved and report back to the Board.

Mrs. Meguire reported for the Library Committee that bills for the month of November in the amount of \$7,399.97 had been audited, and moved that they be paid. The motion was seconded by Mrs. Radford and carried unanimously. A list of the bills is appended to these minutes. Exhibit No. 2.

The statistical report of the librarian for the month of November was distributed. The librarian also reported attendance as speaker at a district meeting of the Kentucky Citizens Library League held in Owensboro on November 14, and invitation to speak at a similar meeting in Hazard on December 14. It was also reported that arrangements had been completed with the publishers of the Courier-Journal and Times for microfilming the current files of both papers from month to month and in addition the back file of both papers to September 1, 1938, the total cost of making the master negatives to be borne by the publishers and the library to pay the cost of its own positive copy of these films.

Mrs. Radford urged that the Board have opportunity to consider more of the service activities and problems of the library as distinguished from matters relating to finances and physical properties.

New business:

The librarian requested that he be authorized to go to Chicago to consult with other librarians on two major problems confronting the library, namely, the filming of newspapers with special reference to utilizing the Work Projects Administration for such work, and the adoption of a Classification of Positions and Pay Plan for the Louisville Library. It was stated that the conference of the American Library Association December 27-30 offered opportunity to see in one place librarians from many parts of the country whose experience in these matters would be very helpful to Louisville. The librarian called attention to the opinion of the City Attorney, February 14, 1939, with reference to attendance at conferences,

in which it is held that the Library Board is free to determine what is specifically official business of the library and therefore justification for authorizing the expenses of any trip for the purposes designated.

Dr. Welch moved that the librarian be requested to attend the meeting of the American Library Association in Chicago, December 27-30, at library expense, for the special purpose of studying problems connected with the filming of newspaper and with the formulation of a Classification of Positions and Pay Plan for the Louisville Library. Seconded by Mrs. Radford.

Mr. Hartstern voiced objection on the grounds that attendance at conferences is personal rather than official business and that, in any case, other claims on library revenue should have prior consideration.

Dr. Hume supported Mr. Hartstern in these objections.

Following extended discussion, in which the chairman noted that the chief question was the designation of official business to be transacted in Chicago rather than attendance at a conference, the motion was carried by a vote of 4 to 2, Mr. Hartstern and Dr. Hume requesting to be recorded in the negative.

Mr. Hartstern then moved that the Taylor Blvd. Section be provided a full Sub-Branch, with authorization of rent up to but not exceeding \$25. per month. Seconded by Dr. Hume.

Mrs. Radford observed that such action would embarrass the Board in view of the agreement already entered into with representatives of the South End Civic Club.

Dr. Welch moved that the motion be tabled. Seconded by Mrs. Meguire, and carried by a vote of 4 to 2.

The librarian recommended that library hours for the two holidays Christmas and New Year be the same as last year, that is, to close all libraries, including the Main and Western Colored, at 6 p.m. Saturday December 23 and that they remain closed for both holidays until the following Tuesday morning. It was understood that all libraries should observe regular hours on Saturday December 30 for the full day. This recommendation was adopted by the Board on motion by Dr. Welch and seconded by Mrs. Radford.

The meeting adjourned at 5:45 p.m.

MINUTES APPROVED:

Joseph R. Andrews President
Harold F. Brigham Secretary

Exhibits follow - next page

Exhibit No. 1

Meeting of the Building Committee
November 31, 1939

Present: Mrs. Radford, and Messrs. Hartman, Hane, Powell and the Librarian.
Mr. Powell presided.

The following matters were discussed, and action taken as noted:

1. Taylor Blvd. request for service

Miss F. C. Hammerer, Head of the Extension Department, was called on.
Discussion centered around population and present library service coverage in the area as revealed by a series of maps. Special consideration was given to the substantial Colored population surrounding Churchill Downs and to the north of the Downs.

It was agreed in general that a smaller service agency than originally proposed would probably suffice, that its location might be to the south and west of Churchill Downs, rather than to the north and west, that the proposed agency should emphasize children's service and a popular type of adult service without attempting to develop any considerable adult reference service, and that such agency should be set up on an experimental basis to demonstrate what is best on a more permanent basis with respect to location and service.

Voted, that the amount available in the rental budget of the library that might be applied on this project be determined, and that the whole matter be discussed with representatives of the South End Civic Club in the light of the foregoing suggestions.

2. Lighting problem

Mr. Fred Merkel, electrical contractor, was called in. The possibilities for library use of the new "fluorescent" lamps were discussed. Mr. Merkel stated that such lamps produced a light which was considered the nearest practical approach to daylight and that these lamps were at least 40% more efficient in actual lighting efficiency than the filament lamps at 60% of the consumption of electricity.

The committee inspected temporary installations of fluorescent lamps in the stacks and at the public catalog.

Voted: In view of the Board's designation of funds to be used this year for lighting improvements, that the librarian be authorized to expend not exceeding \$200 for experimentation with the fluorescent lamps.

3. Traffic Problem at the Main Library

The librarian reported that the City Department of Public Works and the Traffic Bureau offered help by enforcement of two-hour parking regulations on York Street and by providing signs for the library drive, but that they

insisted they could not enforce parking regulations on the Library Drive because this was classified as private property as distinguished from a public thoroughfare.

The committee agreed that the library should not provide a small parking area at the rear of the building for cars of library employees only, as had been suggested by the librarian to provide for department heads and supervisors of relief projects who used their cars in connection with their work.

Mr. Martstern offered to prepare a plan for a parking area utilizing the lawns to the rear of the library building.

Mr. Powell suggested the elimination of the plot of lawn at the front of the building between the Library Drive and York Street, and converting this entire area into parking space.

Voted: That the librarian try experimentally to enforce short-term parking on the Library Drive by utilizing present employees as far as possible.

Voted: That the committee recommend to the Board that a study be made of the possibility of converting space at the rear of the library building to be used for commercial parking purposes.

include legal questions.

Exhibit No. 2

Acme Printing Co.	\$ 15.75
Edwin Allen Co.	125.72
American Library Association	50.73
The Antiquities Corporation	3.76
Architectural Forum	5.00
Arctic Ice Co.	8.70
Atlas Coal Co.	23.90
Robert L. Badger	82.00
Baldwin Piano Co.	5.50
Baptist Book Store	5.30
Barret, Robinson, Dickey & Swope	704.83
J.W.E. Bayly & Co.	82.00
Clara L. Behrens, Head Order Dept.	180.30
Belknap Hardware & Mfg. Co.	1.64
Bland Electric Co.	31.44
Boone Brothers CO.	56.70
Bomar-Summers Hardware Co.	26.01
R. R. Bowker Co.	58.41
Brakmeier Bros.	1.35
Martha Frances Brantley	6.40
Harold F. Brigham, Libn. - Petty Cash	68.74
Carpenter & Burba	82.00
Carter Dry Goods Co.	3.24
Central Glass Co.	34.63
Central School Supply Co.	3.42
Childers Electric & Paint Co.	4.41
College Book Exchange	41.84
Columbia Carbon Co.	5.25
Cook Auto Service	19.70
Courier-Journal Job Printing Co.	13.50
Crescent Hill Ice Co.	18.00
Demco Library Supplies	7.10
Frederick J. Drake Co.	17.63
Electric Blue Print & Supply Co.	2.45
Excella Products Co.	6.00
Geo. G. Fetter Co.	7.25
Franklin Printing Co.	67.10
Frey Planing Mill Co.	4.35
W. D. Gatchel & Sons	5.85
Gaylord Bros., Inc.	52.13
Georgia Book Shop	10.00
Gibson-Winer Co.	82.00
Gonzenbach & Sons	42.00
Goodheart-Wilcox Co., Inc.	8.62
Gulf Refining Co.	14.90
Hanson-Bennett Magazine Agency	750.00
Norman W. Henley Publishing Co.	3.75
H. R. Huntting Co.	118.06
Felix Jeunesse	6.00
Dr. Willard Rouse Jillson	1.50
Junior Literary Guild	4.80
Flora Kaplan	1.02

2982.68

Kast Bindery Service	76.45
Kaufman-Straus Co.	6.81
Kentucky Workshop for the Adult Blind	6.75
Joe Kirchdorfer, Jr.	14.63
Krause-Weilage Co.	16.50
Chas. A. Lang Agency	82.00
Henry H. Lang & Co.	82.00
Leonard Brush & Woodenware Co.	4.00
Rudolph Lesch Fine Arts	1.02
Longmans, Green & Co.	24.40
Louisville Chemical Co.	58.65
Louisville Gas & Electric Co.	219.95
Louisville Grocery Co.	5.10
Louisville Linen Service Co.	13.50
Louisville Paper Co.	30.85
Mrs. Stella McDaniel	25.00
Meffert Equipment Co.	5.90
Merchants & Manufacturers Paint Co.	10.68
Miller Paper Co.	26.94
Moellmann & Hennessy	82.00
Robert F. Morris	8.25
John P. Morton & Co.	17.25
Mueller-Estep Co.	10.00
Multigraph Sales Agency	10.50
National Concrete Construction Co.	109.85
National Parent Teacher Magazine	2.00
National Safety Council	10.00
Carl A. Nuetzel Insurance Agency	82.00
New Method Book Bindery, Inc.	246.82
The Northwestern Press	1.22
Office Equipment Co.	64.86
Otis Elevator Co.	5.30
Olive-Markel Electric Co.	28.16
W. A. Perry Insurance Agency	82.00
William Prather	14.00
Premier Paper Co.	17.84
Remington Rand, Inc.	9.05
Royal Typewriter Co.	14.50
Russell Sage Foundation	2.30
Standard Oil Co.	36.73
School and College Service	5.48
Sharp Insurance Agency	82.00
Southeastern Paper Co.	5.08
Short's Tire Service	3.40
L. E. Sikking	40.85
Southern Bell Telephone & Telegraph Co.	127.44
Standard Paper Products Co.	4.75
Standard Typewriter & Supply Co.	1.25
W. K. Stewart Co.	492.68
W. K. Stewart Co.	140.18
Sweeney & Co.	82.00
E.S. Tachau & Sons	107.22
Thomas Publishing Co.	10.00
J. M. Todd & Co.	107.22

5757.99

Twelfth National Antiques Exposition	1.12
Vaughan Insurance Agency	107.22
Viglioni & Co.	107.22
Wagenvoord & Co.	51.95
Weissinger-Gaulbert Real Estate Co.	910.39
E. Weyhe	3.15
Albert Whitman & Co.	65.29
Who's Who in Colored America	15.18
Wilderness Road Book Shop	169.32
Williams & Henning	107.21
H. W. Wilson Co.	5.75
Woidich & Co.	98.18
	<u>7 399.97</u>
Pd) Harold F. Brigham, Libn. Pay Roll	10 853.23
Pd) Kentucky Title Trust Co. - Sinking Fund	<u>2 125.00</u>
Total	\$ 20 378.20

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, January 10, 1940

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, January 10, 1940 at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire, Mrs. Radford, and Messrs. Abell, Hartstern, Hume, Kavanagh, Powell, Rash, Rauch, Welch and the librarian. Assistant City Attorney Lawrence S. Poston was also present.

Dr. Rauch presided.

The minutes of the meeting of December 13, 1939 were read and approved.

Communications:

A letter was read from the Louisville Male Chorus dated January 9, 1940 and signed by Mr. Frank T. Buerck offering the library as an outright gift the complete music library of the Chorus for the use of the public.

Mrs. Radford moved that the gift be accepted with grateful thanks and that the materials be properly labeled to indicate their source for the information of the public. Seconded by Dr. Welch and carried.

The following letter from the City Director of Finance was read:

January 8, 1940

Mr. Harold F. Brigham, Librarian
Louisville Free Public Library
Louisville, Kentucky

Dear Mr. Brigham:

In accordance with your letter of January 8, this is to advise you that the Board of Aldermen has levied a tax of 4¢ for library purposes for the fiscal year ending August 31, 1940, which we estimate will produce \$142,926.00.

Yours very truly

/s/ JOHN R. LINDSAY
Director of Finance

JRL:bh

The Secretary read a communication from Mr. H.L. Van Arsdale, dated January 5, 1940, conveying the thanks of the South End Civic Club unofficially for the establishment of the Taylor Boulevard Station.

Dr. Hume raised a question as to the parliamentary issue involved in proceeding with this project on the basis of the original action when a subsequent alternative proposition was tabled. In order to remove any question it was voted unanimously on motion by Mr. Abell, duly seconded, that the negotiations between the Building Committee and the South End Civic Club be ratified.

Reports:

The Treasurer's report for the month of December was presented by Mr. Rash and ordered on file.

Mr. Powell reported as chairman of the Building Committee that the new Taylor Blvd. Station was opened to the public today, January 10, with service assured four days a week; and that the Kaufman-Straus air-conditioning project was in the final stages of the drafting of specifications, with the expectation that bids will be received before the middle of February.

Mrs. Radford urged that a portion of the balance of funds from the Iroquois Branch be used for new floor covering needed in other branches. The librarian reported the West Colored and Highland Branches in greatest need and stated that both could be done for approximately \$900. Mrs. Radford moved that the Building Committee be authorized to take bids on floor covering for the West Colored Branch and the Highland Branch and report its recommendation to the Board. Seconded by Mr. Hartstern and carried unanimously.

Mr. Kavanagh reported on behalf of the Library Committee that bills for December in the amount of \$5,914.30 had been audited and moved that payments be authorized. Seconded by Dr. Welch and carried. A list of the bills is appended to these minutes. Exhibit No. 1.

Mr. Kavanagh reported that the Library Committee had considered the librarian's recommendations for distribution and expenditure of the balance of funds in the Book Budget for the remainder of the fiscal year, namely \$12,681.00, and recommended approval by the Board. It was voted to approve the recommendation on motion by Mr. Kavanagh seconded by Dr. Welch.

Mr. Hartstern raised a question as to the legality of purchasing books without taking bids. Mr. Poston stated that the present practice of the library was presumably proper inasmuch as the library's accounts have been regularly examined and approved by the City Comptroller and Inspector's office. The librarian was asked to obtain legal opinion on the question and report back.

The librarian's statistical report for the month of December was distributed and ordered on file.

The following matters were also presented by the librarian.

1. The question whether the new system of bookkeeping would permit elimination of the monthly list of bills from the Minute Book on the ground it is a duplicate record and appears to serve no useful purpose.

Mr. Hartstern suggested that the list serves to identify definitely all bills covered by the Board's monthly authorization of payment, and moved that the listing in the Minute Book be continued. Seconded by Dr. Hume and carried by a vote of four to three.

2. The untimely death of Miss Eunice E. Houston, assistant in the Reference Department
3. Report on the librarian's trip to Chicago December 27-30 with reference to the business designated by the Board.

It was voted that the report be received and filed for reference and appropriate use.

4. Receipt from the State Library Certification Board and distribution to all eligible staff members of Life Certificates as provided by the new law.

5. Recommendation that a cabinet sink be installed in the Staff Room for sanitary reasons, the cost not to exceed \$150.

It was regularly voted that Mrs. Radford and Mrs. Meguire be constituted a special committee with authorization to proceed with this proposal as they shall determine.

Unfinished business:

The following letter from the City Department of Law was read:

January 8, 1940

Mr. Harold F. Brigham, Librarian,
Louisville Free Public Library,
Louisville, Kentucky.

Dear Mr. Brigham:

Answering your letter of January 6th, relative to balance of \$2,295.76, which you have in the Special Construction Account-Iroquois Branch, beg to advise that this is a financial, rather than a legal, question, and so we conferred with our Director of Finance, Mr. Lindsay.

From the information which you give us, it is our opinion that the surplus which you have on hand is the proceeds of the sale of the bond issue, and the use thereof must be limited to the purposes for which the bond issue was made.

Very truly yours,

/s/ LAWRENCE S. POSTON

LSP/Mcd

Ass't Director of Law

Mr. Powell offered the motion, seconded by Mrs. Radford, that the balance of \$2,295.76 in the Iroquois Branch account be transferred to the Repairs and Improvements in the budget and made available for repairs and improvements as the Board may designate. Carried unanimously.

New business:

The librarian called attention to a proposal of the City Board of Aldermen to obtain legislation changing the basis of appropriations made to "outside agencies" of the city government from tax levy to straight dollars.

Dr. Rauch reported attending a meeting with the Mayor and others concerned in which it was agreed that the proposed bill when drafted would be fully discussed with representatives of "outside agencies" before action was taken to present it to the Legislature. Dr. Rauch indicated that the legality of such a measure was receiving special consideration.

The meeting adjourned at 5:30 p.m.

MINUTES APPROVED:

Joseph Rauch President
Harold F. Brigham Secretary

See exhibit - next page

Exhibit No. 1

Edwin Allen Co.	\$ 95.26
American Book Co.	2.47
American Library Association	47.00
American Prison Association	1.00
Arctic Ice. Co.	8.60
Mrs. W. B. Ardery	1.00
Asbestos Insulating & Roofing Corporation	19.80
Atlas Coal Co.	121.43
Baptist Book Store	1.55
Clara L. Behrens, Head Order Department	153.63
J. M. Bergling	7.35
Bland Electric Co.	4.50
A. S. Blunk Heating Co.	123.00
Bomar-Summers Hardware Co.	7.03
Boone Brothers Co.	1.40
Martha Frances Brantley	6.40
Harold F. Brigham, Libn. Petty Cash	68.40
Harold F. Brigham, Libn. A.L.A.	50.26
Carter Dry Goods Co.	2.50
Central Glass Co.	5.98
Childers Electric & Paint Co.	1.24
Columbia University Press	2.74
College Book Exchange	21.02
Congressional Intelligence	18.00
Demco Library Supplies	8.40
Dictaphone Corporation	5.00
R. O. Dusch	15.05
Dutton's, Inc.	30.20
Geo. G. Fetter Co.	16.70
W. D. Gatchel & Sons	12.88
General Bookbinding Co.	84.60
Graybar Electric Co.	8.00
Gulf Refining Co.	3.08
Hanson-Bennett Magazine Agency	1 039.34
C. D. Harris & Sons Co.	63.85
Heywood Publishing Co.	1.80
H. S. Hirshberg	6.50
The Hone of Books, Inc.	1.25
Hubbuck Bros. & Wellendorff	26.00
Hubbuck Wall & Floor Covering Corporation	4.45
Huguenot Society of South Carolina	1.00
The Indianapolis News	7.50
Junior Literary Guild	6.66
Kast Bindery Service	63.50
Kaufman-Straus Co.	1.98
Frank K. Kavanaugh	2.04
Thomas Kearny	3.00
Kee Lox Manufacturing Co.	7.50
Kentucky League of Women Voters	1.00
Key Stone View Co.	4.17
Klein Brothers	4.00
Koehler Stamp & Stationery Co.	8.00
Leonard Brush & Woodenware Co.	8.25
Jacob Levy & Bros.	8.00
Abraham Lincoln Association	5.00
Louisville Board of Trade	20.00

2250 26

Louisville Chemical Co.	1.00
Louisville Courier-Journal; The Louisville Times	138.20
Louisville Gas & Electric Co.	241.57
Louisville Grocery Co.	10.54
Louisville Linen Service Co.	13.75
Louisville News Co.	1.31
Louisville Paper Co.	15.16
Mrs. Stella McDaniel	25.00
The Macmillan Co.	3.81
H. E. Meddis	27.00
Meffert Equipment Co.	7.50
Merchants & Manufacturers Paint Co.	5.19
Miller Paper Co.	21.18
Morehouse-Gorham Co.	1.86
John P. Morton & Co.	120.25
Mueller-Estep Co.	10.00
Multigraph Sales Agency	1.25
Myer-Bridges Co.	4.50
National Education Association	8.31
National League of Women Voters	3.00
National Municipal League	5.00
New Method Book Bindery, Inc.	234.90
New York Times Index	33.50
Otis Elevator Co.	5.30
Olive-Markel Electric Co.	118.75
William Prather	14.00
Premier Paper Co.	6.35
Public Affairs Information Service	15.00
Recordak Corporation	115.13
Remington Rand, Inc.	23.85
Sales Management	1.00
Sears, Roebuck & Co.	6.95
Shackelton Piano Co.	2.25
Southern Bell Telephone & Telegraph Co.	138.73
Special Libraries Association	15.00
Standard Oil Co.	8.70
Standard Paper Products Co.	9.50
Standard Printing Co.	338.73
Stappenbeck & Craig, Inc.	87.44
W. K. Stewart Co.	340.72
Stoll Oil Refining Co.	38.03
Tafel Electric Co.	8.44
Wagenvoord & Co.	8.48
A. J. Wallon & Son	7.58
Weissinger-Gaulbert Real Estate Co.	1 220.13
Blakemore Wheeler	15.70
Albert Whitman & Co.	41.72
Wilderness Road Book Shop	106.61
H. W. Wilson Co.	36.17
	<u>5 914.30</u>
Pd) Harold F. Brigham, Libn. Pay Roll	10 389.08
Pd) Kentucky Title Trust Co., Sinking Fund	2 125.00
	<u> </u>
Total	\$ 18 428.38

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, February 14, 1940

The regular meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday February 14, 1940 at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire and Messrs. Davis, Hartstern, Hume, Kavanagh, Powell, Rauch, Welch and the librarian. Mr. Lawrence S. Poston, Asst. City Attorney, was also present.

Dr. Rauch presided.

Communications:

A copy of the following letter to the Mayor was read, in which Mr. Thruston offered his resignation from the Library Board:

January 11, 1940

Hon. Joseph D. Scholtz, Mayor,
City Hall
Louisville, Kentucky.

My dear Mayor Scholtz:-

The condition of my health has been such that I have not been able to attend either the December or January meeting of the Board of Trustees of the Louisville Free Public Library, and I do not see any prospect of any material improvement. I therefore think it would be best for you to appoint my successor as a member of that Board.

With sincerest regards and best wishes, I am,

Very truly

/s/ R. C. BALLARD THRUSTON

RCBT:MB

Sincere regrets were expressed by all present.

A communication was presented from the South End Civic Club under date of January 26 signed by Mary B. Hoffman, Secretary, expressing gratitude for the establishment of the new Taylor Blvd. Sub-Branch.

Reports:

Mr. Davis presented the Treasurer's statement for the month of January, which was received and filed.

The following special report of the Building Committee was read:

see next page

Meeting of the Building Committee
February 12, 1940

Present: Mr. Powell, Mr. Hartstern, and the librarian

The following business was transacted:

1. The librarian reported completion of the installation of new gear wheels and drive belt in the Fan Room, and new furniture in the Kentucky Room; also installation of cabinet sink in the Staff Room under direction of the Special Committee composed of Mrs. Radford and Mrs. Meguire.

2. Bids were received on asphalt tile flooring for the Western Colored and Highland Branches as follows:

Carrell-Rodgers	\$ 1,166.00
Hubbuck Bros. & Wellendorff	1,012.40
Hubbuck Wall & Floor Covering Co.	995.00
V. C. Glass & Co.	970.00
Maintenance Supply Co.	794.72

It was agreed to recommend to the Board acceptance of the bid of the Maintenance Supply Co. in the amount of \$794.72.

3. Mr. E. R. Ronald was called in to discuss his suggestions relating to the heating system of the Main Library based on personal inspection of the plant January 16, also engineering problems encountered in conducting demonstrations with the new fluorescent lighting equipment. It was felt that expert advice was needed in anticipation of major changes in the library's outworn and inefficient heating system; also that expert guidance was needed in the conduct of lighting demonstrations.

It was agreed to recommend to the Board that the firm of Warren and Ronald be engaged as consultants at a fee of \$250:

- (a) to survey and report its recommendations on the heating system of the Main Library
- (b) to review the library's contract with the Weissinger-Gaulbert Company for furnishing steam and electricity
- (c) to report its recommendations and supervise the expenditure of funds in connection with lighting improvements

4. It was agreed to ask the Board to authorize the president to sign the contract with Warren and Ronald for air-conditioning the Kaufman-Straus store, completing the agreement approved by the Board November 22, 1939.

5. Mr. Hartstern reported the offer of the Beechmont Woman's Club to furnish and install two bicycle racks for the Iroquois Branch.

It was agreed to recommend acceptance of this offer, with the hope that means may be found to provide a macadam area and walk needed to go with the bicycle racks, involving an expenditure of \$75.00

6. Mr. Hartstern also reported plans of the Beechmont Garden Club to furnish trees for the beautification of the Iroquois Branch grounds, and anticipated arrangements with the Park Board for hauling and planting the trees.

On motion by Dr. Welch seconded by Mr. Davis it was voted unanimously to approve the report of the Building Committee and to concur in all its recommendations.

Mr. Powell reported that bids on air-conditioning the Kaufman-Straus store were scheduled to be opened on February 19. It was agreed that the present meeting of the Board be adjourned to that date to receive the bids.

Mr. Kavanagh reported for the Library Committee that bills for the month of January in the amount of \$5,519.95 had been audited and moved that payment of these bills be authorized. Seconded by Mr. Powell and carried unanimously. A list of the bills is appended to these minutes. Exhibit No. 1.

The statistical report of the librarian for the month of January was distributed and ordered on file.

A special report of the Librarian was read, dealing chiefly with personnel matters. It is attached to these minutes. Exhibit No. 2. The following action was taken on recommendations contained in this report:

Mr. Davis moved approval of the recommended salary adjustments in the Reference Department, namely Eleanor Schmitt from \$75 to \$85 per month and Mrs. Anne Floyd from \$85 to \$95. Seconded by Mr. Powell and carried.

In consideration of the recommendation to inaugurate an apprentice training program, Mr. Davis asked if the Wage and Hour Law would apply. Mr. Poston stated that this Law has no application to public institutions. Mr. Davis then offered the motion, seconded by Dr. Welch, that the Board approve the recommendation and authorize the librarian (1) to inaugurate immediately informal training of two or more selected apprentices, and (2) to inaugurate an Apprentice Class in the Fall, combining class instruction with supervised experience on the job, both with the understanding that sub-professional work only was involved, and that, if necessary, such apprentices may be paid \$15 but not more than \$30 per month for expenses. Carried.

Concerning the proposal to sponsor the writing and sale of a History of Public Library Development in Louisville, both Mr. Poston and Mr. Kavanagh were agreed there is no legal objection to sale of such a work by the library. Mr. Davis moved approval of the recommendation that the Library sponsor a project to write such a History under the W.P.A. Federal Writers Project and that a publishers' guarantee not to exceed \$400 be authorized for the purpose, with the understanding (1) that this guarantee is for the purchase of copies of the book when published, at publication cost, (2) that such books are to be offered for resale by the library to refund the guarantee or as much thereof as possible, and (3) that the guarantee is the sole financial obligation of the library. Motion seconded by Mr. Powell and carried unanimously.

It was agreed to refer to the Library Committee, with power, the suggestion to have a public dedication of the now completed Local History Division combining the Kentucky Room and Henry Watterson Room.

Mr. Davis made the motion, seconded by Dr. Welch, that the Board concur in the recommendation to authorize not to exceed \$50 for the expenses of Florinne C. Kammerer, and Bernice W. Bell to attend a three-day Institute on County and Regional Service in connection with the Cincinnati conference of the American Library Association in May.

Mr. Davis moved approval of the recommendation to request the County

Commissioners to make a special added appropriation to the Library in the coming county fiscal year of \$5,000 for the purchase of books, and to refer the matter to the Finance Committee for action, with the understanding that the Committee may call on other Board members to join in presenting the request. Seconded by Dr. Welch and carried.

Unfinished business:

The Board discussed further the question whether the library should purchase books by competitive bids. Three views were expressed, namely the apparent impossibility of purchasing many types of books by such method, the established policy of placing library business locally as far as possible, and the possible legal obligation as a tax-supported institution to take bids on all purchases involving large expenditures in order to assure lowest prices.

Mr. Poston stated he could find nothing in the Library Act or in the By-Laws of the Library to require competitive bids.

The librarian was asked to prepare a record of all book dealers showing the amounts spent with each in 1939, also an outline of the library's procedure for buying books.

Mr. Poston was requested to obtain a written opinion of the City Law Department on the whole question.

Question was raised concerning the status of proposed legislation to change city appropriations to outside agencies and departments of the government from the tax levy basis to the dollar basis. Mr. Poston was asked to obtain a copy of Bill, if or when drafted, with the understanding that it be sent to all Board members.

Mr. Hartstern offered the motion, seconded by Dr. Welch, that, when and if the resignation of Mr. Thruston is accepted by the Mayor, the President be requested to draft a resolution, in appreciation of Mr. Thruston's service as a Trustee of the Library. Carried.

Mr. Davis moved that the present meeting of the Board be adjourned to February 19 at noon for the purpose of receiving and opening bids for air conditioning the Kaufman-Straus store. Seconded by Dr. Welch and carried unanimously.

MINUTES APPROVED:

Joseph R. Auld President
Harold F. Brigham Secretary

Exhibit No. 1

Aetna Oil Service	\$ 33.58
Henry Aicken	5.00
Lettie Alexander	30.00
Edwin Allen Co.	72.26
American Book Co.	3.47
American Library Association	11.99
Arctic Ice Co.	5.70
Atlas Coal Co.	303.07
Avery Insurance Agency	5.00

470.07 -

Breaux Ballard	2.30
Baptist Book Store	55.71
Clara L. Behrens, Head Order Dept.	168.19
J. M. Bergling	2.09
Bibliographical Society of America	3.00
A. S. Blunk Heating Co.	31.50
Bomar-Summers Hardware Co.	14.03
Boulevard Tire Mart	6.48
R. R. Bowker Co.	6.40
Brakmeier Bros.	4.00
Harold F. Brigham, Libn. Petty Cash	91.01
Carter Dry Goods Co.	3.24
Central Battery Co.	5.81
Civil Service Aid Publishers	7.50
Arthur H. Clark Co.	6.00
College Book Exchange	55.36
Columbia Carbon Co.	14.18
Cook Auto Service	3.50
Shully Coons & Son	3.50
Earl Cunningham	6.40
Doll Lumber Co.	2.50
R. O. Dusch	7.85
Falls City Buggy Top Co.	2.00
Geo. G. Fetter Co.	8.50
Foreign Policy Association	5.00
Fox Lake Chemical Co.	11.00
Frey Planing Mill Co.	2.40
W. D. Gatchel & Sons	7.74
Gaylord Bros, Inc.	3.50
Hubbuck Wall & Floor Covering Corporation	25.69
Rachel Gaylord	26.00
Jewish Publication Society of America	5.00
Junior Literary Guild Corp.	19.50
Kast Bindery Service	89.53
Kaufman-Straus Co.	35.01
Kee Lox Manufacturing Co.	7.50
Kentucky Wall Plaster Co.	4.00
Klein Brothers	10.95
Koehler Stamp & Stationery Co.	7.55
Wm. C. Krauth Electric Co.	226.92
Leonard Brush & Woodenware Co.	8.25
Librarian of Congress	100.00
Louisville Gas & Electric Co.	244.88
Louisville Grocery Co.	7.40
Louisville Linen Service Co.	13.75
Louisville News Co.	113.47
Louisville Paper Co.	46.78
Louisville Wall Paper Co.	3.00
Stanley Maas Auto Service	1.25
A. C. McClurg Co.	43.50
Mrs. Stella McDaniel	25.00
The Macmillan Co.	5.91
J. Hunter Matthews, Sheriff	9.15
H. E. Meddis	15.00
Meffert Equipment Co.	8.95
Merchants & Manufacturers Paint Co.	5.77
Miller Paper Co.	20.77

2141.24

John P. Morton & Co.	6.75
Mueller-Estep Co.	10.00
Multigraph Division	31.14
New Method Book Bindery, Inc.	238.97
Nuzon Southern Corporation	27.15
Office Equipment Co.	73.75
Olive-Markel Electric Co.	5.00
Otis Elevator Co.	5.30
Pergande Publishing Co.	2.00
Packard-Louisville Motor Co.	10.32
William Prather	14.00
Rand McNally & Co.	36.00
Remington Rand, Inc.	30.75
H. Runyan & Sons	7.60
F. S. Schardein & Sons	4.25
Alfred L. Schiller	3.23
Charles Scribner's Sons	67.92
Charles Scribner's Sons	9.00
Sears, Roebuck & Co.	2.49
W. R. Seestadt	22.65
Shackelton Piano Co.	3.60
Southeastern Paper Co.	16.10
Southern Bell Telephone & Telegraph Co.	126.43
Southern Historical Association	3.00
Standard Printing Co.	239.46
Standard Typewriter & Supply Co.	1.25
Stappenbeck & Craig, Inc.	6.10
W. K. Stewart Co.	313.86
W. K. Stewart Co.	290.49
Stewart Dry Goods Co.	11.70
Henry A. Theobald & Son	1.25
U. S. Sanitary Specialties Corporation	17.50
Wagenvoord & Co.	35.70
Weissinger-Gaulbert Real Estate Co.	1 366.12
Western Auto Supply Co.	20.72
James T. White & Co.	12.14
Albert Whitman & Co.	10.68
Wilcox & Follett Co.	127.18
Wilderness Road Book Shop	135.84
Julius Wisotzki	31.32
	<hr/>
	5 519.95
Pd) Kentucky Terminix Co.	75.32
Pd) Harold F. Brigham, Libn. Pay Roll	10 432.45
Pd) Kentucky Title Trust Co.	2 125.00
	<hr/>
Total	\$ 18 152.72

61232

EXHIBIT NO. 2

LIBRARIAN'S REPORT

(Supplementing the statistical report covering
the month of January, 1940)

The library has received official request to report its staff to the U.S. Bureau of Internal Revenue for inclusion in the Federal Income Tax based on 1939 pay roll. We have therefore reported the names of all employees who received in 1939 more than \$1,000.

The staff has received this report with apparently admirable resignation but it has undoubtedly added to the growing feeling of discouragement occasioned by living costs combined with the necessity of meeting higher professional standards all in the face of static low salaries.

The problem of filling the vacancy in the Reference Department caused by the death of Miss Houston revealed the fact, startling in its significance, that the library did not have one local candidate among its applicants who was qualified by experience or training to do even sub-professional work requiring sufficient knowledge to wait on the public. In our branches, which are limited to 3 full time persons, the schedule requires the third person to be on duty at times alone; an inexperienced person cannot assume such a responsibility without serious injury to the service. It requires several months of experience and training on the job to produce a sub-professional worker who can do a satisfactory job under the direct supervision of a professional librarian, let alone the additional requirements for taking charge of a branch without a superior on hand to assume the major responsibilities. This simply recognized that the mere stamping of books is an insignificant detail in rendering library service. The difference is to be found in the knowledge of library regulations and policies, the ability to interpret these properly, a thorough knowledge of the catalog and other indexes and tools that alone make it possible to render any kind of reference service, and knowledge of the total resources of a branch and of the library system as a whole which enables an assistant to meet children, young people and adults of whatever condition and provide the books or the information which these people have a right to expect of the library. Such knowledge can be obtained only by adequate training and experience. Without it the public receives no more and little better service than can be had from a drug store circulating library.

The staff of the Reference Department has been required to carry a large added responsibility in maintaining the new Kentucky and Watterson Rooms. Without adding to their numbers it has been doubly necessary to provide this Department with people qualified to do reference work. An unqualified person, however well educated, is a burden rather than a help, particularly so at this busy season of the year.

The vacancy in Reference has been filled, at least temporarily, by recalling Mary Elizabeth Sloane, recently transferred from Reference to the Iroquois Branch. The vacancy thus created at Iroquois has been filled provisionally by giving Mary Jennings Wilson a second trial in this position. Miss Wilson is the young lady of the neighborhood who was used when the branch was opened. It was necessary to replace her then because of lack of experience and training. Her added experience as a page since that time, it is hoped, will enable her to perform more effectively now, but the arrangement is an expedient only that seems justified because Miss Wilson is the only available person having any considerable experience in this library.

The change in Reference has called for redelegation of department responsibilities, that is, promotions within the department, since Miss Houston held a position of high senior rank (salary \$100). It is therefore recommended that Eleanor Schmitt's salary be increased from \$75 to \$85 per month and that Mrs. Anne Floyd's salary be increased from \$85 to \$95. These salary increases are covered by the salary formerly paid Miss Houston.

These salary considerations bring to the fore again the urgent need of granting a number of other salary increases where salaries have been seriously out of line, in recognition of ability and educational effort, without waiting for a vacancy or transfer to serve as the occasion.

To meet the library's serious recruiting problem two answers are proposed;

1. That the library immediately undertake to train at least two selected apprentices who may eventually qualify for sub-professional positions, such training to be in formal instruction, based on experience in various departments and branches.
2. That the library inaugurate an Apprentice Class in the Fall or not later than selected candidates for sub-professional work, the course to run at least 10 weeks, and the training to consist of instruction with supervised experience on the job.

In both proposals it is recognized that some nominal restrictions may be necessary in order to obtain the right kind of candidates. Although this expense is to be avoided, if possible, the library should be prepared to pay sufficient to cover coffee and lunches, or \$15.00 per month. This amount might be graduated up to \$20 if candidates are retained longer than two months.

As a result of new furniture has been received and installed in the Kentucky Room, completing at last the equipment of the Local History Division, including the Watterson Room. It is suggested that a public dedication of these rooms be arranged at a time when Mrs. Bainbridge Richardson can be present as witness such as the late Mr. Watterson, Henry Watterson.

An opportunity has presented itself to obtain a readable and attractive history of public library development in Louisville from the early subscription libraries. The project, including the publication of a printed book, is offered by the Kentucky Division of the A.L.A. Federal Writers Project. The book would cover the history of the public library of the University of Louisville which was founded under the name of the

This proposal means that the Federal Writers Project is prepared to write such a book, utilizing source materials which this Library's own W.P.A. Project has been collecting as a source record of local library development. It is suggested that a contract be made for the publication of the finished work.

The library's obligation would be to assume responsibility for depositing approximately three hundred copies of the book, which at each sale would be and resell in order to realize between 1950 and 1955. The library could specify a maximum amount of guarantee, such as \$350, and let the project be kept within the bounds of this limitation.

The project is a part of the Federal Writers Project in Kentucky and is a part of the larger project of the Federal Writers Project in the United States.

among the libraries and perhaps the schools of Kentucky, not to mention individuals in Louisville who might be interested personally. It is felt that the publication of such a book would stimulate much interest in the Louisville Library, serving thus as valuable publicity aside from making a contribution to library literature and local history.

The County service of the Public Library has been the occasion of special study since Miss Kuzmerer assumed charge of the Extension Department. The aim will be to institute changes which will improve and strengthen service to the county in line with up-to-date practice elsewhere in the country.

Announcement has just been received that the American Library Association will conduct a three-day institute on county and regional library service at Cincinnati in connection with its annual conference in May. This institute will pool the experience of county librarians from many parts of the country and evaluate the whole gamut of county library organization and practice. The value of participation in such a timely institute is obvious. It is therefore recommended that the library officially delegate two members of its staff who are jointly responsible for our county service to attend this institute, namely Miss Florine C. Kuzmerer and Miss Bernice W. Bell, and that an expenditure not to exceed \$50.00 be authorized to cover their expenses. Advance registration for this institute is definitely required and enrollment will be restricted.

A second recommendation is offered concerning county service in line with the foregoing, namely that the Board of Trustees consider the wisdom of requesting the Fiscal Court to make a special added appropriation to the Library in the coming fiscal year for the purchase of books, which alone can render effective the library's plans for the improvement of service to Jefferson County. The sum of \$5,000 is recommended as a minimum to be sought. An adequate supply of popular books, both adult and children, and up-to-date books of all kinds, is the greatest need in our county service today.

The fiscal year of the county begins on July 1 and budgetary requests should be filed by March 1. Immediate action on the foregoing recommendation is therefore important.

The appreciation and gratitude of the entire staff is extended to the Board of Trustees for installing the cabinet sink in the Staff Room. This has relieved an unhealthy and embarrassing situation and has contributed to the happiness of all

H. F. Frighan

February 14, 1940

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Adjourned Meeting of the Board of Trustees
February 19, 1940

The adjourned meeting of the Library Board was held on Monday, February 19, 1940 at 12:00 o'clock noon in the librarian's office.

Present: Messrs. Abell, Davis, Hartstern, Hume, Powell, Rash, Welch and the librarian. Also present were Mr. H. W. Schacter, president of the Kaufman-Straus Co., Messrs. Warren and Ronald, Consulting Engineers, and a dozen representatives of contractors presenting bids.

Mr. Davis presided.

Sealed bids were received.

The chairman called for any additional bids. There being none, the Board proceeded with opening and reading five bids as follows:

Air-Conditioning System for Kaufman-Straus Co.
Bids taken at noon February 19, 1940

Contractor	Base Bid	Alt. No. 1	Alt. No. 2	Alt. No. 3	Alt No. 4	Alt No. 5
Brandeis Machinery & Supply Co.	\$77,994	653	+ 3,311	- 8,327	84	378
General Air-Cond. Corporation	85,229.07	669		- 7,876	100	353
Krause-Weilage Co.	79,635	993	+ 159	- 7,580	147	314
Liberty Engineering & Mfg. Co.	74,650	508		- 7,903	85	288
York Ice Machinery Corporation	85,830	557		- 8,821	169	294

- Alt. No. 1 Automatic Speed controller Compressor No. 2 - Add
Alt. No. 2 One 250 ton compressor - Add or deduct
Alt. No. 3 Omission of Fourth Floor - Deduct
Alt. No. 4 Installing Second Floor Toilet Exhaust Fan - Add
Alt. No. 5 Remote control for fans - Add

Dr. Welch offered the motion, seconded by Mr. Rash, that all bids be referred to the Engineers and Building Committee for study and recommendation, and that this meeting of the Board be adjourned to February 22 at 4:00 p.m. to act on the recommendation. Carried unanimously.

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Adjourned Meeting of the Board of Trustees
February 22, 1940

The adjourned meeting of the Library Board was held on Thursday, February 22, 1940 at 4:00 p.m. in the librarian's office.

Present: Messrs. Abell, Davis, Hartstern, Hume, Powell, Rauch, Welch and the librarian. Also present were Mr. L. S. Poston, Asst. City Attorney, Mr. H. W. Schacter, president of the Kaufman-Straus Co., Mr. C. N. Warren of Warren and Ronald, Engineers, and Mr. G. L. Jackson of the Liberty Engineering and Mfg. Co.

The following letter containing the recommendations of the Consulting Engineers was read:

February 22, 1940

Louisville Free Public Library,
Third and York Sts.,
Louisville, Ky.

Subject: Air Conditioning System
Kaufman-Straus Co.

Gentlemen:

We wish to make the following recommendation.

We recommend that you accept the base bid of the Liberty Engineering and Mfg. Co., who were the low bidders, in the sum of \$74,650.00. We also suggest that you accept Alt. 4 in the sum of \$85.00 which is for a toilet exhaust fan on the Second Floor and Alt. 5 amounting to \$288.00 which is for remote control for all fans on the various floors. This remote control will allow the starting and stopping of these fans from the Basement. We also suggest that for the sum of \$25.00 an orifice be placed in the chilled water line so that the capacity of the compressors may be checked whenever desired. The total amount of this recommendation is \$75,048.00.

We wish at this time, to change one feature of our specification. We have specified an automatic controller on one motor. We can receive a deduction for this controller of \$573.00. We believe that it will be better in the end to substitute a control on the compressors rather than this, which will cost \$700.00, making an addition of \$127.00.

Mr. Leopold, the Consulting Engineer for the City Stores, has suggested the use of welded steel piping and fittings for the suction lines instead of copper as we specified, due to the fact that on 5" lines, it is very hard to sweat the copper fittings of this size. This suggestion is very satisfactory to this office and for which there is a deduction of \$50.00. The Freon gas will not attack the steel piping.

The sum of the above figures is \$75,125.00. The low bidder has made a special discount of \$375.00, leaving a net total cost for the Basement and four floors of \$74,750.00.

We as your Engineers, realize that you only have \$71,000.00 to spend after deducting expenses and Engineering costs therefore, we recommend that the Library Board enter into a contract with the Liberty Engineering and Mfg. Co. in the amount of \$71,000.00 with the definite understanding that the Kaufman-Straus Co. make a separate contract with the Liberty Engineering and Mfg. Co. for the difference without lien rights.

We wish especially at this time, to call attention to the fact that we do not believe that this office can possible foresee every contingency and therefore, we feel sure from past experience, that there will be some additions to the contract. You realize that installing this equipment in an old building, that there is a chance for us to overlook some item. It is our understanding with Mr. Schacter that should there be any extras on this work, that the Kaufman-Straus Co. will absorb them.

This report respectfully submitted.

Very truly yours,

WARREN AND RONALD

By

/s/ C. N. Warren

CNW:mec

Dr. Welch moved that the report of Warren and Ronald be accepted and the recommendations be concurred in; that the contract be awarded to the Liberty Engineering and Mfg. Co.; and that the President and Secretary, under the direction of Mr. Poston, be authorized to execute the necessary contract and agreements on behalf of the Board. Seconded by Mr. Davis and carried unanimously.

Mr. Schacter stated that the Kaufman-Straus Co. was prepared to accept responsibility for all added costs in excess of \$71,000 in order to include the fourth floor in the contract, that this additional work would be free of lien, and that it was his understanding, under the contract between the Library and the Company, that any extra bond money that may be available over and above the amount now actually committee would revert to the Kaufman-Straus Company to apply on the added costs they are assuming, including the engineering fee for work in excess of \$71,000.

The meeting adjourned at 4:30 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, March 13, 1940

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, March 13, 1940 at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire, Mrs. Radford, and Messrs. Davis, Hartstern, Hume, Kavanagh, Powell, Rash, Rauch, Welch and the librarian. Assistant City Attorney Lawrence S. Poston was also present.

Dr. Rauch presided.

The minutes of the meetings of February 14, February 19 and February 22 were read and approved.

Communications:

Official acceptance of the resignation of Mr. R. C. Ballard Thruston was reported in a communication from the Mayor's office.

Communications relating to the I.W. Bernheim collection of paintings were presented, two from Mr. Joseph Selligman, attorney for Mr. Bernheim, under dates of January 26, and February 19, one from Mr. Kavanagh in reply to the former under date of January 29, and one from Mrs. J. B. Speed, Director of the J.B. Speed Memorial Museum under date of March 5. These letters are on file in the library office.

Following discussion, on motion by Dr. Welch, seconded by Mr. Rash, and carried unanimously, it was voted: That the Board authorize arrangements, through a written agreement with Mr. I. W. Bernheim, to provide that the paintings designated by the library as the Bernheim Collection be placed temporarily in the custody of Mr. Bernheim or his official agent for the purpose of repair and restoration, involving no cost to the library, with the understanding that they be returned to the Library within one year and with the further understanding and agreement that this action is without prejudice to the interests of either party to the controversy relating to ownership of said paintings.

The question raised in Mrs. Speed's letter, regarding the need of reconditioning the library's other flood-damaged paintings in the custody of the Museum, was referred to the special committee composed of Messrs. Kavanagh, Rauch and Poston with the request that this committee inspect the paintings and report to the Board.

A letter was presented from the Ky. Writers Project of the Work Projects Administration, dated March 5, reporting official approval from Washington of the project to prepare and publish a History of Public Library Development in Louisville.

A communication from Mr. Thruston, March 4, reported a gift of corals from Nassau in the Bahamas for the Library Museum. It was regularly voted to accept this gift with grateful thanks.

Reports:

The Treasurer's report for the month of February was presented by Mr. Davis and ordered on file. Mr. Davis noted that tax receipts from the City to date were approximately \$10,000 below receipts last year for the same period. The

Finance Committee was asked to examine into the matter.

Mr. Powell and Mr. Hartstern reported on behalf of the Building Committee progress on air-conditioning, on new floor covering for the Highland and West Colored Branches, and on the study of the library's heating and lighting systems.

Mrs. Meguire reported that bills for the month of February in the amount of \$6,550.41 had been audited. On motion by Mr. Kavanagh, seconded by Mr. Davis and carried it was voted to order these bills paid. A list of the bills is appended to these minutes. Exhibit No. 1.

Dr. Welch reported that the Finance Committee had conferred with the Jefferson County Commissioners on February 26 to request a special added appropriation for books, and that the Commissioners had proposed that the County Board of Education be approached with the request that it assume financial responsibility for library services to county schools.

Mr. Davis offered the motion, seconded by Mr. Rash, that the librarian prepare a suitable statement and present it to the County Superintendent of Schools immediately. Carried.

The librarian's statistical report for the month of February was distributed and ordered on file. The librarian also reported the offer of a gift of approximately \$277 from the Wednesday Morning Music Club to be used for the purchase of music books and scores with the cooperation of the donor.

Dr. Welch moved that this gift be accepted with thanks and with indication of the Board's wish to have the advice of the donor in assuring the wise expenditure of the money for the purpose proposed. Seconded by Mr. Davis, and carried.

Mr. Hartstern reported that the Beechmont Womans Club had authorized the gift of a piano to the Iroquois Branch. Mr. Davis moved that this gift be accepted with grateful thanks. Seconded by Mrs. Radford and carried.

Unfinished business:

Execution of the amended indenture of the Kaufman-Straus lease was introduced by Mr. Poston, who presented the following action taken by the Board of Directors of the Kaufman-Straus Co.

Special Meeting of the Board of Directors of the
Kaufman-Straus Co., inc. Held at the office
of the Company on March 11, 1940

The special meeting of the Board of Directors of the Kaufman-Straus Co., Inc. was held this day, pursuant to notice, and the following named Directors were present:

Mr. Ludwig Frank
Mr. Otto C. Ruth, Jr.
Mr. Milton Trost
Mr. W. R. Finigan
Mr. Harry W. Schacter
Mr. R. J. Gardner

Waiver of notice and consent to the holding of the meeting from the other Directors were received and filed with the minutes.

Mr. Schacter presided, and Mr. Gardner was secretary of the meeting.

The minutes of the previous meeting of the Board held on February 6th were read and approved.

The Chairman presented to the Board an amendment to the present lease with the Library Board, which the Chairman explained covered our final understanding with the owners of the building as a result of the purchase of air-conditioning.

Thereupon and upon motion duly made by Mr. Frank and seconded by Mr. Trost and upon vote duly had and taken, the following resolution was adopted, towit:

RESOLVED: that the President and Secretary of the Company be and they are hereby authorized and empowered to sign the amendment to the present lease with the Library Board, and that the Secretary of the Corporation be and is hereby authorized to affix the Company's corporate Seal thereto.

There being no further business, the meeting adjourned subject to the call of the President.

Harry W. Schacter
Chairman

R. J. Gardner
Secretary

Mr. Poston presented the AMENDED INDENTURE OF LEASE as read at the Board meeting November 22, 1939 and recorded in the minutes of that date.

On motion of Dr. Welch, seconded by Mr. Davis, duly put and carried, it was

RESOLVED by the Board of Trustees of the Free Public Library of Louisville, Kentucky, that the President of the Board (and in his absence the Vice-President of the Board), and the Secretary of the Board, be and they hereby are authorized and directed to make, sign, execute, and deliver unto Kaufman-Straus Company an amended indenture of lease of the property in Louisville, Jefferson County, Kentucky, situated on the east side of Fourth Street between Liberty and Walnut Streets and designated as Nos. 427-437 South Fourth Street in accordance with the contract and agreement entered into by and between the Board and Kaufman-Straus Company dated November 22, 1939, and to attach thereto the corporate seal.

The legal question of purchasing books without competitive bids was presented for further consideration.

The following legal opinion rendered by the City Department of Law was received and ordered to be spread on the minutes:

February 17, 1940

Louisville Free Public Library,
4th & York Sts.,
Louisville, Ky.

Gentlemen:

You recently requested a written opinion from me on the question of the legality of your purchasing books without taking competitive bids, a

practice followed for many years by your Board.

Upon examination of the statutes applicable to you and your by-laws, I find no provision that requires you to purchase books or other supplies by way of competitive bidding, and I am forced to the conclusion, after studying the question, that in the absence of such requirement your present procedure is legal.

I find the rule stated thus in McQuillan on Municipal Corporations, Vol. 3, Section 1288, in which it is said:

"In the absence of charter or statutory requirement, municipal contracts need not be let under competitive bidding."

which is the rule that has been established by the courts of many states, but I do not find that our own Court of Appeals has expressly ruled upon the proposition, altho there is a slight reference to the principle in the case of Augusta vs McKibben, 60 S.W. 291.

By ordinance whenever our City Buyer is required to purchase articles, materials or supplies to the amount of \$500.00 or over, he must receive bids thereon, and I am informed that as a matter of practice he resorts to the bidding system where even lesser amounts are involved.

Under the statute the Board of Education is required to obtain bids for supplies, materials and equipment when the amount of the purchase exceeds \$250.00.

In the very recent case of Eagle vs City of Corbin, 275 Ky. 808, 122 S.W. (2) 798, our court says that not only the constitution and the acts of the legislature declare the public policy of a state, but that in the absence of such declaration the court may do so, and in that case it is virtually held that where municipalities propose to issue and sell bonds it should be done through the process of proposals for bids and public competitive letting, altho not specifically required by statute.

The court in the opinion further says:

"Throughout the constitution and statutes pertaining to municipal corporations of every kind is the principle or policy of disposing of public franchises, of selling public property and of spending public money by competitive bidding after reasonable advertisement and opportunity for any one to submit appropriate offers."

There, before the ordinance had been passed, the city entered into an agreement with a purchaser to buy the bonds proposed to be issued and the court set aside that agreement as contrary to public policy.

It might well be contended that if and when the question, similar to yours, should reach our Court of Appeals it might extend that principle enunciated in the bond case to the purchase of books, supplies, materials, equipment, etc., but until our court does so extend the principle, I do not feel warranted in doing so.

I think, however, the matter should be given very serious consideration

by the Board and you should determine as a matter of policy if you desire to amend your by-laws to the effect that in the purchase of books, supplies, equipment, furniture, etc., when in an amount of over \$500.00, competitive bidding should be resorted to, which would bring your Board within the purview of the declared policy of the court in the bond case above referred to.

Very truly yours,

/s/ LAWRENCE S. POSTON

Ass't Director of Law

LSP/McD

A statement prepared by the librarian entitled "Book Selection and Book Ordering Procedures and Practices", which included a record of the amounts expended with different agents for the various classes of books during the last fiscal year, was discussed. This statement had been sent previously to all members of the Board, and is on file in the library office.

Mr. Hartstern moved that any library expenditure of more than \$200 for any purpose shall be made on the basis of competitive bids. Seconded by Dr. Hume.

Mr. Davis voiced the opinion that such a ruling would involve serious delays and inconveniences entailed in obtaining and awarding bids and would greatly impair the efficiency of the library's book service; also that such impairment of service was not justified for the purpose of avoiding an hypothetical criticism.

Dr. Welch moved that the motion be laid on the table. Seconded by Mr. Davis and carried without dissent.

Mr. Poston distributed copies of House Bill No. 496 in the State Legislature proposing to change city appropriations from the tax levy to the dollar basis. He declared the Bill was still in committee and no action on it could reasonably be expected in the present session of the Legislature.

New business:

The librarian presented the retirement question affecting two members of staff, namely the case of Mary A. Thomas who herself offered to retire effective after her vacation in September, with the request that she be granted a pension of between \$25 and \$40 per month after October 1; and the case of Susan B. Shane who expressed a willingness to retire, if desired to do so, with the request that she be granted a pension of between \$60 and \$75 effective on retirement.

Full discussion followed, recognizing especially the legal limitations of the library. The matter was referred by vote to the Library Committee for study and report with special consideration of and advice on the legal aspects of the question.

The librarian reported an invitation from the Public Schools to consider jointly the possible inauguration of a children's museum project, involving the preparation and lending of displays of museum materials as a service to children in the schools. The matter was referred to the Library Committee for study and report.

The meeting adjourned at 5:45 p.m.

MINUTES APPROVED:

Joseph R. and President
Harold F. Brigham Secretary

see next page for Exhibit

Exhibit No. 1

Aetna Oil Service	2.15
Edwin Allen Co.	410.30
Allyn & Bacon	6.56
American Book Co.	47.95
American Camping Association	2.25
American Library Association	10.83
American Technical Society	81.27
Arctic Ice Co.	5.00
Atlas Coal Co.	111.01
N. W. Ayer & Son	15.00
Baptist Book Store	26.91
Beckley-Cardy Co.	3.82
Clara L. Behrens, Head Order Department	199.07
G. Bittner's Sons	47.00
F. Gilbert Blakeslee	3.00
Fland Electric Co.	18.35
Bomar-Summers Hardware Co.	8.48
Bobbs-Merrill Co.	3.80
Boone Brothers Co.	2.70
Botanic Publishing Co.	3.00
R. R. Bowker Co.	4.85
Brakmeier Bros.	3.00
Harold F. Brigham, Libn. Petty Cash	63.25
Frank T. Buerck	10.00
Burroughs Adding Machine Co.	1.69
Capital Traffic Service Bureau	12.65
Carl's Boulevard Tire Mart	6.48
Central Glass Co.	1.60
Chicago Glue Corporation	18.00
Childers Electric & Paint Co.	3.34
College Book Exchange	102.92
Columbia Carbon Co.	10.50
Commonwealth Book Co., Inc.	2.09
F. E. Compton & Co.	6.36
Rev. Cecil B. Crabb	1.00
Earl Cunningham	9.60
Denoyer-Geppert Co.	15.00
R. O. Dusch	23.90
Falls City Buggy Top Co.	1.00
F. W. Faxon Co.	2.53
Geo. G. Fetter Co.	6.45
J. Fischer & Bro.	21.05
A. Flanagan Co.	15.44
Frey Planing Mill Co.	19.63
W. D. Gatchel & Sons	1.62
Gaylord Bros.	10.25
Ginn & Co.	17.45
Graybar Electric Co.	12.24
Gulf Refining Co.	26.54
D. C. Heath & Co.	4.14
Houghton Mifflin Co.	40.64
H. R. Huntting Co.	502.59

1986.25

Johnson Publishing Co.	4.19
Junior Literary Guild	25.20
Kast Bindery Service	83.65
Kaufman-Straus Co.	4.00
Kee Lox Manufacturing Co.	4.50
Kentucky Title Trust Co.	15.90
Kentucky Workshop for the Adult Blind	6.25
Klein Brothers	3.70
Koehler Stamp & Stationery Co.	184.60
Leonard Brush & Woodenware Co.	8.25
Longmans, Green & Co.	20.43
Louisville Chemical Co.	58.75
Louisville Gas & Electric Co.	246.24
Louisville Grocery Co.	5.05
Louisville Linen Supply Co.	13.75
Louisville News Co.	179.51
Louisville Paper Co.	9.76
Louisville Sanitary Wipers Co.	20.00
Louisville Screen & Weather Strip Co.	68.90
Lyons & Carnahan	7.38
Mrs. Stella McDaniel	25.00
Cecil W. Mackenzie	3.00
The Macmillan Co.	7.92
R. Gerald McMurtry	1.50
Mayes Printing Co.	23.25
H. E. Meddis	15.00
Meffert Equipment Co.	9.25
Merchants & Manufacturers Paint Co.	33.76
Miller Paper Co.	12.26
Mississippi Historical Society	3.00
John P. Morton & Co.	16.25
Mueller-Estep Co.	10.00
Myer-Bridges Co.	11.50
National Committee for Art Appreciation	3.50
New Method Book Bindery, Inc.	297.72
New York Public Library	3.50
Nuzon Southern Corporation	16.00
Otis Elevator Co.	67.74
Olive-Markel Electric Co.	28.08
Packard-Louisville Motor Co.	8.00
William Prather	14.00
Premier Paper Co.	4.15
Pergande Publishing Co.	10.75
Public Affairs Committee	2.10
Public School Publishing Co.	6.00
Quarrie Corporation	72.80
Rand McNally & Co.	13.85
Remington, Rand, Inc.	385.34
Clement V. Ritter	71.65
Row Peterson & Co.	6.14
F. S. Schardein & Sons	1.95
Mrs. Geo. S. Schuyler	1.50
Scott Foresman & Co.	10.27

4152.99

Charles Scriber's Sons	63.91
L. E. Sikking	12.40
Silver Burdett Co.	5.25
Smith & Dugan	16.75
Southeastern Paper Co.	5.08
Southern Bell Telephone & Telegraph Co.	129.11
Standard Paper Products Co.	9.00
Standard Typewriter & Supply Co.	1.25
G. E. Stechert & Co.	4.00
W. K. Stewart Co.	369.02
W. K. Stewart Co.	200.72
Mrs. M. E. Stuart	1.00
The Sutcliffe Co.	5.80
Transparo Co.	21.00
Universal Library Service	3.97
Wagenvoord & Co.	196.52
Weissinger-Gaulbert Real Estate Co.	1 079.65
Albert Whitman Co.	40.51
Wilderness Road Book Shop	172.12
Wilcox & Follett Co.	6.48
H. W. Wilson Co.	37.90
John C. Winston Co.	15.98
	<hr/>
	6 550.41
Pd) Harold F. Brigham, Libn. Pay Roll	10 853.56
Pd) Kentucky Title Trust Co. (Air-cond. S.F.)	1.035.74
for February payment	
Pd) Kentucky Title Trust Co. (Air-Cond. S.F.)	1 035.71
Pd) Kentucky Title Trust Co. - Sinking Fund	2 125.00
	<hr/>
Total . . .	\$ 21 600.42

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, April 10, 1940

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, April 10, 1940 at 4:15 p.m. in the librarian's office.

Present: Messrs. Abell, Davis, Hartstern, Kavanagh, Powell, Rash, Rauch, Assistant City Attorney Lawrence S. Poston and the librarian.

Dr. Rauch presided.

The minutes of March 13, previously distributed, were approved without reading, on motion by Mr. Kavanagh seconded by Mr. Powell and carried.

Communications:

The following letter from the County Board of Education was read:

April 8, 1940

Mr. Harold F. Brigham, Librarian
Louisville Free Public Library
Louisville, Kentucky

Dear Mr. Brigham:

At recent meeting of the County Board of Education your proposition was presented to the Board relative to an appropriation of \$5,000.00 for the Louisville Free Public Library. I wish to advise that the Board took no definite action on the matter, but in discussing same it was the consensus of opinion that the amount asked for would be in considerable excess of what the Board would be able to appropriate.

Also the Board was of the opinion that in the event funds are available for library purposes, that the building up of the libraries of the county schools should be given consideration.

Yours very truly

/s/ ORVILLE J. STIVERS
County Superintendent
OJS:VW

The librarian reported an invitation subsequently received from Mr. Stivers that representatives of the Library Board meet with the County Board of Education on April 20. It was so agreed and the matter was referred to committee composed of Messrs. Davis, Abell, Rash and Welch.

Reports:

The Treasurer's report for the month of March was presented by Mr. Davis, and received and filed by vote.

Mr. Powell reported progress on air-conditioning and other building operations, with reference to a meeting of the Building Committee on April 8.

Mr. Kavanagh reported that the Library Committee had audited bills for the month of March in the amount of \$6,739.92, and moved that they be paid. The motion was seconded by Mr. Powell and carried. A list of these bills is appended to the minutes. Exhibit No. 1.

The statistical report of the librarian for the month of March was distributed and ordered on file.

The librarian reported the engagement of Mr. E. A. Jonas by the Kentucky Writers Project of the Work Projects Administration to prepare the proposed History of the Public Library Development in Louisville; also the cooperation of the Louisville Welcome Wagon service in extending the library's invitation to newcomers to the city.

The following gifts were also reported and were received with thanks:

20 copies of "the story of Churchill Downs", from the management of Churchill Downs

15 current publications of Yale University, received from the University through an anonymous donor and given in memory of the late Reuben Post Halleck

the original manuscript abstracts used in the compilation of the Natural History Index Guide by Brent Altsheler, received from the author

Unfinished business:

Referring to the apparent shortage in receipts from city taxes by comparison with last year to date, the librarian reported that the difference had been largely made up during the past month and that the City Director of Finance had given assurance that there was no cause for alarm.

Dr. Rauch read the following testimonial to Mr. Thruston:

A TESTIMONIAL OF APPRECIATION
from The Board of Trustees
of the
Louisville Free Public Library
to MR. R. C. BALLARD THRUSTON

At the regular meeting of the Board of Trustees of the Louisville Free Public Library on March 13, the members learned officially of the resignation you tendered to Mayor Joseph D. Scholtz requesting him to relieve you of your duties as Trustee. This announcement was received with keen regret. Every member felt that in your resignation from the Board the Library lost its ablest counsellor, most experienced bookman and wisest guide in all the cultural phases touching the services and aims of the Public Library.

The Board of Trustees has asked me to convey to you its sense of gratitude for the many and varied services you rendered during your term of office, for the

generosity you manifested in, and for the fine, intelligent and civic spirit your presence contributed to the Library. I accepted this task of honor because it is so pleasant to dwell on your distinguished services.

R. C. BALLARD THRUSTON, THE TRUSTEE

The records of the Louisville Free Public Library show that you have served continuously from August, 1922, to January, 1940. During these years you have filled many important offices, including that of the presidency. You were always guided by the best interests of the Library and the highest consideration for the personnel charged with serving the public. Your sole motive was to carry out to the best of your ability every task at hand. Your procedure was unfailingly fair to all concerned and you never lost sight of the high purposes that should underlie a public educational institution. You led wisely and co-operated wholeheartedly. The Board of Trustees is mindful of this and records its deep appreciation to you for it.

R. C. BALLARD THRUSTON, THE DONOR

You have been a most generous donor to the library. It possesses invaluable material that has come to it from you. Some of it is rare and priceless and not to be found in the greatest libraries of the land. It is not my purpose to list all your donations. These are entirely too many to be included in a Testimonial of Appreciation. I only wish to call attention to some that are unique and of transcendent importance and to indicate the wide variety of your gifts:

- (a) A collection of Greek and Roman museum materials given jointly by you and your brother Mr. S. Thruston Ballard. With this gift you provided the services of an expert to arrange and classify the materials.
- (b) Valuable collections of shells, birds, butterflies, mammals, minerals, Egyptian mummy and five hundred minor Egyptian objects. This gift comprises thousands of individual items.
- (c) Painting "Messiah," a rare and beautiful work of art by Vasari.
- (d) Sixty volumes touching Egyptian explorations.
- (e) A large collection of books given at various times which are of definite historic value.
- (f) Ten display Flags which are used in front of the Main Library on holidays and other significant occasions.
- (g) You financed a demonstration of the microphotographic processes involving the reproduction of the file of the Louisville Daily Focus covering the entire year of 1831-32, on film, and the acquisition of a film reading machine.

Through these and other gifts you have benefited the entire community. We feel that a considerable part of the reputation our Library enjoys among sister institutions in the country is due to your leadership, your generosity, your forward-looking policies and above all, to your spirit of service.

The Board of Trustees at its meetings on February 19 and April 10 recorded

unanimously sentiments of gratitude and appreciation in recognition both of your services and your gifts.

What you have done will remain an inspiring memory to us who have had the privilege of being guided by you and working with you.

Respectfully and very cordially,

(signed) JOSEPH RAUCH

President of the Board of Trustees
Louisville Free Public Library

Members of the Library Board:

Hon. Jos. D. Scholtz, Mayor	Mrs. Kenneth U. Meguire
William H. Abell	H. Cecil Powell
Howard C. Davis	Mrs. Walter Radford
Fred J. Hartstern	Dillman A. Rash
Dr. E. C. Hume	Rabbi Joseph Rauch
J. J. Kavanagh	Rev. Charles W. Welch

April 10, 1940

It was agreed that the resolution be appropriately delivered to Mr. Thruston and members of the Board expressed their thanks to Dr. Rauch for preparing the resolution.

Mr. Poston reported progress in negotiations to provide for the restoration and repair of the I.W. Bernheim collection of paintings, in particular that the actual transfer of the paintings should take place after April 19 which marked the conclusion of the five year period designated in the original agreement with the J.E. Speed Memorial Museum.

On motion by Mr. Abell seconded by Mr. Rash and carried unanimously it was voted that the Special Committee composed of Messrs. Kavanagh, Rauch and Poston be and it is hereby empowered to execute any and all agreements necessary to effect the restoration and repair of the I.W. Bernheim paintings in accordance with the action of the Board on March 13.

Mr. Davis reported that the other flood-damaged paintings belonging to the library now in the custody of the Speed Museum had been inspected today by library representatives, namely Messrs. Kavanagh, Rauch, Davis and the librarian; that there were more than 40 such paintings, entirely apart from the Bernheim collection; that the proper restoration and repair of these paintings and their frames was estimated to involve between \$3,000 and \$3,500; and that the library representatives felt it was of urgent importance to have at least a small portion of this work done immediately to save several of the most valuable paintings which had suffered most seriously. He stated that a more definite figure to cover the cost of work on four or five large paintings in this category had been requested and would be reported at the next meeting of the Board.

This whole matter was referred to a special committee composed of Messrs. Davis, Kavanagh, and Hartstern with the request that they bring in recommendations including a means of financing the project.

New business:

The librarian presented the following report on staff changes:

- I. The following employees have been designated as "substitutes" and merit recognition as regular appointees, entitled to the usual staff privileges pertaining to vacation and sick leave. It is recommended that they be granted regular appointment, without change of salary:

Anne H. Floyd	Gertrude Bass
Virginia Woodson	Margaret Hampton (Colored Dept.)

- II. The resignation of Emily Couch from Shelby Park Branch is reported, effective April 8.

The following transfers and salary changes are recommended, effective as of April 8

Anna Ray Tydings from Children's Department to Senior Assistant at Shelby Branch, with increase of salary from \$80 to \$90.

Pauline Barra from Circulation Dept. to assistant in Children's Dept. of senior rank, with increase of salary from \$75 to \$85, and with the understanding that Mrs. Barra's status changes from "substitute" to regular appointee.

- III. It is further recommended that Josephine Lee, who is on leave of absence taking library training at Western Reserve University, be offered the position of children's librarian in the Highland Branch at a salary of \$90, effective June 17.

Mr. Davis moved that the recommendations of the librarian be approved. The motion was seconded by Mr. Kavanagh and carried unanimously.

The librarian reported the request of Mrs. Bainbridge Richardson, daughter of the late Henry Watterson, that the library return an onyx top table which Mrs. Richardson claims the library received by mistake at the time of the transfer of the Watterson Library. The librarian stated that the official list of materials transferred to the library at the time of the Watterson bequest does not include an onyx top table and therefore Mrs. Richardson's claim can be accepted.

Mr. Kavanagh offered the motion, seconded by Mr. Powell, that the onyx top table referred to be restored to Mrs. Richardson. Carried unanimously.

The Board then proceeded to the election of officers for the coming year.

Dr. Rauch and Mr. Rash presented certificates executed at the time they took the oath of office under reappointment by the Mayor for a four year term effective this date.

Mr. Rash offered the motion that all present officers be re-elected to succeed themselves. Seconded by Mr. Abell. Mr. Hartstern put the question and the vote carried unanimously.

The following officers were declared elected to serve until April 1941:

see next page

President	Dr. Joseph Rauch
Vice President	Howard C. Davis
Secretary-Librarian	Harold F. Brigham
Treasurer	Kentucky Title Trust Co.

The meeting adjourned at 5:15 p.m.

MINUTES APPROVED:

Joseph Rauch President
Harold F. Brigham Secretary

Exhibit No. 1

Edwin Allen Co.	\$ 66.76
American Association of School Administrators	2.00
American Book Co.	1.86
American Education Press	1.20
American Institute of Graphic Arts	3.00
American Prison Association	3.00
Arctic Ice Co.	5.90
American Library Association	10.13
Atlas Coal Co.	214.34
Baptist Book Store	113.97
Barret, Robinson, Dickey & Swope	52.73
Clara L. Behrens, Head Order Department	174.28
Bland Electric Co.	9.50
Bomar-Summers Hardware Co.	21.20
Boy Scouts of America	1.16
Harold F. Brigham, Libn. Petty Cash	75.99
Central Glass Co.	3.81
Charles B. Chavel	3.50
Chicago Glue Corporation	18.00
Childers Electric and Paint Co.	2.55
Civic Education Service	2.00
College Book Exchange	119.44
The Commonweal	5.00
Cook Auto Service	22.40
Columbia Carbon Co.	8.93
G. L. Cranton	21.50
Earl Cunningham	8.00
Demco Library Supplies	7.99
R. O. Dusch	19.05
Geo. G. Fetter Co.	5.75
The Filson Club	5.00
Gaylord Bros.	72.99
Georgia Division of Mines, Mining and Geology	1.10
	1084.03

V. C. Glass Carpet Co.	4.94
Gonzenbach & Sons	37.50
Gulf Refining Co.	9.69
Happy Service	3.50
Hubbuch Bros. & Wellendorff	11.50
Huntginton Laboratories, Inc.	39.02
H. R. Huntting Co.	97.39
Jean Karr & Co.	13.30
Kast Bindery Service	150.50
Kaufman-Straus Co.	40.57
Kaufman-Straus Co.	354.42
Kee Lox Manufacturing Co.	4.50
Kentucky Adhesive Co.	1.88
Koehler Stamp & Stationery Co.	31.00
Krause-Weilage Co.	45.50
Leonard Brush & Woodenware Co.	8.25
Louisville Automobile Co.	15.30
Louisville Gas & Electric Co.	225.81
Louisville Linen Supply Co.	13.75
Louisville News Co.	188.62
Louisville Paper Co.	41.78
A. C. McClurg & Co.	17.50
Mrs. Stella McDaniel	25.00
Geo. R. McIntosh	1.65
A. N. Marquis Co.	9.00
Mayes Printing Co.	57.75
H. E. Meddis	15.00
Meffert Equipment Co.	2.60
Mueller-Estep Co.	10.00
Miller Paper Co.	15.50
Merchants & Manufacturers' Paint Co.	44.21
John P. Morton & Co.	18.45
Multigraph Division	5.00
National Probation Association	1.75
Thomas Nelson & Sons	12.11
New Method Book Bindery, Inc.	759.66
Office Equipment Co.	18.55
Olive-Markel Electric Co.	5.75
Otis Elevator Co.	5.30
Packard-Louisville Motor Co.	1.20
Pergande Publishing Co.	1.05
William Prather	14.00
Harry C. Revercomb	1.00
Clement V. Ritter	3.75
Russell Sage Foundation	2.12
J. J. Ryan Electric Co.	3.07
L. Schucman	2.78
Science Research Associates	15.15
School of Librarianship University of California	1.50
Charles Scribner's Sons	9.00
W. R. Seestadt	19.30
Short's Tire Service	8.15

3579.60

L. E. Sikking	130.30
Silver Burdett Co.	14.69
Southern Bell Telephone & Telegraph Co.	135.08
Southern Council on International Relations	1.00
Standard Oil Co.	33.72
Standard Printing Co.	261.19
W. K. Stewart Co.	495.32
W. K. Stewart Co.	442.12
The Sutcliffe Co.	6.60
Henry A. Theobald & Sons	1.97
John Wilson Townsend	34.00
U. S. Superintendent of Documents	25.00
Universal Library Service	1.24
George F. Voigt	130.00
Wagenvoord & Co.	185.42
Weissinger-Gaulbert Real Estate Co.	901.25
Albert Whitman & Co.	46.38
Wilderness Road Book Shop	299.71
H. W. Wilson Co.	25.33
E. A. Roby	40.00
	<hr/>
	6 739.92
Pd) Cummines Hardwood Floor Co.	43.00
Pd) Harold F. Brigham, Libn. Pay Roll	10 597.58
Pd) Kentucky Title Trust Co.-Sinking Fund	2 125.00
Pd) Kentucky Title Trust Co. - Air-Cond. Sink. Fund	1 035.71
	<hr/>
Total	\$ 20 541.21

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, May 8, 1940

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, May 8, 1940 at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire, Mrs. Radford and Messrs. Davis, Hume, Powell, Rash, Rauch, Welch, Assistant City Attorney Lawrence S. Poston, and the librarian.

Dr. Rauch presided.

The minutes of April 10 were approved as distributed without reading.

Communications:

The following letter of appreciation from Mr. Thruston was read:

April 16, 1940

Dr. Joseph Rauch,
President, Board of Trustees
Louisville Free Public Library,
Louisville, Ky.

Dear Dr. Rauch:

You took an unfair advantage some days ago in springing upon an old man the Testimonial of Appreciation from the Board of Trustees of the Louisville Free Public Library. However, to say that I appreciate this document and the sentiment which prompted it would express it mildly.

My association with the Library from every angle has always been most delightful. What I have done for the Library has not been merely from my interest in the Library alone, but to be of some benefit to our community, both in the present and for the future, and it is indeed a pleasure to feel that such service is appreciated.

With my sincerest regards to you, the members of the Library Board both collectively and individually, and to the Library Staff, I am,

Very sincerely,

/s/ R. C. BALLARD THRUSTON

R. C. Ballard Thruston

RCBT:MB

A communication was presented from Mr. Lawrence Robison, dated April 22, 1940, naming prices for cleaning and restoring five paintings belonging to the Library's collection now in the custody of the J. B. Speed Memorial Museum, all seriously damaged in the Flood of 1937. The total cost of restoring the paintings was quoted as \$515.00 and the total additional cost of repairing the frames was given as \$420.00.

Recognizing that the paintings in question were among the most valuable in

the library collection and apparently the most seriously damaged paintings, Dr. Rauch suggested that effort be made to repair the paintings at least although it may be necessary to postpone repair of the frames. The matter was referred to the Special Committee composed of Messrs. Davis, Hartstern and Kavanagh.

Reports:

The Treasurer's report for the month of April was presented by Mr. Davis and ordered on file.

Mr. Powell presented the following report of the Building Committee meeting of May 6:

Meeting of the Building Committee - May 6, 1940

Present: Mrs. Radford, and Messrs. Hartstern, Hume, Powell and librarian.

Mr. Powell presided.

The following business was transacted:

1. Chairs at Iroquois Branch:

Lacking written assurance from the contractor that the matter would be properly adjusted, it was agreed that verbal assurance through the architect was not sufficient and voted that the librarian communicate directly with the Central School Supply Co. stating that the chairs are rejected and asking that all be removed and replaced or repaired under terms of their one year guarantee.

2. Bicycle stands at Iroquois:

Mr. Hartstern reported that the location of the stands had been agreed upon and that two had been ordered by the Beechmont Woman's Club.

3. Study of the heating system, Main Library:

The librarian reported word from Mr. Ronald that the first draft of his report and recommendations was near completion and could be expected very soon.

4. Lighting improvements:

The librarian reported finding a fixture suitable for the use of fluorescent lamps and the expectation that Mr. Ronald will now work out a substantial demonstration in the Main Library and at least one Branch. The demonstration is to cover the application of direct current to fluorescent lighting (at Main Library) as well as alternating current (in Branches).

5. Weissinger-Gaulbert contract for light and heat:

Word from Mr. Weissinger was reported that they have given up consideration of discontinuing their electric generating plant and purchasing city current. It therefore seems assured that the Library may continue to purchase electricity from Weissinger-Gaulbert for an indefinite period if this is considered advantageous.

6. Air-conditioning:

Satisfactory progress was reported.

7. Completion of improvements in Circulation Department:

The librarian outlined the improvements needed, namely purchase of two new card catalog cabinets involving approximately \$372., and cabinet work and painting to finish the back and top of the public catalog, to refinish old catalog cabinets, to construct a supply cabinet, etc. all involving approximately \$300.

It was voted to recommend to the Board that the foregoing work be authorized to an amount not to exceed \$700, and that the Building Committee be empowered to proceed with this work.

Mr. Davis moved that the concluding recommendation of the Building Committee be approved and that the Committee be authorized to expend not exceeding \$700.00 for the designated improvements in the Circulation Department. Seconded by Mrs. Radford and carried.

Mrs. Meguire reported that bills for the month of April in the amount of \$4,994.59 had been audited and moved that they be paid. Seconded by Mr. Powell and carried. A list of the bills is appended to these minutes. Exhibit No. 1.

The statistical report of the Librarian for the month of April was distributed and ordered on file.

The librarian recommended a review of the library budget to consider financial needs and possible adjustments of the budget for the remainder of the fiscal year. The matter was referred to the Finance Committee.

Unfinished business:

Dr. Rauch reported the receipt and acceptance of the opinion of the Court of Appeals in the test suit concerning the salary of the librarian, and stated that the librarian's salary had been adjusted to conform to the \$5,000 limitation immediately, that is in the May first pay roll.

Mr. Poston referred to the State-wide significance of the case and its probable effect on many other institutions and public offices. He declared that the Department of Law was studying the opinion to determine whether there may be sufficient grounds to request a rehearing within the 30 days allowed for such action.

The librarian offered a statement calling attention to the anticipated effect of the decision on the library and its chief position. A copy of this statement is appended to these minutes. Exhibit No. 2.

Mr. Davis reported on a hearing before the County Board of Education on April 20 at which the library was represented by Messrs. Davis, Abell, Rash, Welch and the library, and Miss Bernice Bell, Head of the Children's and School Department. Mr. Davis stated that the delegation had presented the proposal that the County Board of Education assume financial responsibility for library service rendered to county schools, and that the County Board agreed to consider the proposal in preparing its 1940-41 budget, but with the expectation that any favorable decision would not be a recurring commitment and in any event could be an appropriation specifically for books only.

Mr. Davis suggested that the library continue things as they are, or as the Fiscal Court may determine, and that the coming year be used to study the whole matter further with a view to taking such action as may be appropriate before the end of that year.

The librarian was instructed to communicate to the Fiscal Court the results of the conference with the County Board of Education.

New business:

The librarian proposed that he be authorized to attend the conference of the American Library Association in Cincinnati, May 27-June 1 for the following purposes submitted as official business of the library, namely to participate in an Employee Relations Clinic which will bring together library executives and

employees officially representing many different libraries; also to obtain information specifically on newspaper filming, fluorescent lighting and W.P.A. library projects through consultation with other librarians.

Mr. Davis moved that the librarian be authorized to attend the conference of the American Library Association in Cincinnati for the special purposes noted and that his expenses be paid by the library not to exceed \$75.00. Seconded by Mr. Powell and carried without objection.

The librarian reported the illness of Miss Helen Cooper, Librarian of the Jefferson Branch Library, and recommended that Miss Elizabeth Woodson, Librarian of the Portland Branch Library be asked to assume administrative responsibility for both branches for the time being and that Miss Woodson receive \$25.00 per month additional during the period of these arrangements. It was voted unanimously to approve this recommendation.

The librarian noted that Miss Florinne C. Kammerer had served with increasing effectiveness as Acting Head of the Extension Department since March 1, 1939 and recommended that she be named full Head of Department, without change of salary. Carried by unanimous vote, on motion by Mr. Davis, seconded by Mr. Rash.

A proposal of the Federal Work Projects Administration to film and index the library's newspaper files was discussed. The librarian urged the emergency nature of the need of preserving this important material before it is too late to do so. He reported that the State W.P.A. was prepared to submit a proposal involving \$185,000 and that the Library was asked to provide approximately \$3,000. for space, utilities, supplies and equipment over a twelve-months period. The matter was referred to the Finance Committee for consideration and report at the June meeting.

Mr. Rash reported that a late financial statement indicated an up-trend in the financial condition of the Kaufman-Straus Company.

Dr. Hume proposed that the By-Laws of the Library Board be amended as follows:

1. To provide that the President of the Board shall be ex-officio a member of all committees
2. To specify that the election of officers shall take place at the Annual Meeting, with appropriate advance notice
3. To provide the method of electing officers, as by a Nominating Committee
4. To change the time of regular monthly meetings from the second Wednesday to the second Tuesday in each month.

On motion by Dr. Hume, seconded by Mr. Davis, it was voted unanimously that the proposed changes in the By-Laws be considered at the June meeting of the Board and that the Secretary be instructed to notify all Board members immediately.

The meeting adjourned at 5:30 p.m.

MINUTES APPROVED:

Joseph R. ... President
Harold F. Brigham Secretary

See next pages for exhibits

Exhibit No. 1

Edwin Allen Co.	\$ 350.24
American Council on Education	9.00
American Library Association	13.28
Arctic Ice Co.	9.20
Art Institute of Chicago	1.25
Arts and Decoration	2.15
Atlas Coal Co.	73.26
Baptist Book Store	52.36
Clara L. Behrens, Head Order Dept.	184.18
Bland Electric Co.	19.75
Bomar-Summers Hardware Co.	18.42
Harold F. Brigham, Libn. Petty Cash	80.02
Canadian Review Company, Limited	8.25
Caron Directory Co.	208.00
Carter Dry Goods Co.	10.15
Central Glass Co.	5.32
Central Battery Co.	2.59
Central School Supply Co.	30.00
Collectors' Book Shop	1.25
College Book Exchange	14.05
Cook Auto Service	72.55
Courier-Journal, The Louisville Times	2.24
Crescent Hill Ice Co.	5.20
Earl Cunningham	8.00
Dehler Bros.	1.47
Demco Library Supplies	10.80
Diem & Wing Paper Co.	34.20
R. O. Dusch	17.00
E. P. Dutton & Co.	12.69
Geo. G. Fetter Co.	16.90
Finger Paper Box Co.	25.97
Foreign Policy Association	3.00
Fortune	13.00
Franklin Printing Co.	33.00
Frey Planing Mill Co.	4.15
Funk & Wagnalls Co.	37.10
W. D. Gatchel & Sons	3.90
Gaylord Bros., Inc.	59.35
Mrs. G. T. Gerlinger	2.10
Ginn & Co.	2.03
Gonzenbach & Sons	25.00
Robert L. Hawes & Co.	44.95
W. C. Heimerdinger Co.	1.10
William Helburn, Inc.	28.00
Hubbuck Bros. & Wellendorff	5.95
H. R. Huntting Co.	17.38
Huntington Laboratories, Inc.	37.17
Wendell Houston Co.	4.75
R. Jeunesse & Sons	11.00
Junior Literary Guild	44.70
Kaufman Straus Co.	12.72
Kast Bindery Service	117.60
Kentucky Workshop for the Adult Blind	6.25
Klein Bros.	3.25
Koehler Stamp & Stationery Co.	12.90
Leonard Brush & Woodenware Co.	8.25
Louisville Gas & Electric Co.	213.78

2052.12

Louisville Grocery Co.	5.05
Louisville Linen Service Co.	13.75
Louisville News Co.	156.71
Louisville Paper Co.	42.22
Louisville Scrap Material Co.	10.00
Mrs. Stella McDaniel	25.00
Geo. R. McIntosh	9.50
Mammoth Cave Hotel	8.50
Howard E. Martin	4.70
Mayes Printing Co.	19.50
H. E. Meddis	15.00
Meffert Equipment Co.	9.75
Merchants & Manufacturers Paint Co.	13.34
Miller Paper Co.	11.84
John P. Morton & Co.	8.35
Mueller-Estep Co.	10.00
Multigraph Sales Agency	3.70
National Concrete Construction Co.	111.00
National Geographic Society	1.25
New Method Book Bindery, Inc.	428.04
Office Equipment Co.	8.05
Otis Elevator Co.	5.30
Olive Markel Co.	23.54
Packard-Louisville Motor Co.	3.42
Powell Seed Store	6.40
William Prather	11.00
Premier Paper Co.	4.15
Public Opinion Quarterly	4.00
Recordak Corporation	3.49
Remington Rand, Inc.	155.45
Clement V. Ritter	3.50
J. J. Ryan Electric Co.	4.90
Alfred L. Schiller	1.25
Science Research Associates	16.20
Shackleton Piano Co.	14.00
Louis E. Sikking	116.99
Sparkle Products, Inc.	4.00
Southeastern Paper Co.	16.10
Southern Bell Telephone & Telegraph Co.	130.95
Standard Oil Co.	6.75
Standard Printing Co.	129.43
Stewart Dry Goods Co.	5.85
W. K. Stewart Co.	328.03
W. K. Stewart Co.	159.37
Stoll Oil Co.	35.64
Henry A. Theobald & Son	3.45
John Wilson Townsend	6.50
University of Chicago Press	2.50
Wagenvoord & Co.	8.89
A. J. Wallon & Son	7.58
Weissinger-Gaulbert Real Estate Co.	667.39
Albert Whitman & Co.	6.49
Wilderness Road Book Shop	129.96
H. W. Wilson Co.	4.75
	<u>4 994.59</u>
Pd) Harold F. Brigham, Libn. Pay Roll	10 443.83
Pd) Maintenance Supply Co.	797.20
Pd) Kentucky Title Trust Co. Sinking Fund	2 125.00
Pd) Kentucky Title Trust Co. - Air-Cond. S. F.	<u>1 035.71</u>
Total . . .	\$ 19 396.33

Exhibit No. 2DECISION OF THE COURT OF APPEALS REGARDING THE
SALARY OF THE LIBRARIAN

Statement of the Librarian

The High Court decision limiting the salary of the librarian to \$5,000 raises serious questions that will affect the library in the future.

1. The Louisville library will be unable to compete with other libraries of its size in filling the vacancy in its chief librarianship, as this occurs. Its salary limitation will place it in the category of libraries half its size and less, which ordinarily command the services of librarians of limited administrative experience and, if successful, of brief tenure. As far as trained men librarians are concerned Louisville is threatened with becoming a place for training administrators for other large libraries, with frequent turn-over in its own librarianship and consequent embarrassment and loss to itself.
2. The librarian will find it an embarrassing hardship, if not an impossibility, to meet normal demands and expectations that attach to the position in an institution which imposes so large a financial and administrative responsibility, and in a city as large as Louisville with so many interests that touch the library and make demands upon the librarian.
3. The librarian will find a still more embarrassing hardship or impossibility in attempting to maintain a standard of living reasonably to be expected for such a position, by reference to comparable positions of other kinds in Louisville, not to mention comparable library positions in other cities.
4. Unless some means can be found to offset the effect of the salary limitation, the Louisville library cannot fail to lose much of the prestige and influence it has enjoyed since its inception, not only in the nation at large but more particularly in the South where it has always had acceptance in the front rank of major libraries.

May 7, 1940.

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, June 12, 1940

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, June 12, 1940 at 4:15 p.m. in the librarian's office.

Present: Mrs. Radford and Messrs. Abell, Davis, Erskine, Hartstern, Hume, Powell and the librarian.

Mr. Davis presided in the absence of Dr. Rauch.

The minutes of May 8 were approved as distributed without reading.

Mr. M. A. Erskine presented credentials as appointee to fill the unexpired term of Mr. Thruston, namely to April 1941, and was welcomed to membership on the Board.

Communications:

A letter was presented from the Fincastle Chapter, Daughters of the American Revolution, dated June 10, 1940, making a tentative proposal to erect a bronze tablet in the Main Library listing the names of men who lost their lives in the Revolutionary War from what is now Jefferson County. On motion by Mrs. Radford, seconded by Mr. Powell, it was voted to approve the proposal.

A letter was read from Warren & Ronald, Engineers, dated June 4, reporting practical completion of the air-conditioning installation in the Kaufman-Straus store. The librarian stated that public "opening" was scheduled for June 14, that official acceptance of the work was expected July 1 and final payment due August 6.

Reports:

The report and recommendations of the Building Committee meeting of June 3 was read as follows:

Building Committee Meeting - June 3, 1940

Present: Mrs. Radford, Messrs. Powell, Hume, and the librarian.
Mr. E. R. Ronald, consulting engineer, was also present.

The following business was transacted:

1. Report of Warren and Ronald on the Heating and Lighting Systems of the Main Library

Mr. Ronald resolved the report into two major problems, namely that relating to equipment inside the library building, and that relating to the source of steam and electric current. He called attention to two general recommendations contained in the report, namely:

(1) That rock-wool insulation be installed immediately in the attic; that no other major changes in present equipment be undertaken at present; but that the library anticipate the need soon of improvements to the humidifying equipment and installation of automatic controls

(2) That the library continue its contract with the Weissinger-Gaulbert Co. for steam at the present rate, but discontinue its contract with the Company for electric current, entering into contract with the

Louisville Gas & Electric Co. for electric current.

Mr. Ronald estimated that erection and equipment of the library's own heating plant, preferably a gas heating plant, would involve an expenditure of \$20,000 approximately, as follows:

\$ 4,500	Building
8,500	Boilers
7,000	Fan Room equipment
<u>\$20,000</u>	Total

The Committee voted to recommend to the Library Board:

(1) That rock-wool insulation be installed in the attic before the next heating season at an estimated cost of \$700.

(2) That the heating contract be renewed with the Weissinger-Gaulbert Co. at no increase in rate, but that a contract be entered into with the Louisville Gas & Electric Co. for electric current; otherwise that the library install its own heating plant.

The librarian was instructed to send a statement of these recommendations to all members of the Board, together with a copy of the report of Warren and Ronald.

2. Circulation Department Improvements

The librarian outlined plans for completing improvements in the Circulation Department within the amount of \$700 specified. It was voted:

That the librarian be authorized to proceed with the Circulation Department improvements at a cost not to exceed \$700, as authorized by the Board on May 8.

It was agreed that installation of rock-wool insulation in the attic, as recommended, be deferred to be considered in connection with next year's budget.

Mr. Abell moved that the report of the Building Committee be received and filed, with the request that the Committee confer with the Weissinger-Gaulbert Co. relative to proposed changes in the heating and lighting contract and report back at the next meeting of the Board. Seconded by Mr. Powell and carried unanimously.

Mrs. Radford reported on behalf of the Building Committee the need of a water cooler to serve the Kentucky Room and the same need in most of the Branches to serve the public. Mrs. Radford was delegated with power to act in conjunction with the librarian to procure a water cooler to serve the Kentucky Room.

Mrs. Radford reported that bills for the month of May in the amount of \$3,870.85 had been audited for the Library Committee in the absence of members of that Committee. Mr. Powell moved that these bills be paid. Seconded by Mr. Erskine and carried unanimously. A list of the bills is appended to these minutes. Exhibit No. 1.

The report and recommendations of the Library Committee meeting of June 10 was read and action taken as follows:

Library Committee Meeting - June 10, 1940

Present: Mrs. Meguire, Messrs. Kavanagh, Welch and the librarian

The following business was transacted:

1. That the librarian be authorized to negotiate with Mary A. Thomas and Susan B. Shane such change in their employment status for the coming year as may be possible and appropriate, looking to their voluntary retirement, or in lieu of such retirement.

ACTION: Approved, that the librarian make tentative negotiations, with the suggestion, by Mr. Erskine, that effort be made to place reduced employment on some equitable basis such as years of service.

2. That the librarian and Col. Beckner make a preliminary study of the proposal of the Board of Education to establish a Children's Museum service under the joint auspices of the Library and the Board of Education, and report back to the committee.

ACTION: Approved.

3. That the proposed public dedication of the Henry Watterson Alcove and Kentucky Room be omitted on the ground that conditions are unfavorable to such an undertaking.

ACTION: Approved.

4. That Mary Murray Lincoln be granted full appointment as sub-professional assistant in the Jefferson Branch Library, without salary change for the present.

ACTION: Approved.

5. That the librarian be authorized to increase the pay of branch janitors recently employed, provided they have completed at least one year of satisfactory service, from \$15 a week to full pay of \$16 a week as received by other Branch janitors. (Two janitors are affected immediately, and one janitor will qualify in July)

ACTION: Approved.

6. That payment of the police court fine of \$20 imposed on the janitor of Jefferson Branch, May 29, be approved, in view of the circumstances, with the understanding that the librarian exercise appropriate discipline including the exaction of a small portion of the fine from the janitor for this purpose.

ACTION: Following discussion the librarian was instructed to confer with Mr. L. S. Poston relative to the possibility of obtaining remission of the fine.

7. That approval be given to payment by the library of dues to the Rotary Club of \$30 a year for membership of the librarian, in recognition of direct benefits to the library from this connection.

ACTION: Extended discussion followed in which Mr. Hartstern and Dr. Hume voiced objection on the grounds that such an expenditure was a personal concern of the librarian and not a legitimate expenditure for the library and that favorable

action would set a bad precedent. The librarian stated that direct benefit came to the library in the association of the librarian with the leaders in all walks of community life constituting the membership of such a civic club. Mr. Erskine moved approval of the recommendation. Seconded by Mr. Abell and carried by a vote of 4 to 2, Mr. Hartstern and Dr. Hume dissenting.

The Treasurer's report for the month of May was presented by Mr. Abell and ordered on file.

Mr. Abell reported on a meeting of the Finance Committee June 11 in which adjustments in the present budget were agreed upon and certain proposed special expenditures were considered but action on these deferred. See Exhibit No. 2 appended.

The librarian stated that an unallocated balance could be expected this year of approximately \$2,400 in view of an increase in collections from Fines, and cash gifts of \$542 over and above the cash balance from the preceding year of \$1,045. He urged the importance of immediate action in restoring five paintings which suffered most serious damage in the Flood, at a cost of \$515.

On motion by Mr. Powell, seconded by Dr. Hume, it was voted unanimously to approve the repair and restoration of the five paintings noted (See Exhibit No. 3) the cost to be paid out of the unallocated balance of library funds.

Mr. Hartstern moved that the Finance Committee be given power to act in determining the use of any unexpended and unallocated balance of funds remaining in the current fiscal year. Seconded by Mrs. Radford and carried unanimously.

The statistical report of the librarian for the month of May was distributed and ordered on file.

The librarian reported (1) that 40 members of the staff had represented the library at the annual conference of American Library Association in Cincinnati May 27 to June 1; (2) that Mrs. Radford was special Governor's delegate to the same; (3) that two bicycle stands had been erected at the Iroquois Branch, the gift of the Beechmont Woman's Club; and (4) that County Commissioner James W. Henning had reported unofficially the decision of the Fiscal Court to continue the library appropriation on the present basis of \$9,000.

Unfinished business:

The Chairman ruled that no action could be taken on the proposed revision of the By-Laws owing to the lack of a two-thirds majority required for such action.

The meeting adjourned at 5:30 p.m.

MINUTES APPROVED:

Joseph R. ... President
Harold F. Brigham Secretary

See Exhibits - following pages

Exhibit No. 1

Aetna Oil Co.	\$ 33.54
Edwin Allen Co.	33.66
American Book Co.	13.81
American Library Association	24.00
Arctic Ice Co.	10.20
Atlas Coal Co.	34.00
Baptist Book Store	36.64
Clara L. Behrens, Head Order Dept.	171.26
Bomar-Summers Hardware Co.	31.68
Harold F. Brigham, Libn. Petty Cash	69.65
Harold F. Brigham, A.L.A.	63.75
G. M. Brumbaugh	3.50
Bunton Seed Co.	147.00
Cadmus Books	422.43
Central Battery Co.	6.75
Central Glass Co.	13.28
College Book Exchange	128.92
Columbia Carbon Co.	14.93
Cook Auto Service	2.00
Earl Cunningham	8.00
Dehler Brothers Co.	2.70
Demco Library Supplies	1.20
R. O. Dusch	3.50
F.W. Faxon Co.	15.08
Geo. G. Fetter Co.	12.50
Franklin Printing Co.	14.50
Frey Planing Mill Co.	12.87
W. D. Gatchel & Sons	1.70
Georgia Bookshp	3.00
Ginn & Co.	4.26
Gonzenbach & Sons	16.00
Happy Service	2.00
Hubbuck Wall & Floor Covering Corporation	9.00
H. R. Huntting Co.	191.70
Johns Hopkins Press	7.50
Kast Bindery Service	84.05
Kaufman-Straus Co.	17.10
Klein Brothers	2.55
Koehler Stamp & Stationery Co.	4.50
Leonard Brush & Woodenware Co.	8.25
The Librarian of Congress	50.00
Longmans, Green & Co.	6.85
Louisville Chemical Co.	57.78
Louisville Gas & Electric Co.	198.38
Louisville Linen Service Co.	13.75
Louisville News Co.	142.83
Louisville Paper Co.	41.17
Mrs. Stella McDaniel	25.00
H. E. Meddis	15.00
Meffert Equipment Co.	6.00
Merchants & Manufacturers Paint Co.	50.24
Miller Paper Co.	14.52
Robert F. Morris	2.00
John Pl Morton & Co.	23.75
Mueller-Estep Co.	10.00

2340.73

Multigraph Sales Division	14.00
Music Teachers National Association	2.50
Myer-Bridges Co.	7.15
Nationa. Concrete Construction Co.	105.80
National Society Daughters of American Revolution-	5.00
New Method Book Bindery, Inc.	99.91
Nuzon Southern Corporation	1.40
Office Equipment Co.	1.50
Olive-Markel Electric Co.	1.50
Otis Elevator Co.	5.30
William Prather	11.00
Premier Paper Co.	2.30
Prentice-Hall, Inc.	2.93
Princeton University Press	17.03
Royal Typewriter Co.	1.00
Charles Scribner's Sons	9.00
Scott Foresman & Co.	7.93
L. E. Sikking	93.45
"Billy Smith"	6.00
Southeastern Paper Co.	19.88
Southern Bell Telephone & Telegraph Co.	127.11
Standard Paper Products Co.	4.75
Standard Printing Co.	48.96
G. E. Stechert & Co.	5.50
W. K. Stewart Co.	294.24
W. K. Stewart Co.	77.49
Henry A. Theobald & Son	6.33
JohnWilson Townsend	3.25
Wagenvoord & Co.	13.18
Weissinger-Gaulbert Real Estate Co.	344.85
Albert Whitman Co.	9.13
Wilderness Road Book Shop	105.88
H. W. Wilson Co.	37.50
John C. Winston Co.	37.87
	<u>3 870.85</u>
Pd) Olive-Markel Electric Co.	189.87
Pd) Harold F. Brigham, Libn. Pay Roll	10 765.30
Pd) Kentucky Title Trust Co. - Sinking Fund	2 125.00
Pd) Kentucky Title Trust Co. - Air-Con. S. F.	<u>1 035.71</u>
Total	\$ 17 986.73

Exhibit No. 2

Finance Committee Meeting - June 11, 1940

Present: Messrs. Davis, Abell, Rash, Miss Behrens, Head of the Order Department, and the librarian.

The following business was transacted:

1. Expenditures to date together with anticipated expenditures for the remainder of the fiscal year were checked against the approved budget for the year's operations to show that total expenditures will be kept within the budget total, with a balance of \$1,045.70 carried over from the last fiscal year still unallocated, and with special bond funds allocated for lighting improvements still intact, namely \$2,810 of \$3,000 (\$190 having been spent for experimentation)

2. It was agreed to revise the budget of Expenditures as follows in order to adjust to unexpected overdrafts, chiefly in Heating, Repairs and Improvements, and Furniture and Fixtures:

	<u>Original Budget</u>	<u>Adjusted Budget</u>
Library Operating Exp:		
Pay Roll: Staff	\$111 282.00	\$111 258.02
Books	19 934.60	19 458.54
Periodicals	3 200.00	3 200.00
Bdg., Rebdg., Filming	4 500.00	4 051.96
Library Supplies	3 150.00	3 150.00
Printing	1 350.00	1 350.00
Incidentals	850.00	546.34
Transportation	1 000.00	1 000.00
Telephone	1 550.00	1 550.00
Postage	1 000.00	1 000.00
Interest on loans	200.00	150.85
Furniture & Fixtures	1 000.00	1 433.51
Total Operating Expenses	<u>149 016.60</u>	<u>148 149.22</u>
Building Maintenance Exp:		
Pay Roll: Janitors	16 464.00	16 629.30
Janitor supplies	1 800.00	1 800.00
Repairs & Improvements	8 875.15	9 733.78
Rent	750.00	573.00
Heat	5 500.00	6 585.13
Light	5 400.00	5 131.25
Insurance	2 900.00	2 503.33
Incidentals	600.00	200.74
Total Building Maint.	<u>42 289.15</u>	<u>43 156.53</u>
Total Oper. & Bldg. Maint.	<u>191 305.75</u>	<u>191 305.75</u>
Mortgage Sinking Fund	25 600.00	25 600.00
	<u>216 905.75</u>	<u>\$ 216 905.75</u>
Balance - to be allocated	1 045.70	
Gifts and refunds	542.92	
	<u>\$ 218 494.37</u>	

3. It was further agreed that the unallocated balance of \$1,045.70 be used in part to meet the costs of Circulation Department improvements authorized by the Board on May 8 and that the remainder of this balance be applied to the purchase of books.

4. The librarian called attention to the following proposed special expenditures if funds are available, namely \$515 for restoring five paintings, \$700 for rock-wool insulation recommended by Warren & Ronald, and \$3,500 for filming back files of newspapers in cooperation with the W.P.A. and the Courier-Journal, and recommended that any excess of income from city taxes be designated specifically for these purposes, particularly for newspaper filming. It was agreed that these proposed expenditures belonged rather to next year's budget and that in any event action should be deferred until the July tax receipts from the City are definitely known.

Exhibit No. 3

Paintings to be restored:	
Storm- Laramie Peak, by Bierstadt	\$ 125.00
Pilgrims attacked by Indians while at Church by Boyd	175.00
Forest Sanctuary, by Bremner	75.00
Last Sacrament, by Mosler	75.00
Herring's Boats, by Chase	65.00
Total	<u>\$ 515.00</u>

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, July 10, 1940

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, July 10, 1940 at 4:15 p.m. in the librarian's office.

Present: Mrs. Radford and Messrs. Abell, Davis, Hartstern, Hume, Rash, Welch, Erskine and the librarian.

Mr. Davis presided.

The minutes of the meeting of June 12 were approved as distributed without reading.

The secretary read the list of committee appointments for the present year as named by the President of the Board, namely:

Building Committee

H. Cecil Powell, Chairman
Mrs. Kenneth Meguire
Dr. E. C. Hume
Fred J. Hartstern

Library Committee

J. J. Kavanagh, Chairman
Mrs. Walter Radford
Dr. Charles W. Welch
William H. Abell

Finance Committee

Howard C. Davis, Chairman
M. A. Erskine
Dillman A. Rash
Joseph D. Scholtz

Executive Committee

Dr. Joseph Rauch, Chairman
Joseph D. Scholtz, ex-officio
Howard C. Davis
J. J. Kavanagh
H. C. Powell

Reports:

The Treasurer's report for the month of June was received and filed.

Mr. Rash read the proposed request budget for the fiscal year 1940-41 as recommended by the Finance Committee. See Exhibit No. 1.

Mr. Rash offered the motion, seconded by Mr. Abell that the budget be adopted as recommended and that the Secretary be authorized to transmit it to the Board of Aldermen. After full discussion the motion carried by unanimous vote.

Mr. Hartstern reported on behalf of the Building Committee that conferences had been held with representatives of the Weissinger-Gaulbert Company and of the Louisville Gas & Electric Company with the following results:

1. That the Weissinger-Gaulbert Company has offered a contract to supply only steam for heating purposes at the flat rate of \$1.00 without discount; also a separate contract to supply electric current for power purposes only, at the rate of 3¢; also the Company has made a supplementary offer to supply electric current for lighting at the same rate, 3¢, in the event the library decides against the use of city current for lighting.

2. That the Committee agreed to recommend that the library enter into contract with the Louisville Gas & Electric Co. to furnish alternating current

for lighting; and contract with the Weissinger-Gaulbert Co. to furnish direct current for power at the 3¢ rate for the present.

3. That the Louisville Gas & Electric Co. has made an offer to finance the installation of a gas heating plant in the library building at a cost of approximately \$8,000, to be amortized over a period of five years, and to supply gas at prevailing rates, the combined annual total of amortization payments and fuel costs over the five year period to be not in excess of the present annual expenditure for heating, or approximately \$4,000 (see letter of the Company, July 8, exhibit No. 2)

4. That the Building Committee had felt the time was too short to consider the proposition to install a gas heating plant this year, but recognized the attractiveness of the proposition and agreed it deserved serious consideration as soon as practicable.

Extended discussion followed in which the benefits to be derived from the proposed changes were stressed, especially the prospective saving eventually of approximately \$3,000 annually for heating and lighting the Main Library. Dr. Welch counseled against immediate action on installation of the heating plant in view of the lack of a committee recommendation. The librarian recommended delaying action on the same ground until next year. Mr. Hartstern advised that there was ample time to make the installation, assuming no legal obstacle to such a contract.

After further discussion Mr. Hartstern recommended that the library accept the offer of the Louisville Gas & Electric Co. to install a gas heating plant, as contained in its letter of July 8, if it is legally proper to do so, and that the library contract with the Louisville Gas & Electric Co. also to supply alternating current for both light and power.

Mr. Rash moved that Mr. Hartstern's recommendation be approved and that the Building Committee be empowered to execute the necessary contracts, if it is found legally proper to proceed. Seconded by Mr. Abell and carried.

Mr. Hartstern offered the motion, seconded by Dr. Hume, that the Weissinger-Gaulbert Co. be notified of the library's intention not to renew its contract for heat, light and power, provided that legal advice is obtained clearing the action proposed in the preceding motion. Carried.

Mr. Hartstern reported that the Building Committee at its meeting on June 20 had also agreed to increase the total insurance on the Fourth St. property by \$49,200 to cover the air-conditioning installation and to issue this amount in three policies, two of \$17,500 each and one of \$14,200.

Dr. Hume moved that the Board approve this action of the Building Committee. Seconded by Mr. Rash and carried unanimously.

Mr. Hartstern reported finally that at the same meeting the Committee had acted on bids to furnish coal for the Branch libraries and approved the following awards as the lowest and best bids:

Atlas Coal Co.	Stoker coal	\$3.70 per ton plus 25¢ storage
Stearns Coal Co.	Other coal	4.10 " " " 25¢ "

Mrs. Radford moved that the Board approve the action of the Building Committee in awarding coal contracts as reported. Seconded by Mr. Rash and carried unanimously.

Mrs. Radford reported on behalf of the Library Committee that bills for the month of June in the amount of \$5,583.31 had been audited, and moved that payment of these bills be authorized. Seconded by Mr. Rash and carried. A list of the bills is appended to these minutes. Exhibit No. 3.

The statistical report of the librarian for the month of June was distributed and ordered on file.

The librarian reported that he had received an invitation from the Norfolk, Va. Public Library to make a survey of the library and expected to do this during his vacation in August.

Unfinished business:

The Chairman declared that action on proposed changes in the By-Laws of the Library would have to be postponed again owing to lack of the necessary two-thirds majority of the Board.

The librarian reported tentative recommendations relating to the retirement of Miss Mary A. Thomas and a plan of reduced employment for Miss Susan B. Shane. In view of the lack of a committee recommendation on the proposals, the Chairman referred the matter to the Library Committee for consideration and recommendations.

New business:

The librarian reported the offer of a gift by Mr. Ben Snyder of an exact reproduction in imitation marble of the Shrine containing the original Constitution of the United States and Declaration of Independence in Washington, including facsimile reproductions of these documents and two silk flags. The librarian recommended acceptance of the gift with the suggestion that it would be both appropriate and timely to have such a display in the lobby of the Main library.

It was regularly voted to accept the offer of Mr. Ben Snyder, with the understanding that the gift is made without conditions, and the librarian was instructed to express the thanks of the Board to the donor.

The librarian reported the offer of a life-size portrait of the late Dr. Dudley Sharpe Reynolds by the widow of Dr. Reynolds. It was noted that Dr. Reynolds was prominently identified with the old Public Library of Kentucky in Louisville and with the library of the Polytechnic Society, predecessor of the Louisville Free Public Library. The matter was referred to the Library Committee for recommendation.

The librarian reported that the use on Sundays of the Kentucky Room and Henry Watterson Alcove was insufficient to justify keeping these rooms open on Sundays and recommended that they be closed for the balance of the summer, or until September 1 inclusive. Mr. Hartstern moved that the recommendation be approved. Seconded by Mr. Rash and carried.

The chairman named Mrs. Radford to serve temporarily as a member of the Building Committee in the absence from the city of Mrs. Meguire.

The meeting adjourned at 5:30.

MINUTES APPROVED:

Joseph R. Raul President
Harold J. Brigham Secretary



EXHIBIT NO. 1

LOUISVILLE FREE PUBLIC LIBRARY
APPROVED REQUEST BUDGET 1940 - 41

<u>Receipts</u>	Original Budget 1939-40	Actual inc. Aug. est.	Proposed 1940-41
Balance-General	\$	\$ 79.39	\$
Balance-Spec. Const. Bond Refund		2 295.76	
Redeipts: City Taxes	147 000.00	147 000.00	147 000.00
Jefferson County	9 000.00	9 000.00	9 000.00
Rent-KaufmanStraus Co.	49 030.60	49 030.60	60 000.00
Fines, etc.	4 500.00	4 500.00	5 000.00
Bond refund - balance 38/39	5 000.00	5 000.00	2 810.13
	214 530.60	216 905.75	223 810.13
	79.39		
Unappropriated balance	1 045.70	1 045.70	
Total	215 655.69	217 951.45	223 810.13
Refunds, inc..Gifts		542.92	
Bond refund	2 295.76		
Additional fines		900.00	
Total	\$217 951.45	\$219 394.37	\$223 810.13
<u>Expenditures</u>			
Library Operating Expenses:			
1) Pay Roll: Staff	111 282.00	111 258.02	112 339.00
2) Books	19 934.60	21 878.63	19 528.13
3) Periodicals	3 200.00	3 200.00	3 200.00
4) Binding, Rebinding, Filming	4 500.00	4 051.96	7 100.00
5) Library Supplies	3 150.00	3 150.00	3 150.00
6) Printing	1 350.00	1 350.00	1 350.00
7) Incidentals	850.00	600.00	750.00
8) Transportation	1 000.00	1 000.00	1 000.00
9) Telephone	1 550.00	1 550.00	1 550.00
10) Postage	1 000.00	1 000.00	1 000.00
11) Interest on loans	200.00	150.85	150.00
12) Furniture & Fixtures	1 000.00	1 433.51	1 800.00
Total	149 016.60	150 622.97	152 917.13
Building Maintenance Expense:			
13) Pay Roll: Janitors	16 464.00	16 629.30	18 213.00
14) Janitor supplies	1 800.00	1 800.00	1 800.00
15) Repairs & Improvements	8 875.15	9 733.78	10 460.00
16) Rent	750.00	573.00	940.00
17) Heat	5 500.00	6 600.00	6 000.00
18) Light	5 400.00	5 131.25	4 415.00
19) Insurance	2 900.00	2 503.33	2 700.00
20) Incidentals	600.00	200.74	765.00
Total	42 289.15	43 171.40	45 293.00
Total Operating & Bldg. Maintenance	191 305.75	193 794.37	198 210.13
21) Mortgage Sinking Fund	25 600.00	25 600.00	25 600.60
	216 905.75	219 394.37	223 810.13
Unappropriated balance	1 045.70		
Total	\$217 951.45	\$219 394.37	\$223 810.13

July 10, 1940

EXPLANATORY NOTES - - LIBRARY BUDGET

(Numbers refer to numbered items of Budget)

- 1) Pay Roll includes:
 - a. \$1,000 required for expected adoption of a Classification and Pay Plan, covering all employees.
 - b. \$1,400 for possible refund of librarian's salary if law suit is won.
 - c. deduction of \$1,380 made possible by retirement or partial retirement of two employees.
- 2) Book fund makes no added provision for new Iroquois Branch. It should be \$25,000 at the very minimum, even accepting our own inadequate book expenditures for many years as the base.
- 3) Same as last year
- 4) Includes \$4,000 for regular binding, and \$3,100 for an emergency Work Projects Administration Project to make film copies of the complete files of the two local newspapers which are threatened with complete loss by deterioration. The publisher offers to pay \$4,000 additional for the film and the W.P.A. offers to pay for equipment and labor substantially more than \$100,000. The library must furnish rented space, supplies and supervision.
- 5) and 6) Same as last year
- 7) Estimated need
- 8) 9) 10) 11) Same as last year
- 12) \$1,000 for general needs; \$300 for changing table fans from D.C. to A.C. with change to city electric current; \$500 for drinking fountains in 3 Branches
- 13) Includes \$1,800 for a maintenance man to be employed for general repair and maintenance work in all buildings.
- 14) Same as last year
- 15) \$3,000 for ordinary repairs; \$2,810 balance of Bond Funds specially ear-marked for lighting improvements; \$450 for floor covering in one Branch; \$700 for rock-wool insulation in Main Library to reduce loss of heat; \$2,500 for needed redecoration; \$1,000 for wiring changes necessary to convert to use of city electric current.
- 16) \$640 for present rented quarters; \$300 for branch in "Clarksdale"
- 17) Estimated \$600 less than last year
- 18) \$2,225 for lighting Branches; \$1,850 estimated for lighting Main Library with city current (saving approximately \$800); \$215 for power; \$125 for lamps
- 19) \$1,294.74 for library buildings; \$1,237.31 for Kaufman-Straus building, including \$335 added to cover air-conditioning installation; \$165 for cars, and bonding.
- 20) Includes \$515 for restoration of five valuable paintings seriously damaged in the Flood.

Exhibit No. 2

LOUISVILLE GAS AND ELECTRIC COMPANY
Louisville, Ky.

July 8, 1940

Board of Trustees,
Louisville Free Public Library,
Library Place,
Louisville, Kentucky.

Attention: Building Committee.

Gentlemen:

Believing that it will be to your considerable advantage to provide yourselves with your own central steam heating plant, and being advised that you are not in a position to undertake the capital investment required to secure such a plant, and being further desirous of securing your space heating load for ourselves by the sale of gas to you, we wish to submit the following proposal to permit you to secure such a plant.

We propose to install a gas-fired, cast iron, sectional boiler plant with the necessary breeching, stack, gas piping, steam supply and condensate return piping (to be cut in to your present steam heating system), vacuum pump and receiver, automatic feed water control, together with the necessary wiring and city water connections. We propose to install this plant in conformity with the requirements of your engineers, Warren and Ronald. We propose to use as a boiler room the present storeroom in the northwest corner of the basement.

As a means of your absorbing the investment of about \$8000.00 which we will make, we suggest that you be billed partial amounts regularly over a period of five years. In addition you will pay for the gas consumed, which will be metered and billed monthly under the most favorable of our standard prevailing rates.

We request your careful consideration of this proposal which we believe will be to your distinct advantage.

Yours very truly,

/s/ I DREYFUS

Manager, Gas Sales.

IDreyfus: RAS

Exhibit No. 3

Edwin Allen Co.	\$ 56.91
American Book Co.	8.07
Americana Corporation	8.55
American Library Association	11.15
Arctic Ice Co.	9.50
Banks, Baldwin Publishing Co.	10.00
Breaux Ballard, Inc.	2.00
Baptist Book Store	83.88
Clara L. Behrens, Head Order Dept.	164.20
Berrien Book Bindery	198.75
Best Stamp & Seal Co.	2.75
Bland Electric Co.	4.75
Bomar-Summers Hardware Co.	18.45
Harold F. Brigham, Librarian-Petty Cash	68.58
Business Branch of the Library	1.00
Cadmus Book Co.	27.57
Carter Dry Goods Co.	5.74
Central Glass Co.	3.93
College Book Exchange	19.30
ColonialBook Service	10.28
Cock Auto Service	9.10
Earl Cunningham	8.00
William H. Day Co.	50.00
Dictaphone Corporation	2.00
Dunne's Insurance Reports	15.00
Geo. G. Fetter Co.	10.25
Franklin Printing Co.	52.00
Gaylord Bros., Inc.	70.44
V. C. Glass Carpet Co.	2.25
Gonzenbach & Sons	52.00
Charles Hazelwood	49.00
Hoppe Soap & Chemical Co.	10.00
Houghton Mifflin Co.	2.79
H. R. Huntting Co.	376.23
Kast Bindery Service	151.15
Kee Lox Manufacturing Co.	5.25
Kentucky Terminix Co.	75.32
Koehler Stamp & Stationery Co.	13.65
Leonard Brush & Woodenware Co.	8.25
Longmans, Green & Co.	11.72
Louisville Chemical Co.	6.86
Louisville Chemical and Exterminating Co.	90.00
Louisville Gas & Electric Co.	158.75
Louisville Grocery Co.	5.05
Louisville News Co.	403.49
Louisville Paper Co.	64.74
Lyons & Carnahan	3.01
A. C. McClurg & Co.	20.80
Mrs. Stella McDaniel	25.00
The Macmillan Co.	2.30

2469.76

Premier Paper Co.	6.70
Mayes Printing Co.	34.60
H. E. Maddis	15.00
Meffert Equipment Co.	1.50
Merchants & Manufacturers Paint Co.	26.97
Miller Paper Co.	15.32
Robert F. Morris	1.50
John P. Morton & Co.	30.75
Mueller-Estep Co.	10.00
Multigraph Division	13.16
National Bibliophile Service	6.56
New Method Book Bindery, Inc.	31.59
Otis Elevator Co.	5.30
William Prather	11.00
Prentice-Hall, Inc.	75.00
Pro Parvulis Book Club, Inc.	1.00
Recordak Corporation	70.49
Remington Rand, Inc.	406.20
Ridge Office Supply Co.	1.25
J. J. Ryan Electric Co.	39.26
F. S. Schardein & Sons	2.95
Charles Scribner's Sons	9.00
Smith & Dugan	24.25
Southeastern Paper Co.	2.95
Southern Bell Telephone & Telegraph Co.	126.71
Standard Printing Co.	181.91
Standard Typewriter & Supply Co.	17.50
W. K. Stewart Co.	332.10
W. K. Stewart Co.	169.10
Henry A. Theobald & Son	1.35
U. S. Sanitary Specialties Corporation	24.50
Universal Library Service	10.09
Wagenvoord & Co.	116.14
Warren & Ronald	250.00
The Weekly Underwriter	3.00
Weissinger-Gaulbert Real Estate Co.	208.15
Westerfield-Bonte Co.	40.40
Albert Whitman & Co.	8.81
Wilderness Road Book Shop	96.66
H. W. Wilson Co.	684.83
	<hr/>
	5 583.31
Pd) Harold F. Brigham, Libn. Pay Roll	10 532.94
Pd) Kentucky Title Trust Co. Sinking-Fund	2 125.00
Pd) Kentucky Title Trust Co. Air-Cond. S.F.	1 035.71
	<hr/>
Total	\$ 19 276.96

LOUISVILLE FREE PUBLIC LIBRARY
Minutes of the Board of Trustees September 11, 1940

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, September 11, 1940 at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire, Mrs. Radford and Messrs. Erskine, Kavanagh, Powell, Rash, Rauch, Assistant City Attorney Lawrence S. Poston and the librarian.

On motion by Mr. Powell seconded by Mr. Erskine and carried the minutes of the meeting of July 10 were approved as distributed.

The secretary noted, for the record, that no meeting was held in August for want of a quorum.

Communications:

A letter from Col. Lucien Beckner dated September 5 was presented, recommending approval of the offer of Mr. Brent Altsheler to obtain for the library museum specimens of the Mexican Big Horn, these to be mounted at no expense to the library, and requesting an official communication to be addressed to the Mexican government requesting permission for Mr. Altsheler to obtain the specimens on his proposed scientific expedition.

Mrs. Radford moved that the offer be accepted and that the President and Secretary be authorized to execute the official letter called for, in the name of the Board. Seconded by Mr. Powell and carried.

The following letter from Mr. Ben Snyder was received and incorporated in the record:

July 16, 1940

Mr. Harold F. Brigham, Librarian,
Louisville Free Public Library,
Louisville, Kentucky.

Dear Mr. Brigham:

I am glad to learn from your letter dated July 15th that the Board of Trustees has agreed to accept our offer for the Library, of the reproduction of the shrine of the Constitution in Washington, together with pictures of the signers of the Declaration of Independence.

Please be assured that this gift is made without any conditions or provisions whatsoever and we will be glad to deliver said shrine to the Library at any time you advise us to do so.

Yours very truly,

/s/ BEN SNYDER

Ben Snyder, Inc.

A letter from Mr. Joseph Selligman, attorney for Mr. I.W. Bernheim, dated August 12, 1940 and sent by Mr. Selligman to all members of the Board, was presented for discussion. A copy of the letter is appended to these minutes. Exhibit No. 1.

Mr. Selligman appeared in person on behalf of Mr. Bernheim.

Mr. Selligman expressed regret that the Board felt it was necessary to require a surety bond in addition to a signed contract when Mr. Bernheim was asking to restore the paintings at no expense to the library and agreeing to return the paintings to the library. To impose a bond requirement Mr. Selligman held to be unnecessary and in the nature of things an indignity in view of Mr. Bernheim's unquestioned high character and integrity.

In the discussion which followed Mr. Selligman was assured that Board members had only the highest regard for Mr. Bernheim and an earnest desire to accede to his personal wishes and avoid mutual embarrassment, but that as trustees of public property they must necessarily act on legal advice and with due regard to the responsibilities of such trustees.

Mr. Poston stated that if the library owns the property, as the records indicate it does, and if the property should be given over to one who also claims ownership and should then be taken outside of the state and not returned, due possibly, in this instance, to the death of Mr. Bernheim, then the Board would face serious criticism and possible liability as trustees of public property.

Mr. Selligman read in full the contract he proposed that the Board and Mr. Bernheim execute, stating that such a contract would constitute normal good business practice without requiring a bond in addition and therefore that no personal liability could attach to Board members.

Mr. Poston stated that the library is a public institution and therefore substantially more responsibility attaches to its Board than applies in the case of a private institution or an ordinary business enterprise.

Mr. Kavanagh recalled that in the original dealings with Mr. Bernheim and his representative, Dr. Figgins, the express intention was not to return the paintings to the library after they had been repaired and restored, and that discovery had precipitated all that has since followed.

After further discussion Mr. Kavanagh moved that the Board approve the contract as drawn by the City Attorney's office including the requirement of a surety bond, and that the President be authorized to execute and sign and the Secretary to attest this contract. The motion was seconded by Mr. Powell and carried unanimously.

Reports:

The Treasurer's report for the months of July and August were presented together with a financial summary for the past fiscal year.

On motion by Mr. Erskine seconded by Mr. Powell it was voted to receive the reports but to postpone review until the next meeting of the Board.

Mr. Powell reported for the Building Committee that this committee and the Executive Committee jointly on August 21 had approved and authorized a contract with the Weissinger-Gaulbert Company to supply steam and electricity

for the Main Library for the year beginning September 1 at a substantial reduction in rate, and offered the motion that the contract as executed by the Executive Committee be approved. The motion was seconded by Mr. Rash and carried unanimously.

Mr. Kavanagh requested confirmation of the action of the Executive Committee approving bills for July in the amount of \$7,426.96. List is appended to these minutes. Exhibit No. 2.

Mr. Erskine moved that the Board approve this action of the Executive Committee. Seconded by Mr. Rash and carried.

Mr. Kavanagh reported that bills for the month of August in the amount of \$4,338.44 had been audited. Mr. Erskine moved that these bills be paid. Seconded by Mr. Rash and carried. A list of the bills is appended to these minutes. Exhibit No. 3.

The statistical reports of the librarian for the months of July and August were distributed and ordered on file.

The librarian read the following letter prepared by Mr. Davis in response to a request from the Courier-Journal for use in the issue of the paper of July 25:

July 25, 1940

Mr. Ed. Edstrom,
Courier-Journal & Times,
Louisville, Kentucky.

Dear Sir:

Without having had an opportunity to read the statement of the Director of Finance, it is naturally difficult to comment intelligently. I am very sympathetic with the problems that confront the city tax authorities and agree heartily that at this time the most essential departments should have preference. Personally, I would consider the Departments of Safety, Works and Education of equal importance and I would consider the Library as a part of the educational program. I think you will find that the authorities on education agree with this.

Under our existing laws, it is mandatory that the city appropriate a minimum amount for library purposes and the city cannot do away with the library without an act of legislature. I feel that any curtailment of library activities would be a mistake and that such action would seriously handicap a large portion of our citizens.

Very truly yours,

/s/ HOWARD C. DAVIS

Vice-President, Board of Trustees
Louisville Free Public Library

HCD.MFH

The librarian suggested that he be authorized to attend the biennial conference of the Southeastern Library Association in Savannah, Georgia,

October 23-25 as official representative of the library authorized to transact business of the library.

Mr. Powell offered the motion, seconded by Mrs. Radford, that the librarian be authorized to attend the Savannah conference for purposes of official library business and that his expenses be paid, not to exceed \$60. Carried.

New business:

The Board then received a delegation of citizens representing the Taylor Blvd. section, namely Mrs. H. E. Meddis and Messrs. E. A. Spencer, H. L. Van Arsdale, and Leo Ciacio, the last named being president of the South End Civic Club.

The delegates made statements as an official committee of the South End Civic Club appointed to ask the Library Board to provide larger quarters for the Taylor Blvd. sub-branch of the library.

A plan was outlined for enlarging the present quarters at an additional rental of \$10 per month, and the suggestion made that the branch be kept open on Tuesday as well as the other days of the week (except Saturday).

The delegation requested the privilege of a further hearing as soon as their proposal could be given serious study.

Following the hearing the whole matter was referred to the Library Committee for study and recommendation.

Mr. Rash requested advice on the desirability of offering his resignation from the Board in view of the fact that he expects to be absent from the city most of October and November on government service, and recognizing the difficulty frequently encountered by the Board in obtaining a quorum for the transaction of library business.

All members present urged Mr. Rash not to consider resigning from the Board.

Members of the Library Committee referred to a meeting of the Committee held on September 9 resulting in a number of important recommendations which the Committee was prepared to present.

In view of the lateness of the hour it was agreed to postpone action on the special report of the Library Committee, with the understanding that the librarian should distribute copies of the report to all members of the Board and that this report should be made the first item of business at the October meeting.

The meeting adjourned at 6 o'clock.

MINUTES APPROVED:

Joseph R. Reed President
Harold J. Brigham Secretary

See exhibits - following pages

August 12, 1940

Board of Trustees of the Louisville Free Public Library,
Fourth and York Streets,
Louisville, Kentucky.

Attention: Mr. Harold F. Brigham, Librarian

Gentlemen:

I am addressing the original of this letter to Mr. Harold F. Brigham and a copy to Mr. Lawrence S. Poston, Assistant Director of Law of the City of Louisville. But, in order that each member of the Board may consider the matter before the next meeting of the Library Board, I am sending additional copies directly to each member.

At the meeting of your Board on March 13, 1940, it adopted a resolution as follows:

"On motion by Dr. Welch, seconded by Mr. Rash, and carried unanimously, it was voted:

"That the Board authorize arrangements, through a written agreement with Mr. I. W. Bernheim, to provide that the paintings designated by the Library as the Bernheim Collection be placed temporarily in the custody of Mr. Bernheim or his official agent for the purpose of repair and restoration, involving no cost to the Library, with the understanding that they be returned to the Library within one year and with the further understanding and agreement that this action is without prejudice to the interests of either party to the controversy relating to ownership of said paintings."

Since that time I have been endeavoring to have this resolution of the Board carried out, but have been met by what seem to me unnecessary delays and specious objections. I was not advised of the action of the Board until March 29, 1940, sixteen days after the meeting at which the resolution was adopted. Promptly thereafter, in accordance with a suggestion in Mr. Brigham's letter to me, I took up with the City Attorney's office the matter of preparing an appropriate written agreement between Mr. Bernheim and the Library Board. Finally, at the suggestion of the City Attorney's office, I drafted a form of a proposed agreement and on May 16, 1940, sent a copy of same to Mr. Luther Roberts, at the City Attorney's office, for his examination and criticism. I enclose herewith a copy of the draft I submitted to Mr. Roberts.

Having heard nothing from Mr. Roberts by May 31st, I wrote asking him that I be advised what objection, if any, there might be to the contract as submitted. On June 13th I received an answer from Mr. Lawrence S. Poston, Assistant Director of Law, suggesting certain conditions for the agreement that I do not think are in conformity with the resolution of your Board. Among other things, there was demanded a writing from the I. W. Bernheim Foundation to the effect that it does not own the collection

or make any claim thereto. So far as I have heard, this Foundation never made any claim to these pictures, although it may have been Mr. Bernheim's intention, if he ever obtained their undisputed possession and ownership, to turn them over to that Foundation. That intention of Mr. Bernheim gives the Foundation no title. However, at the instance of the City Attorney's office I have obtained a letter from the Chairman of the Board of the Foundation and have delivered to Mr. Poston that letter, to the effect that the Bernheim Foundation claims no interest in the pictures and will make no claim by reason of the Library Board authorizing Mr. Bernheim to take possession of them for the purpose of having the pictures retouched.

In his original letter, Mr. Poston took, and continues to adhere to the position, that before the Board will make the contract with Mr. Bernheim he must give a surety bond that he will carry out his part of the contract by returning the pictures when they have been put in good shape. In his letter to me, dated August 6, 1940, referring to the demand for a corporate surety bond, Mr. Poston states as follows:

"This request should not be construed as casting any aspersions on Mr. Bernheim's integrity or his financial responsibility, but under the circumstances I deem it very essential in view of the unusual situation."

In all candor I regard this request as casting a very serious aspersion on Mr. Bernheim's integrity. There is no unusual situation here. It is true Mr. Bernheim does not reside in Louisville and could not ordinarily be sued here, but why is it to be assumed that it will be necessary to sue Mr. Bernheim or, in the event of his death, to sue his estate, to require the carrying out by Mr. Bernheim, or his estate, of his contract, solemnly made in writing, to return the pictures in question as soon as they have been put in good condition. Such a requirement might be appropriate in a case where a man of questionable character and doubtful financial strength is entering into a contract relating to money matters and for his own profit.

Mr. Bernheim for many years has occupied a position of honor and respect in this community. He has enjoyed, and continues to enjoy, the confidence and respect of every community in which he ever has lived. The present matter originated from no profit motive of Mr. Bernheim. In the public interest he either loaned, as he contends, or gave, as your Board contends, a number of valuable paintings to the Free Public Library. These have suffered injury and damage from causes not necessary here to dwell upon. Mr. Bernheim asks the privilege of repairing this damage at his own cost with the agreement that when it is done the pictures will be returned to the Library without prejudice to his claim or to that of the Library Board. For the privilege of rendering this public service it is suggested that Mr. Bernheim be required to give bond for his good faith and his good behaviour as if, despite his written contract, he might turn out to be a common thief and run off with property claimed by the Library Board. I think the proposal is insulting. It seems to me that the form of contract submitted to the City Attorney's office, a copy of which I am enclosing to Mr. Brigham, meets all the requirements of the situation and all that in fairness and decency should be asked of Mr. Bernheim.

From the tremendous to-do made about this simple matter one might suppose it to be a complicated transaction of monumental proportions.

It may be that this is not a diplomatic letter. I have not tried to make it so. It may result in hurt feelings on the part of some. If it does, I cannot help it as it voices my true opinion of the situation.

I am about to leave the City to be gone until the first week in September. Meanwhile, if the Board should decide not to insist upon a surety company bond, but will accept the contract from Mr. Bernheim substantially in the form submitted, I would appreciate their so advising Mr. S. L. Greenebaum, of our office, who will then attend to having Mr. Bernheim affix his signature to copies of such contract and arrange to have an agent of his accept delivery of the paintings.

Very truly yours,

/s/ JOSEPH SELIGMAN
By A.W.S.

JS:AWS

Exhibit No. 2

Edwin Allen Co.	\$ 351.63
American Book Co.	74.74
American Library Association	9.21
Arctic Ice Co.	9.90
Art Institute of Chicago	7.72
Banks, Baldwin Law Publishing Co.	3.50
Beckley-Cardy Co.	7.84
Clara L. Behrens, Head Order Dept.	102.77
A. W. Bitting	8.00
A. S. Blunk Heating Co.	109.25
Bobbs-Merrill Co.	2.43
Bomar-Summers Hardware Co.	10.32
R. R. Bowker Co.	3.00
Harold F. Brigham, Libn. Petty Cash	58.73
Bunton Seed Co.	1.30
Carter Dry Goods Co.	3.24
Central Glass Co.	1.01
Central School Supply Co.	3.00
Arthur H. Clark Cp/	4.75
College Book Exchange	3.95
Columbia Carbon Co.	14.18
Commerce Clearing House	25.00
Consumers Research, Inc.	1.00
Cook Auto Service	2.80
Courier-Journal & Louisville Times Co.	3.75
Wilfred Crowell, Inc.	2.06
Earl Cunningham	8.00
William H. Day Co.	9.00
R. O. Dusch	54.60
F. W. Faxon Co.	1.27
Geo. G. Fetter Co.	4.40
First Kentucky Fire Insurance Co.	78.63

986 98

A. Flanagan Co.	3.27
The Fredericks Co.	8.00
Gaylord Bros., Inc.	2.10
Ginn & Co.	14.36
Gulf Refining Co.	38.31
Hazelwood & Burriss	22.00
D. C. Heath & Co.	8.94
Home & School Library Association	28.35
Horn Book	6.50
Houghton Mifflin Co.	6.35
Hubbuck Wall & Floor Covering Corporation	9.75
H. R. Huntting Co.	1 962.59
Johnson Publishing Co.	3.98
Junior Literary Guild	2.10
Jean Karr & Co.	50.99
Kast Bindery Service	642.50
Kaufman-Straus Co.	19.03
Kentucky State Medical Association	2.40
Koehler Stamp & Stationery Co.	4.50
Charles Lee	10.60
Ruth Webb Lee	16.00
J. B. Lippincott Co.	4.26
Longmans, Green & Co., Inc.	13.63
Louisville Gas & Electric Co.	151.98
Louisville Linen Service Co.	27.50
Louisville Paper Co.	31.61
Louisville Screen & Weather Strip Co.	79.15
Louisville Store Fixture Co.	46.50
Lyons & Carnahan	11.20
Robert McBride & Co.	2.23
A. C. McClurg & Co.	53.90
Mrs. Stella McDaniel	25.00
Geo. R. McIntosh	6.75
McGraw Hill Book Co.	10.80
The Macmillan Co.	15.42
H. E. Meddis	15.00
Merchants & Manufacturers Paint Co.	15.77
Miller Paper Co.	5.20
Robert F. Morris	2.00
John P. Morton & Co.	22.60
Mueller-Estep Co.	10.00
Multigraph Division	31.00
National Bibliophile Service	2.44
Neill-LaVielle Supply Co.	1.00
Olive-Markel Electric Co.	194.98
Otis Elevator Co.	5.30
Patterson American Educational Directory	4.80
Pergande Publishing Co.	3.64
William Prather	11.00
Premier Paper Co.	4.15
Prentice-Hall, Inc.	9.09
Rand McNally Co.	10.28
Recordak Corporation	81.72
Remington Rand, Inc.	9.05

47 62.55

Clement V. Ritter	9.00
Row Peterson & Co.	8.17
J. J. Ryan Electric Co.	20.12
Victor H. Schiad Co.	163.25
Scott Foresman & Co.	16.59
Charles Scribner's Sons	96.92
Silver Burdett Co.	3.24
L. W. Singer Co.	2.08
Smith Book Co.	6.25
Southeastern Paper Co.	5.08
Southern Bell Telephone & Telegraph Co.	132.39
Standard Printing Co.	246.34
Standard Publishing Co.	2.31
Standard Typewriter & Supply Co.	7.50
G. E. Stechert & Co.	4.00
W. K. Stewart Co.	310.43
W. K. Stewart Co.	602.91
Stewart Research Laboratory	4.31
John Wilson Townsend	2.50
Universal Library Service	2.69
University Associates of Canada	46.62
University of Chicago Press	2.00
H. H. Weilage	238.08
Weissinger-Gaulbert Real Estate Co.	203.60
E. Weyhe	5.40
Albert Whitman & Co.	106.63
Wilderness Road Book Shop	318.45
John C. Winston Co.	43.80
H. W. Wilson Co.	48.75
E. W. Williams	5.00
	<hr/>
	7 426.96
Pd) Harold F. Brigham, Libn. Pay Roll	10 979.44
Pd) Kentucky Title Trust Co. Sinking Fund	2 125.00
Pd) Kentucky Title Trust Co., S.F. Air-Cond.	1 035.71
	<hr/>
Total	\$ 21 567.11

Exhibit No. 3

Edwin Allen Co.	\$ 11.55
American Book Co.	2.26
American City Magazine	2.10
American Library Association	1.13
Arctic Ice Co.	12.50
Atlas Auto Parts & Grinding Co.	5.47
Baptist Book Store	132.78
Barret, Robinson, Dickey & Swope	64.34
Clara L. Behrens, Head Order Dept.	104.18
Bomar-Summers Hardware Co.	11.37
Cadmus Books	61.41
Central Glass Co.	2.37
Chicago Glue Co.	18.00

429.46

College Book Exchange	21.25
Cook Auto Service	7.25
Earl Cunningham	8.00
William H. Day Co.	4.25
Demco Library Supplies	4.80
Dunne's International Insurance Reports	30.00
R. O. Dusch	137.55
Electrolux Corporation	1.00
Geo. G. Fetter Co.	10.50
Fidelity & Columbia Insurance Co.	99.76
Frey Planing Mill Co.	9.55
Gaylord Bros., Inc.	43.26
Geher & Son	3.25
Gonzenbach & Sons	16.00
Gulf Refining Co.	1.15
H. R. Huntting Co.	414.88
International Labor Office	3.00
Kast Bindery Service	32.00
Kee Lox Manufacturing Co.	6.00
Kentucky Adhesive Co.	1.88
Kentucky State Medical Association	2.40
Koehler Stamp & Stationery Co.	31.85
Leonard Brush & Woodenware Co.	8.25
The Librarian of Congress	100.00
Long & Hamilton	99.76
Louisville Gas & Electric Co.	152.67
Louisville Linen Service Co.	13.75
Louisville News Co.	634.06
Louisville Paper Co.	28.12
Louisville Sanitary Wipers Co.	20.00
A.C. McClurg & Co.	33.00
Mrs. Stella McDaniel	25.00
Mayes Printing Co.	5.25
H. E. Meddis	15.00
Meffert Equipment Co.	5.25
Merchants & Manufacturers Paint Co.	29.58
Miller Paper Co.	6.18
Mississippi Valley Historical Association	5.00
John P. Morton & Co.	123.25
Mueller-Estep Co.	10.00
Multigraph Division	4.83
Municipal Year Book	5.00
Olive-Markel Electric Co.	3.25
Nuzon Southern Corporation	30.00
Otis Elevator Co.	5.30
Packard Louisville Motor Co.	1.20
William Prather	11.00
Princeton University Press	17.03
Recordak Corporation	38.08
Remington Rand, Inc.	139.00
Rowland Paper Co.	10.70
Safety Corner	1.00
Schultze Glass Co.	3.45
Southeastern Paper Co.	16.10

2919.10

Southeran Bell Telephone & Telegraph Co.	123.85
Standard Oil Co.	32.46
Standard Printing Co.	13.35
Stearns Coal Co.	391.20
W. K. Stewart Co.	322.09
Stoll Oil Refining Co.	25.66
John Wilson Townsend	2.50
Universal Library Service	5.79
Wagenvoord & Co.	210.86
N. I. Weinberg Co.	14.00
Weissinger-Gaulbert Real Estate Co.	204.80
Wilderness Road Book Shop	25.50
H. W. Wilson Co.	2.25
Harold F. Brigham, Libn. Petty Cash	45.03
	<hr/>
	4 338.44
Pd) Harold F. Brigham, Libn. Pay Roll	10 492.96
Pd) Kentucky Title Trist Co. Sinking Fund	2 125.00
Pd) Kentucky Title Trust Co. S.F. Air-Cond.	591.74
	<hr/>
Total	\$17 548.14

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees October 9, 1940

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, October 9, 1940 at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire, Mrs. Radford and Messrs. Abell, Hartstern, Hume, Kavanagh, Powell, Rash, Assistant City Attorney Lawrence S. Poston, and the librarian.

In the absence of the President and Vice-President, Mr. Kavanagh was elected to serve as chairman, on nomination by Dr. Hume seconded by Mrs. Radford.

On motion of Mrs. Radford seconded by Mr. Rash it was voted to approve the minutes of the meeting of September 11 as distributed without reading.

The following report and recommendations of the Library Committee were presented, and action taken by the Board as noted under each item.

1. Retirement Question: It was agreed to limit consideration to the drafting of a general policy statement to be recommended to the Board, postponing until after the action of the Board on such a statement any consideration of the names of individual staff members who might be affected.

It was voted unanimously to recommend the following policy statement to the Board, to become effective immediately, with the understanding however, that the application to present older employees would be a matter for individual consideration in each case, with due regard to the situation of the employee as well as to the best interests of the library.

THAT the normal age of retirement for library employees be sixty-five years; in no case may an employee be retained in service beyond age seventy.

BOARD ACTION: In the discussion Mr. Abell expressed the opinion that the rule should apply the same to all employees without allowing latitude between ages 65 and 70 which may be expected to cause discontent among employees; and Mr. Hartstern proposed that age 70 be accepted as the normal retirement age for employees in view of the fact that the library has no retirement plan to give justification to age 65.

On motion by Mr. Rash seconded by Dr. Hume it was voted unanimously:

That the retirement age for library employees be 70 years and that this policy be effective immediately with the understanding, however, that present employees age 55 years and older shall be given individual consideration with due regard to their personal situation as well as to the best interests of the library.

2. Miss Lewman's request for leave of absence. Miss Adaline Lewman (Circulation Department) presented her resignation in July in order to marry, with the request that three months leave of absence be granted on the condition that employment would be assured her if within that period her husband was conscripted and his income was not continued.

The Committee voted to disallow the request in view of the many contingencies concerning conscription, to render its application remote in this case within three months, and the desirability of abiding by established library policy with reference to marriage of staff members. It was noted that Miss Lewman would have every consideration for employment as a regular applicant if the conditions of her request came about in fact.

BOARD ACTION: It was voted unanimously to concur in the action of the Library Committee on motion by Mr. Hartstern, duly seconded.

3. Salary Adjustments. The librarian recommended an increase in Miss Pennington's salary from \$75 to \$85, effective October 1, in view of the fact that she offers high professional qualifications, including one year of library training, that she accepted a position (in 1938) at a sub-professional rate of pay without increase since, despite proof of high ability and outstanding personality and promise, and that she refused an offer of a business position in July at a better salary on advice of the librarian (in the interest of the library).

The Committee voted to recommend to the Board the proposed salary advance of \$10.

The librarian recommended an advance in the salary of Mrs. Marion W. Stoner, Branch Librarian at Highland from \$115 to \$130 per month; also the salary of Mrs. Birdie Brown Maker, assistant in the Colored Department from \$65 to \$75 per month.

It was noted that Mrs. Stoner, a former Head of the Catalog Department, had returned to the staff at a very nominal salary and had attained her A.B. degree at Nazareth College while maintaining a full-time position and rendering outstanding service in that position.

Mrs. Maker had been appointed three years ago to a regular assistantship at a substitute's pay after serving the library as a substitute for many years and always doing good work. Mrs. Maker is a college graduate and took her library training in our own Colored Department.

It was voted to approve the recommended salary increases for Mrs. Stoner and Mrs. Maker.

BOARD ACTION: On motion by Mr. Abell seconded by Mr. Powell it was voted unanimously to approve the recommendations of the Library Committee with reference to the salaries of Miss Pennington, Mrs. Stoner and Mrs. Maker.

4. Book purchasing to January. The librarian proposed that authorization be obtained to expend \$10,000 of the tentative Book Budget of \$19,528 between September 1 and January 31, with the understanding that the total allowance for books this year be reviewed in January when the library's tax income becomes established.

The Committee voted to approve the foregoing recommendation to be presented to the Board.

BOARD ACTION: Mr. Rash moved to approve the recommendation of the Committee. Seconded by Mr. Powell and carried unanimously.

5. The librarian requested review of the salary status of Miss Helen Cooper, until recently Branch Librarian at Jefferson, now given a special assignment in

the central Circulation Department, to organize the clerical work of that department under Miss Hutchings, Miss Cooper's salary as Branch Librarian was \$150. Her present salary has been tentative set of \$140.

It was noted that Miss Cooper had suffered two serious breakdowns in the past two years, involving extended sick leave, and that her present special assignment was designed for the double purpose of assisting Miss Cooper in her rehabilitation, with doctor's advice, while at the same time protecting the Jefferson Branch against another possible recurrence of upset due to illness of the librarian.

The librarian felt that a practical view of the matter pointed to a salary of \$140. rather than the full salary attaching to status of Branch Librarian, until Miss Cooper's recovery might be assured, but he recognized the danger that unhappiness over her salary might hinder rather than help that recovery.

It was voted unanimously by the Committee to approve the salary of \$140. on the ground that it was necessary to be practical while at the same time attempting to assist an employee.

BOARD ACTION: Following discussion it was agreed to amend the recommendation. On motion by Mr. Abell seconded by Mrs. Radford it was voted unanimously that Miss Cooper's salary be continued at \$150. for not more than six months from September 1 and that the situation be reviewed at the end of that period.

6. N.Y.A. Workers. The librarian reported for the information of the Committee that the local N.Y.A. program had been substantially curtailed, with more than a 50% reduction in the number of young people assigned to the library; that these workers had come to be depended on quite largely by the library for page work and more especially for manning the Newspaper Alcove since this was set up in the second floor hallway; and that further curtailment if not complete elimination of N.Y.A. workers from the library seemed to be in prospect.

It was noted that loss of all N.Y.A. workers would make it necessary for the library to provide additional page help, and attendants for the Newspaper Alcove, presumably out of its own budget, and that such help if paid for by library might run anywhere from \$500 to \$1,000 for the year. It is noted that help might possibly be obtained from the W.P.A. in the event of loss of N.Y.A. workers, but it is to be noted at the same time that the W.P.A. program locally is quite likely to be curtailed substantially in the near future.

(No Board action required at the present time)

7. Case of Dr. A.A. Shaper. Correspondence and records relating to Dr. Shaper and involving Dr. Rauch and the Mayor's Office as well as the librarian were reviewed. Specifically Dr. Shaper requested confidential records of the library relating to a former patron who stole books but was not prosecuted since the books were restored, and, secondly, requested elimination from the library of the magazine Social Justice.

Following full discussion it was voted unanimously by the Committee:

- a) To confirm the former action of the library in the case of Robert Rankin and recognize that the matter has been closed, with the understanding that the librarian clear with the City Law Department the position of the library in withholding confidential records that may be requested.
- b) To take no action to eliminate the magazine "Social Justice" as requested.

BOARD ACTION: Mr. Poston advised that the Board was not legally required to deliver library records which in its judgment were confidential. It was regularly moved, seconded and voted unanimously to concur in the actions of the Library Committee.

8. Taylor Blvd. Sub-Branch. The petition of the South End Civic Club was considered, namely to enlarge the quarters of the Taylor Blvd. Sub-Branch, to extend the hours to include Tuesday afternoon, and to provide more books.

Miss Kanmerer, Head of Extension, and Messrs. Ciacio and Spencer, representing the Club, participated in the discussion.

It was voted unanimously to offer the following recommendations to the Board, namely:

a) While recognizing a need for more adequate space at the Taylor Blvd. Sub-Branch, it is recommended that no action be taken at present, but that the matter be reviewed in January when the library appropriation from the city will have been determined.

b) That the request to open this branch on Tuesdays is not justified, recognizing that this branch is now open more days per week than all comparable agencies maintained by the library, and its use, while highly satisfactory, is no greater than the use of several other agencies.

Example: LaSalle Place, having 400 volumes and open 15 hours per week, has an average monthly circulation of 1,000 volumes; Taylor Blvd. with 800 volumes and open 20 hours, has an average monthly circulation of 1,350 volumes, or exactly the same circulation per hour of service with twice the stock of books.

The librarian noted that other agencies had requested an extension of hours which could not be granted, and suggested that the hours of all part-time agencies be reviewed if and when funds or personnel are available for this purpose.

BOARD ACTION: On motion by Mr. Hartstern seconded by Mr. Rash it was voted unanimously to concur in the recommendations of the Library Committee.

Dr. Hume moved that the complete report of the Library Committee as amended be approved. Seconded by Mr. Powell and carried unanimously.

The report and recommendations of the Building Committee, coming out of its meeting of October 1, 1940, were presented by Mr. Powell, chairman. A copy of this report is appended to these minutes. Exhibit No. 1.

The following action was taken by the Board.

1. Parking problem at Main Library. On motion by Dr. Hume seconded by Mr. Powell it was voted to postpone action until more information could be presented or until a definite proposal could be offered for consideration.

2. Maintenance Man. Mr. Hartstern moved that the librarian and Building Committee be authorized to employ a maintenance man as recommended at a salary not to exceed \$100. per month. Seconded by Mr. Abell and carried unanimously.

3. Installation of rock-wool insulation. On motion by Mr. Rash seconded by Mr. Abell it was voted unanimously to approve the recommendation of the Committee, namely that the firm of Warren and Ronald be engaged to prepare specifications and take bids.

Mr. Abell moved that the report of the Building Committee as a whole be approved. Seconded by Mr. Rash and carried.

The Board then considered the possibility of acting on the proposed changes to the By-Laws, postponed from month to month for lack of a two-thirds majority as required in the By-Laws.

The question was raised whether the two-thirds majority required called for nine members of the Board, or possibly eight members, in particular whether the two-thirds was to be based on 13 members including the Mayor as ex-officio member, or on 12 members excluding the ex-officio member.

The Chairman ruled that nine members were required for action to amend the By-Laws on the grounds that the Board consists of 13 members including the Mayor. Accordingly, action was again postponed.

Communications:

A letter was presented from Mayor Joseph D. Scholtz asking that the Library be represented at a Budget Hearing October 14. It was agreed that the matter be left in the hands of the librarian and Chairman of the Finance Committee. The letter was ordered on file.

A letter from Mr. Joseph Selligman, attorney for Mr. I. W. Bernheim, dated September 20, 1940 was presented, a copy of which is appended to these minutes. Exhibit No. 2. It was noted that Mr. Bernheim agreed to execute a surety bond in taking temporary custody of the paintings for the purpose of repairing and restoring them, but requested permission to furnish local individual security on his bond in the person of his nephew, Mr. Lewis W. Cole of Louisville. It was agreed, without any prejudice to the individual proposed as surety for the bond, that the acceptance of local individual surety in place of corporate surety would further complicate the personality problem that has arisen. Therefore, on motion by Mr. Powell, seconded by Mr. Rash, it was voted unanimously to hold to the original understanding, namely that a corporate surety be furnished.

Reports:

The Library Committee reported that bills for the month of September in the amount of \$3,059.94 had been audited. On motion by Mrs. Radford seconded by Mr. Powell it was voted unanimously to approve payment of these bills, a list of which is appended to these minutes.

The statistical report of the librarian for the month of September was distributed and ordered on file.

The meeting adjourned at 5:30.

MINUTES APPROVED:

Joseph D. Scholtz President
Harold D. Brigham Secretary

Exhibits follow

Exhibit No. 1

Meeting of Building Committee, October 1, 1940, 4:30 p.m.

Present: The entire committee, namely Mrs. Meguire and Messrs. Hartstern, Hume and Powell, and the librarian. Present also were Messrs. Kirwan and Schimpeler, of the Department of Public Works.

Business transacted:

1. Parking problem at Main Library. The Committee, with representatives of the Department of Public Works, inspected conditions outside the library and considered various possibilities of providing more adequate parking facilities, taking into account space available at the front and also at the rear.

The two principal possibilities discussed were a) to reduce or eliminate the "island" between the library drive and York Street, converting this space to parking, and b) to convert one of the lawns at the rear of the building to parking.

The need of having constant supervision either by the police or by a paid attendant was recognized to assure benefit to the library from any new arrangement rather than benefit only to all-day parkers not identified in any way with the use of the library. In this connection the librarian was asked to consult the City Law Department to determine the legal availability of police supervision on library property which was off a public thoroughfare. Mr. Hartstern suggested installing parkometers or setting up a system of charging non-library users in order to pay the salary of an attendant, but extending free parking to library users by stamping their parking tickets at the desk in the manner employed by many downtown concerns.

The librarian was asked to invite Mr. Carl Berg, landscape architect of the City Planning and Zoning Commission, to offer his suggestions for meeting the needs while at the same time preserving the appearance of library grounds.

Mr. Kirwan offered to study the situation further and submit a suggested paper plan for providing parking.

It was agreed that the immediate need of more parking called for restoration of parking along the north side of York Street which had been eliminated while Third Street was under construction recently. Mr. Kirwan agreed to be responsible for this.

2. Maintenance Man. The librarian expressed the view that a maintenance man should be employed without delay on the grounds that he could save at least his own salary, regardless of the amount of city appropriation, to be settled in December.

Dr. Hume made the motion seconded by Mrs. Meguire that the Committee recommend to the Board employment of a maintenance man without delay. Carried. (suggested beginning salary \$100 per month)

3. Fluorescent lighting. Since Mr. Ronald was unable to attend the Committee meeting, it was agreed to do nothing until he could present a definite plan for demonstrating the application of fluorescent lighting, for consideration of the Committee.

4. Installation of rock wool insulation in the ceiling of the second floor Main Library. Mr. Hartstern moved that the Committee recommend to the Board the

engagement of Warren & Ronald to prepare specifications and take bids. Seconded by Dr. Hume and carried.

5. Report of Barret, Robinson, Dickey and Swope on conditions in buildings with regard to fire hazards. The librarian reported that the recommendations contained in the report were being followed through. Advice was asked on the recommendation to install 30 fire extinguishers in the various branches, reckoning the cost of these at more than \$150.

It was agreed to delay action on this recommendation with the understanding that this problem might be turned over to the maintenance man for study and recommendation.

The librarian reported the following work done or in progress:

- a) erection of awnings over office windows
- b) renewal of signs on the front driveway of the Main Library by the Department of Public Works
- c) authorization of a painting job at Highland Branch where paint has peeled from the ceiling very badly

Supplementary Report:

The first month's light bill of Weissinger-Gaulbert under the new contract rates and with their new meter, showed no saving by comparison with the same month a year ago (September)

The new meter is reported to have been calibrated, yet it is showing a consumption more than 100% greater than the consumption measured by the old meter.

Mr. Ronald has been called in, and arrangements to test the new meter are being made. Other tests and investigations are to be made under the direction of Mr. Ronald. The Board will be kept informed of developments.

Exhibit No. 2

September 20, 1940

Mr. Lawrence Poston,
Assistant Director of Law,
Law Department, City of Louisville,
Louisville, Kentucky.

Copies to Mr. Harold F. Brigham, Secretary and Librarian
Louisville Free Public Library
Fourth and York Streets
Louisville, Kentucky

Dr. Joseph Rauch, President
Louisville Free Public Library
834 South Third Street
Louisville, Kentucky

Dear Sir:

Following receipt of your letter of September 13th, advising that the Library Board had voted to require Mr. Bernheim to give bond with surety that,

after their reconditioning, he would return the so-called Bernheim Collection of paintings to the Library Board, I wrote Mr. Bernheim advising him of that fact.

Although Mr. Bernheim expressed deep resentment that his good faith in rendering this public service and in carrying out his proposed written agreement to return the pictures after the work was done should be questioned, nevertheless, he is so anxious that the pictures, which he regards as having such high value, should not be permitted further to deteriorate that he is willing to comply with the conditions imposed.

While, if required to do so, he will even furnish a corporate surety, he asks that he be permitted to furnish local individual surety on his bond to avoid the cost of a surety company. He has asked Mr. Lewis W. Cole, his nephew, of this City, to become surety on the bond and Mr. Cole has agreed to do so. As you know, Mr. Cole is a man of very considerable means. He is the Chairman of the Board of Directors of, and a large stockholder in, Steiden Stores, a large business concern of this City, and besides that an examination of the Assessor's Books will show he is the owner of a considerable amount of real estate, which would be subject to execution in the event it became necessary to take judgment on the bond. Mr. Cole is, of course, a resident of Louisville.

I trust the Library Board will agree that Mr. Cole may be accepted as surety on the proposed bond and that you can concur in their so doing.

Very truly yours,

/s/ JOSEPH SELIGMAN

JF:AWS

Exhibit No. 3

Aeronautical Chamber of Commerce of America	\$ 4.17
Aetna Oil Co.	34.53
Edwin Allen Co.	197.68
American Medical Association	18.00
American Planning and Civic Association	3.00
Arctic Ice Co.	11.90
Atlas Auto Parts and Grinding Co.	5.57
Atlas Coal Co.	310.37
Clara L. Behrens, Head Order Dept.	129.87
A. S. Blunk Heating Co.	51.50
Boone Brothers Co.	5.40
Bomar-Summers Hardware Co.	9.75
R. R. Bowker Co.	11.05
Harold F. Brigham, Libn. Petty Cash	57.39
Burroughs Adding Machine Co.	3.90
Carter Dry Goods Co.	3.24
Columbia Carbon Co.	8.93
Cook Auto Service	15.60
Earl Cunningham	8.00
Demco Library Supplies	15.15

905.00

F. W. Faxon Co.	3.00
Geo. G. Fetter Co.	10.60
Foreign Missions Conference of North America	1.25
Frey Planing Mill Co.	4.45
W. D. Gatchel & Sons	1.58
Gaylord Bros., Inc.	15.07
Gonzenbach & Sons	22.00
Gulf Refining Co.	3.61
Hubbuck Wall & Floor Covering Corporation	1.25
Huntington Laboratories	22.62
H. R. Huntting Co.	12.52
Journal of Chemical Education	7.00
Junior Literary Guild	540.00
Jean Karr & Co.	4.02
Kast Bindery Service	18.00
Kentucky Title Trust Co.	60.00
Kentucky Workshop for the Adult Blind	6.25
Klein Brothers	7.00
Koehler Stamp & Stationery Co.	5.70
Leonard Brush & Woodenware Co.	8.25
Louisville Gas & Electric Co.	159.72
Louisville Grocery Co.	5.05
Louisville Linen Service Co.	13.75
Louisville News Co.	120.18
Louisville Paper Co.	30.58
A. C. McClurg & Co.	10.59
Mrs. Stella McDaniel	25.00
Mayes Printing Co.	13.75
H. E. Meddis	15.00
Meffert Equipment Co.	11.75
Merchants & Manufacturers Paint Co.	29.51
Miller Paper Co.	17.89
Mississippi Valley Historical Association	5.00
Montgomery Ward	90.00
John P. Morton & Co.	16.50
Multigraph Division	47.37
Mueller-Estep Co.	10.00
Nuzon Southern Corporation	11.52
Office Equipment Co.	8.55
Olive-Markel Electric Co.	126.38
Otis Elevator Co.	5.30
William Prather	14.00
Premier Paper Co.	6.94
Remington Rand, Inc.	7.40
Ridge Office Supply Co.	13.85
Rowland Paper Co.	10.70
Royal Typewriter Co.	15.80
J. J. Ryan Electric Co.	42.84
Sales Management	2.00
Robert F. Schmitt	2.50
Sherwin-Williams Co.	2.35
Southeastern Paper Co.	3.05
Southern Bell Telephone & Telegraph Co.	126.68
Special Libraries Association	7.50

2688.17

Standard Oil Co.	4.41
Standard Printing Co.	4.98
Stearns Coal Co.	33.16
W. K. Stewart Co.	191.23
The Sutcliffe Co.	2.10
Henry A. Theobald & Son	1.75
Time, Inc. Architectural Forum Division	2.50
John Wilson Townsend	2.00
U. S. Sanitary Specialties Corporation	17.50
Universal Library Service	3.12
Wagenvoord & Co.	37.77
Wilderness Road Book Shop	59.63
H. W. Wilson Co.	11.62
	<hr/>
	3 059.94
Pd) Harold F. Brigham, Libn. Pay Roll	10 557.32
Pd) Kentucky Title Trust Co. -Sinking Fund	2 125.00
Pd) Kentucky Title Trust Co. - S.F.Air-Cond.	591.66
	<hr/>
Total	\$ 16 333.92

LOUISVILLE FREE PUBLIC LIBRARY
Minutes of the Board of Trustees November 13, 1940

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, November 13, 1940 at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire and Messrs. Davis, Erskine, Hartstern, Hume, Powell, Rash, Rauch, Assistant City Attorney Lawrence S. Poston and the librarian. In addition Mrs. Radford was present for a portion of the meeting, completing a legal two-thirds majority required for action on amendment of the By-Laws.

Dr. Rauch presided.

The minutes of the October 9 meeting were approved as distributed.

A communication was presented from the Fidelity and Columbia Trust Company dated October 21, 1940 requesting payment of a fee of \$311.00 for calling and cancelling \$311,000 of library bonds on September 1, 1938.

Mr. Davis reported that the Finance Committee had discussed the matter but requested more time to determine whether the bill represents a true obligation of the library.

Reports of the Library Committee:

The following recommendations of the Library Committee, coming out of its meeting November 12, were presented and discussed, and acted upon as indicated:

1. THAT, Miss Mary A. Thomas be granted a special leave of absence for six months from October 1, with full pay, and that her resignation and retirement become effective at the end of that period, namely March 31, 1941.

It was moved by Mr. Erskine, seconded by Mr. Rash and unanimously voted that the Board concur in the recommendation as presented.

2. THAT, Miss Susan B. Shane be continued on half time schedule at half pay to the end of the present fiscal year, namely from December 1, 1940 to August 31, 1941, and that the situation be reconsidered at the end of that period.

On motion by Mr. Erskine, seconded by Mr. Davis, it was voted unanimously that the Board concur in the recommendation as presented.

3. THAT, the salary of Miss Louise G. Seewer be increased from \$95 to \$115 per month, effective as of November 1, on the ground that the responsibilities of this administrative position call for a more commensurate salary.

Mr. Erskine moved that the Board concur in the recommendation as presented. Seconded by Mr. Rash and carried unanimously.

Mrs. Meguire reported that in the absence of members of the Library Committee she and Mr. Powell had audited the library bills for the month of October in the total of \$3,832.70. Mr. Davis moved that the Board authorize payment of these bills. Seconded by Mr. Erskine and carried. The bills are

listed in Record Book, Vol. 1, pages 71-75 inclusive.

The librarian presented a statement of the Library Committee under date of October 28 approving the bid of the Hanson-Bennett Co. of Chicago on the library's annual magazine renewal order in the amount of \$2,005.05.

Mr. Davis moved that the Board approve the action of the committee. Seconded by Mr. Rash and carried.

Report of the Building Committee:

Mr. Powell reported meetings of the Building Committee on October 21 and November 11 with the following results:

1. That Mr. Edward T. Stewart had been employed as maintenance man on trial for 3 months beginning October 22 at a salary of \$100 per month.
2. That Mr. Hartstern had loaned the library a machine tool for the use of the maintenance man.

The Chairman expressed thanks to Mr. Hartstern on behalf of the Board.

3. That the committee recommended approval by the Board of renewal of one-third of the insurance carried on library properties and expiring December 1, all on the present basis without change, namely

"Schedule" policies on library buildings	\$ 1 419.95	
"Kaufman-Straus" policies	997.87	\$2,417.82

It was voted unanimously that the Board concur in the recommendation of the committee, on motion by Mr. Davis, seconded by Mr. Erskine.

4. That the committee had discussed the proposals of the librarian and the Work Projects Administration to rent a property for the Newspaper Filming Project, if official authorization of the project is obtained, and the committee had agreed to leave the matter in the hands of the librarian and W.P.A. authorities.

Report of the Finance Committee:

Mr. Davis reported on behalf of the Finance Committee that he and the librarian had attended a budget hearing before the Finance Committee of the Board of Aldermen on October 14; that the situation and needs of the library received sympathetic consideration; and that since that time the Director of Finance had indicated the probable continuation of the library appropriation at the present four-cent rate.

Mr. Davis reported that his committee had considered the proposed W.P.A. newspaper filming and indexing project with special reference to the financial commitment of the library, namely \$3,120 over the next twelve months, and that it was the consensus of the committee that the project be approved in view of the extraordinary opportunity presented and the latest encouraging word concerning the library's anticipated income from the city.

A letter was reported from the office of Commissioner of the Federal Works Agency in Washington giving the terms under which the project is approved officially. A copy of this letter is appended to these minutes. Exhibit No. 1.

Mr. Erskine questioned the relative importance of undertaking this project as compared in particular with the need of purchasing more books for the general service.

Mr. John Worth, supervisor of the project, was called in for questioning. He declared that the Work Projects Administration expected final authorization immediately to proceed with the project, and therefore official approval and authorization of the Library Board was an immediate necessity.

Mr. Hartstern offered the motion, seconded by Dr. Hume, that the project be approved and that the librarian be authorized to proceed without delay in accordance with the plans as outlined. Carried unanimously.

The Chair ruled that this action carried authority to rent a suitable building and to incur financial obligations not to exceed \$3,120 over a twelve months period.

The Treasurer's report for the month of October was presented by Mr. Davis and ordered on file.

The statistical report of the librarian for the month of October was distributed and ordered on file.

The librarian called attention to a general increase in the use of all library agencies, attributed in part to demands for materials relating to national and international conditions in general and to National Defense activities and war industries in particular.

The librarian reported a gift of \$30.00 from Mr. R. C. Ballard Thruston for Museum equipment (glass shelves for display cases). Mr. Davis made a motion, seconded by Mr. Powell and carried, that a letter be written expressing the grateful thanks of the Board.

Unfinished business:

Mrs. Radford arrived at this point, and the Chair declared a two-thirds majority of the Board present for consideration of proposed amendments to the By-laws.

The original notification of May 10, 1940 was read, as follows:

May 10, 1940

To the Library Board of Trustees:

The following action was taken at the meeting of the Board on May 8.

Resolved that the following changes in the By-Laws of the Board of Trustees be presented for consideration at the June meeting of the Board, and that the secretary be instructed to notify Board members immediately of the proposed changes, to wit:

1. To provide that the President of the Board shall be ex-officio a member of all committees with power to vote.
2. To specify that the election of officers shall take place at the Annual Meeting, with advance notice of one week.
3. To provide the method of electing officers, as by a Nominating Committee.

4. To change the time of regular monthly meetings from the second Wednesday to the second Tuesday in each month.
5. To give latitude for amending By-Laws.

The By-Laws provide for amendment "at any regular meeting of the Board by a two-thirds vote of all the members thereof; provided, notice in writing stating the nature of the motion to be voted upon shall be given each member thirty (30) days preceding said regular meeting."

This letter constitutes official notice in writing as called for.

Yours very truly

/s/ Harold F. Brigham
Secretary

HFB/D

Action on the proposed amendments was taken seriatim, this action in each case signifying that the By-Laws shall be amended as indicated:

1. Mr. Erskine moved approval of the provision

THAT the President of the Board shall be ex-officio a member of all committees with power to vote

Seconded by Mr. Rash, and carried unanimously

2. Mr. Davis moved approval of the provision

THAT, the election of officers shall take place at the Annual Meeting, with notification of the election in the call of the meeting one week in advance thereof.

Seconded by Mr. Erskine, and carried unanimously.

3. Following discussion, Mr. Hartstern moved approval of the provision

THAT, the method of electing officers shall be by a Nominating Committee, and the Executive Committee shall constitute the Nominating Committee

Seconded by Dr. Hume, and carried unanimously

4. Mr. Davis moved approval of the provision

THAT, the monthly meetings shall be held on the second Tuesday in each month.

Seconded by Mrs. Radford, and carried unanimously.

Dr. Hume offered the motion, seconded by Mr. Powell, and carried unanimously, that the amendments as approved be adopted as a whole.

Mr. Poston reported negotiations with Mr. I. W. Bernheim at a standstill, with the possibility now under consideration of having the paintings repaired in Louisville rather than out of the state. It was suggested that such an arrangement would eliminate the need of a surety bond.

New business:

Receipt of the annual audit of the books and accounts of the library for the last fiscal year by the City Department of Comptroller and Inspection was reported.

Mrs. Radford offered the motion that the Board adopt the recommendation contained in the audit report, namely to dispense with the listing of monthly bills in the Minute Book. Seconded by Mr. Davis and carried.

The librarian referred to a large and growing public demand for materials relating to National Defense and to industries and occupations connected with defense activities in Louisville. A check of library resources had revealed, according to the librarian, the utter inadequacy of library resources to meet these demands. He recommended, therefore, the authorization of an immediate expenditure of \$500 for such materials, these funds to come out of the unappropriated portion of the book budget for the year.

Mr. Hartstern made the motion seconded by Dr. Hume, that the recommendation of the librarian be approved. Carried.

The meeting adjourned at 5:30 p.m.

MINUTES APPROVED:

Joseph R. Paul President
Harold F. Brigham Secretary

Exhibit No. 1

FEDERAL WORKS AGENCY
 WORK PROJECTS ADMINISTRATION
 1734 New York Ave. NW
 Washington, D. C.

F.C. Harrington
 Commissioner of Work Projects

October 24, 1940

Mr. George H. Goodman
 State Work Projects Administrator
 9th and Broadway
 Louisville, Kentucky

Attention: Miss Elizabeth Fullerton, Director
 Professional and Service Projects

Dear Mr. Goodman:

Kentucky Application No. 50073, State-wide, sponsored by the University of Kentucky, requests \$141,417 of federal funds with which "to index and microfilm Kentucky newspapers and to microfilm county records and historical documents."

We are today recommending approval of the above identified project application, subject to the following conditions, most of which were orally agreed to in the recent conference with our consultant:

- (1) No files of the Louisville Courier-Journal dated subsequent to

October 1, 1939 are to be microfilmed by the project or with the equipment purchased for the project.

(2) No microfilm servicing activity other than the microfilming of files of old Kentucky newspapers, county records and historical documents is to be undertaken by the project.

(3) In accordance with the covering requirement of Section 21-A of Operating Procedure G-5, the indexing phase of the project is not to be placed in operation until a person with a degree in library science, or with equivalent training in bibliographical techniques (and this may include actual, close supervision of a previous, successful WPA newspaper indexing project) has been secured, and a statement of his educational and experiential qualifications submitted to, and approved by, this office.

(4) The indexing phase of the work will be limited to the indexing of news matter and editorials which relate to Kentucky people and events. National and international news not directly involving Kentuckians is to be excluded from the index.

(5) Unless and until full and complete justification can be given for tallying newspaper advertisements (and this statement of justification must include proof that the tallied information will actually be utilized) all such tallying is to be eliminated from the project.

(6) A method for controlling the microfilming of county records and historical documents is to be developed so that this phase of the work will not proceed indiscriminately. The county inventories already published by the Historical Records Survey, and the various forms used in the prosecution of the work of that survey (such as Form 17 HR- The Manuscript Collection Form Revised, Form 19 HR - The Individual Manuscript Form, etc.) may very well serve as the basis for setting up these controls. The State Advisory Board for the project, envisioned by Mr. Brown, should be asked to make preliminary recommendations as to what county records and historical documents should be microfilmed, after which their recommendations are to be forwarded to Washington for review.

Conditions 1 and 2 are imposed for the reason that the project must not be permitted to lay itself open to criticism on the ground that it is competing with private microfilming firms, one of which, we understand, has already been engaged in microfilming the current files of the Courier-Journal.

Any exception to these prohibitions against the future extension of microfilming activity will be given consideration only after written requests for such exemption, accompanied by detailed descriptions of the proposed work and the reasons advanced by the sponsors as to why it should be undertaken, have been received for review by this office.

We are forwarding you herewith a complete copy of the Ohio Newspaper Indexing Manual, comprising the text, the Manual of General Procedure, the Manual of Clarifications, and The List of Subject Headings which are to be turned over to the sponsors, for the use of the supervisor.

This project may operate under the jurisdiction of the State Supervisor of Research and Records Projects if you so desire.

Technical directions for indexing and microfilming newspaper files, and assistance in selecting newspaper files for preservation will gladly be given, upon request, by the Library Section of the Community Service Projects subdivision, at Washington, to which any inquiries of this type may be addressed.

We would appreciate the prompt return to the Library Section of any parts of the attached Newspaper Indexing Manual which Mr. Worth may already have on hand. We must also require the return of the remainder of the manual at the close of the newspaper indexing phase of the project, for the reason that our supply is limited and the demand for copies is increasing.

Mr. Donald P. Brown's letter of October 15, inquiring as to the status of the application is hereby acknowledged.

Sincerely yours,

Florence Kerr
Assistant Commissioner

By
W. H. Brummett, Jr.
Executive Assistant

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, December 10, 1940

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, December 10, 1940, at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire, Mrs. Radford and Messrs. Abell, Hartstern, Hume, Kavanagh, Powell, Rash, Rauch, the librarian and Assistant City Attorney Lawrence S. Poston.

Dr. Rauch presided.

The minutes of the November 13 meeting were approved as distributed, on motion by Mr. Rash, seconded by Mrs. Radford and carried.

Communications:

Two letters were read urging enlargement of the facilities of the Taylor Boulevard Sub-Branch, one from Mr. Truman A. Jackson, Secretary of the South End Civic Club, November 23, and the other from Mr. Howard L. Van Arsdale, November 28.

A letter was presented from Miss Ambrosia Thomas, under date of November 23, expressing appreciation of the salary arrangement made in connection with Miss Thomas' retirement.

Reports:

Mr. Powell presented the report of the Building Committee, covering its meeting of December 3, giving progress on the study of the consumption of electricity for lighting purposes at the Main Library, on plans for the demonstration of fluorescent lighting at the Highland Branch, and offering the following recommendation with reference to the parking problem at the Main Library, namely:

That the Library Board authorize the employment of a parking attendant at not to exceed \$40. a month to control car parking on the library drive at the Main library.

On motion of Mr. Abell seconded by Dr. Hume and carried, it was voted to approve the recommendation for a trial period of three months.

Mr. Hartstern reported on behalf of the Building Committee that 4 bids had been received to install rock-wool insulation in the second floor ceiling of the Main Library and that one bid proved to be so much lower than the other three that the Committee suspected a mistake had occurred and this bidder ought to be given an opportunity to withdraw his bid but not to submit a revised bid of course. It was therefore recommended that the Erhart Exterminating and Supply Company be offered the opportunity to withdraw its bid in the sum of \$395.00; in the event that this bid is not withdrawn that the contract be awarded to the said Company; otherwise that the bid of the General Insulating and Roofing Company in the sum of \$498.00 be accepted.

Dr. Hume moved that the recommendation be approved. Seconded by Mr. Rash and carried.

The Treasurer's report for the month of November was presented by Mr. Rash, and received and filed.

The Library Committee reported that bills for the month of November in the amount of \$7,534.78 had been audited. On motion by Mr. Kavanagh seconded by Mrs. Radford and carried it was voted to approve the payment of these bills. Bills are listed in Record Book, Vol. 1, pages 76-81 inclusive.

The statistical report of the librarian for the month of November was distributed and ordered on file. The librarian reported also the inauguration of the newspaper filming and indexing project under the Work Projects Administration with the occupancy on December 1 of the building leased for the purpose; also the receipt of a gift of 67 books from the Beechmont Civic Club for the Iroquois Branch Library, most of them books very much needed for children and young people which the library itself had been allowed to select.

Mr. Hartstern reported that the Beechmont Civic Club proposed to erect a Community Christmas Tree on the grounds of the Iroquois Branch Library and to hold a community gathering at the tree on the Sunday night before Christmas.

Mr. Powell moved that the Board approve the plans of the Beechmont Civic Club. Seconded by Mr. Rash and carried.

The librarian requested action on closing the library on Christmas Day and New Year's Day. Following discussion it was agreed to close the libraries, including the Main Library and the Central Colored Library, earlier on the day before each of these holidays than in former years. It was therefore moved by Mr. Rash and seconded by Mr. Abell that all libraries be closed for the Christmas holiday from 2 p.m. December 24 to 9 a.m. December 26, and that they be closed for the New Year's holiday from 5 p.m. December 31 to 9 a.m. January 2. Carried.

The librarian requested authorization to attend the Midwinter conference of the American Library Association in Chicago, December 28-30, with designation of the following official business, namely, delivery of the formal nomination of Mr. R. C. Ballard Thruston for the Trustee Citation of the American Library Association, obtaining information in library activities and responsibilities relating to national defense, and discussions relating to W.P.A. library activities and to our training class problem.

On motion by Mr. Abell seconded by Mr. Rash and carried it was voted to authorize the librarian to attend the conference at library expense not exceeding \$50.00.

Unfinished business:

Mr. Poston offered the following memorandum to make explicit the amendments to the By-laws adopted at the last meeting of the Board.

That Section II of the by-laws be and the same hereby is amended, by adding thereto the following:

The President of the Board shall be ex-officio a member of all committees with power to vote.

That Section I of the by-laws be and the same hereby is amended by striking therefrom the second literary paragraph, and substituting therefor the following:

The monthly meetings shall be held on the second Tuesday in each month.

That Section I of the by-laws be and the same hereby is amended by adding thereto the following:

The election of officers shall take place at the annual meeting, with notification of the election in the call of the meeting one week in advance thereof.

That Section IV of the by-laws be and the same hereby is amended by adding thereto the following:

The method of electing officers shall be by a nominating committee, and the Executive Committee shall constitute the Nominating Committee.

It was noted that the amendments which were adopted failed to include the amendment of the first literary paragraph of Section I to bring the time of the Annual Meeting into line with the new time set for monthly meetings, namely the second Tuesday of April in place of the second Wednesday.

Following discussion it was agreed that this change could not be made without the 30 day notice required in the by-laws. The librarian was therefore instructed to send the necessary notice immediately so that action may be taken at the January meeting of the Board.

New business:

Dr. Rauch presented the request of Dr. August Schachner that the Library Board indicate whether it would be favorably disposed to accepting the gift of his medical library to be maintained by the Public Library as a medical library for the benefit of the Negro Medical Fraternity of Louisville. Dr. Rauch reported that preliminary conferences had been held with Dr. Schachner and with representatives of the Negro doctors of the city, that the Negro doctors had no access to a medical library and that the need for such a service was recognized by the white doctors as well as the colored doctors, and that Dr. Schachner was convinced that the Public Library Board of Trustees was the established public body into whose hands he would definitely prefer to place such a project with responsibility for its maintenance. It was proposed that this would be a reference library. Dr. Rauch stated that Dr. Schachner had indicated his willingness to make the gift unconditionally to the Library Board of Trustees, and that he would consent to approving a change of location and of arrangements for maintaining the library at the discretion of the Library Board after a period of years to demonstrate its need and usefulness in an initial location, presumably the Western Colored Branch.

In reply to a question as to the librarian's views, the librarian expressed the conviction that the need of the service and the significance of the gift placed an obligation on the library to give every reasonable assistance to the project; at the same time it was his opinion that such a library would eventually belong in a different place and probably under different auspices although the Public Library did appear to be the best place at present.

Mrs. Radford moved that the Board views with favor the proposal of Dr. August Schachner to donate his library for the purpose of establishing a medical library for the Negro Medical Fraternity, and will be glad to consider a definite proposal. Secended by Mr. Abell and carried unanimously.

Mrs. Radford called attention to a proposal of the American Library Association through its Trustees Section to inaugurate a plan to make annual citation of two library trustees for distinguished service in connection with

the annual conference of the Association.

Mrs. Radford suggested the appropriateness of presenting the nomination of Mr. R. C. Ballard Thruston for such citation by the Louisville Library Board.

Mrs. Radford read the requirements for these citations as contained in the Bulletin of the American Library Association for September 1, 1940.

The suggestion to nominate Mr. Thruston was received with great favor, and the following resolution was adopted unanimously on the motion of Mrs. Radford, seconded by Mr. Rash, namely:

THAT, Mr. R. C. Ballard Thruston be nominated by the Board for citation by the American Library Association; that a suitable statement be prepared; and that a special committee be authorized to proceed in the name of the Board.

It was agreed to name to this committee Mrs. Radford, Mr. Kavanagh and the President of the Board.

The meeting adjourned at 5:30 p.m.

MINUTES APPROVED:

Joseph Kaul President

Harold F. Brigham Secretary

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees January 14, 1941

The regular meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, January 14, 1941 at 4:15 p.m. in the librarian's office.

Present: Mrs. Radford, Messrs. Abell, Davis, Erskine, Hartstern, Hume, Powell, Rash, Rauch, Welch, Asst. City Attorney Lawrence S. Poston and the librarian.

Dr. Rauch presided.

The minutes of the meeting of December 10, 1940, were approved as distributed without reading, by regular vote.

Communications:

The librarian presented a communication from the Post Librarian of Fort Knox, dated December 20, requesting books to supplement the limited supply at the Fort.

In discussion it was agreed that the Louisville Library could not furnish books outside Jefferson County, but could offer to serve as the medium for receiving and forwarding gifts destined for Fort Knox if a public solicitation were undertaken.

Mr. Davis offered the motion, seconded by Mr. Abell, that public announcement be made that the Public Library will receive gifts of books for Fort Knox or for other centers identified with Defense activities. Carried.

The following letter relative to the 1940-41 city tax allocation for the Public Library was read and ordered on file:

December 14, 1940

Louisville Free Public Library
Fourth & York Streets
Louisville, Kentucky

Gentlemen:

Included in the tax rate of \$2.39, as set by the Board of Aldermen at a special meeting held Friday, December 13, the Louisville Free Public Library was allocated 604 cents.

Our estimate of income on this tax rate is as follows:

Current Taxes	\$ 120,000.00	
Whiskey	366.00	
Franchise	21,000.00	
Prior Years	5,682.00	\$147,048.00

Yours very truly

/s/ JOHN R. LINDSAY

John R. Lindsay
Director of Finance

JRL:PD

Reports:

1. Library Committee: A proposal was read from Dr. August Schachner, offering to give his medical library for the use of the Colored medical fraternity. Discussion followed in which the significance of the proposed gift was recognized but some doubt was expressed with regard to receiving conditional gifts contrary to the declared policy of the library.

The report and recommendations of the Library Committee on this and other matters, referring to the January 13 meeting of the committee, was then read and action taken as follows: (A copy of the report is appended to these minutes - Exhibit No. 1)

It was agreed that the conditions named by Dr. Schachner be incorporated in the agreement as the Board's own provisions for execution of the gift proposal. It was therefore moved by Dr. Welch, seconded by Dr. Hume, and unanimously voted that the gift of Dr. August Schachner be accepted on the terms as presented, with substitution of the words "In consideration of this gift the Library agrees to the following provisions:" in place of the words "This donation and gift is subject to the following conditions", making the complete agreement read as follows:

Board of Trustees of the Free Public Library
of Louisville, Ky.

Gentlemen:

I, the undersigned, August Schachner, practicing physician of Louisville, Kentucky, do hereby give and donate to the Board of Trustees of the Free Public Library of Louisville, Kentucky, absolutely, all of my medical and surgical library, which I will deliver to the Library upon its acceptance thereof, except that I retain the privilege of keeping in my custody until my death such of my said library as I may desire.

In consideration of this gift the Library agrees to the following provisions:

1. The collection shall be known as the August Schachner Memorial Library, which is established for the purpose of a reference medical library for negro doctors, physicians, surgeons, dentists, technicians and students, and for the aid of the Negro Medical Fraternity.
2. The initial set-up of the August Schachner Memorial Library and its use shall be started within two months after the acceptance hereof, and the arrangement made at this time is to continue for ten years from the time of the initial use. Thereafter the Louisville Free Public Library may in its discretion enter into a different arrangement but any change must involve consultation with the Negro Medical Fraternity.
3. The said collection shall remain intact as the August Schachner Memorial Library for the benefit of the Negro Medical Fraternity wherever it may be located and under whatever arrangement it may be operated.

4. The books donated by me are to be provided with a printed name plate. In the event additional donations are made to the said collection by other donors, such are to be provided with a printed name plate for such respective donors.

This is not a condition, but it is my earnest wish that as an expression of their appreciation of the foundation of the August Schachner Memorial Library the Negro Medical Fraternity will raise each year substantial funds for the purchase of current medical literature and the binding thereof.

January 14, 1941

(signed) AUGUST SCHACHNER

This gift accepted on the terms as presented above by official action of the Board of Trustees of the Louisville Free Public Library this 14th day of January, 1941.

(signed) JOSEPH RAUCH
President of the Board of Trustees

Attested:

(signed) HAROLD F. BRIGHAM
Secretary of the Board of Trustees

It was then voted, on motion by Dr. Welch regularly seconded, that in view of the foregoing action the recommendation of the Library Committee relative to the Schachner Memorial Library be rejected.

Considering the recommendation of the Library Committee concerning Mrs. Anne H. Floyd, it was moved by Mr. Davis that Mrs. Floyd be granted leave of absence without pay to serve as assistant supervisor on the library's W.P.A. project. Seconded by Mr. Abell, and carried.

Mr. Hartstern moved that the Board adopt the recommendation of the Committee, namely that the five paintings belonging to the library be restored without delay at the cost indicated, not to exceed \$515., and that arrangements be entered into to return these and all other paintings belonging to the library and now housed in the J.B. Speed Memorial Museum to the Public Library. Seconded by Mr. Davis and carried.

Mr. Rash offered the motion, seconded by Dr. Hume and carried, that the Board concur in the proposal of the Committee to leave in the hands of the librarian the adjustment of hours for the Clarksdale Sub-branch to meet the exigencies of the situation.

The report of the Committee to delay action on enlarging the quarters of the Taylor Blvd. Sub-branch pending further study was received without objection.

Mr. Abell reported that bills for the month of December in the amount of \$5,365.63 had been audited. Mr. Davis moved that these bills be paid. Seconded by Mr. Rash and carried. The bills are recorded in Record Book, Vol. 1, pages 82-86 inclusive.

2. Building Committee: Mr. Powell read the report of the Building Committee covering its meeting of January 3, a copy of which is appended to these minutes. Exhibit No. 2.

On motion by Mr. Davis, seconded by Mrs. Radford and carried it was voted to accept and concur in the report of the Building Committee.

It was reported that Mr. Poston had advised conferring with the Weissinger-Gaulbert Company relative to the proposed fluorescent demonstration in the Main Library, and that Mr. Phil Weissinger had agreed on January 13 to offer no objection to the use of alternating "city" current for the proposed demonstration in one of the large reading rooms.

3. The Treasurer's Report for the month of December was presented by Mr. Davis and ordered on file.

4. Finance Committee: Mr. Davis reported that the Finance Committee had considered the librarian's recommendations for revision of the budget for the present fiscal year in the light of settlement of city tax income and of changes that had occurred since July.

Copies of the revised budget as proposed were distributed and discussed. Mr. Davis moved that the revised budget totaling \$223,697.95 as indicated in the last column of the statement be adopted. Seconded by Mr. Powell, and carried. A copy of the budget and statement is appended to these minutes. Exhibit No. 3.

Unfinished Business:

The Chair declared the necessary two-thirds majority present as required for amendment of the By-laws, and the Secretary read the official 30-day notification as sent to all Board members on December 11.

Dr. Hume moved that the Board adopt the proposed amendment to the By-laws as presented, namely

THAT, Section 1 of the By-laws be and the same hereby is amended by striking therefrom the first literary paragraph and substituting therefor the following:

The annual meeting of the Board shall be held on the second Tuesday in April of each year.

The motion was seconded by Mr. Abell and carried unanimously.

Librarian's Report:

The statistical report of the librarian for the month of December was distributed and ordered on file.

The librarian requested that Mr. John Worth be permitted to present in person a report of progress in the inauguration of the W.P.A. Newspaper Filming and Indexing Project. Mr. Worth was heard. (A copy of his report is on file).

The librarian reported his attendance at the Conference of the American Library Association in Chicago, December 27-30, and delivery of the papers conveying the Louisville Board's nomination of Mr. R. C. Ballard Thruston for cita-

tion by the Trustees Section of the Association.

The librarian exhibited a proposed design for a new bookplate prepared for the library by the State W.P.A. Art Project to be used in gift books received by the library; also reported receipt of a gift of 32 copies of a book "Ohio builds a nation" from Mrs. Chester C. Bolton, member of Congress from Ohio, in memory of her late husband, former Member of Congress from Ohio.

Dr. Hume offered the motion, seconded by Mr. Powell, that the secretary communicate the thanks of the Board to Mrs. Bolton. Carried.

The librarian recommended that the Kentucky Room in the Main Library be closed on Sundays. It was agreed to leave the matter in the hands of the librarian.

The librarian reported that institutional dues to the American Library Association would hereafter be \$25.00 per year, for which the library would receive both publications and services.

The meeting adjourned at 5:30 p.m.

MINUTES APPROVED:

Joseph R. Rauh President
Harold S. Brigham Secretary

Exhibit No. 1

Library Committee Meeting - January 13, 1941

Present: Mrs. Radford, Judge Kavanagh, Dr. Welch and the librarian.

The following business was transacted:

1. The proposed August Schachner Memorial Library.

The librarian presented some practical problems that would be entailed in acceptance of Dr. Schachner's gift, namely, that furniture, equipment and supplies would probably cost from \$300 to \$500; that such an expenditure would ultimately reduce the funds available for books needed for the general service, especially books for children and books relating to defense activities and industries; that the cataloging of the library would be a large item involving the time of catalogers over an extended period; and that the problem of providing staff to maintain the library even with W.P.A. help indicates that only a limited number of regular hours in each week will be possible without engaging extra help.

The importance of the gift itself and its significance in the library's efforts to serve the Colored population were recognized as arguments which would justify an unusual effort to overcome the practical difficulties involved.

The librarian expressed the conviction that the ten-year clause in the terms of the gift was too long a period and too inflexible a condition,

recognizing the possibility that in much less than ten years an opportunity may arise to change the location and set-up for this library which it would be most unfortunate not to act upon because of a technical restriction in the terms of the gift.

It was felt to be better if the gift could come unconditionally to the Public Library.

On motion by Dr. Welch seconded by Mrs. Radford and carried it was voted to recommend that the Library Board accept the very generous offer of Dr. August Schachner to donate his library for the purpose of establishing a medical library for the Negro Medical Fraternity, to be administered by this Board in accordance with the wishes of Dr. Schachner as far as is at all possible.

2. Lending Mrs. Floyd to our own W.P.A. Library Project

It was reported that a vacancy has occurred in one of the three supervisory positions identified with the library's own W.P.A. project, namely that involving the W.P.A. program directed by the Children's Department.

The librarian recommended that Mrs. Anne H. Floyd of the Reference Department be loaned to the project, to be paid by the W.P.A., but that her request be granted that her status as a member of the staff be continued in order to protect her in the event of adverse change in the W.P.A.

It was voted to recommend that Mrs. Anne H. Floyd be granted permission to transfer to the W.P.A. project of the library temporarily or as long as her services may be required on the project.

3. Repairing and restoring paintings belonging to the library

It was recalled that the Board had authorized the repair and restoration of five large paintings belonging to the library, damaged in the flood, at an estimated cost of \$515., but that release of the funds was delayed at the end of the last fiscal year. The librarian reported that the sum named had been retained in the present budget and that the delay was further aggravating the damage to these paintings.

It was voted to recommend that the five paintings belonging to the library be restored without delay at the cost indicated, not to exceed \$515., and that arrangements be entered into to return these and all other paintings belonging to the library and now housed in the J. B. Speed Memorial Museum, to the Public Library.

4. Clarksdale Sub-Branch

It was reported that the new community center building of the Clarksdale Housing Project was completed and that the Housing Commission was prepared to give the Public Library occupancy of a suitable room for a sub-branch at a monthly rental of \$25. as agreed; and that negotiations were under way to furnish and equip the library room. It is understood that substantially all furniture and equipment will be constructed and furnished by the Housing Project itself.

The librarian reported that the Housing Commission is expecting, if not requiring, that the Clarksdale library be maintained open more hours each week than the library normally schedules for its sub-branches, on the ground that its favored location in a community center building, serving a dense and readily accessible population, requires that the library

hours be comparable with the hours of other public services available in this center.

It was noted that more liberal hours at Clarksdale would be apt to bring demands for more liberal hours from other communities served by similar sub-branches, but it was felt that the situation at Clarksdale would justify a special effort to provide more adequate hours of service.

It was agreed that the problem should be left in the hands of the librarian to adjust the hours for the Clarksdale sub-branch to meet the exigencies of the situation.

5. Taylor Blvd. Sub-Branch

The request of the Taylor Blvd. Community for enlargement of the quarters of the sub-branch was recalled, also the offer of the landlord to do so at an additional rental cost of \$10 per month.

It was agreed that the situation should be studied but that the committee is not prepared at this time to make recommendation to the Board.

Exhibit No. 2

Meeting of the Building Committee - January 3, 1941

Present: Messrs. Powell, Hartstern, Hume and the librarian, also Mr. E.T. Stewart.

The following actions were taken after full discussion:

1. On motion by Dr. Hume, seconded by Mr. Hartstern and carried, that the fluorescent lighting fixture known as the Progress fixture and demonstrated by the General Electric Supply Corporation be accepted for the full installation at the Highland Branch and that the librarian be authorized to proceed with this installation without delay; also that the two demonstration fixtures at present installed in the librarian's office and the secretary's office be retained, the former being the Progress fixture referred to and the latter a so-called Guth fixture supplied by the Brecher Company.
2. It was unanimously agreed to delay action with reference to fluorescent installations in other branches of the system until the results at the Highland Branch can be studied for a time.
3. The librarian urged the need and special importance of a demonstration of fluorescent lighting in the Main library, preferably in one of the two large reading rooms.

It was unanimously agreed that our contract with the Weissinger-Gaulbert Company must first be reviewed, with legal advice, to determine whether the library may properly divert to the use of city current required for the proposed demonstration; and that if such diversion is permissible then the librarian be authorized to have the consulting engineers proceed with drawing up specifications and taking bids on a fluorescent installation in the Main reference room, with the understanding that alternative bids be requested, namely one covering all re-wiring and new connections together with the furnishing and installation of fixtures, and the other covering only the re-wiring and new connections, assuming that the library itself will obtain and install the fixtures.

Exhibit No. 3

(authorization on book buying)

MEMPHIS FREE PUBLIC LIBRARY
Budget 1940-41

Receipts	Suggested July 1940		New Budget	
Balance	\$		\$ 48,651	
Receipts - City Taxes	147,000.00		147,000.00	
Jefferson County	9,000.00		9,000.00	
Rent - Kaufman Straus Co.	60,000.00		60,000.00	
Fines, etc.	5,000.00		5,000.00	
Bank refund - balance	2,810.13		* 2,651.13	
	<u>\$223,810.13</u>		<u>\$223,657.91</u>	
		Spent thru Jan. 10	Needs to balance of year	
Library Operating Expenses			New Budget	
1) Pay Roll: Staff	112,339.00	46,757.12	65,881.33	112,339.00
2) Books	19,528.13	3,446.12	13,114.03	21,560.35
3) Periodicals	3,200.00	2,246.53	953.47	3,200.00
4) Binding, Rebinding, Filming (Current)	7,100.00	1,031.03	2,363.94	4,000.00
5) Library Supplies	3,150.00	1,403.08	1,743.92	3,150.00
6) Printing	1,350.00	634.40	715.60	1,350.00
7) Incidentals	750.00	342.03	407.92	750.00
8) Transportation	1,000.00	625.03	374.97	1,000.00
9) Telephone	1,550.00	648.00	902.00	1,550.00
10) Postage	1,000.00	433.00	567.00	1,000.00
11) Interest on Loans	150.00		150.00	150.00
12) Furniture and Fixtures	1,800.00	132.79	1,367.21	1,800.00
Total	<u>\$162,917.13</u>	<u>\$62,699.21</u>	<u>\$89,150.74</u>	<u>\$151,249.98</u>
Building Maintenance Expense				
13) Pay Roll: Janitors & Shop	18,213.00	6,819.70	11,083.30	17,903.00
14) Janitor Supplies	1,800.00	855.69	941.51	1,800.00
15) Repairs & Improvements	10,460.00	1,560.74	7,439.26	9,000.00
16) Repairs & Imp. Shop		304.02	695.98	1,000.00
17) Rent	940.00	267.00	608.00	575.00
18) Heat	6,000.00	2,051.78	2,948.22	5,000.00
19) Light	4,415.00	1,665.23	2,799.77	4,385.00
20) Insurance	2,700.00	2,681.71	218.29	2,500.00
21) Incidentals	765.00	76.60	688.40	765.00
Total	<u>\$45,293.00</u>	<u>\$16,485.47</u>	<u>\$27,422.53</u>	<u>\$43,008.00</u>
Total Oper. & Bldg. Maintenance	<u>\$198,210.13</u>	<u>\$79,184.68</u>	<u>\$116,573.27</u>	<u>\$195,757.98</u>
22) W.P.A. Film Project		551.29	1,788.71	2,340.00
Total	<u>\$198,210.13</u>	<u>\$79,735.97</u>	<u>\$118,361.98</u>	<u>\$198,097.98</u>
Mortgage Sinking Fund	25,600.00	10,385.00	14,915.00	25,600.00
Total	<u>\$223,810.13</u>	<u>\$90,420.97</u>	<u>\$133,276.98</u>	<u>\$223,697.98</u>

Began year actually with balance of \$2,651.13. During year spent to date \$133.73.
Present balance \$2,517.40.

NOTE: The above revision of budget makes no allowance for ¹ ~~claim of the Library~~ Columbia Trust Co. for \$312 for cancelling bonds ² additional rent (\$10) for Taylor Blvd. sub-branch ³ parking attendant at \$4.00 per mo.

MEMORANDUM

Pay Roll Includes:

- a) \$1,000 required for expected adoption of a Classification and Pay Plan, covering all employees.
 - b) \$1,400 for possible refund of librarian's salary if her suit is reversed.
 - c) Reduction of \$1,150 made possible by retirement or partial retirement of two employees. (This saving is \$500 less than originally reckoned).
- 2) Book fund makes no provision for new Inglewood Branch. It should be \$25,000 at the very minimum, even accepting our own inadequate book expenditures for many years as the base.
- 3) Same as last year.
- 4) Book fund for binding, rebinding and filing of current newspapers. See item 22, providing now a special account for I.P.A. filing of old newspapers.
- 5) Same as C) Same as last year.
- 6) Book fund need. No change.
- 7) Same as last year.
- 8) \$1,000 for general needs; \$500 for drinking fountains in 3 branches. (Eliminated \$500 for changing fans DC. to A.C.)
- 9) Provide maintenance man for 10 months, viz. 3 mos. at \$100 and 7 mos. at \$150 (only). (Balance was 12 mos. at \$150).
- 10) Same as last year.
- 11) \$1,000 for ordinary repairs, \$2,681.13 balance of Bond funds specially set-aside for lighting improvements; \$450 for floor covering in one branch; \$300 for roof-cool insulation Main Library; \$2,500 for needed redecoration. (Eliminated \$1,000 for wiring changes necessary to convert to use of city electric current.)
- 12) New account for tools and equipment for Shop; also for materials and supplies required by Shop for maintenance work Main and Branches.
- 13) Rental for present quarters plus 6 months for branch in "Claremont" at \$25 per mo.
- 14) Includes 1965 branch needs to end of year. Estimated saving of 30% at Main Library.
- 15) Allow correction for over-estimate of saving by change of rates, but still includes an anticipated saving of 25% at Main for balance of year.
- 16) Includes air conditioning insurance paid September.
- 17) Includes \$516 for restoration of five valuable paintings damaged in the flood. (16 other paintings, not Forshain.)
- 18) Contract calls for \$210 per month. Project began December 1 - requiring 9 months this fiscal year.

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees - February 11, 1941

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, February 11, 1941, at 4:15 p.m. in the librarian's office.

Present: Mrs. Radford and Messrs. Abell, Davis, Hume, Kavanagh, Powell, Rauch, Scholtz, Assistant City Attorney Lawrence S. Poston and the librarian.

Dr. Rauch presided.

The minutes of the meeting of January 14 were read and approved.

Mr. Harry W. Schacter, president of the Kaufman-Straus Company, presented in person the following letter relating to additional rent due the library:

February 11, 1941

Louisville Free Public Library
Library Place
Louisville, Ky.

Gentlemen:

According to our present Lease, we were to pay you for the Fiscal Year beginning February 1, 1940, and for the 19 years thereafter, a minimum of \$60,000. per year, plus 3% of all Net Sales in excess of \$2,000,000. This excess, if any, was to be paid in seven equal monthly installments on the 10th of each month, beginning February 10th, 1941.

Early last year when your Financial Chairman and I discussed the prospects, we estimated that an excess rent of \$3,000. seemed reasonable. I am, therefore, pleased to inform you that our Net Sales Volume for the fiscal year beginning February 1st, 1940, totals \$425,242.87, in excess of the \$2,000,000. 3% of this excess totals \$12,757.28. Since this excess amount is more than four times our estimate, I imagine the results will be as gratifying to you as they are to us.

We are handing you, herewith, our check for \$1,822.47 representing one-seventh of this sum as the February 10th payment, and the other six payments will be made promptly, as per the schedule. Our books will be open to anyone whom your Board will designate to verify these figures.

Your Board will also be interested to know that up to February 1st we have repaid on the \$75,000. Air Conditioning Loan - \$10,208.38 in Principal and Interest. In other words, with the help of the Air Conditioning, we have been able in a period of a little over a year to pay you a total of almost \$23,000. in Amortization, Interest and Excess Rent against the \$75,000. Loan.

Your Board may recall that in the three years of our negotiations, I repeatedly stated my conviction that Air Conditioning would prove as beneficial to the Library Board as it would to the Kaufman-Straus Company, Your

Board will agree from these figures that my conviction was not without some foundation.

In closing I want to express to this Board my sincere thanks for their courtesy, their patience, and their generous help in the past, together with the earnest hope that the coming years will even more fully justify your confidence in us than this past year.

Respectfully yours,

/s/ HARRY W. SCHACTER

Harry W. Schacter

S:K

Mr. Schacter attributed the increased volume of Company business to air-conditioning and to improved economic conditions occasioned by Defense activities.

Mr. Davis reminded the Board that this additional income was not available for use in the present fiscal year under an agreement with the Finance Committee of the Board of Aldermen at the time of the budget hearing. Mr. Davis explained that it was agreed to hold any added rent that may be received, as a balance to be applied on next year's budget, on condition that the City protect the library's budget this year by continuing the four-cent tax levy.

Reports:

The attached report of the Building Committee (Exhibit No. 1) was read by Mr. Powell.

Mr. Davis moved that the report be received and approved as read. Seconded by Mrs. Radford and carried.

Mr. Kavanagh reported on behalf of the Library Committee that bills for the month of January in the amount of \$5,481.43 had been audited, and moved that these bills be approved and paid. Seconded by Mr. Powell and carried. A list of these bills is recorded in Record Book, Vol. 1, pages 87-91 inclusive.

The Treasurer's report for the month of January was presented by Mr. Davis and ordered on file.

The librarian distributed his statistical report for the month of January; also a written report of library business transacted at the Conference of the American Library Association in Chicago, December 28-30. These were received and ordered on file.

The librarian distributed also the tentative draft of a proposed "Classification and Pay Plan" for the Louisville Library, with the statement that it had been in preparation for more than a year, that it was based on a model scheme approved by the American Library Association, and that the reactions and suggestions of the library staff were now being obtained with a view to perfecting details preparatory to presenting the plan for consideration of the Board.

The librarian also referred to a feeling of dissatisfaction and unrest prevailing among the staff generally, attributable to the low level of library salaries, most of which had remained unchanged for more than ten years, and to higher salaries paid locally for the same types of work, both professional and clerical.

Dr. Hume suggested the need of addressing inquiries to other libraries to ob-

tain information about their salaries and schemes of service.

The Chairman referred the whole matter to the Library Committee for study, with the understanding that the Committee be prepared to lead a discussion of the proposal at a special meeting of the Board to be called as soon as the Committee is ready.

Unfinished business:

Question was raised concerning the status of negotiations to repair and restore the I. W. Bernheim collection of paintings.

Mayor Scholtz reported conversations with local representatives of Mr. I. W. Bernheim indicating that Mr. Bernheim was prepared to proceed with the restoration of paintings on the basis of acknowledgment that title to the paintings rests in the Library Board, that the work would be done within the state without cost to the Library, and that the pictures would be returned promptly to the Library.

Mr. Kavanagh stated he had had confirmation of the above report.

It was moved by Mr. Abell, seconded by Mrs. Radford, and unanimously carried

THAT the entire matter of the so-called Bernheim Collection of Paintings be and it is hereby referred to the Special Committee composed of Messrs. Rauch, Kavanagh and Poston, with full power to act on behalf of the Library Board.

The meeting adjourned at 5:25 p.m.

MINUTES APPROVED:

Joseph Rauch President
Harold J. Brigham Secretary

Exhibit No. 1

Meeting of Building Committee- February 7, 1941 - 4:30 p.m.

Present: Messrs. Powell, Hartstern, Hume, the Librarian, and for a portion of the meeting Mr. E. R. Ronald.

The following business was transacted:

1. Fluorescent demonstration at Main Library.

The librarian recommended that the demonstration be made in the Open Shelf Room rather than the Reference room on the grounds that the light situation in the former is more serious than in Reference and larger numbers of public users are concerned.

It was voted to approve this recommendation.

Mr. Ronald presented a proposed plan for placing new fixtures and for wiring. The Committee inspected the rooms and it was agreed that every effort should be made to conceal the wiring rather than have exposed wire molding. It was

therefore agreed that the Engineer examine the plans of the building and report back to the Committee on the possibility and cost of concealing the wiring. It was also agreed that all fixtures should hang at the same level, that they be hung initially in alternate directions, and that provision be made for four circuits so that switches control alternate sets of lights.

It was estimated that the complete installation would cost at least \$900.

2. Fluorescent lights in Branches.

The librarian suggested that one fixture be installed in each Branch above the charging desk. It was agreed to delay action on the installation of any fluorescent fixtures in other Branches for the present.

3. Salary and Car Allowance for Maintenance Man.

The work of Mr. Stewart during the trial period of 3 months was reviewed, with the conclusion that Mr. Stewart's services had been highly satisfactory and that many savings had been effected. Specific instances of savings were cited.

The question of a monthly allowance to Mr. Stewart for the use of his own car on the job was considered. Mr. Stewart's records for 3 months indicated a car usage of 200 miles per week on the average, or 10,000 miles per year. Gas, oil and greasing were reckoned to require approximately \$18 per month. To provide in addition for tire wear and at least minor replacements and repairs an additional amount would be necessary.

Dr. Hume offered the motion, seconded by Mr. Hartstern and carried, that the Committee recommend to the Board a salary of \$125 per month for Mr. Stewart and a car allowance in addition of \$25 per month, with the understanding that Mr. Stewart be required to carry liability insurance naming the library as co-insurer.

4. Preparation of room at West Colored Branch for Schachner Library.

It was reported that new shelving had been constructed and old shelving re-finished, that a desk, table and chairs had been supplied, repaired and refinished, all at a total cost of \$125.07; and that only floor covering had yet to be installed to make ready for actual receipt of the books.

A low bid of \$55 for asphalt tile of 3/16" was reported. It was agreed to approve this installation with the understanding that 1/8" may be substituted if an appreciable saving would be effected.

5. New floor covering for one more Branch.

The librarian recommended that asphalt tile floor covering be installed in one more Branch as provided in the budget. Crescent Hill was represented as being the Branch most in need of this improvement.

It was voted to recommend to the Board that new floor covering be installed at the Crescent Hill Branch at a cost not to exceed \$450; that the specifications prepared by Mr. Hartstern last year be employed again for taking bids; that the library's maintenance man be asked to prepare the wood flooring in condition for laying the new covering; and that the Building Committee be empowered to act upon the bids if this meets with the approval of the Board.

6. The librarian was authorized to purchase a motor-driven band saw for the Shop at an approximate cost of \$70.

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees March 11, 1941

The Board of Trustees of the Louisville Free Public Library met in regular monthly session on Tuesday, March 11, 1941 at 4:15 p.m. in the librarian's office.

Present: Mrs. Radford and Messrs. Abell, Davis, Erskine, Hartstern, Hume, Kavanagh, Powell, Welch, Mayor Scholtz, Asst. City Attorney Lawrence S. Poston and the librarian.

In view of the absence of the President, and recognizing that Mr. Davis' status as a member of the Board was in doubt because of resignation, Mr. Kavanagh was unanimously elected to serve as chairman pro tem.

The resignations of Mr. Davis, dated February 26, and of Mr. Abell, dated March 11, were read and received with expressions of regret. Both resignations were occasioned by the fact that these members had moved their residence outside the city limits, rendering them ineligible to membership on the Library Board.

Mr. Erskine offered the motion, seconded by Mrs. Radford and unanimously carried, that the Board go on record expressing its great appreciation of the services rendered the library Mr. Howard C. Davis and Mr. William H. Abell and its profound regret to lose the services of these gentlemen as members of the Library Board.

The minutes of the February 11 meeting had been previously distributed to all members of the Board. Mr. Erskine moved that the reading of the minutes be dispensed with and that they be approved and distributed. Seconded and unanimously carried.

Communications:

A note of appreciation was read, from the family of the late Miss Sallie T. Berryman, referring to the floral tribute sent to the funeral on behalf of the Board of Trustees.

Reports:

The following report and recommendations of the meeting of the Library Committee held on March 10 were read.

Present: Mrs. Radford, Messrs. Kavanagh, Welch, Rauch and the librarian.

The following business was transacted:

1. The librarian reported word from Mr. Abell, that he, like Mr. Davis, was moving outside of the city and would therefore have to resign from the Board.

The Committee discussed the desirability of suggesting to the Mayor the names of prospective Library Board members to assist him in filling vacancies.

2. The librarian outlined plans to set up a reading room in the Soldiers Center, Columbia Hall, at the request of the Mayor's Military Affairs Committee. It is proposed to place emphasis on current newspapers and popular magazines as the most suitable kind of reading matter for the purpose. It was reported that requests had gone to a dozen out-of-state newspapers and a half dozen Kentucky newspapers for complimentary subscriptions.

Dr. Rauch suggested that churches of the city be asked to contribute one or

two subscriptions to magazines for the Soldiers Center and offered to be responsible for a subscription to the magazines Life and Time from Adath Israel Temple.

Dr. Welch moved that the Committee recommend that the Board approve an appeal to the churches of the city to contribute subscriptions of magazines to the Soldiers Center, that the Council of Churches be requested to make the appeal, and that the money be received and expended by Mr. Brigham as a member of the Military Affairs Committee. Seconded by Mrs. Radford and carried.

Mr. Kavanagh suggested that Mr. Brigham speak to Father Bolling, also member of the Military Affairs Committee, with reference to extending the appeal to the Catholic churches.

3. Mrs. Radford offered the suggestion, which was approved by vote of the Committee that recommendation be made to the Board to invite Department Heads and Branch Librarians in rotation to Board meetings to present the work of their department or branch in a ten-minute statement, one at each Board meeting. It was agreed that these statements should be in writing.
4. The librarian made a statement concerning the work of the Main Children's department, at the request of Miss Bell, Head of the Department, designed to offset any misunderstanding there might be about the extent of use of the Main Children's Room by children themselves. Miss Bell felt there was a general understanding that relatively few children use the Main Children's Room, since it is true that the larger part of the service directly to children naturally concentrates in the branches. It was noted, on the other hand, that more children do use the Main Children's Room than use any one of the largest branches, and that this use had increased substantially due to the large influx of people into the downtown apartments and rooming houses as a result of defense activities in and around Louisville.
5. The librarian reported the loss of three clerical assistants at the Main Library within the past week, two of them to take positions paying substantially larger salaries. Three new people had been named temporarily on trial to fill these vacancies.
6. Plans for the opening of the Schachner Memorial Library in the Western Colored Branch were discussed. Under the terms of agreement with Dr. Schachner, the library was to make service available within two months after receipt of the gift, that is after January 14. Therefore it was agreed by the Committee that the Schachner Library should be made available for use by the public beginning on March 14, with the understanding that details of cataloging and hours of service would be worked out by the librarian and the Head of the Department, and with the further understanding that the Library Committee would name a later date for formal opening of the library with appropriate exercises.

It was agreed that an announcement should go without delay to the Colored Medical Fraternity of Louisville stating that the Schachner library is available for their use.

Mr. Kavanagh mentioned the possibility of financial help from some foundation for the development of this library for Negro doctors.

7. Dr. Rauch raised a question concerning the prohibition on the use of the additional rental income from the Kaufman-Straus Company. He called attention

to the immediate need of these funds for service purposes, particularly for books and for adjustment of salaries. The view was expressed that the effect of holding these funds as a balance to be applied on next fiscal year, if the library's tax income is reduced, would appear to be a conversion of library income to non-library purposes.

It was agreed to recommend that the Board refer the matter to the Finance Committee for study and report. This was voted, on motion by Dr. Welch seconded by Dr. Rauch.

8. The librarian presented the demand of a patron of the Main Library (Mr. J. O. Hines) to be permitted to work the crossword puzzles in the newspapers on file in the Newspaper Alcove. It was noted that the library has a general rule, long established, prohibiting the marking of any library property, and that the staff of the Reference Department was unanimous in its agreement that it would be difficult if not impossible to enforce the rule with reference to magazines and books if an exception were to be allowed in the case of newspapers.

The librarian stated that Mr. Hines had declared he had had advice from his own lawyer and a police court judge that he was entirely free to work the crossword puzzles in the library newspapers, notwithstanding any regulations imposed by the library staff or the Library Board and that he was prepared to take the matter to court if necessary.

Dr. Rauch moved that the recommendation of the staff be approved, namely to enforce the present rule as it stands. Seconded by Mrs. Radford and carried.

9. The librarian presented the request of the local Committee on Publications of the Christian Science Church that the library accept and place inside books certain gummed labels the purpose of which would be to identify those books approved by the Christian Science Church and distinguish them from the unapproved literature; and also, in the case of two designated books (by Mark Twain and Dr. Lyman P. Powell) to indicate a change of opinion by an author who had originally made derogatory statements concerning Christian Science.

It was felt that to grant such a request would in effect set up the library as an agency of religious criticism and would invite a multiplication of similar demands.

It was therefore unanimously voted to disallow the request.

10. The Committee considered the renewal of the request of the South End Civic Club that the library enlarge the quarters of the Taylor Blvd. Sub-Branch. The librarian stated that this sub-branch had been conceived and operated as a book exchange depot primarily on the assumption that reading room and reference services would be concentrated in the Iroquois Branch; also that although the additional space would be desirable it was not an urgent need to compare with the need of devoting the library's limited income to the purchase of books for example. He therefore recommended that the request be not granted.

The Committee voted unanimously to approve the librarian's recommendation.

11. The librarian reported that he had been waited on by a delegation from the Wesley Community House composed of Mr. C. P. Wymond, Mrs. Attila Cox, Mrs. Bolin Robinson, President of the Wesley House Board, Mrs. J. H. Dickey, Secretary of the Board, and Miss Elizabeth Russell, Head Resident, with the request that the Library continue to maintain a limited service at Wesley House, particularly for children, after the sub-branch is moved to Clarksdale.

It was reported that the Extension Division of the Library was prepared to continue maintaining a small collection of children's books at Wesley House in charge of the Toy-Lending Project which the WPA was planning to establish at Wesley House.

It was voted to approve this proposal as a demonstration.

12. The Committee considered a proposed procedure for study of the tentative Classification and Pay Plan for the library. The librarian reported that the Staff Association had appointed a committee of five representing the several major interests among members of the staff, both administrative and non-administrative; that criticisms and suggestions of the proposed Plan had been received from the staff as a whole and tabulated for study by the Staff Association committee and by the Library Committee of the Board; and that the Committee of the Staff Association would welcome an opportunity a little later to meet with the Committee of the Board for joint discussion of some of the major questions involved. It was agreed that the Library Committee of the Board invite the Staff Association committee to meet with them at a time to be determined by them and the librarian.

The Board considered the above recommendations of the Library Committee seriatim, and by vote approved and adopted all except item No. 7., concerning the use of additional rental income from the Kaufman-Straus Co.

Concerning item 7 Mr. Davis explained the situation prevailing in the budget hearing and stated that this action of the Finance Committee had been reported to the Board and concurred in by the Board. Following discussion Dr. Welch offered the motion, seconded by Mrs. Radford and carried unanimously, that the recommendation of the Library Committee be rejected.

Mr. Kavanagh reported on behalf of the Library Committee that bills for the month of February in the amount of \$4,997.54 had been audited. Mr. Powell moved that these bills be approved and ordered paid. Seconded by Dr. Welch and carried unanimously. A list of the bills is recorded in the Record Book Vol. 1, pages 92-97 inclusive.

Mr. Powell presented the following report of the meeting of the Building Committee February 21.

Present: Messrs. Powell, Hartstern, Hume and the librarian. Mr. Ronald was also present as consultant for lighting installation.

The following business was transacted:

1. Lighting installation in Open Shelf Room

It was agreed to obtain bids including in the specifications provision for concealing of wiring as proposed by Mr. Ronald, and that Mr. Ronald obtain legal advice as to the necessity of including in specifications the requirement that the prevailing wage scale must apply.

2. Crescent Hill Floor Covering

It was regularly voted to accept the low bid of the Maintenance Supply Co. for \$320.00 to furnish and install asphalt tile floor covering in the Crescent Hill Branch. Other bids received:

V. C. Glass Carpet Co.	\$ 394.87
Carrell-Rogers Co.	393.00

Mr. Powell reported further progress to date on the two matters of business before the Committee. On motion by Mrs. Radford seconded by Dr. Welch it was voted unanimously to approve the report of the Building Committee and to grant the Committee power to act in concluding negotiations for installation of fluorescent lights in the Open Shelf Room.

The Treasurer's report for the month of February was presented by Mr. Erskine and ordered on file.

The statistical report of the librarian for the month of February was distributed and ordered on file.

The librarian reported substantial savings in the cost of heat and light for the Main library under the new Weissinger-Gaulbert contract; also completion of the room at the Western Colored Branch for the August Schachner Memorial Library for doctors at a cost of \$239.00.

The librarian also displayed the new bookplate for gift books received by the library, designed and executed by the State-wide Art Project of the Kentucky Work Projects Administration.

Unfinished business:

Mr. Kavanagh reported that the Special Committee composed of Dr. Rauch, Mr. Poston and himself had executed an agreement with the representative of Mr. I. W. Bernheim, namely Mr. Lewis W. Cole, providing for the transfer of custody of paintings for purposes of restoration and repair to Mr. Bernheim's agent, namely Dr. J. B. Figgins.

The librarian reported that arrangements had been completed with the J.B. Speed Memorial Museum and papers drawn up to release the paintings to Dr. Figgins; also that a cordial letter had been received from Mr. Bernheim's secretary, Mr. Robert Paul, dated March 8, expressing Mr. Bernheim's satisfaction with all arrangements. It was further reported that Dr. Figgins had conferred today with the librarian and with the secretary of the Museum and had delayed acceptance of the paintings until he could confer with Mr. Bernheim about some details.

The agreement signed with Mr. Bernheim's representative, Mr. L.W. Cole, was read in full as follows:

Ft. Lauderdale, Fla.
February 18, 1941

Board of Trustees of the Free
Public Library of Louisville, Ky.
Louisville, Ky.

Gentlemen:

Many years ago I gave and donated to you absolutely and you now have in your possession certain oil paintings designated as follows:

Artist	Title
Bergen, Carl von	Twilight
Biva, Henri	Rhone valley
Blaas, Eugene von	The love letter
Coleman, T.	A square deal
Cramer, Molly	Still life-fruit
Fath, René	D'Asile
Gorham, Sidney	Spanish girl
Longpre, Paul de	Lilac and syringa
Maxence, Edgard H.M.A.	Reading
Mueller	Hunted
Ortlieb, Friedrich	A favorable opportunity
Riemerschmidt, R.	Eve
Wachsmuth, M.	Drafted
Williams, Charles Sneed	Portrait of Amanda Uri Bernheim
Artist Unknown	Portrait of Isaac W. Bernheim

and that gift and donation I hereby ratify and confirm.

I am informed that these paintings were damaged to some extent by and in the flood of 1937 and I wish to retouch and recondition them.

If you will deliver these paintings to Dr. Jesse D. Figgins, as my agent, I will receive them as and where they are in Louisville, take them to Lexington, Kentucky, and there retouch and recondition same and their frames, and they will all be returned and delivered to you at such place as you may designate in Louisville, Kentucky, when finished, and within one year from the date hereof.

All expense and costs relative thereto will be paid by me and there will be no cost nor expense to you.

I hereby bind myself, my estate, my personal representatives, my devisees, legatees, heirs, distributees, successors and assigns, for the fulfillment of said undertaking, and for myself and them, I agree to and hereby do indemnify you and each individual member of the Board, against any and all loss of, or damage to said paintings, from any cause whatsoever, from the time delivered to Dr. Figgins and until re-delivered to you in Louisville, and against any and all other loss or damage that may result to you and/or each individual member of your Board as a consequence of this undertaking.

Very truly yours,

(signed) ISAAC W. BERNHEIM

Attest:

signed LEWIS W. COLE

The foregoing offer is hereby gratefully accepted this February 21, 1941
Board of Trustees of the Free
Public Library of Louisville, Ky.

By /s/ JOSEPH RAUCH
/s/ J. J. KAVANAGH
/s/ LAWRENCE S. POSTON

Special Committee

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees April 8, 1941

The Annual Meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, April 8, 1941 at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire, Mrs. Radford and Messrs. Hartstern, Hume, Kavanagh, McAdams, Powell, Rauch, Assistant City Attorney L. S. Poston and the librarian.

Dr. Rauch welcomed Mr. Pope McAdams as successor to Mr. Davis for the unexpired term ending April 1943. He expressed the gratification of the Board also in the reappointment of Mr. Kavanagh and Mr. Erskine for four-year terms.

The minutes of the meeting of March 11 were read and approved.

Communications:

A letter from the Wednesday Morning Musical Club dated April 7 signed by Mr. Lawrence Cook, President, was read. It referred to a gift of approximately \$300.00 to be used for the purchase of selected additions to the music collection of the library. A copy of this letter is attached to these minutes. Exhibit No. 1.

The librarian was instructed to express the appreciation and thanks of the Board.

A communication was presented from Mrs. Stella McDaniel requesting the library to vacate the property at 4448 Park Boulevard, Highland Park, occupied as a sub-branch.

A letter from the Trustees Section, American Library Association, dated March 31, was read, reporting that Mr. R. C. Ballard Thruston could not be elected this year for trustee citation as nominated by the Louisville Library Board.

It was suggested that Mr. Thruston be renominated for citation next year, but it was agreed that his resignation from the Board would render him ineligible.

A letter from Dr. August Schachner, April 2, was read, presenting a gift of \$25.00 to be used for the binding of magazines of the August Schachner Memorial Library for negro doctors.

Plans for the official opening and dedication of the Schachner Memorial Library were discussed. It was agreed to let Dr. Schachner name the date as soon as his health may permit him to be present, and that details should be left in the hands of the Library Committee and librarian.

The following letter concerning the use of white libraries by negro patrons was read.

1631 W. Jefferson St.
Louisville, Kentucky
April 7, 1941

Rabbi Joseph Rauch, President of the Library Board
Louisville Public Library
Louisville, Kentucky

Dear Doctor Rauch:

No doubt you will remember our conversation following the Clarksdale

Community House dedication, concerning my use of the Jefferson Street Branch Library, located across the street from my home at 1631 W. Jefferson Street. My husband has practiced medicine in this city for twenty-two years and during twelve of those years, he had lived in this community. Our neighbors have accepted us and in the old graveyard next to the library, both white and colored children play together and there has never been any friction among them.

As I told you, the Western Branch Library is not always accessible for me, nor do they usually have the books I desire and sometimes need, for example, recently I was asked to give some instructions on "Budgeting" to a group of college youngsters. The Western Branch had no material on Budgeting. The librarian there in my presence, called the main library, ordering whatever they chose to send, inasmuch as I could not go there to see for myself what was available. The material was to come in a few days. It never came. In the meantime, I called the main library and was given a list of some of the material there. I asked them to send two books to the Jefferson Street Branch, which they did on the next day. I called at the Branch and was given the books. However, Miss Cooper, the librarian, told me that she would have to have permission to issue books to me in the future. She knew that I lived close and promised to take the matter up with higher authority; but because I hated the embarrassment of being refused, I made no further attempt to enter the library again. Having been a librarian at one time in Indianapolis, Indiana, one of the branches there has been supplying me with some of the material I need from time to time. I, like many other negroes in Louisville, find it almost unbearable not to be able to visit the Main Library or any convenient Branch. I have my Masters degree from Columbia University and was a High School teacher for a good number of years. I mention this because you will know then that I have lived among books and to be limited as I am here, in my choice of books, you can imagine makes me very unhappy. There are many others who share with me this feeling.

Is there a law forbidding me entrance to certain libraries or is it just one of those unwritten prejudices which we have thoughtlessly allowed to exist? Dr. Rauch, it must be men like you, who are christian and honest in your declarations of the things that are right for all citizens alike, who should and must make this democracy a real thing if democracy is to stand; otherwise, as sure as there is a God, it will not.

There is no real reason why I and others like me, who are clean, who have had schooling and who would appreciate full library facilities, should be denied them. There is a place for the Western Branch; but there are many of us who have need for broader library facilities than the Western can offer.

May I, in the name of all that is fair for all citizens alike, ask that your Library Board take the lead in making possible our participation in the libraries of this city.

Yours very sincerely,

(signed) Mrs. J. H. WALLS

JHW:p

A question was raised concerning the legal basis, if any, for the present plan of separate service for the negro population, to be referred to the City Department of Law.

Following discussion the Chair referred the matter to the Library Committee for study with the request that the Committee report back at the next meeting.

Reports:

Mr. Powell reported for the Building Committee that contracts had been completed for the installation of fluorescent lighting fixtures and re-wiring in the Open Shelf Room, and that a balance of approximately \$1,300 was still left in the special fund for improvement of lighting, sufficient to doat least two more branches.

Mr. Kavanagh reported that the Library Committee had audited bills for the month of March in the sum of \$5,932.42 and moved that these bills be paid. The motion was seconded by Mr. Hartstern and carried. A list of the bills is recorded in Record Book, Vol. 1, pages 98-102 inclusive.

The Treasurer's report for the month of March was distributed and ordered on file.

The librarian reported a careful analysis of each item of the budget with reference to balances on hand and needs for the rest of the fiscal year, with indication that the finances of the library are in a healthy condition.

The statistical report of the librarian for the month of March was distributed and ordered on file.

The librarian reported the participation of the library in the official dedication of the new community building at "Clarksdale" (slum-clearance housing project), the President of the Library Board having been one of the speakers.

Plans were reported to begin next month the proposed series of reports by Department Heads and Branch Librarians to be presented in person at Board meetings.

It was agreed, on suggestion by Mr. Hartstern, that all reports be in writing, recognizing at the same time that these reports all together would constitute a complete record of the library's services, and that such a record would have many additional uses.

Unfinished business:

The request of the South End Civic Club for enlargement of the quarters of the Taylor Blvd. Sub-branch was introduced.

Mrs. Goldie Meddis, owner of the property occupied by the Sub-branch, was introduced as spokesman for the Club and the community. Mrs. Meddis expressed the appreciation of the community for the services rendered by the library, referred to the increased use of the library, and to the need of larger quarters which could be offered at a nominal increase in the rent.

Dr. Rauch referred to the limited funds available for the extension of library services and to the demands from other communities some of which have no service whatever within the community.

Mrs. Radford stated that she had visited the Taylor Blvd. Sub-branch and felt that the facilities were reasonably adequate for the type of service which they were designed to give, namely a book exchange or lending service rather than a reference and reading room service.

The librarian observed that the latter type of service was more appropriately concentrated at the Iroquois Branch so that the south end might have one central library with an adequate reference collection and suitable reading room facilities for the entire community.

It was agreed that the Taylor Blvd. Sub-branch should be continued on the present basis without change.

New business:

The following letters were read, referring to the legal date of expiration of the terms of Board members

March 28, 1941

Mr. Harold F. Brigham
The Public Library
Fourth & Library Place
City

Dear Mr. Brigham:

After talking to you yesterday I re-examined the Kentucky Statutes relating to trustees of the Public Library.

In my opinion it is clear that the term of office of the trustee ends at the regular March meeting and the trustee not re-appointed is automatically removed from the Board. Under the statute the Mayor should re-appoint the trustee or name a successor in the month in which the trusteeship ends. No trustee whose term ends in March can legally function until he is re-appointed by the Mayor and makes his oath or affirmation as to the performance of his duties of his office before some judicial officer in the Commonwealth.

Respectfully,

/s/ J. J. KAVANAGH

JJK:C

.....

April 3, 1941

Louisville Free Public Library
4th & York Sts.
Louisville, Ky.

Attention Mr. Brigham

Gentlemen:

Answering your favor of April 2nd, relative to the expiration of the terms of the trustees.

The Enabling Act was passed and approved by the Governor March 21, 1902. It carried an emergency clause and therefore became effective on that date.

Section 2 of the Act, which is K.S. 2801-b-2 says:

"The General Council of any such city may, by ordinance, signify its purpose or intent to establish a free library under the provisions of this act, and, when it shall have so ordained or resolved, the said city shall thereafter be treated as having exercised its discretion to establish such library, and the subsequent provisions of this act shall then become operative."

The ordinance authorizing the establishment of the Free Public Library under that act was approved and became effective April 12, 1902.

Section 3 of the Act, K.S. 2801-b-3 provides:

"The Mayor of any such city shall, as soon as practicable after the passage of this ordinance, name twelve trustees, three for a term of one year, three for a term of two years, three for a term of three years and three for a term of four years; and shall thereafter, in the month of each succeeding year corresponding to the month in which the first appointments are made, in the same manner nominate three trustees for a term of four years."

Your minutes show that on April 18, 1902, the first group of trustees were appointed, from which it is evident that the respective terms of three of the trustees expire with the close of business April 17th each year and the new appointees go in beginning with April 18th of each year.

We cannot see how or why the idea was ever conceived that the terms of the trustees expired in March.

Very truly yours,

/s/ LAWRENCE S. POSTON

Ass't Director of Law

LSP/McD

Mr. Kavanagh stated that he had discussed the matter with Mr. Poston and that they had reached agreement that the terms of Board members expired in April rather than in March but that he could not accept the date of April 18 named by Mr. Poston. He observed that the 18th of April would always fall after the date of the regular annual meeting and it would be illogical to recognize a date that came after the annual election and reconstitution of the Board for the ensuing year.

The Chair referred the matter to Mr. Kavanagh and Mr. Poston with the request that they resolve the issue and report a joint recommendation to the Board at their convenience.

The Finance Committee was requested to communicate with the Jefferson

County Fiscal Court with reference to the library appropriation for county service for the fiscal year of the county beginning July 1.

The librarian recommended official appointment of the following persons to the staff of the library, without salary change, both to be granted sub-professional status, namely:

Miss Carolyn Mudroch, Assistant in the Main Circulation Department
Miss Mary Jennings Wilson, Assistant in the Iroquois Branch

Mr. Hartstern offered the motion, seconded by Mr. Powell, that the recommendation of the librarian be approved. Carried.

Election:

The Board then proceeded to the election of officers, this being the annual meeting.

Mr. Kavanagh presented the report of the Nominating Committee as provided for in the revised By-laws, namely

For President	Dr. Joseph Rauch
For Vice-President	Mrs. Walter Radford
For Secretary and Librarian	Mr. Harold Brigham
For Treasurer	Kentucky Title Trust Co.

By Messrs. J. J. Kavanagh, H. C. Powell and J. D. Scholtz

There being no nominations from the floor, Mr. Hartstern offered the motion that the report of the Nominating Committee be accepted and that the Secretary cast one ballot. The motion was seconded by Mrs. Meguire and carried unanimously.

Mrs. Meguire referred to a series of radio programs conducted by a library in Florida, which she had greatly enjoyed while she was visiting recently in Florida. She suggested that the Louisville Library consider the use of the radio locally with similar types of planned programs, recognizing special advantages to be gained by the library as well as by the public. The librarian was requested to give the matter special consideration.

The meeting adjourned at 5:45.

MINUTES APPROVED:

Joseph Rauch President
Harold J. Brigham Secretary

See exhibit next page

Exhibit No. 1

April 7, 1941

The Board of Trustees
Louisville Free Public Library
Louisville, Kentucky

Gentlemen:

The Wednesday Morning Musical Club, having terminated a long and useful career in the musical life of Louisville, has found, in its judgment, a happy solution to the problem of how best to dispose of a treasury balance amounting to nearly three hundred dollars.

This fund is being utilized for the purchase of books on music and music scores for the enrichment of the music section of the Louisville Free Public Library.

Great care has been exercised in the choice of this material. Suggestions have been received from a number of leading musicians and well-informed music lovers. Considerable attention has been given to works dealing with recent developments and current trends in musical art, and standard works also have been given due consideration. The subject matter covers a broad field. It is hoped that these additions will enhance greatly the value of this department of the library, and that by this means the name and influence of the club will be perpetuated. Much of the material has already been received and will be made available to the public in the immediate future.

Records of the club, consisting of collected programs, minutes and a history of its origin and activities, written by Mrs. William Davenport, are to be placed in the Kentucky Room of the library.

Acknowledgment of the source of the gift is to be made in each book and music score.

Mr. Brigham, Librarian, and members of his staff, have worked enthusiastically on this project with representatives of the club, which is grateful for the valuable assistance rendered.

Very truly yours,

/s/ W. LAWRENCE COOK

W. Lawrence Cook, President.

6P440

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees May 13, 1941

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, May 13, 1941 at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire, Mrs. Radford and Messrs. Erskine, Hartstern, Hume, Kavanagh, McAdams, Powell, Rauch, Smock, Welch and the librarian. Assistant City Attorney Lawrence S. Poston was also present.

Dr. Rauch presided.

The chair welcomed Mr. Wendell M. Smock, appointed member of the Board to succeed Mr. Abell for the full term of four years expiring in April 1945.

The minutes of April 8 were approved as distributed without reading on motion by Mr. Erskine, duly seconded and carried.

Committee appointments for the coming year were announced and concurred in as follows:

Building Committee

Mr. H. Cecil Powell, Chrm.
Mrs. Kenneth U. Meguire
Dr. E. C. Hume
Mr. Fred J. Hartstern

Library Committee

Mr. J. J. Kavanagh, Chrm.
Mrs. Walter Radford
Dr. Charles W. Welch

Finance Committee

Mr. Pope McAdams, Chrm.
Mr. M. A. Erskine
Mr. Dillman A. Rash
Mr. Joseph D. Scholtz

Executive Committee

Dr. Joseph Rauch, Chrm.
Mr. Pope McAdams
Mr. H. Cecil Powell
Mr. J. J. Kavanagh
Mr. Joseph D. Scholtz, Mayor
Ex-officio or consulting

Miss Bernice W. Bell, Head of the Children's and School Department, presented the first of a series of staff reports designed to present the work of the various departments and branches of the library system. Copies of Miss Bell's report were distributed to Board members and ordered on file.

Communications:

A letter was read from Mr. George H. Goodman, State Administrator of the Work Projects Administration, bearing date of April 16 referring to salaries paid by the W.P.A.

A letter was presented from Mr. Harry W. Schacter, President of the Kaufman-Straus Co., dated April 10, requesting that the library furnish a new roof on the Kaufman-Straus building. This letter and accompanying action on it are given below.

Reports and recommendations:

Mr. Powell read the report of the Building Committee meeting of May 9 referring to progress on the installation of fluorescent lights in the Open Shelf Room, and on the installation of new floor covering in the Crescent Hill Branch, employment of a parking attendant at the Main Library, and the necessity of improving the janitor service of the library. Mr. Powell presented the following unanimous recommendation of the Committee referring to the request of the Kaufman-Straus Company for a new roof, namely

"That the request of the Kaufman-Straus Co. be granted, with the understanding that the Building Committee is prepared to proceed as soon as financial arrangements can be determined upon."

The Board proceeded to consider the foregoing recommendation.

The Secretary read Mr. Schacter's letter of April 10 in full as follows:

April 10, 1941

The Library Board,
Louisville, Ky.

Gentlemen:

You may recall that at the time of the flood of January 1937, the Library Board took the position that it felt obligated to supply us with a building which was safe for us to do business.

As a result, the Board spent approximately \$75,000. to reinforce the foundations. Our loss was approximately \$110,000. so that both of us suffered pretty heavily.

During the flood, the 26 columns supporting the entire building sank from 3" to 11-7/8". That sinking damaged the roof irreparably. When we suggested to the Board at that time that they replace the roof, they refused to do so. We did not press the point because of the heavy expenditure already incurred by the Board and, under the direction of Mr. E. T. Huthings, we spent \$527.00 as a temporary measure for surface treatment which in no way repaired the damage to the felts underneath the asphalt, as a result of the sinking of the roof.

Shortly after the roof was resurfaced it began to leak. We kept putting off repairs year after year. However, the roof is leaking now in so many places that we have to use anywhere from 25 to 35 bucklets on our Fifth Floor whenever it rains, and a considerable amount of merchandise has already been damaged. It is imperative that an entire new roof with entirely new flashing be installed.

Since the Board has felt obligated to give us a safe building in which to do business, and since the present roof is no longer safe, we should like respectfully to request that the Board undertake this job.

Since this has become so pressing, and the Board does not meet

until May, I would like to suggest that the Board set in motion any investigation it may choose so that the matter may be ready to be presented to the Board for decision at the May meeting.

Your consideration of this request will be greatly appreciated.

Sincerely

/s/ HARRY W. SCHACTER

S:K

Harry W. Schacter

Mr. Powell reported the judgment of the Committee, on advice of Mr. Poston, that it is the responsibility of the Library to furnish a new roof in the circumstances, and the suggestion of the Committee that funds from excess rent received be made available for this purpose.

Mr. McAdams reported that the Finance Committee had met on May 12 in the Mayor's office with the following present: Messrs. McAdams, Erskine, Scholtz, Rauch and the librarian, also Mr. Andrew Broaddus, President of the Board of Aldermen, Mr. Harold Miller, Chairman of the Finance Committee of the Board of Aldermen, and Mr. John R. Lindsay, Director of Finance.

Mr. McAdams read the following minutes from that meeting, namely:

"After full discussion it was unanimously agreed (1) that the library was obliged to furnish its tenant a new roof as an emergency necessity, and (2) that, in the judgment of the finance committee and of the city representatives present, excess rental funds may properly be used for this purpose.

"Mayor Scholtz stated the Library Board can accept the acquiescence of city representatives present as sufficient authority for using excess rental funds for this purpose, releasing it from its agreement not to use these funds in the present fiscal year."

Dr. Hume offered the motion, seconded by Mr. Erskine, that the Board adopt the recommendation of the Building Committee to furnish a new roof on the Kaufman-Straus building at an approximate cost of \$5,000. with the express understanding that the Building Committee is given authority to proceed.

The motion was carried by unanimous vote.

The complete report of the Building Committee was approved and ordered on file.

Mr. Kavanagh reported that bills for the month of April in the amount of \$4,704.02 had been audited and moved that they be paid. The motion was seconded by Mr. Powell and carried unanimously. A list of these bills is recorded in Record Book, Vol. 1, pages 103-108 inclusive.

The Secretary read the report and recommendations of the Library Committee meeting May 6. A copy of this report is appended to these minutes. Exhibit No. 1.

The Committee presented the following resolution with reference to library service to the Negro population:

A request having been presented involving the use of white libraries by members of the Negro race for purposes of increasing the convenience of service to negroes and making the larger resources of the library more accessible to negro patrons, the following facts are recognized, namely:-

1. That, the Public Library has accepted the obligation to serve the entire city, as far as the means of the library will allow, and to make the total resources of the library available to all citizens. .
2. That, special facilities for service to the negro population have been provided, embracing two complete branch buildings of a total of ten such buildings, also a sub-branch in rented quarters as well as other service agencies. One of these branch buildings is maintained as a Central Library for Negroes with a special staff, special hours of service and special book collections to assure a service paralleling that of the Main Library of the system.
3. That, to assure all citizens, both negro and white, full access to the total resources of the library, it has been the established practice of the library to bring books from one branch to another or from the Main Library to any branch in order to meet special requests in branches when these requests go beyond the resources of a given branch. Whenever it has been impossible to send materials to meet such requests, because of rarity or because they are in frequent demand, special arrangements have been made to give such borrowers access to these materials.

In the light of the foregoing considerations, and in addition to the practices already established by the library, BE IT RESOLVED:

That, it is the sense of the Board of Trustees that every facility be given to the negro population of the city, to make available in the negro branches of the library materials that may be wanted, and that the utmost liberal interpretation be given to this understanding.

The foregoing resolution was unanimously adopted on motion by Mr. McAdams, seconded by Mr. Hartstern.

The Board concurred in the actions of the Library Committee sustaining the previous action in each case, namely with reference to working crossword puzzles in the newspapers, and enlarging the Taylor Blvd. Sub-branch.

The Board discussed the question raised concerning the disposition of books or discarded library materials as by gift to other libraries or other institutions. Mr. Poston indicated a distinction in material of negligible intrinsic value and material of appreciable intrinsic value, with the thought that only the former might be disposed of by the librarian, under delegated authority, without special Board action.

The Chair referred the matter back to the Library Committee for re-phrasing, with the assistance of Mr. Poston.

The Board then proceeded to the consideration of the proposed Classification and Pay Plan to govern library positions and salaries as recommended unanimously by the Library Committee.

The librarian explained the purposes and application of the proposed Plan and stated that the adjustment of 27 salaries at the time of adoption of the Plan was a part of the recommendation in order to render the Plan effective. These salary adjustments, he stated, would involve a total addition to the pay roll during the last three months of the present fiscal year of \$645, or \$2,580 for the next full year of twelve months.

Mr. McAdams reported that the Finance Committee had considered the Classification and Pay Plan at its meeting May 12, from the minutes of which meeting the following minute was read:

"After full discussion it was voted unanimously (by the Finance Committee) to approve the adjustments of salary as recommended by the Library Committee, with the understanding that funds are available for this purpose in the present budget, and that the funds required next year are to be included in the Request Budget for that year."

Following discussion Mrs. Radford offered the motion that the Board approve the recommendation of the Library Committee and hereby adopts the Classification and Pay Plan as presented, including the adjustment of 27 salaries. The motion was seconded by Mr. Hartstern and carried unanimously.

Members of the Staff Association Committee which assisted the office in formulating the Classification and Pay Plan were introduced to the Board, namely Misses Burquin, Hutchings, Harding, Gilligan, Tydings and Seewer. They were informed of the action of the Board and extended the thanks of the Board for the valuable services they had rendered.

The reports of the Treasurer and of the librarian for the month of April were distributed and ordered on file.

The Board concurred in the recommendation of the librarian that the salaries of three clerical workers be increased from \$55 to \$60 a month, namely Misses Sizemore, Delius and Alton.

The librarian suggested that he be delegated to attend the annual conference of the American Library Association in Boston, June 18-25, recognizing as official business a special series of meetings dealing with the problems of libraries relating to National Defense, also opportunities afforded through personal conference to obtain information needed regarding the successful application of a Classification and Pay Plan, special filing equipment required for the preservation of newspaper microfilms, etc.

Mr. Erskine moved that the librarian be authorized to attend the conference of the American Library Association at library expense, with designa-

tion of official business as indicated. The motion was seconded by Mr. Powell and carried unanimously.

The meeting adjourned at 5:45.

MINUTES APPROVED:

Joseph Rauch President
Harold J. Brigham Secretary

Exhibit No. 1

Library Committee meeting - May 6, 1941 - 3:30 p.m.

Present: Mrs. Radford and Messrs. Kavanagh, Welch, Rauch, Assistant City Attorney Poston, and the librarian.

The following business was transacted:

1. Negro use of white libraries

The letter of Mrs. J. H. Walls, April 7, was read; also the librarian's reply, April 28.

Mr. Poston offered the opinion that the library's plan of separate facilities for negro patrons is based solely on custom and usage, and that the question at issue hinges on providing equal facilities for the negro population.

After full discussion of the facts relating to the facilities provided for the negro population and the library's practices designed to equalize the service to negroes and white people, the librarian was instructed to prepare a resolution incorporating suggestions offered and to send copies to all members of the Committee for review before it is presented to the Board.

The attached resolution is therefore offered for the consideration of the Board.

2. Cross-word puzzles

The accompanying letter from Mr. J. O. Hines, April 22, was read, requesting reconsideration of the action of the Board denying patrons the privilege of working cross-word puzzles in newspapers or other materials on file in the library.

It was unanimously voted to sustain the previous action and to hold the request of this patron unreasonable.

3. Taylor Blvd. Sub-branch

The accompanying letter from the South End Civic Club, April 28, was read, repeating their request for enlargement of the facilities of this subbranch.

It was unanimously voted to sustain the previous decision, namely that library circumstances do not justify expansion of the facilities in question.

4. Giving library materials to other libraries or other institutions

The librarian requested advice on the legal authority for donating to other libraries or other institutions duplicate copies of books, magazines or newspapers or such materials otherwise not needed by the Louisville Library. The question was raised by the Filson Club with reference to duplicate files of early Louisville newspapers which the Public Library had offered to donate to the Club. The question was based on the recent library opinion that paintings once received by gift cannot properly be returned to the owner at his request since they become public property to be held in trust as such by the Library Board.

Mr. Poston declared that the Library was free to dispose of surplus or discarded library materials of negligible value in its discretion.

It was therefore voted unanimously that the librarian be authorized to donate to other libraries or other appropriate institutions such library materials as may not be needed by this library for legitimate reason and ordinarily designated as duplicate or discard materials.

5. Classification and Pay Plan

The special committee of the Staff Association which had assisted the Office in the preparation of the proposed Classification and Pay Plan was invited to meet with the Library Committee during the discussion of the Plan. Those present were Misses Burquin, Hutchings, Harding, Gilligan, Tydings and Seewer.

The librarian explained the Plan, its purposes, the procedure followed in formulating it, and benefits to be expected from its adoption.

The librarian also submitted a recommendation to make 27 salary adjustments at the time of adoption of the Plan in order to render the Plan effective. The recommended salary adjustments were reported to involve \$215 per month, or \$ 645 for the last 3 months of the present fiscal year, \$2,580 for the next complete year.

Following discussion it was unanimously voted to recommend the Classification and Pay Plan as submitted, for adoption by the Board, including the recommended adjustments of salary.

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees June 10, 1941

The Board of Trustees of the Louisville Free Public Library met in regular monthly session on Tuesday, June 10, 1941 at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire, Mrs. Radford, and Messrs. Hume, Kavanagh, McAdams, Powell, Rauch, Smock, Welch, Assistant City Attorney Lawrence S. Poston and the librarian.

Dr. Rauch presided.

The minutes of May 13 were approved as distributed, on motion by Dr. Welch seconded by Dr. Hume, and carried.

The Chair announced the appointment of Mr. Smock to the Finance Committee.

Mrs. Rachel D. Harris, Head of the Colored Department, was called in to present the second of the series of staff reports telling of the work of the Colored Department. This was received with high commendation.

Communications:

The secretary read a letter dated May 22 from Mr. Hal Williams on behalf of the Kentucky Municipal League, inviting the library to suggest any needed legislation affecting libraries for the information of the Legislative Committee of the League. Following discussion, which included consideration of possible further action with regard to the constitutional salary limitation, Dr. Welch moved that the question of constitutional salary limitation be referred to the Executive Committee to discuss with proper authorities in cooperation with Mr. Poston. The motion was seconded by Mr. McAdams and carried. In the meantime it was agreed to delay decision on any proposed library legislation until such matters can be discussed with the Mayor's Legislative Committee as soon as this committee begins functioning.

Reports:

Mr. Powell presented the report and recommendations of the Building Committee coming out of its meeting of June 7, with action by the Board as follows:

1. The Committee reported it had received and opened bids on a new roof for the Kaufman-Straus Building, that the bids were in the hands of the architect for analysis, and that the bids give assurance that the contract will come well within the \$5,000 estimate.

2. The Committee recommended that the Board adopt the following resolution to govern advertising for bids, namely That it be the policy of the library to advertise for bids in both local newspapers on all contracts for purchases in the province of the Building Committee, when these involve an expenditure in excess of \$500., namely contracts for new construction work, for alterations or additions to present properties, for repairs, for furniture and equipment.

Dr. Welch moved that the Board concur in the recommendation of the Building Committee, seconded by Mrs. Radford and carried.

3. The Committee reported that approximately \$1,200 remained in the special fund for lighting improvements and recommended installation of fluorescent lighting in two additional branches, namely Parkland and Eastern Colored.

On motion by Dr. Hume, duly seconded, it was voted to approve this recommendation.

4. The Committee reported on the parking situation at the Main library, that the parking attendant was performing his work effectively but that the eventual solution of the parking problem should be found in rearranging the approach to the library so that the City Traffic Bureau might assume responsibility for control of parking. Pending such a solution the Committee recommended retention of the present parking attendant at a wage of \$50 a month effective July 14.

Dr. Hume moved that the Board approve the retention of the parking attendant and that his wage be increased from \$40 to \$50 a month effective July 14. The motion was seconded by Mr. Powell and carried.

Dr. Welch moved that the report as a whole be received and approved, seconded by Mrs. Radford and carried.

The report of the Finance Committee was presented by Mr. McAdams covering its meeting of June 9, as follows:

1. Revision of Budget: The Committee reviewed the budget for the remainder of the present fiscal year and approved the transfer of anticipated surpluses in order to balance the several items of budget and to release \$1,239 for the purchase of additional books. The changes as approved are given on the attached statement.

2. Request Budget for 1941-42: It was agreed that the librarian prepare a tentative budget for the year beginning September 1, 1941 and submit it to the Finance Committee in time for its consideration previous to the July meeting of the Board.

3. Refinancing Library Bonds: It was the concensus of members present that the inquiry of the Cincinnati bond firm of Walter, Woody and Heimerdinger merited serious consideration by the Board.

4. County Appropriation: The librarian reported discussions of the library appropriation with two members of the Fiscal Court, with indication that continuation of \$9,000 seems assured.

Increasing demands of county service were noted, attributable to defense and the expansion of population outside city limits, especially in St. Matthews and the Bowman Field area.

The librarian was instructed to draft a letter addressed to the Fiscal Court, to be reviewed by the Finance Committee, calling attention to these demands and requesting an appropriation of \$12,000.

Mr. Powell moved that the Report of the Finance Committee be received

and concurred in, seconded by Mrs. Radford and carried.

The Treasurer's report for the month of May was presented by Mr. McAdams and ordered on file.

Mr. Kavanagh reported on behalf of the Library Committee that bills for the month of May in the amount of \$4,232.06 had been audited and moved that they be paid. Seconded by Mr. Powell and carried. A list of these bills is recorded in Record Book 1, pages 109-113 inclusive.

The statistical report of the librarian for the month of May was distributed and ordered on file. The librarian called attention to a general decline in circulation throughout the system which he attributed primarily to improved economic conditions in the city occasioned by defense industries.

The librarian also reported on defense activities of the library, specifically plans for the establishment of a library at the Bowman Field Army Air Base, the successful promotion of a public campaign for books for Fort Knox and Bowman Field, and the continued maintenance of a library in the Louisville Service Club for soldiers, all these projects being made possible largely through assistance from the Kentucky Work Projects Administration.

Unfinished Business:

The Secretary called attention to the decision of the Kentucky Court of Appeals on June 6 over-ruling the petition for rehearing of the salary limitation case and confirming the opinion of April 1940.

Mr. Poston noted that the Court of Appeals had failed to pass on the Federal question which had been deliberately injected into the rehearing petition, looking to the possibility of taking the case to the Federal Courts. Mr. Poston stated that it would cost approximately \$300 to take the case to the higher courts.

Mr. Kavanagh expressed the conviction that there were not sufficient grounds for a Federal question and that further litigation would be inadvisable; furthermore that to go to the higher courts would in his opinion be attempting to obtain by indirection what cannot be obtained by direction.

Following discussion it was moved by Dr. Welch that counsel be requested to study further the matter of taking the case to the Federal courts and bring to the Board his findings and recommendations, at a called meeting if necessary. Seconded by Mr. McAdams and carried unanimously.

Mr. Kavanagh referred to two other items of unfinished business, namely the time of expiration of terms of Board members, and the ruling on disposition of discarded library materials. He requested more time for the Library Committee to consider these matters with Mr. Poston present.

New Business:

The librarian reported that bids on coal for the coming winter were received and tabulated. On motion by Mr. McAdams, seconded by Mrs. Radford it was voted to refer the matter to the Building Committee, with power to act.

Dr. Rauch then presented a suggestion growing out of discussions in the Mayor's Military Affairs Committee, namely that the library cooperate

with the Louisville Service Club by providing benches on library grounds in order that visiting soldiers may have a place to rest, particularly over week-ends.

Following discussion, Mrs. Radford moved that the librarian be instructed to go into the matter with proper authorities and with the President, and that authorization be given to proceed with the proposal if satisfactory arrangements can be made. Seconded by Dr. Welch and carried unanimously.

The meeting adjourned at 5:50.

MINUTES APPROVED:

Joseph Row President

Harold F. Brigham Secretary

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees July 8, 1941

The regular meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, July 8, 1941 at 4:15 p.m. in the librarian's office.

Present: Mrs. Radford, Messrs. Erskine, Hartstern, Hume, Kavanagh, Powell, Smock and the librarian.

Mrs. Radford presided in the absence of the president.

The minutes of the June 10 meeting were approved as distributed without reading on motion by Mr. Erskine, seconded by Mr. Powell and carried.

Miss Elizabeth Woodson, branch librarian, presented the third in a series of staff reports, outlining the organization and work of the Portland Branch.

Mr. Erskine reported as follows for the Finance Committee covering meetings of the Committee July 3 and 8:

County appropriation: A letter was addressed to the Fiscal Court June 18 requesting an appropriation of \$12,000. Responses declared no increase could be allowed (above the present \$9,000) because the county budget had been adopted and the tax rate set.

NO ACTION by Board.

Bond refinancing proposal: In the light of discussions and analyses, the committee recommended that no refinancing proposal be considered at the present time.

ACTION: Dr. Hume moved that the Board concur in the recommendation. Seconded by Mr. Kavanagh and carried.

Unexpended balance this year: In view of the assurance that there will be an unallocated balance of at least \$1,000 in the present fiscal year, the Committee recommended that the Board authorize the expenditure of such unallocated balances as may be assured, and that such expenditures be used primarily for the purchase of books and secondarily for payment of extraordinary bills that may appear.

ACTION: Mr. Kavanagh moved that the Board concur in the recommendation of the Committee. Seconded by Mr. Hume and carried.

Request budget 1941-42: The Finance Committee recommended for adoption a Request Budget in the total amount of \$245,885.76 for the fiscal year beginning September 1, 1941. A copy of the proposed budget is attached to these minutes.

Mr. Erskine declared it was the conviction of the Finance Committee that the needs of the library amply justified a request for continuation of the 4¢ city appropriation and use of the additional income from rent.

In reply to Mr. Hartstern's question it was agreed that the commitment

not to expend the added rent received this year carried no commitment to reduce the amount to be requested from the city.

The librarian analyzed the proposed budget item by item.

ACTION: Mr. Kavanagh moved that the request budget as presented be approved, and that the Finance Committee be authorized to transmit the budget to City Authorities on behalf of the Library Board. Seconded by Mr. Powell and carried unanimously.

The Treasurer's report for the month of June was distributed and ordered on file.

Mr. Powell reported as follows for the Building Committee covering its meeting of June 17:

Kaufman-Straus roof: In accordance with the architect's recommendation after analysis of bids, the committee awarded the contract to Philip Carey Co., in the amount of \$4,292., with the understanding that one bond cover the sheet metal work as well as the roof itself.

Coal contracts: The Committee took action awarding the contracts for coal for branch libraries to June 1, 1942 as follows:

Egg coal: to Pacific Coal Co. at \$4.74 per ton plus 30¢ for storage
Prepared stoker coal: to Pittsburgh Fuel Co. at \$5.10 per ton
plus 40¢ storage

ACTION: The report of the Building Committee was approved.

Mr. Kavanagh reported on behalf of the Library Committee that bills for the month of June in the amount of \$4,738.43 had been audited and moved that they be paid. Seconded by Mr. Erskine and carried. A list of these bills is recorded in Record Book 1, pages 119-123 inclusive.

The statistical report of the librarian for the month of June was distributed and ordered on file.

The librarian reported also as follows:

Lawn benches for soldiers: That arrangements had been made, with the approval of Dr. Rauch, for the City Division of Recreation to set out benches on the Main Library lawns on Saturdays and Sundays only; that adequate supervision by Military Police was assured; and that this service to soldiers was understood to be experimental for a period of 4 to 6 weeks.

July 4 closing: That all libraries had been closed on Saturday and Sunday, July 5 and 6, as well as on Friday, July 4, including the Main library and Western Colored branch, with the approval of the Library Committee.

Bowman Field Army Air Base Library: That the Extension Department had opened a library at Bowman Field for the Army Air Base, with a collection of 700 volumes, most of these books having been obtained from the recent Book Drive, and that the library was being maintained with the assistance of the Work Projects Administration.

Book Drive: That the public campaign to obtain books for Fort Knox, Bowman Field and other purposes identified with Defense had netted to date 8,000 books and 7,000 magazines. Half of the books were admirably suited to use by soldiers and a majority of the balance were useable for other purposes according to the librarian.

Boston Conference of the American Library Association: The librarian reported on business of the conference of special benefit to the Louisville Library, including Defense activities and personnel problems in particular.

The librarian reported, for record, that Assistant City Attorney Poston had prepared and submitted to the Ky. Court of Appeals a "Petition for rehearing to pass upon the Federal Question raised on former petition for rehearing, to recall mandate, and extend opinion."

New Business:

The librarian presented a bill of \$53.05 for miscellaneous court costs incident to the salary test suit before the Court of Appeals. On motion by Mr. Powell, seconded by Dr. Hume, it was voted to approve payment of this bill.

Attention was called to the expiration of the contract with the Weissinger-Gaulbert Company to supply steam and electric current for the Main Library, on August 31, and the necessity of negotiating a new contract thirty days before the date of expiration. Mr. Kavanagh moved that the matter be referred to the Building Committee with power to act. Seconded by Mr. Smock and carried.

The meeting adjourned at 5:40.

MINUTES APPROVED:

Joseph Rauch President
Harold F. Brigham Secretary

July 8, 1941

LOUISVILLE FREE PUBLIC LIBRARY
Request Budget 1941-42

<u>Receipts</u>	<u>Jan. Budget 1940-41</u>	<u>Actual inc. Aug. est.</u>	<u>Proposed 1941-42</u>
Balance-General	\$ 46.82	\$ 46.82	\$
Balance-Bond Refund (for lighting)	2,651.13	2,651.13	b) 1,178.00
City taxes	147,000.00	147,000.00	147,000.00
Jefferson County	9,000.00	9,000.00	9,000.00
Fines, etc.	5,000.00	a) 6,000.00	5,500.00
Rent-Kaufman-Straus (regular)	60,000.00	60,000.00	60,000.00
Gifts and Refunds		132.90	
Total	\$ 223,697.95	\$ 224,830.85	\$ 222,678.00
Balance-Kaufman-Straus (extra rent)			c) 8,207.76
			230,885.76
Anticipated extra rent			15,000.00
			\$ 245,885.76
<u>Expenditures</u>	<u>Jan. Budget 1940-41</u>	<u>Actual inc. Aug. est.</u>	<u>Proposed 1941-42</u>
Library Operating Expenses			
1) Pay Roll: Staff	112,639.00	112,616.26	116,150.00
2) Books	21,560.95	24,452.00	30,200.76
Periodicals	3,200.00	3,200.00	3,400.00
Binding, Rebinding, Filming	4,000.00	4,000.00	4,000.00
3) Library Supplies	3,150.00	3,150.00	3,400.00
4) Printing	1,350.00	1,350.00	1,600.00
Incidentals	750.00	750.00	750.00
5) Transportation	1,000.00	1,370.42	2,500.00
Telephone	1,550.00	1,591.40	1,600.00
Postage	1,000.00	1,000.00	1,000.00
Interest on loans	150.00	138.78	150.00
6) Furniture & Fixtures	1,500.00	635.38	3,800.00
Total Operating	151,849.95	154,254.24	168,550.76
Building Maintenance Expense			
7) Pay Roll: Janitors	17,903.00	18,035.90	18,920.00
8) Janitor supplies	1,800.00	2,167.56	2,450.00
9) Repairs & Improvements	9,000.00	8,911.29	12,000.00
10) Repairs & Improvements-Shop	1,000.00	790.25	600.00
11) Rent	875.00	683.00	950.00
12) Heat	5,000.00	4,575.00	5,000.00
13) Light	4,665.00	4,390.16	4,200.00
Insurance	2,900.00	2,900.00	2,800.00
14) Incidentals	785.00	183.45	615.00
Total	43,903.00	42,636.61	47,735.00
Total Operating & Bldg. Maintenance	195,757.95	196,890.85	216,285.76
15) W.P.A. Film Project	2,340.00	2,340.00	4,000.00
	198,097.95	199,230.85	220,285.76
16) Mortgage Sinking Fund	25,600.00	25,600.00	25,600.00
Total	\$ 223,697.95	\$ 224,830.85	\$ 245,885.76

LIBRARY REQUEST BUDGET 1941-42

Notes

ITEM

- a) Recent increases in receipts from fines, rental of books, etc. assure \$1,000.00 additional income from this source by August 31, 1941.
- b) Balance of bond funds designated for lighting improvements, and being used for fluorescent installations
- c) Balance of extra rent from Kaufman-Straus Co. after deducting cost of new roof, Total extra rent \$12,757.26. Roof cost \$4,549.52.
- 1) Includes \$3,000 for salary adjustments approved in 1941 and coming due in 1942 under new Salary Schedule adopted by the Board; also extra clerical help required due to losses of W.P.A. and N.Y.A. workers.
- 2) Added book funds urgently needed for normal service and to meet new demands caused by Defense, namely population increase, Bowman Field library, etc.
- 3) Allowance included for price increases
- 4) Allowance included for price increases
- 5) General \$1,200; car allowance for maintenance man \$300; new truck \$1,000 (present truck purchased 1935)
- 6) General replacements \$500; chairs \$300; film reading machine \$325; film file \$160; drinking fountains, 9 branches @ \$225; 8 ice boxes @ \$50.
- 7) Includes allowance for pay adjustments of maintenance force to meet local situation (Normal janitor pay has been \$16 per week)
- 8) Allowance included for price increases.
- 9) \$12,000 made up of \$6,400 for general repairs (boilers, roofs, painting, electrical work, etc.); \$3,600 for fluorescent installations in 9 branches (including the \$1178 bond balance for this purpose); \$1,200 for new floor covering in 3 branches; \$800 for improvements of lawns.
- 10) Quantity purchases for stock of Shop when ordering for other repairs, @ \$50 per month.
- 11) Present rental quarters plus Clarksdale @ \$25.00
- 12) Includes allowance for increase in price of coal
- 13) With installation of fluorescent, this may be lower, but it is expected Weissinger-Gaulbert contract will be changed to offset this.
- 14) Includes restoration of 5 flood-damaged paintings \$515.00
- 15) For continuation of W.P.A. project to microfilm complete files of Courier-Journal and Times to preserve them and facilitate their use. The W.P.A. is furnishing all labor and \$5,000 in equipment. The Courier-Journal is furnishing \$4,000.
- 16) \$2,125 per month plus \$100 bank service charge.