

Jan. 7, 1958

Minutes of a regular meeting of the Elwood Library Board:

The regular meeting of the Elwood Public Library Board was held on Tuesday, Jan. 7, 1958 at 7:30 P.M. with the following members present: Mrs. Fitzpatrick, Mrs. Bohlander, Mr. Allen, Mr. Hadley, Mrs. Jordan and also Miss Digel.

The meeting was opened by the president, Mrs. Fitzpatrick.

Minutes of the Dec. 3, 1957 meeting were read and approved.

Miss Digel read the librarian's report for the month. A motion was made by Mr. Allen and seconded by Mrs. Bohlander that the librarian's report be accepted and placed on file. The motion was unanimously carried.

Miss Digel read the financial report which showed the financial condition of the library to be as follows:

Balance on hand, Dec. 1, 1957, - \$ 738.49

Receipts for month:

County auditor \$ 7914.33

Fees 2.50

Fines 12.50

Refund on books 37.37

Total \$ 12,705.19

Expenditures for Dec. 1957 1545.54

Balance Jan. 1st, 1958 \$ 11,159.65

It was moved by Mr. Hadley and seconded by Mr. Allen that the claims be allowed and orders drawn for the same. The motion was unanimously carried.

Miss Digel gave the yearly report regarding book stock and registration.

A communication was received from the State Library regarding National Library Week, Mar. 16 to March 22, 1958. It was suggesting that local citizens committees advertise the March meeting.

Noblesville will have the district meeting on May 22.

Mr. Hadley reported that Mrs. Riley Sharp is not interested in becoming a certified librarian for the Elwood Library.

The applications received from Miss Hazel Warren are to be returned. The application of Mrs. Florence Wilson of Muncie is to be copied for reference. The secretary is to write Mrs. Wilson to find out if she would be interested in meeting with the Elwood Library Board.

Miss Digel reported that the "Witten Tree" was a success. Twenty-seven pairs were received.

Mrs. Fitzpatrick named the following persons for the nominating committee: Mr. Hadley, Mr. Allen and Mr. Sheckley.

As there was no further business, the meeting adjourned.

Mrs. Ada Fitzpatrick.
Katharine G. Jordan.

Feb. 4, 1958.

Minutes of a regular meeting of the Elwood Library Board.

The regular meeting of the Elwood Library Board was held on Tuesday, Feb. 4th, 1958 at 7:30 P.M.

The following members were present: Mrs. Boklander, who filled the president's chair, Mrs. Armfield, Mrs. Jordan, Mr. Hadley, Mr. Allen, Mrs. Shickley. Miss Nagel was also present.

Minutes of the last meeting were read and approved.

The yearly report was read by Miss Nagel. It was moved by Mrs. Armfield and seconded by Mr. Hadley, that the report be accepted. It was unanimously carried.

The monthly report, read by Miss Nagel, was as follows:

Balance on hand, Jan. 1-1958 - \$ 11,157.65

Receipts for month

Fees . 3⁰⁰

Fines . 32⁰⁰

Township tax - 654.12 totalled 689.12

Expenditures 1,231.49

Balance on hand, Feb. 1-1958 10,607.28

It was moved by Mrs. Allen, seconded by Mr. Shickley, that the report be accepted and that claims should be allowed and orders drawn for the same. Motion unanimously carried.

Mercy Hospital sent a letter of thanks for the use of the conference room.

The application for library work, sent by Karen Seely, was read.

Adult shelving is needed. Mr. Hadley was asked to contact the Marion, Indiana Remington Rand agent.

^{Emily}
The student working in the Edgewood School is satisfactory. She is to work three hours a day, & five days a week. Salary to be seventy-five cents per hour.

As there was no further business, the meeting was adjourned.

Mrs. Ilos Boklander, Pres.

Katharine G. Jordan, Sec'y.

(Before these minutes are read please refer to the following report regarding Board meeting with Mrs. Wilson)

Mar. 6, 1958

Minutes of a regular meeting of the Elwood Library Board.

The regular meeting of the Elwood Public Library Board was held on Thursday, Mar. 6th, 1958 at 8:20 P.M.

The following members were present:

Mrs. Fitzpatrick, Mrs. Bohlander, Mrs. Amfield, Mrs. Jordan, Mr. Hadley, Mr. Allen, Mr. Shickley. Miss Digel was present also.

Minutes of the last meeting were read and approved as corrected.

The librarian's report was read by Miss Digel. It was moved by Mr. Hadley and seconded by Mrs. Bohlander that the librarian's report be accepted and placed on file. Motion unanimously carried.

The financial report read by Miss Digel was as follows:

Balance on hand Feb. 1, 1958	\$ 10,607.28
Receipts:	
Fees \$ 3.00	
Fines 35.70	
Lost book 1.30	
	40.00
Total	\$ 10,647.28
Expenditures for month	1,240.84
Balance Mar 1, 1958	\$ 9,406.44

It was moved by Mr. Allen and seconded by Mr. Hadley that the financial report be accepted and orders drawn on the treasury for the same. Unanimously carried.

Information was requested of Miss Digel regarding standing orders for books. Orders were for The Literary Guild of America, The Junior Literary Guild and Imperial Co.

A letter from Miss Jean Taylor requesting work in the library was read. She is a Ball State student. The secretary was instructed to write Miss Taylor that the Board would be glad to have her come on Saturdays. She is to receive seventy-five cents an hour. The above information was given in the form of a motion made by Mrs. Bohlander and seconded by Mr. Allen. The motion was unanimously carried.

The discussion of the purchase of a table and chairs for the junior section from Remington Rand resulted in the following: The information is to be filed with Miss Digel. Birch wood was liked by the Board. Mrs. Fitzpatrick requested Mr. Allen to contact Mr. Paul Records for an estimate on making a table and chairs.

Shelving is to be tabled at present.

Mrs. Wilson reported extra time spent in Muncie on library work for the Elwood Library. The following motion was made: "Pay Mrs. Wilson a day's wage for this extra work. Motion was made by Mr. Allen and seconded by Mrs. Bohlander. The motion was unanimously carried.

The Board agreed that Mrs. Wilson is to be responsible for ordering books. The order presented by Mrs. Wilson this same evening is not to include added orders for Frankton ~~or Edgewood School~~. M

Margorie Miller and Mrs. Hubley are to do the card typing.

The report of the nominating committee was not reported.

Miss Digel gave Mrs. Jordan 45 cents for a phone call to Muncie to Mrs. Wilson.

The regular meeting of the Board on March 6, 1958, was preceded by a meeting of the Board with Mrs. Florence Wilson, at 6:30 P.M.

Mrs. Wilson reported in detail all the work that had been accomplished since her arrival in the Library.

Mrs. Wilson read her list of chosen new books for the Library. With the list she gave detailed descriptions and value of the books.

At this time the following motion was made by Mr. Allen and seconded by Mr. Hadley: The book order presented by Mrs. Wilson is to be typed by Miss Miller and Mrs. Hubley. It is to be checked by Mrs. Wilson next week. The motion was unanimously carried. Meeting adjourned.

Katharine Jordan, Secy.
Mrs. Shaw. Bohlander U. Pres.

Minutes of a Called Meeting. Mar. 18th, 1958

A meeting was called in the Elwood Public Library at seven P.M. for the members of the Board. The following persons were present: Mrs. Bohlander, who took charge for Mrs. Fitzpatrick, who was ill, Mrs. Armfield, Mrs. Jordan, Mr. Allen, Mr. Hadley and Mr. Shickley.

New "Rules & Regulations" were discussed in detail. It was moved by Mr. Allen and seconded by Mr. Shickley that these regulations be adopted. Unanimously carried. Mr. Shickley was directed to inquire about a time clock.

Salaries of the Library staff were discussed. It was moved by Mr. Allen and seconded by Mr. Hadley that Mrs. Hubley's salary should be advanced to \$200 per month, Miss Miller to \$175.00 per month. Because the basement room is being used by outside organizations the janitor has more work to do. His salary was increased to \$165.00 per month. This increase is retroactive as of March 1st, 1958. Unanimously carried.

The motion was made by Mr. Shickley and seconded by Mr. Allen that the President of the Elwood Library Board be furnished with keys for all usable locks in the Library including files and cabinets. Unanimously carried.

Mr. Shickley is to see the plumber regarding a sink installation & Mr. Allen to see about a stove.

Report of Election of Officers to be given at next regular meeting.

Library personnel is to attend next regular meeting.

The secretary is to write Library School regarding certified librarians.
K. Jordan, Secy.

April 1 - 1958

Minutes of a regular meeting of the Elwood Public Library Board:

The regular meeting of the Elwood Public Library Board was held in the Elwood Public Library on April 1, 1958 at 7:30 P.M.

The following members were present: Mrs. Fitzpatrick, Mrs. Bohlander, Mrs. Armfield, Mrs. Jordan, Mr. Hadley, Mr. Allen & Mr. Shickley. Members of the library staff present also were Mrs. Wilson, Miss Sigel, Mrs. Hubley & Miss Miller.

Minutes of an early March 6 meeting of the Board with Mrs. Wilson were read. This was followed by a regular meeting of the Board.

Minutes of a called meeting, March 18, 1958 were read. A correction was made that a book order should include the Edgewood school but not the Frankton library. Minutes were approved as corrected.

Mrs. Wilson read the librarian's report for the past month. It was moved by Mrs. Armfield and seconded by Mr. Shickley that the report be accepted and placed on file after correction. Unanimously carried.

Mrs. Wilson read the financial report as prepared by Miss Sigel for the month:

Balance on hand Mar. 1 - 1958 - 9406.44

Receipts:

Fees \$ 2.50

Fines 32.50

35.00

\$ 9441.44

1459.33

Expenditures

Balance on hand Apr 1 - 1958

\$ 7982.11

It was moved by Mr. Shickley and seconded by Mrs. Bohlander that after an error was corrected in the financial report it should be accepted, that bills be allowed and orders drawn on the treasury for the same. Unanimously carried.

Mrs. Wilson read a report of monies remaining in the different departments of the budget as recorded by Miss Sigel. A report of the nominating committee was given for the following officers: President, Mrs. Bohlander, Vice President Mrs. Fitzpatrick, Secretary Mrs. Jordan.

Mr. Allen moved that the report be accepted and adopted. It was seconded by Mr. Shickley who moved that the nominations be closed.

At this time Mrs. Bohlander took over the meeting as the new president.

Mrs. Wilson read her report of work accomplished to date. It was decided to send the 1953 Encyclopedia Britannica to Frankton library. A new Encyclopedia Britannica is not to be purchased at this time because a new Americana is due now for the library.

Bound volumes of Scribner's and Outlook stored in the basement are to be located elsewhere. Mrs. Wilson will check to find out where these volumes will be more useful.

Mrs. Wilson suggested that old books be removed from the shelves, kept a few months and if not demanded, to be destroyed.

All standing orders for books are to be cancelled. It was moved by Mr. Allen and seconded by Mr. Hadley that Mrs. Wilson be instructed to write to these publishing houses and cancel the orders. Unanimously carried.

Mrs. Wilson requested permission to order from McClurg in Chicago instead of from the Cincinnati News as it is too slow in filling orders. Orders are to be signed "Mrs. Wilson, Librarian."

Mrs. Wilson requested that if any one has suggestions for books to please send them in as a new order is now being made up.

For a time, the Library is to be closed on Saturday night at five P.M. but open on Friday night instead, to close at 8:30 P.M. The

public is to be notified.

There was discussion regarding printing needs. It was suggested that we patronize local companies.

It was moved by Mr. Shickley and seconded by Mr. Allen that Mrs. Wilson be given the title "Librarian".

All mail, except magazines and papers, is to be left unopened for Mrs. Wilson. This was ordered by the Board.

Communications received:

The Elwood Teachers' Council requested a "Professional Book Shelf for Teachers." The secretary is to send a refusal by mail in a letter dictated by Mr. Shickley.

A bid was received from Elwood Plumbing and Heating Company for basement utilities, wiring not included.

A bid from Robert Carter to open a door in the brick wall to basement rest room.

It was moved by Mr. Allen, seconded by Mrs. Fitzpatrick that these two bids be accepted. Unanimously carried.

Replies regarding certified librarianships were received from the George Peabody Institute for Teachers and the University of Michigan.

Discussion regarding a master key for the Librarian's Room, so all cases could be left unlocked in it.

Each Board member received a copy of "Rules and Regulations" from the president. Members are requested to read and report on contents.

Meeting adjourned by the president

Mrs. H. S. Boklandec (Pres.)

Katharine Jordan, Secy.

(note: a letter to Elwood Teachers Council next on Apr. 12-1953)

MINUTES OF A REGULAR MEETING OF THE ELWOOD LIBRARY BOARD

The regular meeting of the Elwood Library Board was held in the library on Tuesday evening, May 6, 1958, at 7:30 o'clock P.M. with the following present: Mrs. Bohlander, Mrs. Fitzpatrick, Mrs. Armfield, Mr. Allen, Mr. Shickley and Mr. Hadley. There was also present Mrs. Wilson, the librarian.

The meeting was opened by the President, Mrs. Bohlander, who presided. Mrs. Bohlander appointed Mr. Hadley to act as Secretary Pro-Tem in the absence of Mrs. Jordan, and the minutes of the regular meeting of April 1, 1958, were read. One part of the minutes indicated that "A new Encyclopedia Britannica is not to be purchased at this time because a new Americana is due now for the library". This sentence is to be amended to read "A new Encyclopedia Britannica is to be purchased at this time." Upon the amending of the minutes, the same were approved.

A motion was made by Mr. Allen and seconded by Mrs. Fitzpatrick that the order placed for the Americana be cancelled and that the company be asked to refund payment for the same, which motion was unanimously carried.

The librarian gave her report which showed the financial condition of the library as follows:

Balance on hand April 1, 1958	\$ 7,982.11
Membership fees	1.50
Fines	43.50
Total	<u>8,027.11</u>
Expenditures for month of April	<u>1,787.81</u>
Balance May 1, 1958	6,239.30

A motion was made by Mr. Allen and seconded by Mrs. Armfield that the librarian's report be accepted and placed on file, which motion was unanimously carried.

6000000
 presenter 402.00 from budget number 25 to budget number 22 - 10/1/58

The librarian then read the Treasurer's report which itemized the expenditures totaling \$1,787.81. After the reading of the report, a discussion was held and the Librarian was authorized to pay the various itemized bills but the report was not approved as there were conflicting balances in the report.

A communication was read from Mr. Nagel in which he submitted his resignation effective May 1, 1958. A motion was made by Mrs. Fitzpatrick for the acceptance of the resignation, which motion was seconded by Mrs. Armfield and unanimously carried.

A letter was read from Mr. Samuel Cloud in which he applied for the position of janitor for the Elwood Public Library. Mr. Cloud has assisted Mr. Nagel in the past, and after a brief discussion a motion was made by Mr. Allen that Mr. Samuel Cloud be employed as janitor, which motion was seconded by Mrs. Armfield and unanimously carried. Mr. Allen made a further motion that Mr. Cloud be paid the sum of \$150.00 a month for his services, which motion was seconded by Mrs. Fitzpatrick.

A letter was read from Paul Records in which he quoted a figure of \$144.00 for building a bookcase for the south end of the Library Board room and the figure of \$136.00 for building two oak tables for the children's room. No action was taken on this matter pending the receipt of a catalog from the state industries concerning prices on equipment that might be suitable for the library.

It was reported that an opening had been cut in the toilet wall in the basement and a door had been installed by Mr. Carter. It was further reported that the gas heater does not function properly as it fails to shut off and the library becomes overheated. Mrs. Fitzpatrick made a motion that a representative of the Elwood Plumbing and Heating inspect the gas boiler to determine what could be done to correct the situation, which motion was seconded by Mr. Allen.

presented \$200.00 from Budget number 25 to Budget number 22 - North

The President mentioned that the sink had been installed in the basement room at the northwest corner of the building and upon the completion of the improvements in that room, that it should be painted. Also, the hallway should be painted since the door to the toilet was now installed. A motion was made by Mr. Allen and seconded by Mrs. Fitzpatrick that these two rooms be painted and Mr. Clyde Van Blair was contacted and authorized to do the work, Mrs. Bohlander to be contacted by Mr. Van Blair concerning the color to be used.

The President further stated that Emily Sohn wishes employment during the summer months at the library so that she can attend college this fall. A motion was made by Mrs. Fitzpatrick and seconded by Mr. Shickley that Emily Sohn be employed during the summer months at the rate of 75¢ an hour.

Mr. Carl Renner, principal of the Edgewood School, reported to one of the board members that he would like to have two girls to assist in library work at the Edgewood School during the ensuing school year. It was mentioned that Mr. McVicker~~s~~ could be contacted concerning selecting students who are in the D.C. and D.E. school program. It was the feeling of the board members that the library wanted to co-operate with the school and they would like to have two individuals for library work but they preferred them to be in their junior year and the Secretary was instructed to contact Mr. McVicker~~s~~ concerning the desires of the Library Board.

The librarian stated that there would be a district library meeting at Noblesville on May 20, 1958, and that reservations would have to be sent in for the various individuals attending. She asked permission to close the library for the day so that the staff could attend the meeting and she desired to know the members of the Library Board who would be attending so that arrangements could be

made for the same. She further stated that there would be a clinic held in Indianapolis on June 12, 1958, at the Indiana State Library to which our library had been invited to send representatives. That the matter of preparing the budget would be discussed and individual help given to the various libraries, but that no reservations would be needed for attendance at this meeting.

The librarian mentioned that preparations were being made for the vacation reading groups and that Miss Miller had been assigned to handle this work and she had estimated the cost of the program to be approximately \$52.75 for the necessary supplies, which program was outlined by Mrs. Wilson. It was thought that the one sorority which had been using the library frequently would provide refreshments for the vacation reading clubs at the end of the summer. The Board authorized the expenditure of the \$52.75 for the vacation reading groups.

Mrs. Wilson read a letter from Mrs. Ash at Frankton in which she itemized various things she would like to have for the Frankton Library, including more room, more shelving, additional books and some extra help. A general discussion was held and it was thought that the library in Frankton and the rural schools were receiving more benefits than they were paying in taxes as the township only contributed approximately \$1,300.00 a year through tax money. It was suggested that a record be kept of the expenses for the Frankton Library and the rural schools so that we would have definite figures on the expenses in relation to the taxes received from the taxing unit. Mrs. Wilson further stated that we had been keeping special books for the rural schools and she thought it advisable that books be taken from our general circulation and used in the rural schools which would increase our volume of books and be easier for the library.

100

It was further mentioned that the library had been paying \$1.00 to have the books delivered to the rural schools and that seemed like a needless expense for if they were interested in the books, they could surely pick them up without cost to the library, and this procedure of paying for delivery of books to the rural schools is to be discontinued.

The librarian mentioned that a lot of our old newspapers are crumbling at the edges and turning yellow and that we should take some steps for preserving them. That from her investigation, she thought the most economical process would be to have them microfilmed. That in some cases the newspapers contribute to the cost of the microfilming for it saves them from keeping a large supply of old papers on hand. In our instant case, the Call-Leader pays to have the old papers put in bound volumes and Mrs. Wilson has talked to Mr. Barnes of the Elwood Call-Leader and he will advise her at a later date concerning what they will do, and in the meantime, she was going to procure the approximate cost for the same. She had written to a firm in Cleveland that quoted a price for microfilming of 2¢ a page to which would be added the cost of a magnifier and the cost of small storage cabinets. She also stated that at the present time the State Library has facilities for microfilming articles and estimates were going to be procured from them on this matter. If the Board would decide to do this work, a sufficient amount could be placed in the budget each year for microfilming and after a period of years, all of our newspapers would be microfilmed.

Mrs. Wilson reported that we have some G.A.R. material in the basement and some material concerning Wendell Willkie and it might be nice to start a historical section in the library and attempt to preserve this material in a more satisfactory manner than is being done at this time.

en.

new duplications of books, especially in the children's department and in some instances we have four, five and six copies of various books and this duplication should be discontinued. She recommended changing the classification of some of the juvenile books so that there might be a better circulation of some of them.

It was decided by the Board that the library would close at 6:00 o'clock during the summer months on every night but Friday when it would remain open until 8:30 o'clock.

Mrs. Wilson reported that she had made an investigation concerning the disposition of some of our bound copies of old magazines and she had learned there was a sale for the same, or if we wished to keep them, they might be stored at the State Library for our future disposition or use.

It was mentioned that Mrs. Bohlander was still serving as a Board member since the Judge of the Circuit Court had not made an appointment and Mr. Hadley was asked to present an order for the Judge to sign in this matter.

Mrs. Wilson thought it might be expedient to have some type of buzzer system between the two telephones so that it would not be necessary for one person to go from one room to the other to notify someone of a call, and Mr. Shickley volunteered to have a buzzer system installed.

It was mentioned that our present book cart is in need of some repairs and it was suggested that information be procured concerning the repair of the old cart or purchase of a new one.

It was mentioned that Mr. Cloud had assisted Mr. Nagel in cleaning the books and that Mr. Nagel paid Mr. Cloud the sum of \$10.00 for this work. A motion was made by Mr. Allen and seconded by Mrs. Fitzpatrick that Mr. Nagel be reimbursed this sum of \$10.00, which motion was unanimously carried.

and in some instances no price book. There are also copies of various
for publications of books, especially in the children's department
The further mentioned that no the secretary duties a

Mrs. Wilson suggested that a new supply of pockets were needed and she presented several different types and suggested that the corner type pockets be purchased instead of the present type in that they were more reasonable, and she was authorized by the Board to procure the same.

It was stated that the Camera Club had some equipment in the basement and that since the room where it was left would be opened to the general public, it might be advisable to have the equipment moved, and Mr. Hadley was instructed to notify the Camera Club concerning their equipment.

Mrs. Bohlander stated that she had contacted George Stout concerning some work in the northwest basement room and he had submitted a written proposition outlining certain work to be performed for \$125.00 and other work to be performed for the sum of \$25.00 and that he was charging \$2.00 an hour for his labor. A motion was made by Mr. Allen and seconded by Mrs. Fitzpatrick that he be authorized to do the work as outlined in his proposition, which motion was unanimously carried.

This being all the business to come before said board, the meeting is now adjourned.

Mrs. Shaw J. Bohlander Pres.
Glenn C. Hadley
Secretary Pro-Tem

The librarian gave the
condition of the library as follows:
There is one book
approximately 100
files

June 3, 1958

"Minutes of Regular Meeting of Edwood
Library Board."

The regular meeting of the Edwood Public Library Board was held in the Edwood Public Library on June 3, 1958 at 7:30 P.M. The following members were present: Mrs. Budlander, Mrs. Fitzpatrick, Mrs. Cornfield, Mr. Allen, Mr. Hadley, and Mr. Thickley. Mrs. Wilson, Librarian, was also present.

Minutes of the previous meeting was read and approved.

Mrs. Wilson, Librarian, read the Librarian's Report which was moved by Allen to accept Cornfield seconded. Motion passed.

The reading of the Financial Report was waived due to the fact that all the information was not available. Various items of the expenditures were discussed which will be taken up again at a later date for disposition. Mrs. Wilson was given permission to issue warrants for the more recent book orders. Allen moved and to be held up for payment until it is separately determined that the items are paid.

Thickley moved that the Library discontinue binding and purchasing books for patrons. Allen seconded, motion passed.

(Continued on page 104)

Original
 Chapter 402.00 Town Budget Report 22 - 1958
 25 to Budget Report 22 - 1958

Special Called Meeting.

a special meeting was called for the Elwood Public Library Board for June 2nd, at 3 P. M.

The following members present were Mrs. Bohlander, president, Mrs. Fitzpatrick, Mrs. Armfield, Mrs. Jordan, Mr. Hadley, Mr. Allen and Mr. Shickley.

Mr. George Mc Awoy was present with the Board to discuss the needs of the Library for a certified librarian. Mr. Mc Awoy met with the Board to consider him as an applicant.

The meeting was opened by Mrs. Bohlander. Mrs. Jordan read a review of the informal meeting with Mr. Mc Awoy that had been held the same day in the morning. Mr. Hadley, Mr. Shickley and Mrs. Jordan had been present at that meeting.

Mrs. Bohlander turned the meeting over to Mr. Mc Awoy. His first question concerned the next budget for the year 1959 in relation to the \$800. listed for the 1958 budget. Mr. Hadley explained why a greater amount could not be set aside for the salary of a certified librarian. He suggested that even the \$800. might be cut. Mr. Allen stated that the school tax will be higher this year.

Mr. Mc Awoy stated that the absolute dollar would not be his only consideration. Mr. Hadley felt that a man might not stay on the field as librarian as well as a woman.

Mr. Mc Awoy is a certified librarian.

Mr. Mc Awoy asked about vacation periods. He is very interested in conventions and the A.L.A.; he is more interested in a library where he would have administrative duties. Questions were asked about other libraries connected with the local library.

Mr. Mc Awoy will wait for the Board decision. If he finds something he would prefer he will notify this library.

Mr. Robert Mc Awoy gave as his address:
40 General Delivery, Ft. Wayne, Ind.

Meeting adjourned

Katharine Jordan Secy.
Mrs. Elva Bohlander Pres.

Catalogue of the Board of Education of Elwood, Indiana, 1958-59
 Catalogue of the Board of Education of Elwood, Indiana, 1958-59
 Catalogue of the Board of Education of Elwood, Indiana, 1958-59

(June 3, 1958 Minutes continued)

Mr. Hadley reported that there was no equipment available from the State that would be suitable for use in the children's room. Mr. Allen moved that Mr. Paul Records be instructed to proceed in building the tables for the children's room on the basis of his previous bid. Mrs. Hadley seconded. Motion passed.

It was moved by Mr. Allen that Miss Mabel Higel be dismissed as a member of the staff as of June 5, 1958. She shall receive her ~~vacation~~ vacation pay as well as ~~her salary~~ ^{salary due her} as pay for dismissal ~~notice~~. The notice to be ^{delivered} so that the notice is received on June 5, 1958. Mr. Shickley seconded. Motion passed.

Mr. Hadley reported that the appointment of Mrs. Boklander to the board by the Circuit Judge has been ~~made~~ ^{made}. Her appointment is for four year term which will continue until 1962.

Weldon W. Shickley - Secy. Pro Tem
Mrs. Mrs. Boklander Pres.

(June 3, 1958 Minutes)

June 1958

ELWOOD PUBLIC LIBRARY
ELWOOD, INDIANA

Reasons for discharging Miss Mabel Digel from the staff of
The Elwood Public Library

1. Late for board meeting. Board waited for $\frac{1}{2}$ hour to get into the building. Miss Digel was at a dinner.
2. Her private affairs came before library duties on library time. Hair fixed on library time. Personal shopping on library time. Absent from Library for as much as $2\frac{1}{2}$ hours without explanation. This happened several times.
3. Refused to have a key or set of keys made for the use of the library board when ordered to by the board. She said, "Indeed I will not. There are enough keys floating around".
4. She would not let the assistants use any initiative. If the assistants acted on their own initiative, she was very unpleasant. For instance - the assistants washed the shelves under the desk. Miss Digel rewashed them. This is just one of many instances.
5. Everyone who worked at the Elwood library during the time of Miss Digel's employment remarked about Miss Digel's unpleasant personality. They also said that Miss Digel did not take her share of the less pleasant tasks and evening work.
6. Friends of Miss Digel's were allowed first choice at the new books, even before they were cataloged. This was not fair to the general public.
7. The monthly reports as required by the state were never in proper form at the board meetings. They were always written on scrap paper.
8. She asked that board members sign the warrants before the warrants ~~before the warrants~~ were properly filled out. This is against the rules of the board.
9. Within the two years that she was acting librarian, over 1,000 books were purchased but not cataloged and were not available to the public. Some books were put out for use before being cataloged, which is against library rules.
10. The State Board of Accounts said that Miss Digel should not keep the library records, because of her inefficiency in keeping the records.
11. After the resignation of Mrs. Stickler, the board appointed Miss Digel as acting librarian until they were able to get a certified librarian. Miss Digel could act as librarian for only one year on a permit unless she would take the required schooling which she refused to do. This was the ruling of the state library certification board.
12. Due to the condition of the library, the board hired Mrs. Wilson for part-time work in order that staff members might be better-trained. Miss Digel resented this and would not cooperate.
13. Miss Digel made the remark to several people that the library was in a mess since Mrs. Wilson had come. Later she denied having made the remarks.
14. Miss Digel discussed library business with her friends and the general public.
15. Mrs. Wilson made a schedule for work at the desk giving each assistant the same number of desk hours. Miss Digel did not work when assigned.
16. When staff assistants were asked to keep detailed records of working hours, Miss Digel failed to do so. When asked for her records, she said the records were in another room. Then she made her week's record. These were not truthful records.

(June 3, 1958 Minutes cont.)

- 2 -

17. The Library board had to place the girl working on the D.C. program in one of the schools, as Miss Digel said there was no place for her in the library, and refused to have her.
18. When asked to order cards or definite books, she said she would and then failed to do so. When asked why they did not come, Miss Digel said she had ordered them, etc., but according to later information, she had never ordered such material.
19. In one monthly report a discrepancy in the balances led the board to check with the clerk's office in the city building. The board discovered that checks written as far back as June, 1957 had never been mailed and these checks were found in the filing cabinet. They were a number of warrants also written and signed ~~by~~ which Miss Digel had not sent to the clerk's office for checks to be written.
20. As the board investigated further, it was found out that invoices for books had not been checked for receipt of such books, and it was impossible to check when this condition was found out. Some records could not be found.
21. A number of bills had been paid for twice, and due to improper checking of invoices and invoices not on file, the board had to take the word of the book publishers in settling their accounts. Miss Carter of the State Library said we would just have to do this.
22. Some checks were mailed to firms by Miss Digel with whom our accounts had already been paid in full.
23. Claims were found in the files and the bills had already been paid and the claims were not properly executed.
24. Miss Digel paid into the Public Employees Retirement Fund 4.77 % of the entire payroll of the library instead of just those persons who belonged to the PERF. Several hundred dollars were overpaid. This cannot be straightened out until the next actuary survey which will be in late 1961 or 1962.
25. One month before her dismissal she was asked to come before ^{the board} and some of these problems were discussed. Miss Digel denied some, and said that she would cooperate in every way. She did not do this, and matters became more unpleasant.
26. In at least one case the stub of a warrant was made to one firm, and the warrant to another firm. We were unable to check the accounts.

(June 3, 1958 Minutes continue)

June 4, 1958

Miss Mabel Digel:
Elwood, Indiana

Dear Miss Digel:

At the regular meeting of the Board of Trustees of the Elwood Public Library held on June 3, 1958, a motion was unanimously passed which stated in substance,

"That Miss Mabel Digel be dismissed as a member of the Staff as of June 3, 1958."

A check is enclosed to cover your salary for the first 5 days of June, 1958, together with vacation pay, less the legal deductions.

The Board appreciates your faithfulness over the years.

Will you please leave any keys that you might have in your possession with the librarian.

Very truly yours,

Board of Trustees of the Elwood Public Library

July 1st 1958
Minutes of a Regular Meeting of the Elwood Library Board.

The regular meeting of the Elwood Public Library Board was held in the library on July 1st, 1958 at 6:30 P.M.

The following members were present; Mrs. Bohlander, president, Mrs. Fitzpatrick, Mr. Allen, Mr. Shickley, Mr. Hadley, Mrs. Jordan. Mrs. Wilson, librarian, also was present.

Mrs. Wilson read the financial report which included the following:

Income from city	\$13,570.63
Lost books	3.50
Fees	6.00
Fines	\$ 35.88
Total	\$ 13,616.01

Unexpended balance at beginning of month	5,548.75
Balance on hand July 1-1958,	\$ 19,164.76

Mr. Shickley moved that the financial report be accepted and orders drawn on the treasury for the same. Seconded by Mr. Allen. Unanimously carried.

Due to the incorrect condition of the financial books left by Miss Mabel Rigel while she was acting librarian, the Board found it necessary for an audit by the State Board of Accounts before turning over the financial books to her successor.

Mrs. Bohlander explained the necessary procedure regarding books to be checked by State Board of Accounts. This auditing is to follow Mrs. Shickley's completed preparation for this State audit.

It was moved by Mr. Allen that the regulations regarding book-auditing by the State Department

of Accounts be followed. Motion seconded by Mrs. Fitzpatrick. Unanimously carried.

The secretary was notified to write to the State Board of Accounts, to Mr. Thomas Hindman, requesting an immediate audit of the Elwood Public Library financial books, this audit to be made on a Monday or Thursday if possible.

The librarian reported on claims to be examined and initialed by three-fourths of the Board. The Board accepted the claims. She also reported that an overdue Public Employees Retirement Fund check had been written. It will be sent to the Retirement Fund.

The librarian reported the Elwood Children's Reading Club has two hundred members. This is an increase over last year. She reported that Frankton has an enrollment of eighty in its club, the largest they have ever had.

The unused vertical file is being indexed by subjects to be filed and made available to the public. The librarian needs more steel cabinets. The Board requested Mrs. Wilson to investigate about them.

A motion was made by Mrs. Fitzpatrick that the library remained closed this July 5th, with no reductions to be taken from the pay of the library employees. Motion seconded by Mr. Allen. Unanimously carried.

Use for discarded books was discussed. It was suggested that they could be given to reading club members. Also suggested that they might be sent to church schools (mission) providing the recipient would pay the transportation. The latter suggestion met Board approval.

Applications for library positions were read.

A financial report was received from Mrs. Ash.

Marita Tolle is to be employed by the Board to fill in for steel members on vacation

Communication received from Mrs. Joe Stevens and placed on file. The secretary was requested to send a reply of appreciation.

A letter of appreciation is to be sent to Mrs. Evelyn Stickler for her assistance with book keeping corrections.

The librarian requested permission to purchase an atlas holder. Permission granted.

Mr. Lawrence Oliver is to clean the two fireside chairs. Secretary to notify him by letter.

Mrs. Wilson was asked to give full time to the library. Her reply was negative.

An application was received from Mr. Alexander Williams regarding a librarians position. Application temporarily filed.

Miss Helen Cray applied for library work. An affirmative reply is to be sent after the 1959 budget is completed. Mr. Shickley will contact her.

Minutes of the last meeting were read by Mr. Shickley. They were approved and accepted as read.

A finance committee to present a budget to the Board was presented by Mrs. Boklander: Mr. Hadley, chairman, Mr. Shickley, Mr. Allen. This report is to be brought back to a called meeting.

Discussion of microfilming.

Mr. Hadley suggested that salary pay checks be held until the last day of the month. Mr. Shickley suggested it begin Aug. first. Approved by Board.

Meeting adjourned.

Mrs. Ithos Boklander Pres.
Katherine S. Jordan, Secy.

METAL FABRICATORS INC.

METAL STAMPINGS AND ASSEMBLIES



SLIDE MACHINE OPERATIONS

304 SOUTH 28TH STREET
ELWOOD, INDIANA

July 1, 1958

Library Board of Trustees of
Elwood Public Library
Elwood, Indiana

Attention: Mrs. Thos. J. Bohlander, President

Dear Mrs. Bohlander:

I wish to take this opportunity to congratulate the Members of the Library Board of Trustees for the fine work they have been doing. Having served on the Library Board I know that the members can be subjected to a lot of unfair criticism.

My personal feeling is that the Board had given everyone concerned a very fair opportunity to show their capabilities to perform their duties. I know that the action recently taken by the Board required a lot of intestinal fortitude and I think the Board is to be complimented for their actions in the interest of the community in making the personnel changes that they did.

If at any time in the future I can be of assistance please let me know.

Very truly yours,

Joe Stevens
J. O. Stevens

JOS/DBP

109

Called Meeting - July 29 - 1958

A called meeting to discuss the budget was held in the Elwood Public Library on July 29, 1958 at 7:30 P.M.

The following Board members were present: Mrs. Bohlander, Mrs. Fitzpatrick, Mr. Allen, Mr. Shickley, Mr. Glenn Hadley, Mrs. Jordan. Mrs. Wilson, Librarian was present also.

Mr. Hadley, Chairman of the Budget Committee reported that the committee had followed the last year's budget except for salaries, insurance, telephone and postage, which were all increased. An allowance was considered for microfilming equipment. Detailed discussion of budget items and the checking of records followed.

Mrs. Wilson reported that Mrs. Ash of Frankton library stated that its library room is in deplorable condition due to inadequate lighting, dangerous wiring, lack of water and rest room, insecure shelving, leaking roof and no place for children to read. She suggested another room with a possible twenty-five dollar rental that would have adequate facilities. Miss Digel had not kept a financial record of Frankton library. Mrs. Wilson said she would keep a financial record.

Mrs. Ash requested 15.00 for the Frankton children's reading club. This money will be supplied.

Mrs. Bohlander suggested that the Board purchase a new account book for Jan. 1958.

Meeting adjourned.

Katharine G. Jordan, Secy.

created by
 transferred \$2.00 from Budget number 25 to Budget number 22 - Kofel

113

transfer \$62.00 from Budget number 22 to Budget number 25 - Motion carried

August 4, 1958

To the Honorable Common Council of
the City of Elwood, Indiana

Gentlemen:

In accordance with the custom of many years, the Elwood Public Library Board is submitting names of two individuals, each of whom the Board thinks would be a very satisfactory and excellent replacement to fill the unexpired term of Mrs. Effie Armfield, who recently resigned.

Since the Judge of the Madison Circuit Court has three appointments, the Elwood School Board has two appointments and the Common Council of the City of Elwood has two appointments, the Board is endeavoring to recommend individuals who would not be appointed by the Elwood School Board and the Judge of the Circuit Court. It has been the custom of the School Board to appoint teachers to the Library Board and it has been the custom of the Judge of the Circuit Court to make his appointments along political lines.

The Library Board wishes to recommend either Mrs. Beulah Smith, who is presently employed in the office of the Secretary of the Elwood Chamber of Commerce, or Mrs. Dorothy Corwin, a housewife.

We appreciate this opportunity to make recommendations as has been the custom of many years.

Respectfully submitted,

ELWOOD PUBLIC LIBRARY BOARD

By Katharine G. Jordan.
Secretary

Transfer \$62.00 from Budget number 25 to Budget number 22 - Motion carried

MINUTES OF A REGULAR MEETING OF THE ELWOOD LIBRARY BOARD

The regular meeting of the Elwood Library Board was held in the library on Tuesday evening, August 5, 1958, at 7:30 o'clock P.M. with the following present: Mrs. Bohlander, Mrs. Fitzpatrick, Mrs. Wellnitz, Mr. Allen, Mr. Shickley and Mr. Hadley. There was also present Mrs. Wilson, the librarian.

The meeting was opened by the President, Mrs. Bohlander, who presided. Mrs. Bohlander appointed Mr. Hadley to act as Secretary Pro-Tem in the absence of Mrs. Jordan. The minutes of the regular meeting of July 1, 1958, were read and approved. The minutes of the special meeting held on July 29, 1958, were read and approved.

Mrs. Wilson presented the budget for the year 1959 and explained the various items in the same. After a general discussion, budget as presented by the librarian be adopted as the budget for the Elwood Public Library for the year 1959, which motion was unanimously carried.

The librarian gave her report which showed the financial condition of the library as follows:

Balance on hand July 1, 1958	16,963.58
Receipts from Pipe Creek Township	1,063.95
Membership fees	3.00
Fines	46.16
Lost book	3.50
Check returned	9.00
	<hr/>
	18,089.19
Expenditures for month of July	<hr/>
	2,709.10
Balance August 1, 1958	<hr/>
	15,380.09

A motion was made by Mrs. Fitzpatrick and seconded by Mr. Shickley that the librarian's report be accepted and placed on file, which motion was unanimously carried.

The librarian then read the treasurer's report which itemized the expenditures totaling \$2,709.10. After the reading of the report, a motion was made by Mr. Allen and seconded by Mrs. Fitzpatrick that the claims be allowed and orders drawn for the same.

The librarian made a report about the Public Employees Retirement Fund and explained what she was doing in connection with the same.

The librarian read a letter from Mrs. Ash at Frankton concerning the library there in which she requested some new books and permission to do certain things, and Mrs. Wilson stated that she would take care of this matter.

The librarian stated that the Elwood Public Library had been charging a fine of 3¢ a day for overdue books while other libraries charge 2¢ a day for books and 1¢ a day for magazines. After a brief discussion, the Board authorized the librarian to reduce the fine on overdue books from 3¢ to 2¢ a day.

In connection with the fines, the librarian read a partial list of people owing fines who had been notified several times by mail and some of them had been contacted by a member of the library staff in an effort to collect this money. Mrs. Wilson stated that some of the people who owe fines still come to the library for books and she wondered whether or not it would be possible to refuse these patrons books until their delinquencies were corrected. A motion was made by Mr. Allen and seconded by Mrs. Fitzpatrick that anyone owing a fine at the Elwood Public Library have their library cards taken from the rack and they be given no more books until their fines are paid, which motion was unanimously carried.

During a general discussion, it was mentioned that the library should provide a waste basket, garbage pail and coffee maker for the basement room and that a clock should be provided for the librarian's office.

Mrs. Wilson reported that Emily Sohn and Jean Taylor would like to have work during the Christmas vacation and during the summer months of 1959, but no action was taken on this matter.

The librarian read a letter from the American Association of University Women signed by Lepha McCurdy, President, in which they were requesting a copy of the By-Laws of the Elwood Public Library and copies of the minutes of the last three meetings of the Elwood Public Library Board. A discussion followed and it was agreed that the Board would not make copies of the matters requested as they were available at the library for inspection. A motion was made by Mr. Shickley and seconded by Mrs. Fitzpatrick that the Secretary of the Board write the American Association of University Women inviting them to attend the next regular meeting of the Library Board to be held on September 2, 1958, at which time they could review the minutes of the Elwood Library Board together with the By-Laws of the Elwood Public Library.

A discussion was held concerning advancing the time of the regular meetings of the Library Board one hour since it would be more convenient for several individuals. It was decided that starting September 2, 1958, the regular meetings of the Board would be held at 6:30 P.M. instead of 7:30.

The President appointed three committees, namely, Personnel, Finance and Buildings, the first named to each committee to be the chairman.

Personnel-Mrs. Fitzpatrick, Mrs. Wellnitz.
Finance-Mr. Hadley, Mrs. Jordan.
Buildings-Mr. Shickley, Mr. Allen.

This being all the business to come before said Board, the meeting is now adjourned.

Mrs. Ilaa Bohlander
Glenn A. Hadley
Secretary Pro-Tem

transfer \$25.00 from Budget number 22 to Budget number 22 - Motion carried

American Association of University Women

Elwood Branch Elwood, Indiana

2001 South A Street
Elwood, Indiana

July 14, 1958

Elwood Public Library
124 North 16th Street
Elwood, Indiana
Attention: Elwood Library Board

Dear Members:

We are requesting a copy of the By-Laws of The
Elwood Public Library.

We would also like copies of the minutes of the
last 3 meeting of the Elwood Library Board.

Thankyou,

Lepha M. Curdy
Lepha McCurdy, President

LM/rg

August 6, 1958

American Assoc. of University Women
c/o Lepha McCurdy
2001 South A Street
Elwood, Indiana

Dear Miss McCurdy:

Last night at the regular meeting of the Elwood Public Library Board, your letter of July 14, 1958, as President of the American Association of University Women was read and discussed. The Library Board did not feel it was necessary to make copies of the matters requested in your letter since they are public records and available to any interested parties.

The Library Board invites you, or anyone else representing your association, to attend the next regular meeting of the Elwood Public Library Board to be held at the Library on September 2, 1958, at 6:30 o'clock P.M., at which time you, or members of your association, may review the by-laws of the Elwood Public Library Board with the minutes which you requested.

Very truly yours,

Glenn C. Hadley
Secretary Pro-Tem

GCH:fp

transfer \$22.00 from Budget number 22 to Budget number 22 - Motion carried

MINUTES OF A REGULAR MEETING OF THE ELWOOD LIBRARY BOARD

The regular meeting of the Elwood Library Board was held in the library on Tuesday evening, September 2, 1958, at 6:30 o'clock P.M. with the following present: Mrs. Bohlander, Mrs. Fitzpatrick, Mrs. Wellnitz, Mr. Allen, Mr. Shickley and Mr. Hadley. There was also present Mrs. Wilson, the librarian.

The meeting was opened by the President, Mrs. Bohlander, who presided. Mrs. Bohlander appointed Mr. Hadley to act as Secretary Pro-Tem in the absence of Mrs. Jordan. The minutes of the regular meeting of August 5, 1958, were read and approved.

The librarian gave her report which showed the financial condition of the library as follows:

Balance on hand August 1, 1958	\$ 15,380.09
Fines	54.50
Membership fees	3.50
Purchase of book	<u>2.65</u>
Total	15,440.74
Expenditures for month of August	<u>1,692.68</u>
Balance on hand September 1, 1958	13,748.06

A motion was made by Mrs. Fitzpatrick and seconded by Mr. Allen that the librarian's report be accepted and placed on file, which motion was unanimously carried.

The librarian then read the treasurer's report which itemized the expenditures totaling \$1,692.68, however, the librarian asked that this report not be accepted as there had not been time to check with the Clerk-Treasurer to verify the various balances.

The librarian reported that the staff had made a physical inventory of all books and that discrepancies were found in that some books were not cataloged, some were indexed incorrectly, and there were several books without catalog cards.

Mr. Allen reported that during the last school year, there were 18,141 books circulated at the Edgewood School.

The librarian reported that several individuals had been at the library to make application for a position on the staff, among whom were Mrs. Charles Hood, Mrs. James Whitehead, Mrs. William Whitmore, and Mrs. Matt Dakreon. After a brief discussion, a motion was made by Mrs. Fitzpatrick and seconded by Mrs. Wellnitz that Mrs. Ruth Dakreon be employed at the library starting October 1, 1958, for the sum of \$150.00 per month, which motion was unanimously carried.

The librarian also reported that two high school girls were now employed, however, they were not obtained through the D.C.E. program, one being Darlene Rogers, a senior, and the other being Barbara Wisehart, a junior. That these girls will be working after school in the evenings, part time on Saturday, and after some experience, they will be working at night.

A discussion was held about the library hours and it was suggested that the library close at 8:30 every evening except Friday when the closing hour would be 6:00, and that the opening hour would be up to Mrs. Wilson whether she wished to delay the opening until 10:00 or not.

The librarian suggested that it would be nice if a room in the basement could be fixed up for the children and that it be kept open from approximately 3:30 until 6:00 in the afternoon. She had procured some prices from Mr. Van Blair for painting the room of \$133.00 with an

additional amount of \$9.00 for each radiator, \$1.50 for each chair and \$4.00 for each table. That in providing the childrens' room downstairs, the present childrens' room could be used for a teen-age room. It was also stated that we have plenty of juvenile and adult books, but we have few books applicable for the teen-age group and new books were being purchased for this age group.

It was suggested that an adding machine was needed for the library and the President asked Mr. Hadley to investigate and report at the next meeting concerning another machine.

It was deemed advisable to start the microfilming as soon as possible. The question arose as to whether or not \$1,000.00 could be taken out of the present book fund to start this work and the matter was to be investigated.

This being all the business to come before said Board, the meeting is now adjourned.

W. S. ...

Glen C. Hadley
Secretary Pro-Tem

Minutes of a Regular Meeting of the Elwood Public Library Board.

The regular meeting of the Elwood Library Board was held in the library on Tuesday evening, Oct. 7th, 1958 at 6:30 o'clock, P.M. The following persons were present: Mrs. Bohlander, Mrs. Fitzpatrick, Mrs. Wellnitz, Mr. Allen, Mrs. Jordan and also Mrs. Wilson.

Minutes of the last meeting were read. It should have been stated that three radiators were to cost nine dollars together, not nine dollars each. The minutes were accepted after this correction was made.

Mrs. Wilson's stated that the report she gave last month was correct. Mrs. Wilson also read the librarian's report. The motion was made by Mr. Allen and seconded by Mrs. Fitzpatrick that the report be accepted. Unanimously accepted.

Mrs. Wilson read the financial report:

Balance on hand Sept. 1, 1958 - \$13,748.06

" " " Oct. 1, " - 11,892.74

It was moved by Mrs. Fitzpatrick and seconded by Mr. Allen that the bills be allowed and orders drawn on the treasury for the same. Unanimously carried.

Old business. It was reported that the furnace controls were not working. They have been locked and will be changed later in the season.

A new ledger is needed. A motion was made by Mr. Allen and seconded by Mrs. Fitzpatrick that the new system of book-keeping recommended by the State Board of Accounts be adopted. Unanimously carried. Mrs. Wilson is to order the ledger.

The children's room is to be moved downstairs and the ^{furnace} section is to be moved into the space

141
previously used for the children's room. Estimates were needed for flooring in the basement. Mr. Allen called Mr. Miller regarding tile for the cement floor in the basement. Color schemes are needed. When estimates are presented a decision will be made about flooring.

It was suggested that a notice be sent to the Library Journal to advertise for a librarian. This was not accepted. The need for ^{giving} library staff members was referred to a committee. Mrs. Fitzpatrick is to report to Mrs. Wilson.

It was moved by Mr. Allen that \$500.00 be taken from the book fund to start the microfilming. Seconded by Mrs. Wellnitz. Unanimously carried. To be purchased from the University Film Company. Mrs. Wilson is to write the letter.

A report was made by Mr. Wm. Lewis and Mrs. Ash regarding the new headquarters for the Frankton library. It is agreeable with the Elwood Library Board to do whatever is possible to help the Frankton library.

It was moved by Mr. Allen and seconded by Mrs. Fitzpatrick that the library be closed at six o'clock on Saturday nights. Unanimously carried.

Book trucks are needed in the library. Mrs. Wilson is to write for prices and purchase same.

A complaint was listed against pest control as the work done has been inadequate.

Mrs. Wilson suggested that a staggered renewal of magazines be adopted.

Mrs. Hubley is to be sent to Marion to the Book-Mending School. Transportation, registration and meals to be paid by the Library.

As no further business came before the Board the meeting was adjourned by the president.

Katherine G. Jordan, Secy.
Mrs. Iros Bohlander, Pres.

Minutes of a Regular Meeting of the Elwood Library Board.
The regular meeting of the Elwood Library Board was held in the library on Tuesday evening, Nov. 4th, 1958 at 6:30 P.M. The following persons were present: Mrs. Bohlander, Mrs. Fitzpatrick, Mrs. Wellnitz, Mr. Allen, Mr. Hadley, Mr. Shickley, and Mrs. Jordan. Mrs. Wilson, librarian, was also present.

Mrs. Anita Oliver came before the Board to discuss a plan for marking library books. The Board did not desire to adopt her suggestions.

Minutes of the last meeting were read & approved. A motion was made by Mr. Allen and seconded by Mrs. Wellnitz, that the basement west room be used for the children's library; Teen-agers to use the south wing on the first floor. Unanimously carried.

Mrs. Wilson gave the librarian's report. It was moved by Mr. Allen and seconded by Mrs. Fitzpatrick that the report be accepted and placed on file. Unanimously carried.

Mrs. Wilson gave the financial report of \$11,892.74 on hand Nov. 1st, 1958. It was moved by Mr. Hadley and seconded by Mr. Allen that claims be allowed and orders drawn on the treasury for the same. Unanimously carried.

Mrs. Wilson reported on files, book truck and atlas stand. It was moved by Mr. Allen, seconded by Mrs. Fitzpatrick that Mr. Hadley should buy the files. Unanimously carried.

Mrs. Wilson was instructed to get estimates on an atlas stand from local cabinet-makers.

It was moved by Mr. Allen, seconded by Mrs. Fitzpatrick that a book truck be purchased by Mrs. Wilson. Unanimously carried.

It was moved by Mr. Allen and seconded by Mrs. Fitzpatrick that an outside light should be

placed outside the north basement door. Unanimously carried.

Mrs. Wilson reported that a book display had been placed in the Elwood Savings & Loan Institution for Book Week. Flowers were given by Blair, the florist. Mrs. Wilson was instructed to write notes of thanks to these two groups mentioned.

Mrs. Wilson demonstrated plastic book covers. The Board did not act upon it.

Mrs. Wilson is to choose an adding machine to replace the old one.

The Board asked Mr. Hadley to act as its representative on Nov. 10th at the tax-board meeting in Anderson. Mr. Hadley accepted.

Microfilming. It was suggested that a lumber company be contacted to make a wooden box to send the newspapers by truck to the microfilming company. This met the consent of the Board.

Mrs. Wilson mentioned the Career Research Monographs for Teen-Agers. Mr. Allen suggested that she check with the High School librarian.

Pest Control would cost \$4. from Nov. '58 to Nov. '59. It was decided to check the budget first.

Mrs. Wilson urged the Board to get a full-time librarian. She was requested to make whatever contacts that might be available.

Reminders (or rules) were listed by Mrs. Wellnitz. It was moved by Mr. Allen, seconded by Mrs. Fitzpatrick that these rules be adopted. Unanimously carried.

It was moved by Mr. Allen, seconded by Mr. Shickley that basement west room, kitchen, hall way & rest room be tiled, according to the bid offered by Mr. Miller. Unanimously carried.

A committee was appointed to choose color scheme & tile for basement children's room. Mrs. Fitzpatrick, Mrs. Wellnitz & Mrs. Jordan to be the committee with aid of staff. Mrs. Drake is the new staff member. Meeting adjourned. With Mrs. Jordan. Sec.

Minutes of a Regular Meeting of the El. Library Board.
The regular meeting of the Elwood Library Board was held in the library on Tuesday evening, Dec. 2, 1958 at 6:30 P.M. The following persons were present: Mrs. Bohlander, Mrs. Fitzpatrick, Mrs. Wellnitz, Mr. Allen, Mr. Shickley, Mr. Hadley and Mrs. Jordan. Mrs. Hubley and Mrs. Dekreon were present also.

The meeting opened with a discussion regarding stair treads. It was moved by Mr. Allen and seconded by Mrs. Wellnitz that enough stair treads be purchased from the Floor store, priced at \$3.75 This is to include the landing. Unanimously carried.

A report of \$211. on the party room floor covered with Kern tile was reported by Mrs. Fitzpatrick. It was moved by Mr. Allen that the room be fixed according to the bid. Seconded by Mrs. Fitzpatrick. Unanimously carried.

Minutes of the last meeting were read and approved.

Mrs. Dekreon read the librarian's report. It was moved by Mr. Shickley and seconded by Mrs. Fitzpatrick that the report be accepted and placed on file.

Mrs. Dekreon gave the treasurer's report:
Balance on hand Nov. 1st, 1958 - \$ 10,867.11
" " " Dec. " " - 9702.57

It was moved by Mrs. Fitzpatrick and seconded by Mr. Shickley that the report be accepted and orders drawn on the treasury for the same.

Mrs. Dekreon read the budget amounts remaining in treasury.

Rubber casters are to be purchased for the basement piano.

Discussion of microfilming viewer. It was moved by Mr. Hadley that a viewer be purchased if enough money is in the budget. If so, Mrs. Wilson should purchase it. Seconded by Mr. Allen. Unanimously carried.

Discussion regarding request for re-appropriation. Mr. Hadley offered to investigate it.

Correspondence regarding the position of librarian was received from Aileen Murdock. Miss Carter feels that not less than \$500. should be offered a librarian. Mrs. Bohlander will write to Aileen Murdock.

Discussion regarding help of college students during Christmas vacation to move children's books to basement.

The Frankton library is under the jurisdiction of the Elwood Library Board. Any changes in procedure there should be in consultation with the Elwood Board. The books there should be supervised by the Elwood librarian.

Mention was made of the need for a waste basket and fire extinguisher.

A ^{get-well} card is to be sent to Mrs. Wilson.

No further business, meeting adjourned.

Katharine G. Jordan, Secy.