

LOUISVILLE FREE PUBLIC LIBRARY
Board of Trustees Meeting
January 13, 1948

The Board of Trustees of the Louisville Free Public Library met in the Librarian's office at 4:15 p.m. January 13, 1948.

Present: Mrs. Fagin, Messrs. McAdams, Powell, Rauch, Smith, Wilson, Wolford, and the Librarian.

Dr. Rauch presided.

It was moved by Mr. Powell, seconded by Mrs. Fagin that the minutes be approved as distributed.

The Secretary then read a communication from Mr. Creighton Gilbert of the Fine Arts Department of the University of Louisville. Mr. Gilbert was requesting a loan from the Library's museum of a group of American Indian Artifacts. The purpose of the loan would be to form an exhibit in the University's library of American Indian art. He requested the material for one month. It was stated that objects would be insured at the Library's valuation, that the objects would be selected and packed and transported at the expense of the University of Louisville. It was also stated that the material would be exhibited in glass cases and would be identified in the exhibit labels and the catalogs as being on loan from the Louisville Free Public Library's museum.

After discussion it was moved by Mr. Wolford, seconded by Mr. Wilson and passed unanimously that the Board approve the granting of this request and authorize the Librarian to cooperate with the University of Louisville in this matter.

The Secretary then read a communication addressed to Dr. Joseph Rauch, President, from the Executive Committee of the Staff Association. This communication extended the thanks of the Staff to the Board of Trustees for the additional holidays enjoyed by staff members at Christmas and New Year's. And also to express appreciation to the Board for the announcement that the Staff could look forward to at least a 10% increase in salaries. The communication was ordered received and filed.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$8,226.38 had been audited and found correct.

She moved and it was seconded by Mr. Powell and carried that bills in this amount be ordered paid.

Mrs. Fagin then read a report of the Library Committee meeting on January 12, 1948.

Mrs. Fagin reported that the Committee had voted to recommend to the Board that the Librarian be authorized to attend the Mid-Winter Meeting of the American Library Association January 28-February 2 in Chicago at Library expense. This recommendation was approved by the Board.

Mrs. Fagin then reported that the Library Committee had reviewed the recommendations for salary increases which the Librarian had made. It was stated that these recommendations resulted from a study which the Board had authorized the Librarian to make in an attempt to improve the salary situation of the library employees so that their situation would be more favorable in comparison to the Board of Education employees than was at present possible.

Mrs. Fagin stated the Finance Committee had presented a request to the Board of Aldermen for an increased appropriation in order to increase salaries by the sum of \$35,527 for the rest of this fiscal year. She stated that it had been reported that the Board of Aldermen had increased the Library's appropriation from 3 5/8¢ to 4 3/4¢ with the understanding that the recommended salary increases would be made.

Mrs. Fagin stated that salaries for Department Heads had been set for \$4,200 per year, for Branch Librarians at \$3,600 per year, Division Heads from \$2,600 to \$3,300 per year and general library assistants from \$2,000 to \$3,000 per year. The recommendations also included a 10% increase for the unclassified staff.

After discussion it was moved by Mr. Wolford, seconded by Mr. Wilson and carried unanimously that these recommended increases be approved as of January 1, 1948.

Mrs. Fagin then called to the attention of the Board the fact that the Board had previously approved the employing of an assistant to organize and supervise the library's work in the field of audio-visual material. She stated that the Librarian had recommended to the Committee the name of Mr. H. Ellison Salley, who had had successful experience in the promotion of such a department. He has received his Masters Degree and intends at the end of eighteen months to continue work towards his Ph. D. Degree in the field of Audio-Visual Education.

It was stated that the Committee had voted to recommend the employment of Mr. Salley at a salary of \$3,600 per year. It was moved by Mr. Wilson, seconded by Mr. Smith that this recommendation of the Committee be approved.

The motion carried.

Building Committee: Mr. Powell gave a report of the Building Committee meeting of January 12, 1948.

He stated that the Librarian had reported that he had received communications from Mr. Gardner of the Kaufman-Straus Company listing the damage which Mr. Gardner thought had resulted to the Kaufman-Straus building as a result of the fire in the Boston building on November 28, 1947.

After discussion the Committee had voted to recommend to the Board that Mr. Fred Hartstern be employed by the Library to negotiate with the insurance adjustors concerning any damage to the building caused by the fire.

Mr. Powell reported that Mr. Hartstern had reported the total cost of the work to install the new fire escape at the Kaufman-Straus building would be \$8,325. Mr. Powell reported that inasmuch as the tentative budget contained an item of \$12,000 for this work the Committee had voted to approve this cost and authorized Mr. Hartstern to proceed with the work.

The Board voted to approve these recommendations of the Building Committee.

Finance Committee: Mr. McAdams gave a report of the finances which was ordered filed.

Librarian's Report: The Librarian reported that vandals caused considerable damage to the Eastern Branch Library on Christmas Day by committing acts of vandalism in the library proper and starting a fire in the basement. He reported that damage was covered by insurance and that the damage was being repaired.

He also reported that a small fire of materials from the Librarian's desk in the Kentucky Room had been started by an unknown person on the night of January 12, 1948, the day previous. He reported that no damage had been caused inasmuch as the fire had burnt itself out on the floor.

After considerable discussion it was moved by Mr. Powell, seconded by Mr. Wilson and carried unanimously that the Librarian employ a night watchman for the Main Library without delay.

Then the Board discussed at considerable length the question of vandalism insurance for the branch libraries.

It was moved by Mr. Wilson and seconded by Mr. Smith and carried unanimously that the Board authorize the Finance Committee to study the problem and to purchase vandalism insurance if it sees fit.

The Librarian then reported that he and Mr. Farnsley had been working with several people studying the problem of whether there was a possibility that Public Librarians in Kentucky might be included in the State Teachers' Retirement Plan. It was stated that information available at the present time seemed to point to a definite possibility that this might be accomplished.

Unfinished Business: Mr. Smith then mentioned the fact that the Board had not yet given him any suggestions as to possible types of memorials to Mrs. Walter Radford which he could suggest to Mr. Cyrus Radford.

In the discussion which followed it was brought out also that the library had received \$1,000 in the will of Mr. R. C. Ballard Thruston and that this had not as yet been expended.

After more discussion the Board requested Mrs. Fagin and the Librarian to make suggestions to the Board after having received suggestions from the Staff.

There being no further business the meeting adjourned at 6 p.m.

MINUTES APPROVED:

President

C. M. Adams Secretary

LOUISVILLE FREE PUBLIC LIBRARY
Board of Trustees Meeting
February 10, 1948

The Board of Trustees of the Louisville Free Public Library met on Tuesday, February 10, 1948 in the Librarian's office at 4:15 p.m.

Present: Mrs. Fagin, Messrs. McAdams, McDaniel, Pitt, Powell, Rauch, Smith, Wilson, Wolford, and the Librarian.

Dr. Rauch presided.

It was moved by Dr. Welch, seconded by Mr. McDaniel that the minutes be approved as distributed.

Communications

The Secretary read a communication from Dr. R. L. Whipple terminating the Library's lease on the premises now occupied by the Highland Park Part-Time Branch as of March 31, 1948 and asking that the Library vacate the premises by April 1, 1948.

After some discussion of this communication it was moved by Mr. McAdams and seconded by Mr. Smith and carried that this matter be referred to the Library Committee with power to act.

The Secretary also read a communication addressed to Dr. Joseph Rauch expressing the thanks of the Staff Association for the salary raise which took effect February 1. This communication was ordered received and filed.

Reports

Library Committee: Father Pitt read the certification that bills in the amount of \$7,380.67 had been audited and found correct. He moved and it was seconded by Mr. Powell and carried that bills in this amount be ordered paid.

Building Committee: Mr. Powell gave a report of the maintenance work completed during the month. This was ordered received and filed.

Mr. Powell then stated that at a meeting of the Building Committee on February 4 the Committee had discussed with Messrs. Schacter, Ness and Hartstern the advantages of installing escalators instead of elevators in the Kaufman-Straus building and the increased cost of the improvements which the Kaufman-Straus Company was asking the Library Board to make in the Kaufman-Straus building. He stated that Mr. Schacter would report on this later on in the meeting.

Finance Committee: Mr. McAdams gave a report of the finances for the month which was ordered filed.

Librarian's Report: The Librarian reported on the recognition being given nationally to the cooperative venture with the University of Louisville known as Neighborhood Colleges.

He also announced that he had received an invitation to attend a library training conference in Atlanta, Georgia under the joint sponsorship of the Southeastern Library Association and the General Education Board. The Board authorized the Librarian to attend this conference.

At this point Messrs. Harry Schacter, Fred Hartstern and I. Sidney Jenkins came into the meeting.

Dr. Rauch then asked Mr. Schacter to give the Board any statement he desired to make. Mr. Schacter said that he first would like to read his annual report on the volume of business done by the Kaufman-Straus Company for the fiscal year ending January 31, 1948 and to state what rental the Library Board would receive under the terms of the lease. He stated that the volume for the year was \$6,337,643.64 which entitled the Library Board to an excess rental of \$126,752.87 over the guaranteed minimum of \$60,000. This would make a total of \$186,752.87. This report is appended to these minutes Exhibit A.

Mr. Schacter then read the following communication addressed to the Library Board:

February 6, 1948

The Library Board,
Louisville Free Public Library,
4th & York Streets
Louisville, Kentucky

Gentlemen:

As you know, in the Lease which we signed with you on June 20, 1947, the Library Board agreed to spend up to \$500,000. for certain improvements, and we agreed to spend \$200,000. for fixtures.

In the meantime, costs for all structural work, as well as for fixtures, have increased sharply, so that your Architect, Mr. Fred Hartstern, now estimates that the structural work, with certain necessary changes in the original planning, will cost between \$600,000. and \$650,000. The cost of our fixturing has gone up proportionately.

Since the signing of the Lease, our Store Architects have made an engineering study of our needs for vertical transportation, and have found that the five (5) new Passenger Elevators which were agreed upon originally in the new lease, would be completely inadequate to do the job, and would prevent us from developing the business necessary on the upper floors, to the detriment of both the Kaufman-Straus Company and the Library Board.

The maximum capacity of the five (5) new Passenger Elevators would be not more than 1,800 people per hour. The Engineer estimates that our needs would be at least 3,500 people per hour, so that the new elevators would be just about 50% efficient. For that reason, our Engineers recommend that we should have escalators instead.

The budget escalators would carry between 4,000 and 5,000 people per hour, as against 3,500 required for our job, and as against the 1,800 maximum capacity of the five (5) new Passenger Elevators, and we would be able to carry 250% more people upstairs.

I would, therefore, like to propose to the Library Board that if they will agree to make available the additional funds of \$100,000 to \$150,000. that may be necessary to do the structural job, I will recommend to our Board that we agree to spend not less than \$400,000. for the fixtures, instead of the \$200,000. as agreed in the new lease.

I hope that every Member of the Library Board will take a trip through Stewart's at the first possible moment. I think they will find that we have been set back many years by the expansion program of Stewart's. If we do not bring our own facilities at least proportionately, up to date, I do not see how we can possibly hold our volume.

I want respectfully to suggest to the Library Board that time is very much of the essence. If we do not take prompt action both as to the structural work and as to the escalators, as well as to our own fixturing job, there is every likelihood that with the prospective increase in wages for all categories of labor this Spring, costs will go even higher.

It is, therefore, my earnest hope that the Library Board will lose no time in determining whether we are to go ahead with this program, so that both of us may get on with our respective work as promptly as possible, in order to forestall any further rise in costs.

Sincerely yours,

(s) Harry W. Schacter

After considerable discussion Mr. Schacter was asked to make his proposals available to the Library Board members in writing so that the members would have time to study the project before a Special Board Meeting which would be called. Dr. Rauch then asked the members to decide on a satisfactory date for a Special Called Meeting to discuss these proposals of Mr. Schacter. February 17, 1948 was chosen and Dr. Rauch announced a Special Meeting for that date.

There being no further business the meeting adjourned at 5:30 p.m.

MINUTES APPROVED:

President

W. H. ...

Secretary

Exhibit A

KAUFMAN STRAUS COMPANY
INCORPORATED

OFFICE OF THE PRESIDENT

LOUISVILLE 2, KENTUCKY

February 10, 1948.

The Library Board,
Louisville Free Public Library,
Louisville, Kentucky.

Gentlemen:

Once again you have been good enough to grant me the customary opportunity of appearing before your Board and presenting to you our Annual Report.

For our fiscal year ending January 31, 1948, the Kaufman-Straus Company enjoyed the largest volume of business in its entire 69 years. The volume for the year was \$6,337,643.64, which entitled the Library Board to an excess rental of \$126,752.87.

At this point, I should like to call to the attention of the Library Board that this excess rental is figured on the basis of 3% on the first \$6,000,000. and 2% on the \$337,643.64 in excess of the \$6,000,000. This is in accordance with our new lease. You understand, of course, that if for any reason we go back to the old lease, we would then owe the Library Board an additional 1% on the excess of the \$6,000,000. However, I am going on the assumption that we will proceed with our improvements and that the new lease will, therefore, be in full effect from here on out.

In the past, we have paid this excess in seven (7) equal monthly installments. According to our new lease, we have agreed to pay the excess in five (5) equal monthly installments so that all of these installments would come within your fiscal year.

Again going on the assumption that we are going ahead with our improvements, and that the new lease will be in full effect, we propose to pay the excess rental according to the terms of the new lease in five (5) equal installments. We are, therefore, tendering you herewith our check for \$25,350.55, representing in full the first of these five (5) installments.

KAUFMAN STRAUS COMPANY
INCORPORATED

OFFICE OF THE PRESIDENT

LOUISVILLE 2, KENTUCKY

The Library Board, No. 2.

February 10, 1948.

The Board might like to know the status of the Air Conditioning Loan at this time. You recall that the Principal was \$75,000. and the Interest for the 15-year period was approximately \$18,000. making a total of \$93,000. To date we have repaid Principal and Interest to the amount of \$55,450.18, representing all the installments due. Thus, approximately 60% of the Principal and Interest has been repaid.

In addition, we have paid to the Library Board the following sums in excess rental for the past eight years:

Year 1940	\$12,757.28
Year 1941	34,077.31
Year 1942	46,436.54
Year 1943	64,135.58
Year 1944	82,970.36
Year 1945	98,298.83
Year 1946	126,800.21
Year 1947	<u>126,752.87</u>
TOTAL	<u>\$592,228.98</u>

The Excess Rental alone for the eight year period averaged \$74,028.62 per year, and the Library Board averaged \$134,028.62 in rent for each year of the eight year period.

We are now faced with the final determination of whether we are to go ahead with our plans for our Post-War Expansion. I have submitted to you an additional letter on the subject, for your consideration. I hope the Library Board will give this prompt consideration and action, because time is so much of the essence in this matter.

I am confident that if these plans are consummated, that they will have a very satisfactory result for the future, both for the Library Board and for the Kaufman Straus Company.

Respectfully submitted,

Harry W. Schacter
Harry W. Schacter.

S:K.

P.S. Again I request of the Board that the figures cited herein be kept strictly confidential, for obvious reasons.

SPECIAL BOARD MEETING CALLED TO CONSIDER KAUFMAN-STRAUS PROJECT FEBRUARY 17, 1948

Present: Messrs. McAdams, McDaniel, Pitt, Powell, Rauch, Smith, Sullivan, Wolford, Wilson and the Librarian.

Dr. Rauch presided.

Dr. Rauch asked the Secretary to read the following communication from Mr. Schacter of February 13:

February 13, 1948

The Library Board,
Louisville Free Public Library,
Louisville, Kentucky

Gentlemen:

Since signing our new lease on June 20, 1947, two important changes have taken place that require our joint consideration before we proceed with the remodelling program of our store.

The first was the sharp increase in building costs, over which neither of us had any control. The second was the change in our thinking, concurred in by your own Architect, that we should have escalators instead of elevators.

Our Engineers estimate that the five (5) new elevators planned would have a maximum carrying capacity of only 50% of what is required, whereas, escalators would not only give us full efficiency for all of our requirements, but leave us room for expansion.

Most of our larger priced merchandise is carried on the store's upper floors, so that if we are able to carry the people upstairs it will reflect very favorably on our volume and on the Library Board's rental income.

Mr. Hartstern, your Architect, estimates that the new cost of the structural work that we have in mind under the new lease, with the substitution of escalators for elevators, would be somewhere between \$600,000. and \$650,000. I, therefore, would like to propose to the Library Board certain amendments to our new lease. If these are approved by the Library Board, I would immediately make a trip to the East to discuss them with my Associates and ask their agreement.

These changes are as follows:

1. The Kaufman-Straus Company would agree to advance to the Library Board an additional sum up to \$100,000. over and above the \$100,000. agreed to in the present lease. This second \$100,000. would be paid back to Kaufman's, with interest at the Library Board's current bond rate, over a period of ten (10) years out of the annual rentals due the Library Board above \$120,000.

2. The Kaufman-Straus Company would agree to spend \$400,000. for the fixturing of the store, instead of the \$200,000. presently proposed in the new lease.
3. The Library Board would agree to the substitution of Budget escalators from the first to the fifth floors, plus one (1) new elevator from the Basement to the sixth floor, in place of the five (5) new elevators proposed under the present lease.
4. The Kaufman-Straus Company would agree that if any repairs or replacements were necessary on the remaining three (3) old elevators, they would bear the full expense.

Since costs have been so steadily rising, time becomes very much of the essence. In addition, we now have committed the Otis Elevator Company to a fixed price on escalators, as well as certain priority for delivery, which option expires on March 15th.

It is, therefore, my earnest hope that the Library Board will lose no time in reaching a decision on this all important matter, as quickly as possible.

Respectfully submitted,

(s) Harry W. Schacter

After considerable discussion Mr. Schacter came into the meeting at 5:35 p.m. in order to give his views on the matter to the Library Board. After considerable discussion the Board voted to authorize the President to appoint a Special Committee to negotiate with Mr. Schacter concerning his proposals.

Dr. Rauch appointed Mr. Pope McAdams, Mr. Leo Wolford, Mr. Fred Hartstern, the Library's architect, to serve on this Special Committee.

There being no further business the meeting adjourned at 6:30 p.m.

SPECIAL CALLED MEETING OF THE BOARD OF TRUSTEES TO CONSIDER KAUFMAN-STRAUS PROPOSALS FEBRUARY 24, 1948

Present: Mrs. Fagin, Messrs. McAdams, Powell, Rauch, Smith, Sullivan, Wilson, Wolford and the Librarian.

Dr. Rauch presided.

Dr. Rauch called on Mr. McAdams to read the recommendations of the Special Committee. Mr. McAdams read the following report of the Committee:

February 24, 1948

At the meeting of the Board on February 17, 1948, a Committee composed of Mr. Pope McAdams and Mr. Leo Wolford, together with Mr. Fred Hartstern, Architect for the Board, was appointed to discuss the Kaufman-Straus lease with Mr. Harry Schacter, and Mr. Stanley Ness who is the Architect and Merchandizing Consultant for Kaufman-Straus. Mr. Wolford was called out of town and could not serve with the Committee and Mr. Dan Sullivan was appointed in his place.

A meeting was arranged in Mr. Pope McAdams office at 3:00 p.m., on Thursday, February 19th, with the understanding that Messrs. Ness and Hartstern would meet in the morning in order to determine such alternate scheme for the improvements as may come within the available funds. It was decided that all desirable improvements and additions should be listed reducing the list as necessary to meet the funds. This resulted in the following list:

(1) New 6th Floor, and Balcony between 1st and 2nd Floors	\$222,500.00
(2) Vertical Transportation - Escalators 1st to 5th Floors including Balcony	268,000.00
Reconditioning two present elevators installing new motors and providing new openings at Balcony and 6th Floor	50,000.00
(3) New Freight Elevator	51,000.00
(4) Air Conditioning 5th Floor and Balcony	40,000.00
(5) Package Chute 6th Floor to Basement	17,000.00
(6) Penthouse for Employees	10,000.00
(7) Air Conditioning 6th Floor	<u>30,000.00</u>
TOTAL	\$688,500.00

You will note that under vertical transportation it is proposed to recondition two of the present elevators rather than provide one new elevator. This is brought about by the fact that the present elevator will certainly be condemned within the next two years. The reconditioned elevators will be new and modern in every respect, except that the present cabs and doors will be reused.

At the meeting at 3:00 p.m., Mr. McAdams stated the Committee's position to Mr. Schacter as follows:

- (1) The Board would not agree to an advance of more than \$150,000.00 by Kaufman-Straus to be repaid out of excess rent and that none of this would bear interest.
- (2) The Board did not feel that the entire \$437,000.00 of bond issue money should be absorbed as there would be no cushion available in the event unforeseen conditions arose during the construction thereby requiring extra expenditure.

After considerable discussion, Mr. Schacter agreed to the following:

- (a) \$437,000.00 of bond issue money shall be provided by the Library Board.
- (b) Kaufman-Straus shall advance \$150,000.00 to be repaid without interest out of excess rent.

(c) This is a total of \$587,000.00 and covers the following additions and improvements:

(1) 6th Floor and Balcony	\$222,500.00
(2) Vertical Transportation - Escalators 1st to 4th Floors including Balcony	223,500.00
(3) Recondition two present elevators	50,000.00
(4) New Freight Elevator	51,000.00
(5) Air Conditioning 5th Floor and Balcony	<u>40,000.00</u>
TOTAL	\$ 587,000.00

The above cost includes architectural and engineering fees.

(d) Should the cost of the above items and such necessary extras as might arise therefrom exceed \$587,000.00, such additional cost shall be borne by Kaufman-Straus Company without repayment by the Library Board.

(e) Should the cost of above items be less than \$587,000.00, the following improvements in the sequence listed may be provided:

(1) Escalators 4th to 5th Floor	\$ 44,000.00
(2) Package Chute	17,000.00
(3) Penthouse	10,000.00
(4) Air Conditioning 6th Floor	30,000.00

It is understood that should Kaufman-Straus desire to provide any of the above additional improvements at their own expense, they may do so.

(f) The amended lease shall provide that maintenance, repairs and replacement of all equipment and mechanical facilities, and repairs to the building shall be paid for by Kaufman-Straus Company.

(g) The cost of such electrical, plumbing and heating changes as may be required to refixture the store shall be borne by Kaufman-Straus as a part of the cost of refixturing.

(h) Electrical wiring on the new 6th Floor, ceiling of the 5th Floor and new Balcony to conform to new fixture layout shall be provided by the Library Board as a part of the \$587,000.00 above referred to.

(i) Kaufman-Straus shall furnish satisfactory guarantee to the Library Board that Kaufman-Straus will spend a minimum of \$400,000.00 for new fixtures and the installation thereof.

It is the Committee's belief that the above agreement is fair and equitable to both the Library Board and Kaufman-Straus Company, and it is their recommendation that it be approved by the Library Board.

Respectfully submitted,

(s) Pope McAdams
 (s) Dan Sullivan
 (s) Fred J. Hartstern

The above is a copy of the report of a Special Committee to the Library Board which has been approved in principal by the Board.

This is not made as a formal offer but is subject to agreement as to the form of the amendment to the lease embodying in substance these changes if they are agreed upon.

After considerable discussion this report of the Special Committee was unanimously approved by the Board. It was voted to append to the copy of the report to be given to Mr. Schacter, who was waiting in the outer office, a statement that it was a copy which has been approved in principle, that it was not a formal offer but was subject to agreement as to the form of the amendments to the lease embodying in substance these changes, if they were agreed upon. Such a statement was appended to a copy of the report and Mr. McAdams presented it to Mr. Schacter in the outer office.

Then Mr. Powell made a statement that it would seem to be a disadvantage if Mr. Hartstern, the Library's architect, were employed simultaneously by the Kaufman-Straus Company and the Library Board. He therefore moved and it was seconded by Mr. Smith and carried unanimously that Mr. Hartstern be asked to consider that he had been employed exclusively by the Library and that the Library Board request that he accept no other employment in the Kaufman-Straus project.

There being no further business the meeting adjourned at 5:30 p.m.

MINUTES APPROVED:

 President

P. M. McAdams

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
Board of Trustees Meeting
March 9, 1948

The Board of Trustees of the Louisville Free Public Library met on Tuesday, March 9, 1948 at 4:15 p.m. in the Librarian's office.

Present: Mrs. Fagin, Messrs. McDaniel, Pitt, Powell, Rauch, Sullivan, Wilson, Wolford and the Librarian.

Dr. Rauch presided.

It was moved by Mrs. Fagin, seconded by Mr. Wolford that the minutes be approved as distributed.

Communications

The Secretary then read a communication from Mr. J. Verser Conner regarding the Kaufman-Straus Lease.

Then Mr. Fred Hartstern, architect, came into the meeting and read the Architect's Contract for Additions and Alterations to the Kaufman-Straus Building.

Mr. Powell moved and it was seconded by Mr. Sullivan that the architect's contract be approved and the Secretary be authorized to sign the contract upon the execution of the amended lease.

The motion was carried unanimously.

Reports

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$12,008.20 had been audited and found correct. She moved and it was seconded by Mr. Wolford and carried that bills in this amount be received and filed. A list of these bills may be found in Record Book #3, pages 127 to 128 inclusive.

Building Committee: Mr. Powell gave a report of the maintenance work completed during the month. This was ordered received and filed.

Finance Committee: Mr. McDaniel gave a report of the finances for the month which was ordered received and filed.

Librarian's Report: The Librarian reported that there was a need to revise the budget for the remainder of the fiscal year so that book purchases could continue. It was moved by Father and seconded by Mr. Wilson that the revision of the budget for the remainder of the fiscal year be referred to the Finance Committee with power to act.

The motion carried unanimously.

After discussion it was moved by Mr. Wilson and seconded by Father Pitt that the President of the Board of Trustees be asked to draft a letter to Mayor Charles P. Farnsley congratulating him on behalf of the Library Board on his election by the Board of Aldermen to the office of Mayor.

There being no further business the meeting adjourned at 5:30 p.m.

MINUTES APPROVED:

President

W. M. Adams Secretary

LOUISVILLE FREE PUBLIC LIBRARY
Special Board of Trustees Meeting
April 1, 1948

Present: Mrs. Fagin, Messrs. McAdams, McDaniel, Powell, Smith, Sullivan, Wilson, the Librarian and Fred J. Hartstern, architect.

Mr. Wolford presided.

Mr. Wolford stated that the purpose of this meeting was to approve the amended lease with the Kaufman-Straus Company. He then turned the meeting over to Mr. McAdams, Chairman of the Special Committee, who made the report which is appended to these minutes as Exhibit A.

Mr. McAdams then read a statement from Mr. J. Verser Conner, attorney, employed by the Board, giving his opinion of the supplemental lease between the Trustees of the Library and the Kaufman-Straus Company. This statement is appended to these minutes as Exhibit B.

After considerable discussion it was moved by Mr. McAdams, seconded by Mr. Powell that this report of the Special Committee be received and filed; that the amended lease be approved and that the President and Secretary be authorized to sign the lease. The motion was carried unanimously.

Mr. McAdams then stated that he had had preliminary discussions with the syndicate of brokers in connection with the new bond issue.

After considerable discussion it was moved by Mr. Sullivan, seconded by Mr. Wilson and carried unanimously that the Finance Committee be authorized to negotiate with the brokers' syndicate concerning the new issue of bonds, and that the Committee be given power to act.

There being no further business the meeting adjourned at 5:45 p.m.

MINUTES APPROVED:

President

W. M. Adams Secretary

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Exhibit A

Louisville, Kentucky,
March 25, 1948.

Mr. Harry W. Schacter, President,
Kaufman Straus Company, Incorporated,
Louisville, Kentucky.

Dear Mr. Schacter:

Pursuant to our discussion on March 24, 1948, the undersigned Committee agrees to make the following recommendations for an amended lease to the Kaufman Straus Building:

- (a) \$437,000.00 of bond issue money shall be provided by the Library Board.
- (b) Kaufman Straus shall advance \$150,000.00 to be repaid without interest out of excess rent.
- (c) This is a total of \$587,000.00 and covers the following additions and improvements:
 - (1) 6th Floor and balcony.
 - (2) Escalators 1st to 3rd Floors including balcony.
 - (3) Replace two of the four present elevators.
 - (4) New freight elevator.
 - (5) Air conditioning 5th floor and balcony.
- (d) Should the cost of the above items and such necessary extras as might arise therefrom, including architectural and engineering fees, exceed \$587,000.00, such additional cost shall be borne by the Kaufman Straus Company without repayment by the Library Board.
- (e) Should the cost of the above items be less than \$587,000.00, escalators may be installed from the 3rd to the 4th floor at the option of Kaufman Straus Company. Any additional cost over and above a total of \$587,000.00 for the five items enumerated under paragraph "c" and the escalators from the 3rd to the 4th floors shall be borne by Kaufman Straus Company.

(f) Should the total cost of the items enumerated under paragraphs "c" and "e", be less than \$587,000.00 any or all of the following improvements in the order selected by Kaufman Straus Company may be provided:

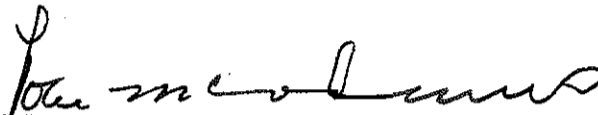
- (1) Escalators 4th to 5th floor.
- (2) Package chute
- (3) Penthouse
- (4) Air conditioning 6th floor

It is understood that should Kaufman Straus desire to provide any of the above improvements at their own expense they may do so.

- (g) The amended lease shall provide that maintenance, repairs and replacement of all equipment and mechanical facilities, and repairs to the building shall be paid for by Kaufman Straus Company.
- (h) Two of the present four elevators shall be replaced with new elevators, new doors and new machinery, using only the present hatchway. If, in the future, Kaufman Straus Company should find it desirable or necessary to expand the elevator service, one or both of the remaining present elevators shall be reconditioned or replaced and the entire expenditure shall be borne by Kaufman Straus.
- (i) The cost of such electrical, plumbing and heating changes as may be required to refixture the store shall be borne by Kaufman Straus Company as a part of the cost of refixturing.
- (j) Electrical wiring on the new 6th floor, ceiling of the 5th floor and new balcony to conform to new fixture layout shall be provided by the Library Board as a part of the \$587,000.00 above referred to.
- (k) Kaufman Straus shall furnish satisfactory guarantee to the Library Board that Kaufman Straus will spend a minimum of \$400,000 for new fixtures and the installation thereof.

The above proposed recommendations are not to be considered as a proposal from the Library Board. They are submitted to you in order that you may obtain the approval of your associates. If the recommendations are acceptable to Kaufman Straus Company they will then be submitted to the Board of Trustees as recommendations for final approval.

Yours very truly,


Pope McAdams


Dan Sullivan

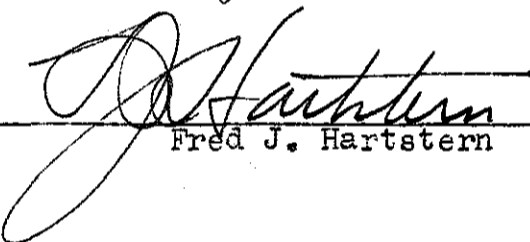

Fred J. Hartstern

Exhibit B

J. VERSER CONNER
ATTORNEY AT LAW
KENTUCKY HOME LIFE BUILDING
LOUISVILLE, KY.

March 29, 1948

Mr. Pope McAdams,
Kentucky Trust Co.,
Louisville, Kentucky.

Dear Pope:

IN RE: KAUFMAN LEASE

You have the draft of a Supplemental Lease between the Trustees of the Library and Kaufman Straus Company. In my opinion, it accomplishes these things:

Paragraphs 7 and 9 of the original lease are withdrawn and new paragraphs 7 and 9 substituted.

The Library agrees to advance \$437,000 instead of \$400,000.

Kaufman agrees to advance up to \$150,000, which is to be restored to it from excess rents, if any.

The required improvements to be made with the \$587,000 include the extra floor, the mezzanine floor, and electric wiring therefor, escalators from the first to the third floors, and balcony, instead of from the first to the fourth floors.

There are to be two new elevators, instead of repairs to old ones, and Kaufman now has the option completely to abandon or junk two of the present elevators, and there is to be a freight elevator, and the air conditioning installation is to include the balcony and fifth floor. So much is required.

If the required improvements cannot be made for \$587,000, Kaufman agrees to expend such additional sum as may be required to complete the above items. On the other hand, if that much of the work is done for less than \$587,000, Kaufman need not advance the whole \$150,000 but only so much thereof as, when added to the \$437,000 of the Library Board, will complete the job.

J. VERSER CONNER
ATTORNEY AT LAW
KENTUCKY HOME LIFE BUILDING
LOUISVILLE, KY.

March 29, 1948

#2

If there is anything left of the \$587,000, it may be used to extend the escalators to the fourth floor, Kaufman paying any additional amount that may be required, but this is optional with Kaufman.

If the escalators to the fourth floor are installed and there is still something left from the \$587,000, then the excess, plus such sum as Kaufman may be willing to expend, may be used to extend the escalators to the fifth floor, provide a package chute, penthouse, and air-conditioning the sixth floor.

The \$150,000, or so much thereof as may be advanced, may be deducted by Kaufman from rents in excess of \$100,000 per year, but of course there may be no deduction of more than \$15,000 in any one year.

Kaufman is to expend \$400,000 for fixtures and equipment and may begin the installation thereof before the improvements to be made by the Library are completed. If at the end of two years from the completion of the work by the Library, Kaufman has not expended \$400,000 for the purposes mentioned, it agrees to pay the Library, in three equal annual installments, the difference between what it has expended for those purposes and \$400,000.

The above are the changes as I understand them. I do not consider the lease perfect in form, but it seems to be the best from the standpoint of form that we are able to get, in view of the way the negotiations have to be conducted. I believe it accomplishes the purposes above mentioned.

Yours very truly,

J. Verser Conner

LOUISVILLE FREE PUBLIC LIBRARY
Board of Trustees Meeting
April 13, 1948

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held Tuesday, April 13, 1948 at 4:15 p.m. in the Librarian's office.

Present: Mrs. Fagin, Messrs. Farnsley, McAdams, McDaniel, Powell, Sanders, Sullivan, Rauch, Wilson, Wolford, Schneider and the Librarian.

Dr. Rauch presided.

It was moved by Mrs. Fagin and seconded by Mr. McDaniel that the minutes of the March 9 meeting be approved as distributed. The motion was carried.

Then it was moved by Mrs. Fagin and seconded by Mr. Powell that the minutes of the Special Board Meeting of April 1 be approved as distributed. This motion carried also.

Communications

The Secretary read a communication from Mrs. J. S. McMullen, representing the Republican Women's Club of Jefferson County and the Republican Business Women's Club of Jefferson County, suggesting that the statue of Abraham Lincoln on the Library grounds be floodlighted, and that the expense be borne by these clubs, and that the Library Board approve plans for installation.

After discussion it was moved by Mr. Wilson and seconded by Mr. Powell that the Board approve this suggestion with the understanding that the expense be borne by these two clubs, and that the plans for installation be approved by the Building Committee of the Board before such installation is undertaken.

The Secretary then read a communication from Mrs. Francis B. Rethwisch, President, and Mrs. Evelyn Crady Adams, Program Chairman, of the American Association of University Women inviting the Library to join with the American Association of University Women in sponsoring an Open House for the writers of books now residing in Louisville. This meeting will be open free to the public May 16 from 3:30 to 6 p.m. in the Main Library.

After discussion it was moved by Mrs. Fagin and seconded by Mr. McAdams and carried that the Library accept this invitation of the American Association of University Women.

At this point Mayor Farnsley suggested that the Librarian be given an unaudited expense allowance of \$2,500. He suggested that the Finance Committee include the \$2,500 in the forthcoming budget request for the next fiscal year, and that the Library Committee obtain the resolution which the Board of Trustees of the University of Louisville recently

passed granting such an expense allowance to the President of the University of Louisville, and that the Library Committee present this resolution at the next Board Meeting.

The members of the Board of Trustees expressed their approval of Mayor Farnsley's suggestions.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$17,292.53 were audited and found correct. She moved, Mr. McDaniels seconded and the motion carried that bills in this amount be ordered passed. A list of these bills may be found in Record Book # pages

Building Committee: Mr. Powell gave the report of the Building Committee. He reported that during the month Messrs. Powell, Hartstern and the Librarian met with Mr. Sam Jones, of the Board of Education, to examine the Monsarrat school for the purpose of determining whether or not the structure was strong enough to permit the storing of a considerable number of books or bound newspapers. It was the opinion of Mr. Hartstern, agreed to by all present, that the building was adequate for any storage purpose the library had in mind.

The boiler room and boilers were examined and found to be in good condition. Later in the month the Board of Education voted to grant the free use of this building to the Louisville Free Public Library for storage purposes.

At that same meeting it was agreed that bids for the furnishing and installation of moving stairways in the Kaufman-Straus building would be received and opened at 3 p.m., Thursday, April 15 in the Librarian's office. Specifications for moving stairways and for passenger elevators have been received.

Mr. Powell met with Mr. Hartstern and the Librarian to examine the safe in the Librarian's office. It was discovered that this safe was not in the least fire-proof; that the walls were ordinary plastered walls with a wooden floor. Mr. Hartstern stated that an adequate concrete vault could be installed for approximately \$3,000. It was the decision of those present to ask the Board for a decision concerning this matter.

It was reported that work on the new elevator was progressing, and that the Committee hoped the installation would be completed in the very near future.

In the discussion which followed the Librarian reported that the Board of Education had agreed to make the Monsarrat school available to the Public Library for storage purposes. He also reported that he and Superintendent Carmichael had had preliminary discussions concerning the possibilities of moving the Library's museum to the Monsarrat school and inviting the Parochial schools, the County schools and the University of Louisville to join the Board of Education and the Library Board in the support of an improved museum jointly and cooperatively maintained.

The Board authorized the Librarian to accept Monsarrat school for storage purposes and approved his continuing the discussion in relation to the museum.

It was suggested that Dr. K. P. Vinsel, of the Louisville Area Development Association, and Mr. Robert Paul, representing the Bernheim Foundation be asked to the meetings to discuss preliminary plans.

The Building Committee was requested to ask Fred Hartstern, architect, to have recommendations in regard to the safe ready to present to the Board at the May Meeting.

Mayor Farnsley suggested that the architect be asked to present an opinion and an estimate concerning the use of exhaust fans in the stack room to relieve the intense heat in the summer time.

Finance Committee: Mr. McAdams read the report of finances for the month which was ordered received and filed.

Mr. McAdams then reported on a proposal from a syndicate of brokers headed by Milton S. Trost of Stein Bros. and Boyce. The proposal is appended to these minutes as Exhibit A.

After considerable discussion it was reported by Mr. McAdams that the Finance Committee recommended that this proposal of the syndicate be accepted, and that Dr. Rauch be authorized to sign for the Library Board signifying acceptance.

It was moved by Mr. McAdams, seconded by Mr. McDaniel and carried unanimously that this recommendation of the Finance Committee be approved.

Librarian's Report: The Librarian reported that Dr. Rauch, Mr. Alan Schneider, Mr. Robert Sanders had presented him with forms certifying that they had taken the oath to discharge the duties as members of the Board of Trustees for a term of four years.

The Librarian announced that he had received a communication from Mr. Edward H. Dieruf, Director of Finances, requesting that the Finance Committee submit the Library's budget request not later than May 1. This communication was referred to the Finance Committee.

The Librarian reported the receipt of the gift of \$1,000 from Mayor Farnsley for the purpose of purchasing materials on City Planning to be placed in the various libraries of the system.

He called attention to the danger of flood water in Shawnee Branch and the possibility of flood water entering other library properties. The Board authorized the Librarian to take any steps necessary for the protection of its property.

The Librarian then read a communication from Florinne Kammerer, Head of the Extension Department, in which she recommended that the Library rent quarters in the Handicraft and Women's Exchange Shop for the sum of \$50 per month, including heat and light. It was pointed out that for a considerable length of time the Library had been unable to find suitable quarters in the St. Matthews area.

The Board approved this recommendation and authorized the Librarian to rent the quarters.

Election of Officers: Dr. Rauch relinquished the chair to Mayor Farnsley who called for the report of the Nominating Committee.

Mr. McAdams read the report of the Nominating Committee as follows:

The Executive Committee acting as Nominating Committee wishes to report nominations for officers of the Board of Trustees for the year 1948-49 as follows:

President	Dr. Joseph Rauch
Vice-President	Mr. Leo Wolford
Secretary	Mrs. Starling Fagin
Treasurer	Kentucky Trust Company

(s) Pope McAdams

(s) H. Cecil Powell

It was moved by Mr. Powell, seconded by Mr. Sullivan and carried unanimously that the nominations be closed and that the Secretary be instructed to cast one ballot. Then Mayor Farnsley announced that the persons nominated by the Committee had been elected.

There being no further business the meeting adjourned at 5:20 p.m.

MINUTES APPROVED:

President

C. M. Abraham

Secretary

STEIN BROS. & BOYCE

ESTABLISHED 1853

STARKS BUILDING ARCADE
FOURTH AND WALNUT STS.

LOUISVILLE, KY.

April 5, 1948

C. PREVOST BOYCE
HENRY C. EVANS
WILLIAM T. CHILDS
C. NEWTON KIDD
FITZHUGH J. DODDSON
ROBERT S. LANSBURGH
ELISHA RIGGS JONESMILTON S. TROST
RESIDENT PARTNER, LOUISVILLE

MEMBERS

NEW YORK STOCK EXCHANGE
BALTIMORE STOCK EXCHANGE
CHICAGO STOCK EXCHANGE
CHICAGO BOARD OF TRADE
COMMODITY EXCHANGE, INC.

ASSOCIATE MEMBERS

NEW YORK CURB EXCHANGE
BALTIMORE - NEW YORK
YORK - HAGERSTOWN
CUMBERLANDHon. Chairman and Board of Trustees
Louisville Free Public Library Board
Louisville, Kentucky

Gentlemen:

In order to provide funds for additional construction to the property owned by the Library Board known as the Kaufman-Straus Building, we submit the following Proposal for acceptance or rejection:

We will cause to be prepared \$437,000 of bonds of the Louisville Free Public Library, which bonds are to be secured by the present building and additions to be constructed, together with a fee on the real estate, said bonds to be secured the same as the bonds now outstanding. Said bonds to mature serially 2 to 20 years inclusive shall bear coupon rate of 3% per annum. At the public sale the bidders shall have the right to name the coupon rates so as not to exceed the above. Interest to be payable semi-annually, the bonds to mature according to the schedule of maturities to be mutually agreed upon.

This offer is based upon the new lease, which has been properly executed as of a recent date between Kaufman-Straus Company and the Library Board.

The provisions covering the callability of said bonds shall be the same as the present issue.

We and our attorneys are to do all the work incident to the preparation of the bonds, and the preparation of all Resolutions, Contracts and Notice of Sale, when the issue is ready for public sale, - and the papers necessary to confirm said sale. We will pay all of the expenses incident to this work, including the cost of the printing of the bonds, cost of publicly advertising same for public sale, and all other expenses that may be incurred in the issuance and sale of this bond issue. We shall pay the fees of our attorney, and the cost of the approving legal opinion issued in connection with the issuance of these bonds.

We will severally guarantee a bid to the Louisville Free Public Library Board of Trustees of at least \$1,020 plus accrued interest per one thousand dollars principal amount of bonds, for bonds bearing coupon rate of 3%. We shall be allowed a sum equal to 2 1/2% of the par value of the issue for our services, expenses and risk.

We will cause to be prepared by our Counsel, such instruments as may be necessary in the preparation and sale of this bond issue, and cause the bonds to be prepared and printed so that they can be offered at public sale. We will cause public notices to be given of the Notice of such sale, and comply with all legal requirements relative to the sale of such bonds. It is understood that we, the undersigned, are not to be prevented from bidding at the competitive sale of this proposed issue. Whether or not we are the highest and best bidders for the bonds at the public sale, a sum equal to 2 1/2% of the par value of the issue is to be paid to us immediately upon delivery of the bonds to the successful bidder and payment therefor.

STEIN BROS. & BOYCE

ESTABLISHED 1853

STARKS BUILDING ARCADE
FOURTH AND WALNUT STS.
LOUISVILLE, KY.

C. PREVOST BOYCE
HENRY C. EVANS
WILLIAM T. CHILDS
C. NEWTON KIDD
FITZHUGH J. DODDSON
ROBERT S. LANSBURGH
ELISHA RIGGS JONES

MILTON STIROST
RESIDENT PARTNER, LOUISVILLE

MEMBERS

NEW YORK STOCK EXCHANGE
BALTIMORE STOCK EXCHANGE
CHICAGO STOCK EXCHANGE
CHICAGO BOARD OF TRADE
COMMODITY EXCHANGE, INC.

ASSOCIATE MEMBERS

NEW YORK CURB EXCHANGE
BALTIMORE - NEW YORK
YORK - HAGERSTOWN
CUMBERLAND

Hon. Chairman and Board of Trustees - Page 2

This proposal is subject to said bonds being approved as to legality by our attorneys, Chapman & Cutler, Attorneys, Chicago, Illinois, and is subject to the sale of said bonds being made to a successful bidder within 35 days from the date of this proposal. If said bonds are not so sold later than 35 days from the date of this proposal, thereafter we shall have the right to submit a bid for said bonds at any sale of same, and if said bonds are sold and delivered to us or to anyone else at any time on a basis of a bid equivalent to or better than 102 plus accrued interest for bonds bearing coupon rate as stated above, we shall be entitled to a sum equal to 2 1/2% of the par value of the bonds sold regardless of what coupon rate said bonds sold may bear.

In the opinion of our Counsel, the bonds shall carry the same tax free status regarding Federal and Kentucky State Income Taxes as on the previous issue.

It is distinctly understood that by the acceptance of this contract you are incurring no liability unless the bonds are sold at the public sale and the money received by you.

Very truly yours,

ALMSTEDT BROS.
THE BANKERS BOND CO.
BLYTH & CO.
J. J. B. HILLIARD & SON
O'NEAL, AIDEN & CO.
STEIN BROS. & BOYCE
W. I. LYONS & COMPANY
MERRILL LYNCH, PIERCE, FENNER & BEANE
HILL & CO.
WALTER, WOODY & HELMERDINGER
STEIN BROS. & BOYCE

By ) Chairman.

Accepted:

LOUISVILLE FREE PUBLIC LIBRARY BOARD

By ) Chairman.

LOUISVILLE FREE PUBLIC LIBRARY
Board of Trustees Meeting
May 11, 1948

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held Tuesday, May 11, 1948, at 4:15 p.m. in the Librarian's office.

Present: Mrs. Fagin, Messrs. McAdams, McDaniel, Pitt, Powell, Rauch, Sanders, Schneider, Sullivan, Wilson, and the Librarian.

Dr. Rauch presided.

It was moved by Mr. Powell, seconded by Mr. McDaniel and carried that the minutes for the meeting of April 13 be approved as distributed.

Communications: The Librarian read a communication from Mr. Patrick S. Kirwan requesting permission for the Americans for Democratic Action to use the library's meeting room for their regular meetings. After some discussion, it was moved by Mr. Sanders, seconded by Mr. Wilson and carried that this permission be granted to the Americans for Democratic Action.

The Librarian read a communication from Mr. George L. Rush, Regional Director, The National Conference of Christians & Jews, Inc., in which it was stated that the Board of Directors of the National Conference of Christians and Jews had voted that the Audio-Visual materials belonging to that association be made available for distribution through the Audio-Visual Department of the Louisville Free Public Library as an indefinite loan. The conditions governing this loan were (1) that the material be returned upon request, (2) written reports on the use of the films be submitted to the Kentucky Regional Director of The National Conference of Christians & Jews, Inc., (3) that the Library make these films available to any one requesting them from the State of Kentucky or from New Albany, Jeffersonville, and Charlestown, Indiana.

In discussing this communication, the Librarian stated that the United Nations had suggested that the Louisville Free Public Library distribute its film slides on educational subjects throughout the State of Kentucky. After some discussion, it was moved by Father Pitt and seconded by Mr. McAdams that the Board accept these offers with the understanding that the Library has no responsibility for the replacement of worn out, lost, or damaged materials. The motion carried unanimously.

Library Committee: Mrs. Fagin read certification that bills for the month of April amounted to \$20,071.52 had been audited and found correct. She moved and it was seconded by Mr. Sullivan and carried that bills in this amount be ordered paid.

Mrs. Fagin then announced that the annual conference of the American Library Association was being held in Atlantic City, New Jersey, from June 11-21. She moved and it was seconded by Mr. Powell and carried that the Librarian represent the Library at the conference with expenses paid by the Library.

* (Voucher 372 - checks 6312-6485 inclusive, listed in ledger, pages 193-199)

Building Committee: Mr. Powell read the report of the Building Committee's meeting held in the Librarian's Office on April 29, 1948, at 3:30 p.m.

Those present were: Messrs. Powell, Sanders, Sullivan, Wilson, McAdams, Hartstern, Schacter, and Mr. Graham, Librarian.

Mr. Powell presided as Chairman.

The Chairman stated that bids had been received in the Librarian's Office on April 15, 1948, for Moving Stairways; April 22, 1948, for Passenger Elevators; April 29, 1948, for the Freight Elevator, all to be installed in the Kaufman Straus Building.

The Chairman further stated that he had not called the entire Building Committee together to receive and tabulate the bids as no consideration for award of contract was to be given at the time that the bids were received. The purpose of this meeting was to consider all of the bids received and make such awards as the Committee deemed proper, under authority previously granted by the Board.

Mr. Powell stated that the first item to be considered was the award of a contract for Moving Stairways, and called upon Mr. Hartstern, the Board's Architect, for his report and recommendations.

Mr. Hartstern stated that his report and recommendation was a joint report of the Architect and the Representative of Kaufman Straus Company, through their President, Mr. H. W. Schacter. Mr. Hartstern then submitted the report and recommendation which is appended to these minutes as Exhibit "A".

After a thorough discussion it was moved by Mr. Wilson, seconded by Mr. Sullivan and carried unanimously, that the recommendation of the Board's Architect, Mr. F. J. Hartstern and the Kaufman Straus Company through their President, Mr. H. W. Schacter, be approved and that a Contract be awarded to the Otis Elevator Company, for the furnishing and installation of Moving Stairways, for the sum of \$125,450.00, in accordance with the aforesaid recommendation.

Mr. Powell then asked the Architect for his recommendation on the two new Passenger Elevators, which was submitted and is appended to these minutes as Exhibit "A-1".

After a thorough discussion, it was moved by Mr. Sullivan, seconded by Mr. Wilson and carried unanimously, that a Contract be awarded to the Otis Elevator Company, for the furnishing and installation complete of two new Passenger Elevators in the Kaufman Straus Building, for the sum of \$45,994.00, in accordance with the recommendation of the Architect and the Kaufman Straus Company.

Mr. Powell then called for a recommendation on the Freight Elevator, which was submitted by the Architect, and is appended to these minutes as Exhibit "A-2".

After a thorough discussion it was moved by Mr. Wilson, seconded by Mr. Sanders and carried unanimously, that a Contract be awarded the Abell Elevator Company, in accordance with the recommendation of the Architect and Kaufman Straus Company, for the installation of a new Freight Elevator for the sum of \$20,114.00.

Mr. Powell requested that the Architect notify the various Contractors who had been awarded contracts and to state therein the conditions of the award in accordance with the action of the Committee.

There being no other business the meeting adjourned at 5:00 p.m.

It was moved by Mr. Powell, seconded by Mr. McAdams and unanimously adopted that the report of the Building Committee be approved and that the President of the Board be and is hereby authorized to execute a contract with the Otis Elevator Company, for the installation of six (6) Moving Stairways from the 1st to the 3rd Floor, in the Kaufman Straus Building, for the sum of \$125,450.00. in accordance with the recommendation of the Building Committee, and that the President of the Board be and is hereby authorized to execute a contract with the Otis Elevator Company for the installation of two (2) new Passenger Elevators, in the Kaufman Straus Building, for the sum of \$45,994.00, in accordance with the recommendation of the Building Committee, and that the President of the Board be and is hereby authorized to execute a Contract with the Abell Elevator Company, for the installation of one (1) Freight Elevator, in the Kaufman Straus Building, for the sum of \$20,114.00, in accordance with the recommendation of the Building Committee.

Mr. Powell gave a report of the maintenance work completed to May 1. This was ordered filed.

Then Mr. Hartstern, Architect, came into the meeting and he was asked by Mr. Powell to report on the contracts let and the cost of improvements at the Kaufman Straus Company.

Mr. Fred J. Hartstern presented to the Board his report, dated May 11, 1948, (and drawings), as to contracts let and as to estimate of costs of the basic improvements provided for by the lease and supplemental lease between Kaufman Straus Company and the Library Board.

Said report reads as follows:

May 11, 1948

Board of Trustees,
Louisville Free Public Library
Louisville, Kentucky.

Gentlemen:

The Lease between the Board of Trustees of the Louisville Free Public Library and the Kaufman Straus Company, dated June 20, 1947, and the Supplemental Lease dated March 29, 1948, for the building at 427 S. Fourth Street, generally known as the Kaufman Straus Building, require that the following additions and alterations to the building be made by the Lessor:

1. New 6th Floor between the 5th Floor and Roof.
2. New Balcony between the 1st and 2nd Floor.
3. Six (6) Moving Stairways from 1st to 3rd Floor, including the Balcony.
4. Replacing two (2) of the four (4) present Passenger Elevators.
5. Install new Freight Elevator.
6. Air Conditioning 5th Floor and Balcony.

Bids have been received and contracts awarded on the following:

1. Moving Stairways-Otis Elevator Co.	\$125,450.00	
2. Passenger Elevators - Otis Elevator Co.	45,994.00	
3. Freight Elevator-Abell Elevator Co.	<u>20,114.00</u>	\$191,558.00

The following estimate of cost which includes Architectural and Engineering Services, is for basic improvements on which contracts have not been let.

Structural work in connection with Moving Stairways	\$55,000.00	
New Penthouse for Passenger Elevators	6,000.00	
Structural work in connection with the New Freight Elevator	27,500.00	
New Balcony and New 6th Floor	222,500.00	
Air Conditioning Balcony and 5th Floor	40,000.00	
Reserve for contingencies	<u>44,442.00</u>	<u>\$395,442.00</u>
TOTAL ESTIMATED COST		587,000.00

In awarding the contract for Moving Stairways, an option was reserved for two (2) additional Moving Stairways from the 3rd to the 4th Floor, in the amount of \$42,658.00, subject to adjustment for changes in prices between April 1948, and the time the option is exercised. In the event the sum reserved for contingencies is not required in order to complete the work within the \$587,000.00 amount, the two (2) additional Moving Stairways from the 3rd to the 4th Floor may be installed at the option of the Lessee, but Lessee shall pay any cost incurred in excess of what remains of the \$587,000.00.

Should the basic improvements consisting of New 6th Floor, New Balcony, Six (6) Moving Stairways 1st to 3rd Floor including Balcony, two (2) New Passenger Elevators, New Freight Elevator and Air Conditioning 5th Floor and Balcony, exceed the sum of \$587,000.00, the Kaufman Straus Company guarantees that the work will be completed by the following provision in the Lease:

"If the cost of the above items and such necessary extras as might arise therefrom should exceed \$587,000.00, such additional cost shall be borne by the Lessee without repayment by the Lessor, but if such cost is less than \$587,000.00, Lessee's obligation to advance said sum of \$150,000.00, may at Lessee's option, be reduced to the amount required for the completion of the aforementioned work."

Submitted herewith are Drawings No. 1423 to 1431, inclusive, which show the extent of the alterations and additions.

Respectfully submitted,

s/s F. J. Hartstern, AIA

Upon motion duly made by Mr. McAdams seconded by Mr. Powell and carried, it was resolved that the actions of the President of the Board of Trustees in executing the three contracts mentioned in said report be and they are ratified and approved.

The report of Fred J. Hartstern with respect to additional basic improvements, estimated to cost \$587,000 is approved. As appears from said report, said cost of \$587,000 includes the costs involved in the contracts already executed and the estimated cost of the remaining basic improvements, including \$44,442.00 reserve for contingencies. Fred J. Hartstern is authorized to proceed with the repairs and improvements as outlined in his said report, and in accordance with the time schedules agreed upon with the contractors and with Kaufman Straus Company, and in accordance with the architect's drawings submitted with his report of May 11, 1948.

Mr. McAdams then presented a communication from Mr. Harry W. Schacter, President of Kaufman Straus Company as follows:

May 7, 1948

Board of Trustees,
Louisville Free Public Library,
Louisville, Kentucky

Gentlemen:

I hand you herewith a Resolution adopted by the Board of Directors of the Kaufman Straus Company, on the 7th day of May, 1948, appointing me as representative of the Lessee, to approve the contracts, etc. entered into by you for the improvement of the Kaufman Straus Building; and also authorizing me to agree with you as to the order in which the various phases of the work shall be begun and prosecuted.

Simultaneously herewith, I am approving the contract between you and the Otis Elevator Company for the installation of escalators from the first to the third floors, and an option on the third to the fourth floor; the contract of the Otis Elevator Company for the installation of two new passenger elevators; and the contract of the Abell Elevator Company for the installation of one new freight elevator together with all of the supporting documents referred to in said contracts.

We all recognize the fact that the escalators from the first to the third floors should be installed before other major work is begun, and it is agreed that the installation of said escalators, and such structural work as may be required, incident to such installation, shall be begun within 90 days, as provided in said contract; and that no other major work be begun until after January 1, 1949. The installation of the two passenger elevators and the one freight elevator, and the remaining structural work contemplated shall be

begun as soon after January 1, 1949, as may be feasible and practicable.

Yours very truly,

KAUFMAN STRAUS COMPANY,

By, /s/ Harry W. Schacter.

AGREED TO:

Board of Trustees of
Louisville Free Public Library,
By, /s/ Joseph Rauch

Mr. McAdams presented an excerpt from a special meeting of the Board of Directors of the Kaufman Straus Company as follows:

KAUFMAN STRAUS CO., INC.

LOUISVILLE, KY.

Excerpt from a special meeting of the Board of Directors of the Kaufman Straus Company held on May 7th, 1948 pertaining to the approval of contracts entered into by the Louisville Free Public Library.

The Chairman then stated that the meeting was called for the purpose of considering and approving contracts which the Louisville Free Public Library has secured on certain parts of the improvement program to the building, and that under the terms of our lease we have the right to approve such contracts before they were entered into by the Louisville Free Public Library. After a general discussion on the subject and upon motion made by Mr. Trost, seconded by Mr. Cole and unanimmously carried,

IT WAS RESOLVED, THAT WHEREAS, the Lease, dated the 20th day of June 1947, and the Supplemental Lease, dated the 29th day of March 1948, between the Trustees of the Louisville Free Public Library and the Kaufman Straus Company for the premises located at 427-37 South Fourth Street, Louisville, Kentucky required that certain improvements be made on said premises by the Louisville Free Public Library as promptly as possible after March 29th, 1948 and that the plans, specifications, contracts and the name of the contractor doing the work shall be submitted to the Kaufman Straus Company and be subject to its approval and further requiring that the work be done in such a manner so as to interfere as little as possible with the conduct of the business of the Kaufman Straus Company upon said premises,

NOW, THEREFORE, BE IT FURTHER RESOLVED: That Harry W. Schacter, President of the Kaufman Straus Company, be and is hereby authorized on behalf of the company to enter into agreements with the Trustees of the Louisville Free Public Library from time to time with respect to the order in which the various items of work contemplated by the lease shall be begun and prosecuted, to the end that there may be accommodations between the provisions of the Lease requiring that the work be begun promptly and pursued expeditiously, and its provisions with respect to prosecuting the work with as little interruption to the business of the Kaufman Straus Company as may be feasible

IT WAS FURTHER RESOLVED: That Harry W. Schacter, President, on behalf of the Kaufman Straus Company be and is hereby authorized to approve the plans, specifications, contracts and contractors for said work.

I, the undersigned, secretary of the Kaufman Straus Co., Inc. do hereby certify that the foregoing is a true and complete copy of the excerpt of the minutes of a Special Meeting of the Board of Directors held on May 7th, 1948, pertaining to the approval of contracts entered into by the Louisville Free Public Library.

In witness whereof I have hereunto subscribed my name and affixed the seal of the corporation this eighth day of May 1948.

/s/ R. J. Gardner

It was moved by Mr. McAdams, seconded by Mr. Powell and carried that this excerpt be attached to the Lease with the Kaufman Straus Company.

Finance Committee: Mr. McAdams gave the report of finances for the month. This was ordered filed.

Mr. McAdams then read the following letter from Barrett, Robinson, Dickey & Swope concerning additional rents insurance on the Kaufman Straus Building:

27 April 1948

Mr. Pope McAdams, Chairman
Finance Committee
Louisville Free Public Library
Louisville, Kentucky

Rents Insurance - Kaufman-Straus Building

Dear Mr. McAdams:

Again referring to our conversation with reference to the Rents Insurance on the Kaufman-Straus Building, in adjusting the rent loss which was caused by the fire of December, 1947, it developed that the rents for the year ending January 31, 1948 were \$186,752.87. As you know, the Library is only carrying \$125,000 Rents Insurance with a specified limit per month; on this basis if the recent loss would have resulted in elimination of all Kaufman-Straus sales for a complete month, the Library would have suffered appreciable loss because the limit set for the month of December was less than the actual income derived from the sales for that month.

We would like to make two recommendations. First, increase the total annual rents insurance to at least \$150,000. Second, write this coverage under a recently published contribution from which does not limit the coverage per month to a specified amount, but rather limits the amount collectable to the actual loss sustained. This form carries the 75% Co-Insurance Clause and requires that you carry at least 75% of the total rental income for one year. To be on the safe side we would estimate this amount to be \$200,000, consequently requiring \$150,000 insurance recommended above.

The premium to buy this additional \$25,000 Fire & Extended Coverage and to change the present existing policies to the new form will be approximately \$220. for the unexpired term. This additional premium is primarily due to the increase in cost of the \$25,000 additional insurance and not to the change in form. These figures are based on the recommendations being effective as of April 26, 1948.

Will you please let us know your wishes in the matter.

Yours very truly,

BARRET, ROBINSON, DICKEY & SWOPE

/s/ C. E. Swope

Mr. McAdams stated that it was his recommendation that an additional \$25,000 worth of rent insurance be purchased and the the 75% co-insurance clause be attached.

It was moved by Mrs. Fagin, seconded by Mr. Sullivan and carried unanimously that this recommendation be approved.

Mr. McAdams stated that the budget hearing had been set for Tuesday, May 18 at 2:00 p.m. in the Mayor's office. He distributed copies of the request budget to be submitted at that time. It was moved by Mr. Wilson and seconded by Father Pitt that this budget request be approved for transmittal to the Board of Aldermen. The motion carried. A copy of this budget request is appended to these minutes as Exhibit "B".

Mr. McAdams then reported on the cost of the new bond issue and presented a schedule of the mortgage bond requirements. It was ordered that this schedule become a part of this record. It is appended to these minutes as Exhibit "C".

Librarian's Report: The Librarian distributed the selected list of new books added to the Library and also sample bookmarks which had been developed by the Children's Department for its summer program.

Unfinished Business: Mr. Schneider stated that Mayor Farnsley could not be present at the meeting and had asked him to present the following resolution concerning the Librarian's expenses:

It was stated that the Office of Librarian carries with it expenses that are purely official and yet, up to the present time have been borne by the Librarian. There is no way of telling in advance what these expenses will be for a given month or year. With this in view and in keeping with the dignity and importance of the position of Librarian of the Louisville Free Public Library the following resolution was unanimously passed:

RESOLVED that the Librarian be granted the sum of \$2,500 per annum and that such sum be used by him to take care of such expenses as in his discretion are part of the obligations in appropriately meeting the requirements of his office. Said \$2,500 to be in addition to expenses which he may incur on behalf of the Library when he is away from home and for which amounts the Library will reimburse him.

It was moved by Mr. Schneider and seconded by Father Pitt that this resolution be adopted by the Board. The motion carried unanimously.

New Business: Mr. Wilson then read the following prepared statement of remarks:

Louisville, Kentucky
May 11, 1948

REMARKS OF ATWOOD S. WILSON, TRUSTEE OF THE LOUISVILLE FREE PUBLIC LIBRARY, AT THE LIBRARY BOARD MEETING ON THE ABOVE DATE.

Mr. President, Librarian, and Fellow Trustees:

Today I have brought to you for your consideration a resolution which would grant the use of the Main Library here at Fourth and York Streets to all of the citizens regardless of race.

You are aware, I am sure, that the Main Library has educational facilities not to be found in any neighborhood branch. We have here a museum, our rare books, microfilms, recordings, and opportunities for research not available in any branch. In this era when the eyes of the world are upon America, who should logically be the leader of the United Nations General Assembly, it seems feasible that we do all possible to give to each citizen, regardless of race, color, or creed, equal educational opportunities. This is not a matter of social equality; it is a matter of fairness.

The Main Library requires our greatest capital outlay and in view of the fact that it is mainly tax supported, it is logical that all citizens share its facilities. There is no branch separate but equal for Negro citizens. As a member of the building committee, I have for these several years supported every expenditure that would improve our Main Library. I have done this always hoping for a day when we could have these facilities for all of our citizens.

Any foreigner, regardless of his color, may come into our main branch for reading and research. Can we, therefore, logically deny this privilege to our Negro citizens who have been loyal through the ages, fought in every war, helped build America and have produced no traitors to this great America? Louisville is to be commended for its endeavors to provide library facilities for its Negro citizens. It was the first city in the United States to have a branch library. It now has two large branches for Negroes, a recently opened smaller branch at the Virginia Avenue School, and other collections. For these the Negro citizens are grateful. Can we not keep this trend of leadership in the South and go one step further as suggested in the resolution being presented today?

As the only Negro member of the Board of Trustees, I feel it an obligation to present to you in the kindest spirit this important resolution. I am aware of past policies and traditions and present this resolution for a change of policy. There seems to be no legal barrier to this change, and as our good Mayor Charles Farnesley has stated, "It is up to the Trustees."

Finally, may I state that it is my frank belief that the type of Negro citizen who would want to use the facilities of the Main Library would be of the highest calibre. It would be our college students, our students of research,

and those of a type whose culture would do honor to this great edifice. I do not believe the white citizens will object in any large way to this resolution because it was a white woman of Louisville, Mrs. Clare Hoffman, who recently made such a recommendation to our mayor, the Honorable Charles Farnsley.

I implore your sincere consideration and action on this resolution.

Atwood S. Wilson, Trustee

SPECIAL RESOLUTION

May 11, 1948

The Board of Trustees of the
Louisville Free Public Libraries:

The city of Louisville was first in the United States to give a branch library to the Negro citizens of its community. This was the branch erected at 10th and Chestnut Streets some years ago. More recently, the city of Louisville opened a branch at Hancock and Lampton Streets for the Negro citizens of that section of the city.

During the last decade, the Main Library at Fourth and York Streets has made many improvements and become the center of culture including a museum, recordings and other facilities not found in the branch libraries of the city.

In order that each citizen of Louisville might have an equal educational opportunity, regardless of race, color, or creed, be it resolved that the facilities of the Main Library at Fourth and York Streets be made available to all citizens of Louisville immediately.

Submitted by,

/s/ Atwood S. Wilson,
Member of the Board of Trustees

It was moved by Father Pitt and seconded by Mr. Schneider that this special resolution be adopted by the Board. Dr. Rauch asked for a discussion of the motion and proceeded to read a communication from the Education Committee of the National Association for the Advancement of Colored People. This communication is appended to these minutes as Exhibit "D".

In the discussion which followed, it was brought out by those opposing the adoption of this resolution that more time for study should be given. It was stated that this resolution should be studied very carefully and an attempt should be made to discover the wishes of the majority of the citizens of Louisville. Those in favor of the resolution stated that they had had sufficient time to study the matter and that delay would be of no advantage. After considerable discussion Dr. Rauch put the question and the vote on adopting the resolution was as follows: Those in favor: Messrs. Pitt, Powell, Sanders, Schneider, and Wilson. Those opposed Mrs. Fagin, Messrs. McDaniels, McAdams, and Sullivan. Dr. Rauch stated that the motion was carried and that the resolution was adopted.

There being no further business, the meeting adjourned at 5:55 p.m.

MINUTES APPROVED:

President

Atwood S. Wilson
Secretary

Exhibit "A"

FRED J. HARTSTERN

ARCHITECT
REALTY BUILDING
LOUISVILLE 2, Ky.

April 29, 1948

Re: Kaufman Straus Building
Moving Stairways

Building Committee
Board of Trustees
Louisville Free Public Library
Louisville, Kentucky

Gentlemen:

It is a requirement in the lease on the Kaufman Straus Building that the lessee shall approve all contracts for improvements as set forth in the lease. These recommendations are therefore offered for your consideration by both Mr. Schacter and the writer.

C. E. Swanson Associates, Incorporated, Department Store Specialists, have been retained by Kaufman Straus Company to advise them in their merchandising program and to design the new fixtures to be provided by Kaufman Straus under the lease. The writer contacted Mr. Ness of C. E. Swanson Associates, regarding the type of Moving Stairways to be installed, and attached is a copy of a letter which sets forth their recommendations.

In accordance with these recommendations, specifications were prepared and bids received in the Office of the Librarian on April 15, 1948, at 3:00 P.M. Attached is a recap of these bids.

The bid of Otis Elevator Company and the bid of Westinghouse Electric Corporation are in strict accordance with the specifications. The bid of Multiscope, Incorporated, whose trade name is "Motorstair" is not in accordance with the specification in that the basic variation is for 18" moving treads, as against the 24" width specified, and the operation of the hand rail differs from the operation of the hand rail specified.

Inasmuch as the bid on Motorstair is approximately \$26,000.00 less than the bid of Otis Elevator Company or Westinghouse Electric Corporation, serious consideration was given to the use of this equipment. It was finally determined that Motorstair would not be satisfactory for the use that would be required in the Kaufman Straus Building because of the following conditions:

1. Moving Stairways are to provide the principal method of vertical transportation and because of this, the moving treads must be wide enough to accommodate an adult and a child. This is not possible with 18" wide treads.

April 29, 1948

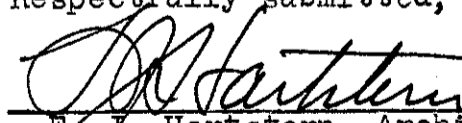
2. The Multiscope Company advises us that satisfactory service will be provided through a dealer organization. It is questionable whether this type of service will be satisfactory inasmuch as both Westinghouse and Otis find it necessary to have direct factory branches in order to properly service their installations.


In analyzing the bids of Westinghouse and Otis, there is a difference in the base bid of \$310.00 in favor of Westinghouse Electric Corporation. Westinghouse, however, requires 225 days to install their equipment as against 190 days required by Otis Elevator Company. This is a difference of 35 days and if the contracts are awarded today, installation by Westinghouse will be completed on December 10, as against November 5 by Otis. During the heavy Christmas Season sales, these 35 days would be worth many times a difference of \$310.00.

It is, therefore, the joint recommendation of your Architect, and H. W. Schacter, President of Kaufman Straus, that a contract be awarded to the Otis Elevator Company subject to the following conditions:

1. A contract be awarded on the Base Bid, which provides for six (6) Moving Stairways, from the First Floor to the Third Floor, including the Balcony, in the amount of \$125,450.00.
2. The date of the contract for the determination of the completion date in accordance with the time established in their proposal dated April 14, 1948, shall be April 29, 1948. This will establish the completion date as November 5, 1948.
3. A liquidated damage clause shall be written into the contract. The amount of liquidated damages to be established at \$500.00 per day, for all days past November 5, 1948, exclusive of Sundays, that the installation is not complete and ready for operation.
4. The Owner shall reserve an option which permits them to accept Alternate No. 1 at any time during 1949. This Alternate is for two (2) Moving Stairways from the Third to Fourth Floor, and the amount of bid is \$42,658.00. This amount to be subject to adjustment as determined by the Government Index, provided in any event, that the amount shall not increase or decrease the cost more than 10 percent (10%).

Respectfully submitted,


F. J. Hartstern, Architect


H. W. Schacter, President,
Kaufman Straus Company

ENCS.

COPY

E. Swanson Associates, Inc.
Designers

Equipment, Building and Merchandising Connseors
225 N. Michigan Avenue
Chicago, 1, Illinois

March 11, 1948

Mr. Fred J. Hartstern,
Realty Building,
Louisville, 2, Kentucky.

Re: Kaufman Straus Company.

Dear Mr. Hartstern:

In regard to the vertical transportation system for the Kaufman Straus Store, we reiterate mercantile requirements of the system in brief as follows:

1. Vertical traffic carrying capacity for the areas contemplated in the expanded Kaufman Straus Building indicates a need of approximately 3500 people per hour.
2. For maximum benefits in mercantile sales, escalators will satisfy this requirement in our opinion better and less expensively than elevators. Therefore, escalators are recommended.
3. In our experience, the mathematical capacity of any escalator is greater than is obtained in actual usage. Customarily, therefore, we suggest selecting equipment allowing for this factor by obtaining equipment that has a theoretical greater capacity than the required capacity. In addition this gives us a safety factor for future expansion of sales in business without additions to the transportation system.
4. The type escalator most desirable at the current writing, in our opinion, would be an Otis or Westinghouse escalator having a rated capacity of 4500 people per hour or better. Width between interior balustrades should be about 32 inches or greater to make it possible to accommodate an adult and a child on a single tread intermitently during the flow of traffic. To effect this, the width at tread itself should be approximately 24 inches.

When you develop your framing plan and specifications on the enclosure work surrounding escalators, I should like to have a discussion with you regarding types of materials, etc., used from a maintenance standpoint, all subject to your budget, i.e., exterior balustrading and well-way railings in Formida or Vitrolite would give us an installation which would look handsome forevermore as compared to other more perishable materials.

Please know we stand ready to cooperate with you on this project in any manner required by you.

Cordially yours,

/s/ J. S. Ness

RECAP OF BIDS RECEIVED

FOR MOVING STAIRWAYS

KAUFMAN STRAUS BUILDING

April 15, 1948 - 3:00 P.M.

OTIS ELEVATOR COMPANY

Base Bid - Stairways 1st to 3rd	\$125,450.00
Alternate No. 1 - Stairways 3rd to 4th	<u>42,658.00</u>
TOTAL	\$168,108.00
Alternate No. 2 - Stairways 4th to 5th	<u>42,658.00</u>
	\$210,766.00

Installation begin 90 days -
completed 100 days thereafter

WESTINGHOUSE ELECTRIC CORPORATION

Base Bid - Stairways 1st to 3rd	\$125,140.00
Alternate No. 1 - Stairways 3rd to 4th	<u>42,680.00</u>
TOTAL	\$167,820.00
Alternate No. 2 - Stairways 4th to 5th	<u>42,680.00</u>
	\$210,500.00

Installation begin 110 days -
completed 115 days thereafter

MULTISCOPE INCORPORATED (MOTORSTAIR)

Stairways 1st to 3rd	\$ 99,377.00
Stairways 3rd to 4th	<u>34,239.00</u>
TOTAL	\$133,616.00
Stairways 4th to 5th	<u>34,398.00</u>
	\$168,014.00

Delivery - Ship 2 Units in 60 days
Ship 2 Units every 3 weeks until completed

Exhibit "A-1"

FRED J. HARTSTERN

ARCHITECT
REALTY BUILDING
LOUISVILLE 2, KY.

April 29, 1948

Building Committee,
Louisville Free Public Library Board,
Louisville Free Public Library,
Louisville, Kentucky.

Gentlemen:

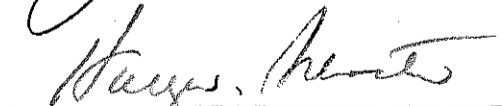
Attached is a tabulation of bids received on April 22, 1948, at 3:00 P.M., for two (2) New Passenger Elevators, to be installed in the Kaufman Straus Building, 427 S. Fourth Street, Louisville, Kentucky.

You will note that Otis Elevator Company is the low bidder in the amount of \$45,994.00, and it is our recommendation that a contract be awarded to them subject to the following conditions:

1. The contract is to be based on the proposal of the Otis Elevator Company, dated April 20, 1948, in the amount of \$45,994.00.
2. Actual installation shall begin at a time when directed by the Owner, and the time for beginning the work will not be prior to January 1, 1949, nor later than July 1, 1949. Sufficient advance notice will be given in order that we may properly instruct the Otis Elevator Company so that they can schedule their shipments.

Yours very truly,


F. J. Hartstern, AIA


H. W. Schacter, President
Kaufman Straus Company

FJH:EO

RECAP OF BIDS RECEIVED
FOR PASSENGER ELEVATORS

KAUFMAN STRAUS BUILDING

April 22, 1948 - - 3:00 P.M.

OTIS ELEVATOR COMPANY

Base Bid - - - - - \$45,994.00

Installation to begin 126 days -
completed 63 days thereafter -
total 189 days.

WESTINGHOUSE ELECTRIC COMPANY

Base Bid - - - - - \$47,391.00

Installation to begin 125 days -
completed 140 days thereafter,
total 265 days.

HELLER ELEVATOR COMPANY

Base Bid - - - - - \$51,983.00

Installation to begin 90 days -
completed 200 days thereafter,
total 290 days.

SHEPARD ELEVATOR COMPANY

Base Bid - - - - - \$57,000.00

Installation to begin 100 days -
completed 168 days thereafter,
total 268 Days.

MURPHY ELEVATOR COMPANY

Base Bid - - - - - \$60,169.00

Installation to begin 240 days,
completed 180 days thereafter,
total 420 days.

Exhibit "A 2"

FRED J. HARTSTERN

ARCHITECT
REALTY BUILDING
LOUISVILLE 2, KY.

April 29, 1948

Building Committee,
Louisville Free Public Library Board,
Louisville Free Public Library,
Louisville, Kentucky.

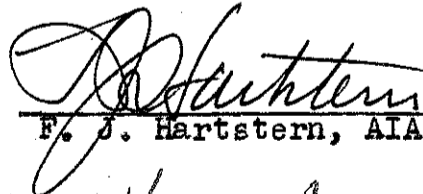
Gentlemen:

Attached is a tabulation of bids received on April 29, 1948, at 3:00 P.M., for one (1) Freight Elevator, to be installed in the Kaufman Straus Building, 427 S. Fourth Street, Louisville, Kentucky.

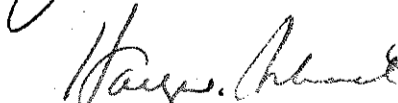
You will note that the Abell Elevator Company is low bidder for Alternate No. 1, in the net amount of \$20,114.00. It is our recommendation that a contract be awarded the Abell Elevator Company, subject to the following conditions:

1. The contract shall be based on the proposal of the Abell Elevator Company, dated April 29, 1948, for Alternate No. 1, in the amount of \$20,114.00.
2. Actual work on the premises shall start at the direction of the Owner, which will not be before January 1, 1949. Sufficient advance notice will be given so that we may instruct the Abell Elevator Company, in order that they may properly schedule their work.

Yours very truly,


F. J. Hartstern, AIA

FJH:EO


H. W. Schacter, President
Kaufman Straus Company.

RECAP OF BIDS RECEIVED
FOR FREIGHT ELEVATOR

KAUFMAN STRAUS BUILDING

April 29, 1948 - 3:00 P.M.

ABELL ELEVATOR COMPANY

Base Bid - - - - -	\$24,674.00	
Alternate No. 1 - Deduct - - - - -	4,560.00	
Net Amount Alternate No. 1 - - - - -		\$20,114.00

Installation to begin ten (10) days -
completed 60 days thereafter.

OTIS ELEVATOR COMPANY

Base Bid - - - - -	\$21,623.00	
Alternate No. 1 - Deduct - - - - -	650.00	
Net Amount Alternate No. 1 - - - - -		\$20,973.00

Installation to begin 120 days -
completed 50 days thereafter.

SHEPARD ELEVATOR COMPANY

Base Bid - - - - -	\$21,500.00	
Alternate No. 1 - Deduct - - - - -	500.00	
Net Amount Alternate No. 1 - - - - -		\$21,000.00

Installation to begin 60 days -
completed 140 days thereafter.

MURPHY ELEVATOR COMPANY

Base Bid - - - - -	\$22,184.00	
Alternate No. 1 - Deduct - - - - -	431.00	
Net Amount Alternate No. 1 - - - - -		\$21,753.00

Installation to begin 180 days -
completed 90 days thereafter.

WESTINGHOUSE ELECTRIC CORPORATION

Base Bid - - - - -	\$23,082.00	
Alternate No. 1 - Deduct - - - - -	844.00	
Net Amount Alternate No. 1 - - - - -		\$22,238.00

Installation to begin 145 days -
completed 120 days thereafter.

Exhibit "B"

LOUISVILLE FREE PUBLIC LIBRARY
Request Budget 1948-49

<u>RECEIPTS</u>	<u>Rev. Budget 1947-48</u>	<u>Requested 1948-49</u>
Balance - General	\$ 13,906.60	\$
Authorized allocations	29,650.00	35,000.00
Commitments	28,150.00	
Receipts: City Taxes	199,250.00	259,265.00
Jefferson County	27,000.00	27,000.00
Fines, etc	10,000.00	10,000.00
Rent - Kaufman-Straus	222,981.53	150,000.00
Gifts & Refunds	2,600.00	360.00
Total	<u>\$533,538.13</u>	<u>\$481,625.00</u>
<u>DISBURSEMENTS</u>		
Library Operating Expense		
Pay Roll: Staff	\$213,400.00	\$277,750.00
Books	80,780.67	50,000.00
Books - Audio-Visual	6,000.00	5,000.00
Periodicals	6,000.00	6,000.00
Binding, Rebinding, Filming	6,000.00	5,000.00
Library Supplies	4,000.00	4,000.00
Printing	2,500.00	2,500.00
Incidentals	2,200.00	2,000.00
Transportation	4,000.00	2,500.00
Telephone	2,300.00	3,400.00
Postage	1,300.00	1,500.00
Interest on Loans	125.00	125.00
Furniture & Fixtures	20,000.00	5,000.00
Total	<u>\$348,605.67</u>	<u>\$364,775.00</u>
Building Maintenance		
Pay Roll: Janitors	42,520.00	45,250.00
Janitor Supplies	3,000.00	3,500.00
Repairs & Improvements	57,000.00	15,000.00
" - Shop	2,500.00	2,500.00
Rent	2,000.00	2,600.00
Heat	7,000.00	8,000.00
Light	4,700.00	4,700.00
Insurance	5,200.00	4,800.00
Incidentals	500.00	500.00
Total	<u>\$124,420.00</u>	<u>\$86,850.00</u>
Total Opr. & Bldg. Maintenance	<u>\$473,025.67</u>	<u>\$451,625.00</u>
Mortgage Sinking Fund & Expense	25,512.46	30,000.00
Total	<u>\$498,538.13</u>	<u>\$481,625.00</u>
Allocated towards loss in income due to Kaufman-Straus improvements	<u>35,000.00</u>	
TOTAL	<u>\$533,538.13</u>	<u>\$481,625.00</u>

April 27, 1948

THE KENTUCKY TRUST COMPANY, TRUSTEE

LOUISVILLE FREE PUBLIC LIBRARY

MORTGAGE BOND REQUIREMENTS

ON ADDITIONAL BONDS DATED

3/1/48

ON ISSUE DATED SEPTEMBER 1, 1946

Amount Issued \$437,000.00

<u>Date</u>	<u>Coupons</u>	<u>Bonds</u>	<u>Total</u>
9/1/48	\$ 6 555.00		\$ 6 555.00
3/1/49	6 555.00		6 555.00
9/1/49	6 555.00		6 555.00
3/1/50	6 555.00		6 555.00
9/1/50	6 555.00	\$ 17 000.00	23 555.00
3/1/51	\$ 300.00		6 300.00
9/1/51	6 300.00	18 000.00	24 300.00
3/1/52	6 030.00		6 030.00
9/1/52	6 030.00	18 000.00	24 030.00
3/1/53	5 760.00		5 760.00
9/1/53	5 760.00	19 000.00	24 760.00
3/1/54	5 475.00		5 475.00
9/1/54	5 475.00	20 000.00	25 475.00
3/1/55	5 175.00		5 175.00
9/1/55	5 175.00	20 000.00	25 175.00
3/1/56	4 875.00		4 875.00
9/1/56	4 875.00	21 000.00	25 875.00
3/1/57	4 560.00		4 560.00
9/1/57	4 560.00	21 000.00	25 560.00
3/1/58	4 245.00		4 245.00
9/1/58	4 245.00	22 000.00	26 245.00
3/1/59	3 915.00		3 915.00
9/1/59	3 915.00	23 000.00	26 915.00
3/1/60	3 570.00		3 570.00
9/1/60	3 570.00	23 000.00	26 570.00
3/1/61	3 225.00		3 225.00
9/1/61	3 225.00	24 000.00	27 225.00
3/1/62	2 865.00		2 865.00
9/1/62	2 865.00	25 000.00	27 865.00
3/1/63	2 490.00		2 490.00
9/1/63	2 490.00	26 000.00	28 490.00
3/1/64	2 100.00		2 100.00
9/1/64	2 100.00	26 000.00	28 100.00
3/1/65	1 710.00		1 710.00
9/1/65	1 710.00	27 000.00	28 710.00
3/1/66	1 305.00		1 305.00
9/1/66	1 305.00	28 000.00	29 305.00
3/1/67	885.00		885.00
9/1/67	885.00	29 000.00	29 885.00
3/1/68	450.00		450.00
9/1/68	450.00	30 000.00	30 450.00

Exhibit "C"

Sinking Fund Requirements

Total Annual Funds	Year Beginning Sept. 1st.	Monthly Requirement	Monthly Requirement - Both Issues
\$ 6 555.00			
13 110.00	9/1/48	\$ 1 092.50	2,148.55
30 110.00	9/1/49	2 509.16	3,560.21
30 600.00	9/1/50	2 550.00	3,596.05
30 060.00	9/1/51	2 505.00	3,546.05
30 520.00	9/1/52	2 543.33	3,662.71
30 950.00	9/1/53	2 579.17	3,692.30
30 350.00	9/1/54	2 529.17	4,052.71
30 750.00	9/1/55	2 562.50	4,067.29
30 120.00	9/1/56	2 510.00	3,996.04
30 490.00	9/1/57	2 540.83	4,091.46
30 830.00	9/1/58	2 569.17	4,099.80
30 140.00	9/1/59	2 511.67	4,105.63
30 450.00	9/1/60	2 537.50	4,110.20
30 730.00	9/1/61	2 560.83	4,108.75
30 980.00	9/1/62	2 581.67	4,188.13
30 200.00	9/1/63	2 516.67	4,096.88
30 420.00	9/1/64	2 535.00	4,088.96
30 610.00	9/1/65	2 550.83	4,161.87
30 770.00	9/1/66	2 564.17	2,564.17
30 900.00	9/1/67	2 575.00	2,575.00

Exhibit "D"

Jackson 5603

WAbash 8503

National Association For The Advancement Of Colored People

LOUISVILLE BRANCH

524 West Walnut Street

Louisville 2, Ky.

May 11, 1948

OFFICERS

JAMES A. CRUMLIN, President
H. S. WILSON, Vice President
ALYCE HOLDEN, Secretary
ADDIE THOMAS, Assistant Secretary
DR. J. A. GAY, Treasurer

EXECUTIVE COMMITTEE

ANDERSON, CHARLES W., JR.
BAKER, PERCY
BROWN, E. C.
CARROLL, ALFRED M.
CRAWFORD, FLOYD
DUPONT, ETHEL B.
ELLIS, PHYLLIS
JOHNSON, LYMAN
JOHNSON, S. O.
JONES R. L. (REV.)
KING, D. E. (REV.)
MANNING, JUANITA
MCKINNEY, HAROLD
PORTER, WOODFORD
SHEARER, GUY (MON.)
SWEENEY, P. O. (DR.)
SOLOMON, L. L. (DR.)
RABB, M. F. (DR.)
RANSAW, R. L.
WILLIAMS, G. C.

Education

Other Members of the Committee are:

Mr. S.O. Johnson
Mr. Whitney M. Young
Miss Ida Mai Johnson
Mr. Floyd W. Crawford
Mr. Robert S. Lawery
Mr. Rufus S. Stout
Mr. Victor K. Perry
Dr. G.D. Wilson
Attorney R. Everett Ray
Mr. E.T. Woolridge
Miss G. C. Williams
Miss Alyce K. Holden
Mr. G.W. Jackson
Mrs. Hortense Young
Mr. William L. Kean
Dr. Charles H. Parrish
Attorney J. A. Crumlin
Ex officio
Lyman T. Johnson

To the Board of Trustees
Louisville Free Public Libraries
Louisville, Kentucky

Greetings:

We, a sub-committee of the Education Committee of the Louisville Branch of the National Association for the Advancement of Colored People, representing the Negroes of Louisville, wish to present a request to you. We trust it will receive your favorable consideration.

We wish to request you to use your influence and authority to remove the policy and practice of discrimination against Negroes in the use of the facilities of the Main Library at Fourth and York Streets.

You easily recognize the benefits to be derived from these facilities by those who use them. We are requesting you to extend these services to the Negro citizen who, to this time, finds himself greatly restricted in the use of most of these avenues for further educational and cultural advancement. The Negro citizen has made and is making great contributions to our general culture. He desires, just as surely, to partake of the benefits thereof.

Considering the democratic principles upon which our society rests, we trust that you will readily see the reasonableness of our request. We urge you, therefore, in keeping with fairness and justice, to grant that no longer will Negroes be denied use of the services of the Main Library simply because of his race or color.

Respectfully submitted,

The Sub-Committee of the Education Committee of the N.A.A.C.P.

C. H. Parrish, Spokesman 27474

R. Everett Ray W.A. 7254

Victor K. Perry Ch. 0837

LOUISVILLE FREE PUBLIC LIBRARY
 Special Board of Trustees Meeting
 May 18, 1948

The Board of Trustees of the Free Public Library of Louisville, Kentucky, met in duly convened session pursuant to the rules of said Board of Trustees at the Public Library in the City of Louisville, Kentucky, on May 18, 1948 at 4:15 o'clock P.M. The meeting was called to order and on the roll being called there were present Dr. Rauch, presiding, and the following named Trustees: Messrs. McAdams, McDaniel, Pitt, Powell, Rauch, Sanders, Schneider, Welch, Wilson and Wolford, also Mrs. Fagin, Secretary. Absent: Messrs. Sullivan and Farnsley.

The presiding officer reported that all absent Trustees had been given the required notice of the meeting.

The Secretary reported that the meeting had been convened for the purpose of initiating proceedings for the issuance of First Mortgage Serial Library Bonds. Thereupon Trustee McAdams introduced, and there was read in full and duly considered a proposed resolution, hereinafter set out.

Trustee McAdams moved that said resolution be adopted, seconded by Trustee Wolford, and, the presiding officer having put the question on the motion for the adoption of said resolution, the roll was called and the following voted:

Aye: Mrs. Fagin, Messrs. McAdams, McDaniel, Pitt, Powell, Rauch, Sanders, Schneider, Welch, Wilson and Wolford Nay: None.

Whereupon said resolution was declared duly adopted, as follows:

WHEREAS pursuant to proceedings heretofore taken by the Board of Trustees of the Free Public Library of Louisville, Kentucky, a corporation duly organized and existing as a municipal institution and agency under and by virtue of the Constitution and Laws of Kentucky, there have been heretofore issued the First Mortgage Serial Library Bonds of Said Board to the amount of \$313,000, which bonds are secured by an indenture of mortgage dated as of September 1, 1946, by and between said Board and The Kentucky Trust Company, as trustee, which indenture of mortgage is of record in Deed Book 2159, beginning at page 16, in the office of the Clerk of the County Court of Jefferson County, Kentucky; and

WHEREAS it is stipulated in and by said proceedings and indenture of mortgage that said Board may issue and deliver additional bonds to the amount of \$437,000, ranking on a parity with said previously issued bonds, under certain conditions and restrictions, all of which have been or will be prior to the issuance of the additional bonds as hereinafter provided fully existent and performed, and it is necessary at this time that proceedings be initiated and preliminary provisions be made for the issuance of such additional bonds ranking on a parity as aforesaid to the amount of \$437,000 for the recited purpose of making repairs or improvements to the mortgaged premises;

NOW, THEREFORE, Be It Resolved and Ordered by the Board of Trustees of the Free Public Library of Louisville, Kentucky, as follows:

Section 1. That for the recited purpose of making repairs or improvements to the mortgaged premises as described in the indenture of mortgage referred to in the preamble hereof there shall be issued under authority of Sections 173.050 to 173.080, inclusive, of Kentucky Revised Statutes, as amended, the First Mortgage Serial Library Bonds, Issue of 1948, in the principal amount of \$437,000, dated June 1, 1948, denomination of \$1,000, numbered consecutively 1 to 437 inclusive, bearing interest at the rate of three per cent (3%) per annum or such lesser rate or rates as may be fixed following receipt of competitive bids and public sale of said bonds, as hereinafter provided, all such interest to be payable September 1, 1948 and semi-annually thereafter on March 1 and September 1 of each year, and becoming due serially and in numerical order on September 1 of the respective years as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
1950	\$17,000	1960	\$23,000
1951	18,000	1961	24,000
1952	18,000	1962	25,000
1953	19,000	1963	26,000
1954	20,000	1964	26,000
1955	20,000	1965	27,000
1956	21,000	1966	28,000
1957	21,000	1967	29,000
1958	22,000	1968	30,000
1959	23,000		

provided, that said bonds number 36 to 437, inclusive, shall be optional for redemption prior to maturity as a whole, but not in part, on any interest payment date on or after September 1, 1951 upon terms of par and accrued interest at the coupon rate plus a premium of two percent of the principal amount thereof if called for redemption on or prior to September 1, 1953; one and one-half per cent of the principal amount thereof if called for redemption thereafter and on or prior to September 1, 1958; one per cent of principal amount thereof if called for redemption thereafter and on or prior to September 1, 1963; one-half of one per cent of the principal amount thereof if called for redemption thereafter and on or prior to September 1, 1967; and without premium if called for redemption thereafter. Said bonds shall, subject to the provisions of this resolution, substantially conform to the proceedings and provisions for the issuance of the presently outstanding First Mortgage Serial Library Bonds dated September 1, 1946, and it is represented that the bonds herein provided to be issued shall rank on a parity with and be secured in the same manner as said presently outstanding bonds.

Section 2. That the Secretary of said Board is hereby authorized and directed to publish a notice of sale of said bonds in the customary form reciting therein that sealed competitive bids for the purchase of said bonds will be received and acted upon by said Board at a meeting to be held at 2:30 o'clock P.M. on May 27, 1948, at the Public Library in the City of Louisville, Kentucky, and the meeting whereat this resolution is adopted when adjourned shall reconvene at said time and place for the purpose of receiving and considering such sealed bids. Such notice shall be published at least once in the Louisville Courier not less than 8 days prior to the date of sale as fixed therein.

Section 3. That this resolution be effective immediately upon its adoption.

Adopted May 18, 1948 .

/s/ Joseph Rauch President

Attest:

/s/ Foree F. Fagin Secretary.

* * * *

On motion and vote the meeting adjourned.

MINUTES APPROVED:

President

Foree F. Fagin Secretary

LOUISVILLE FREE PUBLIC LIBRARY
Special Board of Trustees Meeting
May 27, 1948

The Board of Trustees of the Free Public Library of Louisville, Kentucky, met in duly convened session pursuant to adjournment at the Public Library in said city, at 2:30 o'clock P.M. The meeting was called to order and there were present Dr. Joseph Rauch, presiding, and the following named Trustees: Messrs. McAdams, McDaniel, Powell, Schneider, Sullivan ; also Mrs. Foree Fagin , Secretary.

Absent: Messrs. Pitt, Sanders, Welch, Wilson, Wolford, Mayor Farnsley.

* * *

This being the time and place fixed in the published notice for considering proposals for \$437,000 First Mortgage Serial Library Bonds, Issue of 1948, the Board proceeded accordingly. The results of the bids were incorporated in a resolution which was introduced by Trustee McAdams and caused to be read in full under the title "A Resolution providing for the sale and delivery of \$437,000 First Mortgage Serial Library Bonds, Issue of 1948." Trustee McAdams moved that all rules be suspended and that said resolution be adopted; seconded by Trustee Powell. The presiding officer having put the question on the motion and the roll being called, the following voted:

Aye: Fagin, McAdams, McDaniel, Powell, Schneider, Sullivan ;

Nay: None.

Whereupon the said resolution was declared duly adopted, as follows:

A RESOLUTION providing for the
sale and delivery of \$437,000
First Mortgage Serial Library Bonds,
Issue of 1948.

* * *

WHEREAS notice of sale of \$437,000 First Mortgage Serial Library Bonds, Issue of 1948, of the Board of Trustees of the Free Public Library of Louisville, Kentucky, has heretofore been given in strict compliance with the orders of this Board, thus enabling everyone interested in said bonds to present a proposal in connection therewith; and

WHEREAS all bids have been received and duly considered, the substance of the best bid being as follows: 102 and interest - Bonds maturing September 1, 1950 thru 1958 to bear interest at rate of 2 3/4% per annum and 3% per annum thereafter.

NOW, THEREFORE, Be It and It Is Hereby Resolved and Ordered by the Board of Trustees of the Free Public Library of Louisville, Kentucky, as follows:

Section 1. That upon being advised in the premises it is hereby determined that the bid of Stein Bros. & Boyce and Blyth & Company & Associates for the purchase of \$437,000 First Mortgage Serial Library Bonds, Issue of 1948, as advertised, upon terms of 102, and bearing interest at the rate of 2-3/4 thru 1958 & balance at 3 per cent (2-3/4 3%) per annum, is the highest and best bid received, and that said bonds be and the same are hereby awarded to said Stein Bros. & Boyce and Blyth & Company & Associates, as being the best terms for the interests of said Board.

Section 2. That the form of agreement of sale of said bonds to Stein Bros. & Boyce and Blyth & Company & Associates be and the same is hereby approved and the Chairman of the Finance Committee and Secretary of the Board are hereby authorized to execute said agreement for and on behalf of said Board and to affix thereto the corporate seal of said Board.

Section 3. That said bonds shall conform substantially to the provisions of the resolution adopted May 18, 1948, by this Board of Trustees; both principal and interest shall be payable in lawful money of the United States of America at the principal office of The Kentucky Trust Company in the City of Louisville, Kentucky, shall be executed for and on behalf of said Board of Trustees by the Chairman of the Finance Committee and Secretary of said Board, with the corporate seal of said Board affixed, and each of the interest coupons attached to said bonds shall be executed with the facsimile signatures of said Chairman and Secretary, and in order that said bonds when issued shall rank on a parity with and be secured in the same manner as the presently outstanding First Mortgage Serial Library Bonds of said Board and for the purpose of setting forth the terms and conditions upon which said bonds are to be issued and outstanding and providing for the rights of the holders of said bonds in the enforcement thereof, the Chairman of the Finance Committee and Secretary of said Board are hereby authorized and directed to make, execute and deliver a Supplemental Indenture of Mortgage in substantially the form, text, terms and provisions as was executed by and between said Board and The Kentucky Trust Company as

trustee, which is of record in Deed Book 2159, beginning at page 16 in the Office of the Clerk of the County Court of Jefferson County, Kentucky, with such changes, however, as may be deemed necessary or appropriate to conform such Supplemental Indenture of Mortgage to the additional bonds, as hereinbefore awarded.

Section 4. That The Kentucky Trust Company is hereby requested to execute the appropriate Supplemental Indenture of Mortgage and to authenticate the additional bonds, all as hereinbefore referred to, and to deliver said bonds to Stein Bros. & Boyce & Blyth & Co. & Associates, the purchaser thereof, upon receipt by the trustee of the sum of 102% of the principal amount thereof, plus accrued interest, as the purchase price therefor, and the Secretary of said Board of Trustees is hereby authorized and directed to file with said Trustee the documents and showings required to be filed with said Trustee by said Indenture of Mortgage in order that such additional bonds may be issued, authenticated and delivered.

Section 5. That The Kentucky Trust Company shall retain the proceeds of said bonds (exclusive of accrued interest) in a special construction fund to be disbursed and paid out on order of the Board of Trustees of the Free Public Library of Louisville, Kentucky, for the recited purpose of making repairs or improvements to the mortgaged premises as described in said Indenture of Mortgage. Provided that if, pending expenditure for said purpose, if said Board of Trustees so determines all or any part of said bond proceeds in said construction fund may be invested by the Board of Trustees in bonds of U.S. Government maturing not more than 1 year from the date of the investment. All sums received as accrued interest shall be by the Trustee paid into the "sinking fund" and be used toward the payment of the interest first becoming due on said additional bonds.

Section 6. That all resolutions or parts thereof in conflict herewith be and the same are hereby repealed.

Passed and approved, May 27, 1948.

/s/ Foree F. Fagin, Secretary

* * *

On motion and vote the meeting adjourned.

MINUTES APPROVED:

President

Foree F. Fagin Secretary

LOUISVILLE FREE PUBLIC LIBRARY
Board of Trustees Meeting
June 8, 1948

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m., June 8, 1948, in the Librarian's office.

Those present were Mrs. Fagin, Messrs. McAdams, Pitt, Powell, Rauch, Sanders, Wilson, and Wolford, and the Librarian.

Dr. Rauch presided.

It was moved by Father Pitt, seconded by Mr. Powell and carried that the minutes for the meeting of May 11 be approved as distributed.

It was moved by Mrs. Fagin, seconded by Mr. Powell and carried that the minutes for the special board meetings of May 18 and May 27 be approved.

Library Committee: Mrs. Fagin read the certification that bills for the month of May 1948 amounting to \$25,114.40 had been audited and found correct. Mrs. Fagin moved, and it was seconded by Mr. Sanders that bills in this amount be ordered paid. (Voucher #379, checks #6738-6895 inclusive, listed in ledger, pages 200-207) The motion carried unanimously.

Building Committee: Mr. Powell read the report of the meeting held in the Librarian's office at 3:30 on June 8 just prior to the regular meeting of the Board. The report is as follows:

Those present were: Messrs. Powell, Sanders, Wilson, Hartstern, and Mr. Graham, Librarian.

Mr. Powell presided as Chairman.

The Architect carefully explained all of the problems involved in order to complete the structural work required for the installation of the Moving Stairways.

The contract with the Otis Elevator Company provides that the work shall be completed in 190 days from the date of the contract. Liquidated damages at the rate of \$500. per day are to be paid by the Otis Elevator Company if the installation is not completed in the time stated.

Certain structural additions and changes to the building must be made for the installation of the Moving Stairways. If the structural work is not completed at the time Otis is to start the installation of Moving Stairways, justified claim for an extension of time can be made by the Otis Elevator Company.

This structural work can be done more economically and with more assurance that there will be no delays by a cost plus fixed fee contract. The estimated cost of this work is approximately \$50,000.

The Building Committee concurs in the recommendation of the Architect that a contract be awarded to the Whittenberg Construction Company at a fixed fee of \$5,000.

It is their further recommendation that this contract be prepared by the Architect and after approval by the Board's Attorney and the Kaufman Straus

Company, that the President of the Board be authorized to execute same for the Board of Trustees.

It was moved by Mr. Wilson and seconded by Father Pitt that this recommendation of the Building Committee be approved. The motion carried unenimously.

At this point Dr. Rauch was called from the meeting and Mr. Wolford presided during his absence. Mr. Wolford called for a report of the Building Committee meeting of June 4. Mr. Powell read the following report:

Those present were: Messrs. Powell, Sanders, Wilson, and Mr. Graham, Librarian. Mr. Powell presided as Chairman.

The Librarian presented the tabulation of bids for the library's coal business for the next year. It was announced that six companies had bid. The St. Bernard Coal Company had the lowest bid with \$11.67 per ton for stoker coal and \$10.83 for egg coal and \$.75 per ton for storage charges. The second lowest bid was the Pacific Coal Company whose prices for stoker coal were \$11.68 and for egg coal \$11.60 and a charge of \$.90 per ton for storage. It was stated that the Pacific Coal Company had been the only company to bid on the library's business during the war years and that this was the first year when more than one company had bid. It was also announced that the Pacific Coal Company had given excellent service during the war years when there was a shortage of coal. It was also announced that the St. Bernard Coal Company had not bid according to specifications inasmuch as they had furnished no analysis of the coal so that a comparison of the BTU's could be made. After discussion the Building Committee voted to award the contract to the Pacific Coal Company.

The Librarian presented bids for the replacement of concrete steps and the installation of an iron hand rail at Western Branch Library. He announced the bids as follows:

I. Bush & Sons	\$960.00	
John Treitz & Son	548.00	
Alph C. Kaufman	540.00	
William L. Martin	365.00	(Mr. Martin stated that he was unable to install the iron hand rail.)

It was voted to award the contract to Alph C. Kaufman for the sum of \$540.00, it being the lowest bid for the complete job.

The Librarian then announced to the committee that on three separate occasions the night watchman had been discovered asleep in the Staff Room by the daytime janitors when they came on duty. On two of these occasions the watchman had been noticeably intoxicated.

The Building Committee suggested to the Librarian that the present night watchman be discharged immediately. It was stated that this problem would be relieved somewhat as soon as the ADT system was installed.

The Committee then visited the Open Shelf Room to discuss redecoration. It was decided to follow the recommendation of the Head of the Circulation Department for painting the walls a light blue-grey.

There being no further business the meeting adjourned at 4:30 p.m.

After some discussion, it was moved by Dr. Rauch and seconded by Mr. Powell that the Building Committee's recommendation in regard to the coal contract and in regard to the replacement of concrete steps for the Western Branch Library be approved. The motion carried unanimously.

Dr. Rauch having returned, Mr. Wolford relinquished the chair.

Finance Committee: Mr. McAdams gave a report of finances for the month which was ordered filed.

Librarian's Report: The Librarian distributed a selected list of new books added to the Library.

The Librarian announced that circulation figures for the year to date showed an increase of 12,064 over the preceding year's figures.

He announced that in the first full month of operation the Audio Visual Department had shown films and film strips to 22, 173 people.

There being no further business, the meeting adjourned at 4:45 p.m.

APPROVED:

President

Stora J. Fagin Secretary

SPECIAL BOARD MEETING CALLED JUNE 17, 1948
IN CONNECTION WITH THE ISSUANCE OF \$437,000
FIRST MORTGAGE SERIAL LIBRARY BONDS, ISSUE
OF 1948

The Board of Trustees of the Louisville Free Public Library met at 4:15 p.m. in the Assembly Room of the Main Library in connection with the issuance of \$437,000 First Mortgage Serial Library Bonds, Issue of 1948.

Present: Messrs. Wolford, Welch, McAdams, Schneider, Sanders, Powell, and Mrs. Fagin.

Mr. Wolford presided.

Communications: Mr. Powell delivered some correspondence from Mr. Fred J. Hartstern which included the copies of sealed and signed contracts for the Moving Stairways, Passenger Elevators, and Freight Elevator to be installed in the Kaufman Straus Building. This correspondence will be kept on file in the Librarian's office.

Mr. Wolford stated that the purpose of this meeting was to approve the resolution which provided for the issuance of additional bonds to the amount of \$437,000 for the purpose of making repairs or improvements to the mortgaged premises as described in the Indenture of Mortgage dated September 1, 1946, by and between the Board of Trustees and The Kentucky Trust Company and for executing supplemental indenture between same parties.

Mr. Wolford then turned the meeting over to Mr. McAdams, Chairman of the Finance Committee, who asked that Mr. Chester Lucas of Stein Brothers & Boyce and Blyth & Co., Inc. and Associates, read the Resolution which is for the purpose of completing proceedings for the issuance of \$437,000 First Mortgage Serial Library Bonds, Issue of 1948.

After some discussion, it was moved by Mr. McAdams, seconded by Mr. Schneider that this Resolution and Supplemental Indenture be adopted as read, and that the secretary be authorized to sign the Resolution and Supplemental Indenture. This motion carried unanimously. The Resolution and Supplemental Indenture is filed in the Librarian's office with important papers.

Mr. McAdams then made the motion that the Kentucky Trust Company be requested to deliver to Stein Bros. & Boyce, and Blyth & Company, Inc. and Associates, a check for \$10,925 when the above mentioned firms have paid for the \$437,000 Bonds at 102 and accrued interest. This motion was seconded by Mr. Powell and carried unanimously.

Mr. McAdams read a certificate by the Architect, Mr. Hartstern, which has been approved by the attorney, J. Verser Conner, stating that their work has progressed to a point satisfactory to Stein Brothers & Boyce.

There being no further business the meeting adjourned at 5:15 p.m.

MINUTES APPROVED:

President

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
Board of Trustees Meeting
July 13, 1948

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m., July 13, 1948, in the Librarian's office.

Those present were Mrs. Fagin, Messrs. McAdams, Pitt, Powell, Wolford, Welch, and Sullivan, and the Librarian.

Mr. Wolford presided.

It was moved by Mr. Powell, seconded by Mr. Sullivan, and carried that the minutes for the meeting of June 8, 1948, and the minutes for the Special Board Meeting of June 17, 1948, be approved as distributed.

Communications: The Librarian read a communication from Dr. Justus Bier of the Fine Arts Department of the University of Louisville concerning the re-opening of the old art gallery on the top floor of the Library as a downtown gallery for the exhibition of works of art. It was stated that the Art Center Association of Louisville should be interested in cooperating in such a project.

After some discussion, it was moved by Mr. Powell and seconded by Mr. Sullivan that this communication be referred to the Library Committee for study and that it be asked to discuss the project with the Art Center Association. The motion carried.

The Librarian also read a communication from the American Legion Auxiliary Unit of Iroquois Post No. 229 thanking the Board of Trustees for the use of the Iroquois Library as a meeting place during the past four years.

Library Committee: Mrs. Fagin read the certification that bills for the month of June 1948 amounting to \$16,148.92 (Voucher No. 383 - Checks Nos. 7198-7362 inclusive, listed in ledger Book #4, pages 1-7) had been audited and found correct. She moved, and it was seconded by Mr. Powell and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell gave a report of the committee stating that he had met with the Librarian and Mr. Markel to approve the installation of the flood light to illuminate Lincoln's statue. He also reported that he, as chairman of the committee, and the Librarian, had visited the Kaufman Straus Building to inspect the work being done in preparation for the installation of the escalators. He stated that the work was being carried on in an efficient manner. It did not seem to interfere with the store's volume of sales.

Mr. Powell then stated that under previous authorization the committee had asked Fred Hartstern, Architect, to estimate costs on the furnishing and installation of Fiber-Glas Insulation for the Blower Room at the Main Library. It was stated that the cost estimate had been placed at \$1,250. Mr. Powell also stated that Mr. Hartstern had estimated the cost of furnishing and installing Downlites, Structural Steel Frame Work and remodeling Wire Grates and Art Glass Panels in the Main Library at \$4,790. After discussion it was moved by Mr. Powell and seconded by Mr. Sullivan that the Board authorize the Building Committee to proceed with the work in the lobby and in the blower room. The motion was carried unanimously.

Mr. Powell then gave a report of maintenance work for the month which was ordered filed.

Finance Committee: The report of finances for the month was read and ordered filed.

Mr. McAdams then presented the following resolution:

RESOLVED that the Kentucky Trust Company be and it is hereby directed to retain in cash \$100,000 from the sum of approximately \$437,000 received by such Trustees as the proceeds of the sale of the additional bonds on the Kaufman-Straus Building. Such sum shall be disbursed for the payment of construction costs for construction now in process as and when same shall be certified to it for payment in accordance with the Indenture.

The Trustee is further directed to invest the remaining \$337,000 in U.S. Certificates of Indebtedness bearing a rate of interest of not less than 1-1/8 per cent, and maturing in not more than one year from the date of investment.

Said Trustee is further authorized from time to time to sell such Certificates of Indebtedness, or so many thereof as may be required in order to pay such bills as may become due and be properly certified to it for payment in accordance with the Indenture.

It was moved by Mr. McAdams, seconded by Mr. Sullivan and unanimously carried that this resolution be adopted.

Librarian's Report: The Librarian called to the attention of the Board of Trustees the fact that the Library had received a special gift of \$50,000 from Mayor Farnsley allocated toward the expansion of the Library's Adult Education Program, particularly in the area of audio-visual materials and equipment. The Board expressed appreciation of this generous gift.

The Librarian announced that the Library was the first customer to be sold a set of Columbia's new long playing records and that they were being used in the noontime concerts at the Main Library.

It was stated that the circulation for the year showed an increase of 19,820 over the preceding year.

It was also stated that the audio-visual materials had been shown to 22,965 people during the month.

There being no further business, the meeting adjourned at 5:00 p.m.

President

MINUTES APPROVED:

John A. Allen Secretary

LOUISVILLE FREE PUBLIC LIBRARY
Special Board of Trustees Meeting
September 7, 1948

A special meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m., September 7, 1948, in the Librarian's office.

Present: Mrs. Fagin and Messrs. McAdams, McDaniel, Pitt, Powell, Rauch, Sanders, Schneider, Sullivan, Welch, Wilson, Wolford, Farnsley, and the Librarian.

Dr. Rauch presided.

Dr. Rauch called upon the Librarian, who stated that the meeting had been called at the special request of the Mayor. Dr. Rauch then turned the meeting over to the Mayor, who stated that he had requested the calling of this meeting in order to explain the purpose of his recent gift of Fifty Thousand Dollars (\$50,000.00) to the Louisville Free Public Library, to be spent in the promotion of the Library's Expanded Adult Education and Audio-Visual Programs.

The Mayor stated that he had a choice of two methods in the donation of this Fifty Thousand Dollars (\$50,000.00) fund:

- (1) the equipment could be purchased by the City of Louisville and then either given or loaned to the Library System, or
- (2) the money could be given to the Library to be spent in accordance with their desired plan.

The Mayor further said he decided upon the latter method because he felt that the Library not only served all of the citizens of Louisville, but was closer to them.

The plan for the expenditure of the money is as follows:

- (1) For making multiple records of sets of transcribed University of Louisville Classes to be lent from the Library to the citizens of Louisville, - approximately, \$10,000.00;
- (2) Contracting with the Louisville Philharmonic Society for fifty-two (52) music appreciation programs free of charge to the public in the Branch Libraries at \$200.00 per program - \$10,400.00;
- (3) For the purchase and installation of Fisher Radio Phonograph and Television equipment for the Main Library and ten (10) branches, - \$22,000.00;
- (4) For the purchase and installation of a ten watt FM Radio Broadcasting Station to be operated by the Library, approximately \$5,000.00.

The Mayor then stated that it was his purpose to raise additional funds to be given to the Library for the establishment of a Microfilm Research Collection. At this point it was suggested by Father Pitt that the first subject to be microfilmed should be in the realm of Kentuckiana materials.

After a general discussion the following resolution was offered by Father Pitt:

WHEREAS, the Board of Trustees of the Louisville Free Public Library feels that it is a primary purpose of a Library to disseminate information and materials over as broad an area as possible; and

WHEREAS, it is the sense of this Board that the best method of obtaining this objective is by the expansion of the present Adult Education and Audio-Visual Programs:

THEREFORE, BE IT RESOLVED:

1. That the Board accepts with gratitude the gift of Fifty Thousand Dollars (\$50,000.00) from the Mayor of the City of Louisville to be spent in accordance with the program as outlined above;
2. That a Microfilm Research Library be begun as necessary funds are made available.
3. That the Librarian be authorized to apply to the Federal Communications Commission for an FM Broadcasting License.

Father Pitt moved that this resolution be adopted. The motion was seconded by Dr. Welch and unanimously carried.

There being no further business, the meeting adjourned at 5:30.

MINUTES APPROVED:

_____ President

James H. Fagin Secretary

LOUISVILLE FREE PUBLIC LIBRARY
Board of Trustees Meeting
September 14, 1948

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m., September 14, 1948, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Powell, Rauch, Sanders, Schneider, Welch, Wilson, and Wolford, and the Librarian. Dr. Rauch presided.

It was moved by Mr. Wolford, seconded by Mr. Powell and carried that the minutes of the meeting of July 13 and of the special meeting of September 7 be approved as distributed.

It was moved by Mr. Powell, seconded by Mr. Wilson and carried that the Board approve the action of the Executive Committee on August 5 authorizing the Kentucky Trust Company to draw checks in the amount of \$8,282.63 on the monies being held as proceeds on the sale of bonds, the Issue of 1948.

It was moved by Mr. Powell, seconded by Mr. Wilson and carried that the Board approve the action of the Executive Committee on August 9 in ordering bills to be paid in the amount of \$17,416.50 when no quorum made it impossible to hold the regular meeting of the Library Board for the month of August.

Communications - The Librarian read a letter from Mr. Henry Offutt, President of the Kentucky Trust Company advising the Board of the Kentucky Trust Company's interpretation of the resolution adopted by the Board at its meeting July 13, 1948, directing the Kentucky Trust Company as Trustee to invest \$337,000. in the purchase of U. S. Certificates of Indebtedness. This communication is appended to these minutes as "Exhibit A".

The Librarian read a communication from Mrs. Rose D. Henderson resigning her position in the Circulation Department and also a letter from Mrs. Eugene Cruickshank resigning her position at the Parkland Branch Library. The Board accepted these resignations with regret.

Library Committee - Mrs. Fagin read the certification that bills in the amount of \$25,356.18 had been audited and found correct. (Voucher 394, checks #8039-8183 inclusive, listed in ledger, pages 15-20, Bk. #4). She moved and it was seconded by Mr. Powell that bills in this amount be ordered paid.

Building Committee - Mr. Powell read a report of the Building Committee's meeting of August 19 at which time bids for the steel framing and walkways over the skylite in the Main Library were opened. He reported that the low bid of the Champion Wire and Iron Works for the amount of \$2,100 had been accepted and the architect authorized to draw up a contract with this company. It was also announced that bids from nine companies for furnishing and installing Downlites were opened and that the Olive-Markel Company had been awarded the contract for their low bid of \$2,450. It was announced that these contracts had been awarded under previous authorization of the Board.

Mr. Powell then stated that he, Messrs. McAdams, Sanders, Sullivan, Hartstern, and the Librarian had met on September 10 at 4:00 p.m. in the Librarian's office. He stated that the purpose of the meeting was to discuss with the architect the problem of stock piling the structural steel necessary for the Kaufman-Straus repairs and improvements so that this would be on hand when needed and so that the work could progress without undue delay. The delivery of structural steel for the balcony and sixth floor was thoroughly discussed. Mr. Powell reported that the Committee concurred in the opinion of the architect that the structural steel required should be obtained and stock piled at the earliest possible date. It was, however, the opinion of the Committee that prices and delivery dates should be obtained from the various steel fabricators in the area.

It was moved by Mr. Wilson, seconded by Dr. Welch and carried unanimously that the Board approve of this recommendation of the Building Committee that steel should be obtained and stock piled as soon as possible.

Mr. Powell then stated that the Library had received certification from Fred Hartstern, Architect, that a bill from the Whittenberg Construction Company in the amount of \$12,092.35 was correct. He stated that this amount was in payment for work done in connection with the Kaufman-Straus improvements. Mr. Powell moved, it was seconded by Mr. Sanders and carried unanimously that the Kentucky Trust Company, as Trustee, be authorized to pay to the Whittenberg Construction Company the sum of \$12,092.35.

After stating that the Library had received the annual contract for steam with the Weissinger-Gaulbert Real Estate Company, he asked that the Librarian be authorized to sign the contract.

It was moved by Dr. Welch, seconded by Mr. Schneider that the Librarian be authorized to sign the contract with the Weissinger-Gaulbert Real Estate Company for the furnishing of heat for the year.

Mr. Powell then gave a report of the maintenance work accomplished for the two months.

Finance Committee - The report of finances for the two months were distributed and it was moved by Dr. Welch and seconded by Mr. Powell that these reports be accepted and filed.

The Librarian then read a resolution prepared by the Kentucky Trust Company authorizing the Kentucky Trust Company to pay from the proceeds of the sale of the mortgage bonds all sums which it may be directed to pay by the Librarian. It was moved by Dr. Welch and seconded by Mr. Wilson that this resolution be approved by the Board. The resolution is as follows:

"WHEREAS, on July 15, 1948, the Board of Trustees of the Free Public Library of Louisville, Kentucky, did issue and sell \$437,000.00 First Mortgage Serial Library Bonds, Issue of 1948, and the proceeds of the sale of said bonds are currently being held by The Kentucky Trust Company of Louisville, Kentucky, as Trustee, and

"WHEREAS, Section 5, of the original Indenture dated September 1, 1946, which authorized the issue of aforesaid bonds provides, in part, as follows:

'The proceeds (exclusive of accrued interest) of additional bonds issued on a parity with said initial bonds as herein permitted and provided, shall be retained by the Trustee for the account of the Board of Trustees and be paid out on vouchers authorized by said Board of Trustees for the recited purpose of making repairs or improvements to the mortgaged premises; provided, however, that such proceeds of such additional bonds to the amount of not more than \$50,000 may be withdrawn on orders authorized by said Board of Trustees without obligation upon said Board of Trustees or the Trustee to account for same as having been so withdrawn or expended for repairs or improvements exclusively to the mortgaged premises."

"AND, WHEREAS, repairs and improvements are currently being made to the mortgaged premises which necessitate the payment of various sums to numerous parties, which payments must be made promptly upon the rendering of services and the furnishing of materials, and

"WHEREAS, it is totally impracticable for the Board of Trustees to hold a special meeting each time that immediate payment is required for such improvements and repairs,

"NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Free Public Library of Louisville, Kentucky, that The Kentucky Trust Company, as Trustee, is hereby authorized, empowered and directed to pay from the proceeds of the sale of aforesaid mortgage bonds, any and all sums which it may be directed to pay by Mr. Clarence Graham, Librarian.

"BE IT FURTHER RESOLVED that the Board of Trustees hereby guarantees that at subsequent meetings, it will, by appropriate resolutions, authorize and approve, as required by aforesaid Indenture, all payments so made by the Trustee, upon directions of Mr. Graham.

"BE IT FURTHER RESOLVED that The Kentucky Trust Company as Trustee, is hereby directed to conclusively presume that this resolution is still in full force and effect, until such time as it shall receive written notice to the contrary from this Board of Trustees."

Librarian's Report - The Librarian announced that the Southeastern Library Association made up of delegates from the nine southeastern states would meet in Louisville October 20 - 23. He stated that it was the custom for the host library to defray the expenses of an informal reception after the first general session of the meeting. It was moved by Dr. Welch and seconded by Mr. Sanders that the Board defray the expenses of a reception for the delegates and that the Librarian be authorized to spend what was necessary. The motion carried. The Librarian and the President, Dr. Rauch then announced that there would be a Trustees' and Citizens' Luncheon on October 21 in connection with the Southeastern Library Association meeting and a Section Meeting for trustees after the luncheon. It was announced that Mayor Farnsley would be the speaker for the Luncheon. Dr. Rauch gave a special invitation to members of the Board to attend these meetings as well as any other meetings of the association for which they had time.

The Librarian announced that Circulation for the system as a whole had increased but that there was an especially noticeable increase in the circulation of books from the part-time branches.

The Librarian distributed the new bulletin of the Neighborhood Colleges and announced also that the Great Books program would begin within a week.

There being no further business the meeting adjourned at 5:13 p.m..

MINUTES APPROVED:

President

James A. Higgins Secretary

Exhibit "A"

THE KENTUCKY TRUST COMPANY
KENTUCKY TITLE TRUST COMPANY
FOUNDED 1900

LOUISVILLE 1, KY.

HENRY Y. OFFUTT
PRESIDENT

July 22, 1948

Board of Trustees
Louisville Free Public Library
Louisville 3, Kentucky

Gentlemen:

Attention: Mr. C. R. Graham, Librarian

We acknowledge your letter of July 21st and the certified copy of a resolution of the Board of Trustees Louisville Free Public Library, being the excerpts of the minutes of a regular board meeting held July 13th, directing us, as Trustee for your recent bond issue, to invest \$337,000 by the purchase of U.S. Certificates of Indebtedness.

Your resolution states that these certificates shall bear a rate of interest of not less than 1-1/8%. The Chairman of your Finance Committee has instructed us that this refers to the coupon rate on the certificates of indebtedness and that all members of the Committee understand that these certificates will be purchased in the open market where these certificates currently sell at a slight premium to yield less than 1-1/8% per annum. It is understood that at the current market the true investment return on these certificates is from 1.05 to 1.10% per annum.

With this assurance from Mr. McAdams, we are proceeding with your instructions but shall appreciate all members of your Board being advised of this interpretation of the resolution.

Very truly yours,

THE KENTUCKY TRUST COMPANY

By Henry Y. Offutt
President

HYO:M

LOUISVILLE FREE PUBLIC LIBRARY
Board of Trustees Meeting
October 12, 1948

The regular meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m. October 12, 1948, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Powell, Sanders, Schneider, Sullivan, Wilson, Wolford, and the Librarian.

Mr. Wolford presided.

The minutes for the regular meeting of September 14 were approved as distributed after motion by Mrs. Fagin, Seconded by Mr. Powell.

Library Committee - Mrs. Fagin read the certification that bills for the month of September amounting to \$10,066.45 had been audited and found correct. She moved, it was seconded by Mr. Sanders and carried unanimously that bills in this amount be ordered paid.

Building Committee - Mr. Powell reported on the work of the Building Committee stating that the committee had met at various times during the month with George Beam, representing Fred Hartstern, Architect. Mr. Powell stated that in these meetings decisions had been made concerning the installation of the new lights and re-decoration of the Main Lobby. He stated that Mr. Beam had been authorized to take bids for the painting of the Lobby and that the Librarian had been authorized to sign the contract with H. H. Waegner, the low bidder, who had agreed to furnish all labor and materials for the painting of the Lobby for the sum of \$995.

Mr. Powell also read a report of the maintenance work accomplished to October 1. The report of the Building Committee was ordered approved and filed.

Finance Committee - The report of finances for the month was distributed. This report was ordered filed.

The Librarian then read a recommendation from C. E. Swope of Barret, Robinson, Dicky, & Swope that the Board increase the present insurance approximately \$125,000 on the branch library buildings in order to comply with the 80% co-insurance clause on the policies. Mr. Swope also called to the attention of the Board that construction cost of buildings of the type of the Main Library had increased approximately 12%. Therefore, to comply with the 80% co-insurance clause, it was suggested that the insurance carried on the Main Library be increased by 12%.

It was stated by the Librarian that Mr. McAdams, who could not be present, had said that he was in favor of the increase. It was moved by Mr. Powell, and seconded by Mr. Sullivan that these recommendations of Mr. Swope be approved and that additional insurance be purchased. The motion carried.

The Librarian then read an agreement which had been drawn up by J. Verser Conner, for the Library, and by Kaufman-Straus's attorneys relating to the suspension of certain obligations of the Board of Trustees and Kaufman-Straus stated in Section 11 of the lease with Kaufman-Straus relating to insurance carriers. The agreement provided for the suspension of certain obligations during the period while repairs and improvements to the Kaufman-Straus Building necessitated the disconnecting of the sprinkler system. It was moved by Mr. Schneider, seconded by Mr. Wilson and carried that the Secretary be authorized to sign this contract with the Kaufman-Straus Company.

Librarian's Report - The Librarian reported on the work in the Lobby and stated that the contractors had promised to have the job completed before the Southeastern Library Association meeting.

The Librarian discussed the program of the Southeastern Library Association and invited members of the Board of Trustees to attend as many meetings as possible.

He called attention to the fact that circulation was continuing its increase and that circulation of films in the Audio-Visual Department showed a considerable increase.

There being no further business the meeting adjourned at 5:20 p.m.

MINUTES APPROVED:

President

Harriet F. Fagin Secretary

LOUISVILLE FREE PUBLIC LIBRARY
Board of Trustees Meeting
November 9, 1948

The regular meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m. November 9, 1948 in the Librarian's office.

Present: Mrs. Fagin, Messrs. McAdams, McDaniel, Powell, Rauch, Schneider, Wilson, Wolford, the Librarian, and Mr. Hartstern, Architect.

Dr. Rauch presided.

It was moved by Mr. McDaniel, seconded by Mr. McAdams, and carried that the minutes of the previous meeting be approved as distributed.

Library Committee - Mrs. Fagin read the certification that bills in the amount of \$26,277.21 had been audited and found correct. She moved and it was seconded by Mr. Wilson and carried unanimously that bills in this amount be ordered paid.

Building Committee - Mr. Powell reported that the Building Committee had met in the Librarian's office at 3:00 p.m. November 3.

Messrs. Powell, Sanders, and Sullivan from the Committee were present and also Messrs. McAdams, Hartstern and the Librarian.

The Committee had discussed with Mr. Hartstern certain of his recommendations concerning the Kaufman-Straus improvement project. The Committee also had discussed with Mr. Hartstern his recommendation concerning the money received for payment of damages caused by the fire at the Kaufman-Straus building. The Committee had asked Mr. Hartstern to be present to explain his recommendations to the Board. Mr. Powell then read Mr. Hartstern's report and recommendation.

The recommendation was that the total amount of \$12,194.12 received from the insurance companies be turned over to the Kaufman-Straus Company, who will pay all obligations incurred or to be incurred because of the fire, releasing the Library Board from any claim arising therefrom. After discussion it was moved by Mr. Powell, seconded by Mrs. Fagin and carried unanimously that this recommendation by Hartstern be approved and suitable papers drawn up by the Board's Attorney, Mr. Conner.

A letter from Mr. Hartstern dated November 9, 1948, was then presented to the Board and considered. This letter is appended to these minutes, "Exhibit A".

A letter from Mr. Harry W. Schacter, President of Kaufman-Straus Company, specifically requesting the Library Board to approve the arrangement as outlined in Mr. Hartstern's letter of November 9 was presented to the Board and considered. This letter is appended to these minutes as "Exhibit B".

Upon motion of Mr. Powell seconded by Mr. Wilson and unanimously adopted, it was resolved that the recommendations of Mr. Hartstern, as outlined in his letter of November 9 to the Building Committee, be approved and that a contract between the Board of Trustees and the Whittenberg Construction Company be presented and if and when said contract is approved by J. Verser Conner, Attorney for the Board, the Chairman of the Board is authorized and directed to execute such contract.

Mr. Powell read the certification by Fred J. Hartstern, the Board's Architect, that the Otis Elevator Company was entitled to a payment of \$90,000. for labor and material furnished to date on account of escalator contract. He also read the certification that the Whittenberg Construction Company was entitled to a payment of \$25,318.21 for work in connection with the escalator installation at Kaufman-Straus Company. Mr. Powell also read a statement from Fred J. Hartstern, Architect, that he was entitled to a payment of \$1,120 for services rendered in connection with the Kaufman-Straus Building.

It was moved by Mr. Powell, seconded by Mr. McAdams, and unanimously carried that these bills be approved and that the Librarian be authorized to transmit to the Kentucky Trust Company for payment these bills and certifications by the Board's Architect, Fred J. Hartstern, totaling \$116,438.21.

Mr. Powell then stated that the Librarian had received assurance from Dr. Carmichael, Superintendent of Schools, that the Board of Education had agreed that the Library could make use of the Monsarrat building for at least the next several years. Mr. Powell stated that it would be necessary to install a stoker to maintain a minimum degree of heat for the building in order to protect it against deterioration caused by extreme cold. He stated that the Librarian had received an estimate that the stoker installation would cost approximately \$1,500. Mr. Powell moved and it was seconded by Mr. Wilson and carried that the Building Committee be authorized to install a stoker.

Mr. Powell then gave a report on the maintenance work accomplished for the month.

Finance Committee - Mr. McAdams gave report of finances for the month. This was ordered received and filed.

Librarian's Report - The Librarian called to the attention of the Board the receipt of a Microcard Reading Machine and considerable number of Microcards. He stated that in his opinion this new development was one of the greatest events in the production of reading material since the invention of moveable type.

He called attention to the increase in the circulation of audio-visual material and also an increase in the number of registered borrowers.

The Librarian also mentioned the receipt of many letters from Librarians of the Southeastern Library Association expressing appreciation of the fine meeting of that Association held in Louisville.

He mentioned also the fact that an article about the Library had been in a recent issue of the Saturday Review of Literature.

There being no further business, the meeting adjourned at 5:15 p.m.

MINUTES APPROVED:

President

Joseph J. Fagin Secretary

Exhibit "A"

FRED J. HARTSTERN

ARCHITECT
REALTY BUILDING
LOUISVILLE 2, KY.

November 9, 1948

Building Committee,
Board of Trustees,
Louisville Free Public Library,
Louisville, Kentucky.

Gentlemen:

It is my pleasure to report to you progress of the additions and alterations to the Kaufman-Straus Building.

As you know contracts have been awarded for the escalators, two new passenger elevators, and a new freight elevator. No work has been done on the passenger elevators or the freight elevator as the present equipment could not be taken out of service until the escalators were in operation.

Work on the installation of the freight elevator will begin as soon as the escalators are in operation (approximately January 15, 1949), and work on the two new passenger elevators will begin as soon as the freight elevator is in operation (approximately May 1, 1949).

The installations of the escalators is progressing well after a delay in the fabrications and delivery of the structural steel. It is expected that the escalators will be in operation to the second floor by December 5, 1948, with final completion to the third floor by January 15, 1949. The barricaded area at the escalator in the basement was removed on October 26, 1948 in sufficient time to make room for the toy sales in the basement. The barricade area on the second floor will be removed on November 22, 1948, and on the first floor November 29, 1948.

In addition to the contracts previously awarded there remains the following work to be done. Following each item is the estimated cost of the work

Passenger Elevator (Structural)	\$ 4,300.00
Freight Elevator (Structural)	25,300.00
Balcony and 6th Floor	201,400.00
Air Conditioning	38,000.00
	<hr/>
Total	\$269,000.00

11/9/48

The present fifth floor is now used for offices and stock rooms and it is impossible to release this entire area or any substantial part thereof for the installation of the sixth floor. This will necessitate the contractor working in small areas in complete cooperation with the Kaufman-Straus Company. The Balcony presents a similar problem except that sales will be materially effected by the area blocked off during the installation of the balcony.

There are many factors which cannot be determined until actual construction begins. If we were to attempt to take bids and award a lump sum contract the extent of unknown factors involved would be pure guess, and on today's building market no contractor would guess low if he were required to assume the responsibility for a completed job under one lump sum. If, on the other hand, we were to assume the responsibility of these unknown factors as they develop the extent of the extras involved would be staggering.

The accepted method, almost universally adapted, for doing work of this nature is on a cost-plus-fixed-fee, or cost-plus-percentage basis. Of the two we believe the cost-plus-fixed-fee is more satisfactory to the owner in that the contractor receives only the agreed fee regardless of the cost involved. This eliminates the possibility of a contractor running up the actual cost in order to increase his fee which would be the case if he were receiving a percentage of the cost.

We have reviewed work of a similar nature in this area, and find that the following jobs were done on a cost-plus-fixed-fee basis:

Stewart Dry Goods Company
Baptist Hospital
Norton Memorial Infirmary
St. Joseph's Infirmary
St. Anthony's Hospital
St. Paul Methodist Church
Beechmont Methodist Church
Presentation Academy
Schmutz Foundry & Machine Company
Wood Mosaic Company
Courier-Journal & Louisville Times - New Building
Belknap Hardware & Mfg. Company - New Warehouse
Monarch Equipment, Inc - New Building

Building Committee
Louisville Free Public Library
Page #3

11/9/48

We are further advised that there are no legal barriers in awarding the cost-plus-fixed-fee contract for the work at Kaufman-Straus, and after a careful study of all the problems involved we believe that this type of contract would be the most economical and efficient way to complete the work. I have discussed this with Mr. Shacter and he is in complete agreement and has so stated in his letter attached hereto.

The Whittenberg Construction Company who are now completing the work in connection with escalators have been entirely satisfactory, and it is our recommendations that they be retained for the balance of the work. In establishing a fixed fee of \$19,500.00, which is 7-3/4 per cent on the estimated cost of the work, the furnishing of all small tools is included in the fixed fee. We believe the fee to be equitable for the type of contract and the work involved, and it is our recommendation that the contract be awarded to The Whittenberg Construction Company to complete the work listed in the first part of this report at the fixed fee of \$19,500.00.

If this is satisfactory the Board's Attorney should give the Board a written opinion on the legality of such a contract, and should approve the actual contract before execution.

Respectfully submitted,


FRED J. HARTSTERN, AIA

Exhibit "B"

KAUFMAN STRAUS COMPANY
INCORPORATED

OFFICE OF THE PRESIDENT

LOUISVILLE 2, KENTUCKY

November 5, 1948.

To The Trustees
of the Library Board,
Louisville Free Public Library,
Louisville, Kentucky.

Gentlemen:

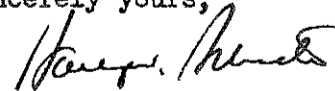
Mr. Fred Hartstern, your Architect, has informed us that in his opinion it would best serve the interest of the Library Board and the Kaufman Straus Company, if we were to proceed with the building of our 6th Floor and our Mezzanine on the basis of cost plus a fixed fee for the contractor.

Mr. Hartstern told me that he has reached an understanding with the Whittenberg Construction Company to serve as Contractor, on a fixed fee of \$19,500. for this work.

Our experience with the Whittenberg Company during the construction of our escalators has been so eminently satisfactory, that we most heartily approve of Mr. Hartstern's recommendation. Further-more, it is our feeling that this method of doing the job would be the most efficient and least costly, in view of building conditions today.

It is, therefore, our specific request that the Library Board approve this arrangement, so that the Whittenberg Construction Company may proceed immediately with the taking of Bids for the steel, in order that we may get started with this work immediately after the New Year.

Sincerely yours,



Harry W. Schacter.

S:K.

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LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 14, 1948

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m. December 14, 1948, in the Librarian's office.

Present: Mrs. Fagin, Messrs. McDaniel, Pitt, Powell, Rauch, Sanders, Schneider, Sullivan, Wilson, and the Librarian.

Dr. Rauch presided.

The minutes of the meeting of November 9 were approved as distributed after motion duly seconded.

Communications - The Librarian read a letter from Dr. Omer Carmichael, Superintendent of the Louisville Public Schools, stating that he had been authorized by the Board of Education at its meeting November 9 to inform the Library Board that the Board of Education anticipates having no occasion in the next several years to make such use of the Monsarrat School building as would deprive the Library of its use for storage of books, etc. or any other library purposes. It was also stated that it was the judgment of the Board of Education that if the Board should find it necessary to recall the building for its own use, it would reimburse the Board of Trustees for the investment it was making in a stoker.

The Board of Trustees expressed appreciation of this letter and authorized the Librarian to write a letter of thanks to the Board of Education.

The Librarian also read a communication from R. G. Gardiner, Secretary and Treasurer of the Kaufman Straus Company, acknowledging receipt of a check in the amount of \$12,194.12 and agreed that this amount should be disbursed by Kaufman Straus in accordance with the instruction of Fred Hartstern in a letter dated September 29, 1948. It was also stated that this amount was the insurance received by the Library Board because of the fire damage to the Kaufman Straus building.

Library Committee - Mrs. Fagin read the certification that bills amounting to \$25,084.01 had been audited and found correct. She moved and it was seconded by Mr. Wilson that bills in this amount be ordered paid. The motion carried.

Building Committee - Mr. Powell read the minutes of the meeting of December 10 held in the Librarian's office at 3:00 p.m. Members of the Building Committee and the Librarian met with Mr. Remmers of E. R. Ronald & Associates, Consulting Engineers.

The purpose of the meeting was to open bids for the furnishing and installation of a stoker in the Monsarrat School previously authorized by the Board of Trustees. Mr. Powell stated that of the five firms bidding the low bid by the A. S. Blunk Heating Company for \$1,454 had been accepted by the Committee. This action was approved by the Board of Trustees.

Mr. Powell read the certification by Fred J. Hartstern, the Board's Architect, that the Otis Elevator Company was entitled to a payment of \$13,500 for labor and material furnished to date on account of escalator contract. He also read the certification that the Whittenberg Construction Company was entitled to a payment of \$28,933.53 for work in connection with the escalator installation at Kaufman Straus Company. Mr. Powell also read a statement from Fred J. Hartstern, Architect, that he was entitled to a payment of \$4,390 for services rendered in connection with the Kaufman Straus building.

It was moved by Mr. Powell, seconded by Mr. McDaniel, and unanimously carried that these bills be approved and that the Librarian be authorized to transmit to the Kentucky Trust Company for payment these bills and certifications by the Board's Architect, Fred J. Hartstern, totaling \$46,823.53.

Mr. Powell then read a report of the maintenance work accomplished for the month.

Finance Committee - Mr. McDaniel read a report of the finances for the month. This was ordered filed.

The Librarian then reported that he had the approval of Mr. McAdams, Chairman of the Finance Committee, to change the system of handling weekly payroll checks from the present method of drawing of weekly checks one month in advance covered by the regular payroll voucher. The new system he reported would be to deposit in a special maintenance payroll account a voucher for \$5,000 and then to draw on this voucher for the weekly payroll for one month. At the regular Board meeting, approval would then be requested for depositing a voucher to make up the amount drawn during the proceeding month in order to keep this account at \$5,000. It was stated that this would immeasurably simplify bookkeeping procedures connected with adjustments for overtime and withholding taxes and other deductions. The Board approved this change.

The Librarian then read a communication from Barret, Robinson, Dicky and Swope concerning liability insurance covering the Kaufman Straus building. The Librarian stated that the Board's Attorney, J. Verser Conner, stated that according to the lease with the Kaufman Straus, the company was required to carry liability insurance and that the Board was not obligated to purchase this type of insurance. The Board agreed with this statement.

Librarian's Report - The Librarian requested Board action on the closing of the library system for the holidays. After some discussion, it was moved by Mrs. Fagin, seconded by Mr. McDaniel and carried unanimously that the Library system be closed on December 24, 25, and 26 and December 31, January 1, and January 2.

The Librarian read an informal note from Miss Marcella Tobe, Librarian of the Iroquois Branch Library, concerning the fine cooperation of the Beechmont Garden Club and stated her pleasure in working in a community where such a fine spirit was manifested toward the Library by the members of the community. The Library Board expressed appreciation of the work of the Beechmont Garden Club and authorized the Librarian to send a letter expressing the appreciation of the Library Board for the continued cooperation and goodwill being manifested.

The Librarian was also authorized to communicate to Miss Tobe the Board's appreciation of the fine work she is doing in the community.

The Librarian also announced that 69,095 people had seen the materials of the Audio-Visual Department during the month.

New Business - Mr. McDaniel brought up the need for lights on the sidewalk steps at Iroquois Branch Library and also the need for modern lighting for the interior of the Branch.

After discussion, it was moved by Mr. Sanders, seconded by Mr. Schneider, and carried unanimously that this matter be referred to the Building Committee with power to act.

There being no further business the meeting adjourned at 5:05 p.m.

MINUTES APPROVED:

President

Mrs. F. Fagin Secretary

LOUISVILLE FREE PUBLIC LIBRARY
Board of Trustees Meeting
January 11, 1949

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m. January 11, 1949, in the Librarian's Office.

Present: Mrs. Fagin, Messrs. McAdams, Powell, Rauch, Sanders, Schneider, Sullivan, Wilson, Wolford, and the Librarian.

Dr. Rauch presided.

It was moved by Mrs. Fagin, seconded by Mr. Wilson, and carried that the minutes of the meeting of December 14 be approved as distributed.

Library Committee - Mrs. Fagin read the certification that bills in the amount of \$17,609.50 had been audited and found correct. She moved and it was seconded by Mr. Wolford and carried that bills in this amount be ordered paid.

Mrs. Fagin then announced that the Mid-Winter Meeting of the American Library Association would be held in Chicago January 19-24. She also announced that at this meeting there would be in addition an Executive Committee Meeting of the Southeastern Library Association of which the Librarian was currently President. She suggested that the Librarian be authorized to attend this meeting.

It was moved by Mr. Wilson, seconded by Mr. Wolford and carried unanimously that the Librarian be authorized to attend this meeting at Library expense.

Building Committee - Mr. Powell reported that the Building Committee had met at the Iroquois Branch Library on January 6 at 3:00 p.m. together with Messrs. Goode and Watkins representing the Louisville Gas and Electric Company and Mr. Fred Markel of the Olive-Merkel Company to study suggestions for lighting improvement in the interior of the Library. The Committee discussed these recommendations and requested that Mr. Markel install a sample fixture as a demonstration so that the Committee could see one of the recommended fixtures in use.

The Committee also discussed outside light standards for the sidewalk steps and authorized Mr. Markel to furnish and install two iron light standards as soon as possible.

Mr. Powell read the certification by Mr. Fred J. Hartstern, the Board's Architect, that the Whittenberg Construction Company was entitled to a payment of \$21,632.38 for labor and material furnished to date on account of escalator contract.

It was moved by Mr. Powell, seconded by Mr. Sullivan, and unanimously carried that this bill be approved and the Librarian be authorized to transmit to the Kentucky Trust Company for payment this bill and certification by the Board's Architect, Fred J. Hartstern, totaling \$21,632.38.

Mr. Powell then read the report of the maintenance work completed for the month.

Finance Committee - Mr. McAdams read the report of finances for the month. This was ordered filed.

Mr. McAdams then read a letter from William D. Meyers, Director of Finances, City of Louisville, stating officially that the Board of Aldermen had levied 4-3/4¢ for library purposes. He estimated that this levy would yield approximately \$218,450.00. It was stated that this amount was \$11,868.00 over the estimated figure of July 1 and that, therefore, this increase would allow the Library Board to make the repairs to Monsarret School Building for which it had requested an additional \$5,000. Mr. Meyers' letter also stated that on July 1 the Board of Aldermen had appropriated \$18,500 to the Library from the anticipated occupational tax receipts. It was also stated that an additional appropriation had been made to the Library Board for audio-visual equipment, books, and Neighborhood College programs in the sum of \$50,000.

Mr. McAdams presented a bill in the amount of \$750.00 for services from J. Verser Conner. After discussion, it was moved by Mr. McAdams, seconded by Mr. Wolford, and carried unanimously that this bill be ordered paid.

Librarian's Report - The Librarian asked that the Board approve the names of C. R. Graham, Clara Behrens, or Mrs. Minnie Harrer for signatures for the weekly payroll checks.

The Board voted to authorize the acceptance of any two of these names as signatures on these checks.

The Librarian announced the gift of a large tree planted on the Iroquois Library Lawn by the Beechmont Civic Club. The Board expressed appreciation of this gift.

Dr. Rauch and the Librarian reported on a meeting at the Courier-Journal concerning the Library's Microcard project. It was stated that the Library was now engaged in microcarding Sabin, "Dictionary of Books Relating to America", and the five-volume "Works of John Taylor of Caroline County, Virginia". It was stated that it had also been decided to work out details of a microcard edition of the Louisville Courier-Journal.

The Librarian stated that due to the fact that the television programs lasted past the 9:00 o'clock closing time of the Library, it had been necessary to employ "television sitters" to operate the television receivers to maintain order and protect library property and to see that the buildings were closed and in good order when the program was over. He stated that these "television sitters" are University of Louisville students or Municipal College students for the Negro branches.

He also reported that audiences for the television programs had increased to the point that the meeting rooms are filled to capacity.

The Librarian also called attention to the fact that as the audio-visual program of the Library increased its work, book circulation was increased at the same time. He stated that in his opinion these audio-visual materials and aids, including television, not only supplemented the Library's circulation of books but actually stimulated library use to the point that there was a definite increase in the circulation of books.

The Librarian also announced an exhibit of Navigation Radar prepared by the U. S. Engineers and to be installed on the balcony in the Main Library for two days, January 13 and 14.

There being no further business the meeting adjourned at 4:55 p.m.

MINUTES APPROVED:

President

James H. Fagin Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 8, 1949

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m. February 8, 1949, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Howe, McDaniel, Powell, Rauch, Sanders, Schneider, Sullivan, Welch, Wilson, Wolford, Farnsley, and the Librarian.

Dr. Rauch presided.

Dr. Rauch called upon Messrs. Hartstern, Architect, and Conner, Attorney for the Board, concerning a supplemental agreement with the Kaufman-Straus

Company. A letter from Harry W. Schacter, President of Kaufman-Straus Company to Fred Hartstern dated February 3, 1949, requesting that the escalator from the third to the fourth floor of the Kaufman-Straus Building be constructed at this time, was presented and Hartstern recounted the discussions had between him and Schacter with respect to the matter. A copy of this letter from Harry Schacter is appended to these minutes, "Exhibit A".

The Board was reminded that under the original and supplemental lease, Kaufman Straus had the right to elect to cause this escalator to be constructed if the cost of the first five items of improvements, enumerated in the supplemental lease, should be less than \$587,000; and that Kaufman-Straus had agreed by the terms of the supplemental lease to pay all costs of the improvements in excess of \$587,000; and a draft of a proposed second supplemental lease and agreement, providing for the construction at this time of the escalator from the third to the fourth floor was present;

Thereupon, upon motion of Mr. Schneider, seconded by Mr. McDaniel, it was unanimously

RESOLVED that Dr. Joseph Rauch, president, and Mrs. Foree Pagan, Secretary of the Board of Trustees, be and they are respectively authorized to execute, acknowledge and deliver to Kaufman Straus Company the second supplemental lease and agreement, a draft of which was presented to this meeting; and

BE IT FURTHER RESOLVED that if and when said second supplemental lease and agreement has been properly executed and acknowledged by Kaufman Straus Company, and a copy thereof delivered to the Library Board, that the architect, Fred Hartstern, is authorized to take the necessary action to carry out said agreement and install said escalator from the third to the fourth floor.

Dr. Rauch then introduced a committee from the Art Center Association, Mrs. John R. Green, Chairman, Mrs. William Cutter, and Mrs. Robert Hendon, presenting the following request to the Board of Trustees:

February 6, 1949

Dr. Joseph Rauch
President, Board of Trustees
Louisville Free Public Library
Louisville, Kentucky

Dear Dr. Rauch:

The Art Center Association requests that the Louisville Free Public Library make available the third floor of the main library for a Young People's Gallery and Workroom for Visual Arts in the Community.

This plea is made in behalf of the children of Louisville, who though receiving excellent art instruction, have limited opportunity for viewing objects of art, no continuous program of art appreciation, nor any easily accessible exhibition gallery.

The Art Center Association after consulting with Dr. Justus Bier, head of the Art Department of the University of Louisville, Misses Martha Christiansen and Berta Warner, art supervisors of the Board of Education, Mr. Paul S. Harris, Miss Fayette Barnum and others, and after careful study of "A Survey of the Arts" made here in 1947 and of the art section of The Louisville Public School Survey in 1943, proposes the following project to meet the needs outstanding and thus to balance the art program for young people of the community:

1. The opening and operating of a Young People's Gallery and Workroom for Visual Arts in a suitable and available location, preferably the third floor of the public library.
2. The purchase of a small but representative collection of objects of art including water color, drawing, sculpture, ceramics, glass, for both exhibition in the gallery and circulation to schools and other organizations.
3. The institution of an art appreciation course or program in cooperation with schools, the museum, and other existing organizations. Talks, broadcasts, and films could be used.
4. The bringing of both United States and Foreign exhibits suitable to young people, and an adequate program of interpretation thereof.
5. The opening of a class for Jefferson County children on Saturday morning, this to be held in the gallery-workroom, and to provide for the talented children of the county as the Children's Free Art Classes provide for the talented children of the city proper. This group would be able to work in tempera, in clay, in wood and other art media.
6. The employment of a well qualified director-teacher who could carry out the above program with the assistance of regular volunteers, largely members of the Junior League, to whom she would give training courses.

It is believed that this program might begin in September if the trustees will provide quarters and the Junior League will finance the operation of the project.

The Committee has been assured of the cooperation of the various people named above; in fact the program has included suggestions from all of them. The enclosed suggestions exhibits have been prepared by the art supervisors of the Board of Education. The Committee urges the trustees of the library to put the third floor of the library into a suitable condition for its use as a Young People's Gallery. In so doing we believe that you will be benefiting an entire community of future citizens.

Yours very truly,

Mrs. W. M. Culter, Secy.
Art Center Association

(for other signatures see next page)

/s/ Anita C. Green
Mrs. John R. Green, Chr.
Children's Free Art Class Com.

/s/ Mrs. Robert Hendon
Mrs. Robert Hendon

These representatives from the Art Center Association were assured that the Board of Trustees would study their request and that a report from the Library Committee and the Building Committee would be received at the next general board meeting.

Harry W. Schacter, President of Kaufman-Straus Company, then entered the meeting to present the annual report of the business of the company. Mr. Schacter read the following report:

Louisville 2, Kentucky
February 8, 1949

The Library Board
Louisville Free Public Library
Louisville, Kentucky

Gentlemen:

Once again you have been good enough to grant me the customary opportunity of appearing before your Board and presenting you our Annual Report.

For the fiscal year ending January 31, 1949, the Kaufman Straus Company enjoyed the largest volume of business in its entire 70 years' history. The net volume for the year was \$6,625,705.44, which entitled the Library Board to an excess rental of \$109,180.80.

At this point I should like to call to the attention of the Library Board that from February 1st through June 30th of last year, the minimum rental was at the rate of \$60,000 per annum. Beginning July 1st, we went on the minimum rental base of \$100,000 per annum, as per our new lease. Therefore, for our total fiscal year which began February 1, 1948, we have paid the Library Board a total minimum rental of \$83,333.31, instead of the minimum of \$60,000 which we paid for the fiscal year of 1947. This difference in minimum of \$23,333.31 was paid you in the normal course of events during the year of 1948, whereas, in previous years, it would have been paid to you as excess rental.

On the basis of the above volume, figuring 3% on the first \$6,000,000 of volume, and 2% thereafter, there was due the Library Board a total rental of \$192,514.11 which, less the \$83,333.31 already paid as minimum, entitles the Library Board to a net additional rental of \$109,180.80.

In accordance with our new lease, this has to be paid to you in five (5) equal monthly installments. We are, therefore, tendering you, herewith our check for \$21,836.16, representing, in full, the first of these five (5) installments.

The Board might like to know the status of the Air conditioning Loan at this time. You recall that the Principal and the adjusted Interest for the 15-year period was \$90,248.36. To date we have repaid Principal and Interest to the amount of \$60,943.97 representing all the installments due. Thus, approximately 68% of the Principal and Interest has been paid.

In addition, we have paid to the Library Board the following sums in excess rental for the past nine years:

Year 1940	\$12,757.28
Year 1941	34,077.31
Year 1942	46,436.54
Year 1943	64,135.58
Year 1944	82,970.36
Year 1945	98,298.83
Year 1946	126,800.21
Year 1947	126,752.87
Year 1948	-----
(a) Excess Rental	109,180.80
(b) Increase in Min.	<u>23,333.31</u>
TOTAL	\$724,743.09

The Excess Rental plus the Increase in Minimum for the 9-year period averaged \$80,527.01 per year, and the Library Board averaged \$143,119.60 a year for the 9-year period.

I am happy to inform the Library Board that I have received approval to proceed with the escalators from the 3rd to the 4th floor which, as you know, were optional in our lease. Since the Library Board's expenditures have been fixed at \$587,000. and we have agreed to pay for all expenditures above that amount, this means that these two additional escalators, which will cost approximately \$45,000. are that much additional asset value to the Library Board.

I am also pleased to inform the Board that although our store was substantially torn up, and about 25% of our selling space put out of commission from July 3rd to December 11th, our sales volume held up very favorably with the rest of Louisville, according to Federal Reserve figures.

I would also like to inform the Board that the construction of our 6th Floor is now fully underway - that we are making excellent progress not only in that, but in the plans for our refixturing. This will be a hard year for us in that our store will be more or less torn up right on until about April 1950. By that time, however, we should have a brand new and enlarged Kaufman's. Our experience in this last six months has indicated that our volume will not be hurt too much by these changes.

I cannot help but tell you all, in closing, that I look toward the future with unbounded optimism. I feel that these improvements will definitely enable us to keep in step with progress, and that both the Library Board and the Kaufman Straus Company will profit thereby.

The Board and we both have been through several trying years of negotiation. Happily, these are now behind us. I want to thank every Member of the Board for the patience, the courtesy and the consideration that has been shown in everything we have attempted to do.

Respectfully submitted,

/s/ Harry W. Schacter, Pres.
Kaufman Straus Company

P.S. Again I request of the Board that the figures cited herein be kept strictly confidential, for obvious reasons.

Minutes - It was moved by Dr. Welch and seconded by Mr. Powell that the minutes of the meeting of January 11, 1949, be approved as distributed. The motion carried.

Communications - Mayor Farnsley gave a report on the Mid-Winter Meeting of the American Library Association held in Chicago which he and the Librarian attended. He reported that the Librarian had been nominated as one of the candidates for First Vice-President (President Elect) of the Association.

At this point Dr. Rauch announced that requests for nominations of candidates to be awarded a citation as outstanding library trustees had been received from the American Library Association. He stated that each year the Council of the American Library Association awards a citation to two trustees of the American Library Association by the Jury on Awards.

Dr. Rauch asked that he be allowed to suggest the name of Mayor Charles Farnsley as the nominee of the Board of Trustees of the Louisville Free Public Library.

It was moved by Mr. Wolford and seconded by Mr. Wilson that the Board nominate Mayor Farnsley for this citation. The motion carried unanimously.

Library Committee - Mrs. Fagin read the certification that bills in the amount of \$21,788.40 had been audited and found correct. (Voucher #421, checks #10089-10242 inclusive, listed in ledger, pages 50-56, Bk. #4)

She moved and it was seconded by Mr. Schneider and unanimously carried that bills in this amount be ordered paid.

Building Committee - Mr. Powell then gave a report concerning the work of the Building Committee. He stated that the Building Committee had met several times during the month, once at the Iroquois Library to examine the sample light fixtures installed there by the Olive Markel Company. The Committee approved of these fixtures and asked the Olive Markel Company to make a proposal concerning the total cost of the installation of the recommended lighting.

Mr. Powell read the following proposal from the Olive Markel Company:

February 5, 1949

Louisville Free Public Library
4th & York Streets
Louisville, Kentucky

Attention: Mr. Graham

Re: Wiring Changes and New Fixture
Installation
Iroquois Branch, 601 Woodlawn Ave.
Louisville Free Public Library

Gentlemen:

We propose to furnish and install 4 - # Y.E-4 Smithcraft 4 Light Fluorescent Ceiling Fixtures and 15 - 2-4 Y.E.-4 Smithcraft 4 Light Fluorescent Suspended Fixtures complete with Lamps and Changes in wiring to take care of the added Voltage Load. The complete installation will be installed for the sum of **
*****TWO THOUSAND THREE HUNDRED FIFTY TWO AND NO/100*****
***** (2,352.00) DOLLARS*****
Our estimate is based on the recommendations and layout of the Louisville Gas & Electric Company by Mr. Goode with additions of making all fixtures 2-40 Watt - 4 Light over the entire First Floor. All private Rooms, and the table at rear of main desk will be single 4 Light 40-Watt Fixtures mounted on Ceiling.

This installation and estimate is in accordance with the Sample Installation as made by us, and includes the additional Stem, Canopies, and fittings required.

If acceptable this installation may be made on a Cost Plus basis of 10% Overhead and 10% Profit with the above figure as a maximum price.

Trusting we may be favored with your valued order for the installation, we are,

Yours truly,

OLIVE-MARKEL ELECTRIC COMPANY

/s/ F. J. Markel, Partner

Mr. Powell stated that it was the recommendation of the Building Committee that no bids be taken on this work and that the installation be made by the Olive Markel Company on a cost plus basis of 10% overhead and 10% profit with a maximum figure of \$2,352.

It was moved by Dr. Welch and seconded by Mr. Schneider that this recommendation of the Building Committee be approved. The motion carried unanimously.

Mr. Powell gave a report of the maintenance work which had been accomplished during the month. This was ordered filed.

Mr. Powell read the certification by Fred J. Hartstern, the Board's Architect, that the Otis Elevator Company was entitled to a payment of \$21,950.00 for labor and material furnished to date on account of escalator contract. He also read the certification that the Whittenberg Construction Company was entitled to a payment of \$21,069.57 and also \$2,087.96 for work in connection with the escalator installation at Kaufman-Straus Company. Mr. Powell also read a statement from Fred J. Hartstern, Architect, that he was entitled to a payment of \$2,260.00 for services rendered in connection with the Kaufman Straus Building.

It was moved by Mr. Sanders, seconded by Mr. Powell, and unanimously carried that these bills be approved and that the Librarian be authorized to transmit to the Kentucky Trust Company for payment these bills and certifications by the Board's Architect, Fred J. Hartstern, totaling \$47,367.53.

Finance Committee - Mr. McDaniel gave a report of the finances for the month. This was ordered received and filed.

Librarian's Report - The Librarian announced that the Federal Communication Commission had approved a construction permit for the Library to erect a 10-Watt FM Broadcasting Station. He announced that the Library thus became the first public library in the United States to have such a broadcasting station. He also announced that the story that appeared in the New York Times and the Christian Science Monitor and many important papers of the nation.

The Librarian called attention to the continued increase in circulation and called particular attention to the increase in circulation of materials from part time branches.

He stated that one of the most popular new services in each branch library and at the Main Library was the provision of long playing records which could be borrowed for home use and the provision of equipment by which patrons could listen to these records on headphones, either for the purpose of choosing records to borrow or for enjoyment in the library without home borrowing. He stated that the records were being borrowed in great numbers and that the many patrons were expressing their appreciation of this service.

It was also announced that the library's furnishing of television receivers in each branch library and at the Main Library had been very well received. An average of 100 people in each agency see television each night. It was stated that this meant that there was a total of approximately 1200 people enjoying television in the libraries of Louisville each night.

The Librarian then suggested that it would be of great value for him to visit DePauw University at Green Castle, Indiana, to study the FM Radio Transmitter as this was the same transmitter which the Library was contemplating installing and that the Librarian could study the installation as well as the program.

Exhibit "A"

C O P Y

KAUFMAN STRAUS COMPANY
INCORPORATED

Office of the President

February 3, 1949

Dear Fred:

As you know, our lease with the Library Board calls for an expenditure by them of \$587,000 for structural work for which they are to advance \$437,000, and we are to lend them \$150,000, under certain terms and conditions as specified in the lease which was signed some time ago.

In accordance with this lease, there were certain expenditures to be made for structural and other work that was to be paid for by this \$587,000, with the understanding that if this work exceeded \$587,000, Kaufman's would pay all the overage above that amount.

In this list of work, escalators up to the 3rd floor were mandatory. Escalators from the 3rd to the 4th floor were optional.

At the time of letting the contracts for the escalators, we were not entirely clear as to how the estimates would hold out. Right now, that is a little clearer though, of course, not yet final.

We also did not realize at the time that if we were going to do the escalators from the 3rd to the 4th floor, they ought to be done at an early date, for it would have been most inefficient to have finished remodelling the store and then to tear it up again to install these two flights of escalators.

I have just received permission from the President of City Stores Company to proceed with the escalators from the 3rd to the 4th floors, even though these were optional under the lease, and not mandatory.

In accordance with the lease, the building of these two additional escalators is to be included in the \$587,000, and the Library Board is not to spend any more than that.

It is our understanding that if the sum total of all the structural work, including these two additional escalators, exceeds \$587,000 we will of course, abide by the lease, and Kaufman's will pay any excess above that amount.

Sincerely,

/s/ Harry W. Schacter

Mr. Fred Hartstern
Realty Building
Louisville, Kentucky

It was moved by Dr. Welch, seconded by Mr. McDaniel and carried unanimously that the Librarian be authorized to go to DePauw University for such a study at Library expense.

The Librarian then distributed the new Neighborhood College Bulletins and asked the members of the Board of Trustees to do anything they could to publicize the fact that a new semester was starting.

There being no further business, the meeting adjourned at 5:45 p.m.

MINUTES APPROVED:

PRESIDENT

James J. Fagin
SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 8, 1949

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m. March 8, 1949, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Howe, McDaniel, Pitt, Powell, Rauch, Sanders, Wilson, Wolford, and the Librarian.

Dr. Rauch presided.

It was moved by Father Pitt and seconded by Mr. McDaniel that the minutes for the previous meeting be approved as distributed. The motion carried.

Communications - The Librarian then read a communication from Mr. & Mrs. W. K. Stewart presenting to the Library a set of "History of American Letters" in memory of Mrs. Attila Cox.

The Board voted to accept this gift with thanks.

The Librarian then read the following letter from Mrs. John R. Green, Chairman of the Children's Free Art Class Committee of the Art Center Association:

March 7, 1949

Dr. Joseph Rauch, President
Board of Trustees
Louisville Free Public Library
Louisville, Kentucky

Dear Dr. Rauch:

You and each of your trustees received last week the proposal for a Junior Gallery and Studio for Visual Arts. When you vote upon this matter kindly consider the following facts:

1. We are asking no plumbing nor light installation costs. Under the proposed plan the Junior League will pay for these. We are not asking for a cooling system for we can close the gallery during the hot months June, July, August and September.

We are asking that the room be cleaned and painted, the books and shelves removed, the utilities and a connection with your switchboard be furnished.

2. The Junior League within a few weeks will choose a project to support for the next three years. They lean this year toward a cultural project. The proposed gallery would cost them over \$18,000.00 for the three year period. We are advised that they are favorably disposed toward this gallery and are awaiting your decision with interest.

3. To quote Dr. Justus Bier, "In Louisville the logical place for a Children's Gallery is at the Free Public Library". Boys, girls and parents, visiting teachers and artists will be drawn to the gallery and will increase the circulation of books. The reverse is also true - a mutual advantage to both organizations.

The costs for the library's part is a nominal one considering the educational advantages to the children and the increased use of the library facilities.

We trust you will cooperate with the Junior League and the Art Center Association and make available the space needed for this project.

Cordially yours,

/s/ Anita C. Green
(Mrs. John R. Green)
Chr. Children's Free Art
Class Committee

No action was taken on this communication. It was announced that this matter would be discussed after the Library Committee and the Building Committee had given reports concerning the request.

Library Committee - Mrs. Fagin read the certification that bills in the amount of \$15,901.31 had been audited and found correct. She moved, it was seconded by Mr. Powell and carried unanimously that bills in this amount be ordered paid. (Voucher #427, checks #132-280 inclusive)

Mrs. Fagin then read the following report of a meeting of the Library Committee in the Librarian's office on February 9.

Present: Mrs. Fagin, Messrs. Welch and Howe.

Dr. Welch presided.

The Library Committee considered the request of the Art Center Association that the Library make available the third floor of the Main Library for a Young People's Gallery and Work Room for Visual Arts.

After discussion, the Library Committee voted to recommend to the Board of Trustees that it answer the Art Center Association's request by stating that the Board agrees as to the desirability of the Art Center Association's proposal. The Committee further recommends that the Board state to the Art Center Association that positive action on the proposal depends upon the following:

1. Whether or not the books stored on the third floor can be successfully housed in the Monsarret School.
2. Whether or not funds for remodeling Monsarret School for the housing of books and the Museum can be obtained.
3. Provided assurance can be given by the Art Center Association that its program will continue and that the Library will not be called upon for any funds or personnel to guarantee the continuance of the program.

Building Committee - Dr. Rauch then asked for a report of the Building Committee concerning the Committee's work in connection with the request of the Art Center Association.

Mr. Powell reported that the Committee had examined plans for the proposed work at the Main Library and Monsarret School furnished by Louis and Henry Architects. The Committee had been asked by the Board to obtain estimates for this work and it voted to present these plans and estimates to the Board for any action it sees fit. It was stated that the total estimated cost of all the work was \$68,836.84.

After some discussion in which it was brought out that this request deserved longer consideration than could be given at a regular Board meeting, it was moved by Mrs. Fagin and seconded by Mr. Wolford that the President of the Board be requested to call a special meeting of the Board to discuss this matter. The motion carried and the date of March 22 at 3:00 p.m. was chosen and the Librarian was requested to inform the Art Center Association of the action so that representatives of the Association could be present.

Dr. Rauch then called for the remainder of the report of the Building Committee.

Mr. Powell reported that the Committee had examined the installation of new lights with Mr. Markel of the Olive Markel Company and had expressed satisfaction.

It was reported that the Committee had discussed the proposal of the Braun Acoustical Company for the installation of acoustical tile to be applied on wood furring strips to all of the walls in the Reading Room at the Parkland Branch Library and at Western Branch Library. It was explained that the Committee had been empowered to receive proposals for this work when it had recommended that the same treatment be given these branches as had been successfully done at Highland Branch Library.

The Committee voted to recommend that the Board accept the proposal to install this work at cost plus 15 and 10% with the total not to exceed \$1800 at Parkland and \$1300 at Western. It was explained that this would enable the Library to take advantage of any savings which could be accomplished when the work was begun.

It was moved by Mr. Powell and seconded by Mr. McDaniel that this report of the Building Committee be approved and the the Committee be empowered to carry out the recommendations. The motion carried.

Dr. Rauch then stated that he had authorized the Librarian to attend a meeting of the Louisiana Library Association Meeting at St. Charles, Louisiana, on April 1 and that the Librarian was receiving invitations to the state library association meetings because of his office as President of the Southeastern Library Association and also because of his candidacy for President of the American Library Association.

It was moved by Mr. Wolford and seconded by Mr. Sanders and carried, that this action of the President be ratified and approved.

It was also moved by Mr. McDaniel, seconded by Mr. Powell and carried unanimously that the Librarian be authorized to attend at library expense these library conferences to which he was invited because of this dual capacity as President of the Southeastern and candidate for President of the American Library Association.

Finance Committee - Mr. Wolford gave a report of the finances for the month. This was ordered received and filed.

Librarian's Report - The Librarian called attention to the statistical report on the following:

1. The continued increase in circulation.
2. The substantial number of long playing phonograph records which had been borrowed.
3. The number of borrower's cards in force was at an all time high.
4. The materials of the Audio-Visual Department had been used by an audience of 80,989.
5. Halleck Hall High School had joined the wire network of the Library and was receiving regularly scheduled programs as an adjunct to the class room teaching.
6. The attendance at the television shows in the Library had increased to such an extent that auditorium space had been exhausted.

There being no further business the meeting adjourned at 5:35 p.m.

MINUTES APPROVED:

PRESIDENT

Thelma J. Johnson
SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY
SPECIAL MEETING BOARD OF TRUSTEES
March 22, 1949

A special meeting of the Board of Trustees of the Louisville Free Public Library met at 3:00 p.m. March 22 in the Librarian's office.

Present: Mrs. Fagin, Messrs. Pitt, Powell, Rauch, Schneider, Welch, Wilson, Wolford, and the Librarian.

Dr. Rauch presided.

Dr. Rauch stated that this special board meeting had been called for the purpose of discussing the proposal recently presented by the Art Center Association.

The Committee from the Art Center Association with Mrs. John R. Green as Chairman was invited to the meeting. Mrs. Green was invited by Dr. Rauch to make any statement she wished.

Mrs. Green summarized the request of the Art Center Association, that the Library provide quarters for a Gallery and Workshop in the Visual Arts. She emphasized that the request was for the provision of space, and the Library was requested only to make available the Art Gallery on the third floor in a clean condition. She stated that all of the necessary equipment would be furnished by the Junior League Art Center project.

Members of the Board of Trustees were invited to ask questions.

There was considerable discussion after which the Committee left the meeting.

In the discussion which followed it was brought out that provision must be made for a free class of Negro Children if the request for such a class were presented.

It was also stated that if the Board decided to grant this request of the Art Center Association a formal agreement should be drawn up to incorporate any provisions which the Board wanted included.

It was then moved by Father Pitt and seconded by Mr. Powell and carried unanimously that this request of the Art Center Association for use of the third floor gallery be granted and that a formal agreement embodying the desires of the Board in this connection be drawn up and signed by all parties concerned.

There being no further business the meeting adjourned at 4:30 p.m.

MINUTES APPROVED

PRESIDENT

Anna F. Fagin
SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 12, 1949

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m. April 12, 1949, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Pitt, Powell, Sanders, Schneider, Sullivan, Wilson, Wolford, and the Librarian.

Mr. Wolford presided.

It was moved by Mrs. Fagin seconded by Mr. Powell and carried that minutes for the meeting of March 8 and minutes for the special meeting of March 22 be approved as distributed. The motion carried.

Communications - The Librarian read a letter from William D. Meyers, Director of Finances, City of Louisville, requesting that the Library have a copy of its request budget sent to the City Hall by May 1. This matter was referred to the Finance Committee.

Library Committee - Mrs. Fagin read the certification that bills amounting to \$21,279.81 (Voucher #434, checks #413-590 inclusive, listed in ledger, pages 63-70, Bk. #4) had been audited and found correct.

She moved and it was seconded by Mr. Schneider and carried unanimously that bills in this amount be ordered paid.

Building Committee - Mr. Powell read a letter from the Librarian to the Kentucky Trust Company dated March 28 authorizing the Kentucky Trust Company to pay as trustee, the sum of \$22,946.42 to the Whittenburg Construction Company, this amount being certified by Fred J. Hartstern, the Board's Architect.

It was moved by Mr. Powell, seconded by Mr. Wilson, and carried unanimously that the Board approve this action of the Librarian in authorizing the Kentucky Trust Company to draw checks in the amount of \$22,946.42 on the monies being held as proceeds on the sale of bonds, the issue of 1948.

Mr. Powell then reported that installation of acoustical tile on the walls of Parkland Branch had been completed and that work was progressing at Western Branch.

He reported that the Committee had gone over the plans of Fred Louis, Architect, concerning the improvements to be undertaken at the Main Library for the Audio-Visual Department and for the proposed art gallery and the moving of the Museum to the Monsarret School. He reported that the Committee is ready to undertake the work as soon as the Finance Committee announces the amount of money available for this project. He stated that the Committee would do as much of the work as would be possible with the amount of money available.

Mr. Powell then read a report of the maintenance work accomplished for the month.

This report was ordered received and filed.

Finance Committee - Mr. Schneider read a report of finances for the month. This was ordered filed.

The Librarian then read a letter from C. E. Swope concerning increased insurance on the Kaufman Straus Building and binder on same. It was stated that Fred J. Hartstern, Architect, had informed Mr. Swope that he thought at least \$50,000 more Fire and Extended Coverage insurance should be placed on the Kaufman Straus Building due to the improvements made so far.

After some discussion it was pointed out that \$100,000 additional insurance would be more in line with improvements.

It was moved by Father Pitt and seconded by Mr. Schneider that an additional \$100,000 worth of Fire and Extended Coverage insurance be purchased on the Kaufman-Straus Building. The motion carried.

The Finance Committee then presented the revised budget for the remainder of the fiscal year explaining that this budget left a balance of \$31,044.63 to be used for the improvements at the Main Library and in moving the Museum to Monsarret School, etc.

After considerable discussion, it was moved by Mr. Schneider and seconded by Mr. Powell that this revised budget for the remainder of the fiscal year be adopted. The motion carried unanimously.

At this point the question of Liability Insurance was discussed at some length after which it was moved by Father Pitt and seconded by Mr. Sanders and carried that the question of Liability Insurance be referred to the Finance Committee.

Librarian's Report - The Librarian announced the receipt of communications from the Mayor announcing the re-appointment of Father Pitt and Mr. Wilson and the appointment of Mr. John Ed Pearce for four year terms.

The Librarian called attention to the many articles about the Library which were appearing in the local papers and in magazines of national circulation.

Election of Officers - Mr. Powell announced that the Executive Committee acting as the Nominating Committee had nominated the following for officers for the ensuing year:

Dr. Joseph Rauch - President
Mr. Leo T. Wolford - Vice President
Mrs. Starling Fagin - Secretary

It was moved by Father Pitt, seconded by Mr. Wilson and carried unanimously that nominations be closed and that the Secretary be instructed to cast one ballot for the officers named.

There being no further business, the meeting adjourned at 5:30 p.m.

MINUTES APPROVED

PRESIDENT

Howe F. Fagin SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 10, 1949

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m. May 10, 1949, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Howe, Pearce, Powell, Sanders, Sullivan, Schneider, Welch, Wilson, Wolford, and the Librarian.

Mr. Wolford presided.

It was moved by Mrs. Fagin, seconded by Mr. Powell, and carried that minutes for the meeting of April 12 be approved as distributed. The motion carried.

Mr. Wolford asked the Librarian to explain the situation at Jefferson Branch caused by the bad health of Mrs. Helen DeWitt, the Branch Librarian. The Librarian explained that Mrs. DeWitt's health had been getting worse over a ten or fifteen year period and had gotten to the point now where she had become a definite liability to the Library. After considerable discussion, it was moved by Dr. Howe and seconded by Dr. Welch that Mrs. DeWitt's husband be asked to meet with the Board in order to discuss the matter.

In the discussion which followed this motion, it was brought out that asking the husband to appear before the full Board would not be a wise action. Mr. Wolford asked for a vote on the motion. The motion was defeated and Mr. Sanders moved that this matter be referred to the Library Committee with power to act. The motion was seconded by Mr. Wilson and carried unanimously.

Communications - The Librarian read a letter from Edwin Hopkins presenting to the Library an out-of-print copy of Auguste Rodin by Frisch and Shipley. A copy of the letter is appended to these minutes, "Exhibit A".

The Librarian then read a communication from Miss Lizette Hast stating that in her opinion the Music Information Committee of the Louisville Area Development Association had been able to do the things which she had suggested in her proposition to the Library July 31, 1948. This communication was ordered received and filed.

Library Committee - Mrs. Fagin read the Certification that bills in the amount of \$23,065.91 (Voucher #440, checks #723-886 inclusive listed in ledger, pages 71-77 Bk. #4) had been audited and found correct.

She moved and it was seconded by Mr. Powell and carried unanimously that bills in this amount be ordered paid.

Building Committee - Mr. Powell stated that a special joint meeting of the Building and Finance Committees had been held in the Librarian's office on Tuesday, April 25 at 3:15 p.m.

Those present were Messrs. Powell, Rauch, Sanders, Schneider, Wilson, Wolford and the Librarian.

Dr. Rauch presided.

Mr. Powell read the following report of the joint meeting:

It was stated that the purpose of this joint meeting was to explore the Board's obligation under the Lease governing the improvements being undertaken at the Kaufman Straus Building.

It was stated that Mr. Schacter, President of Kaufman Straus had brought to the attention of several Board members, in an informal way, the fact that present commitments had spent all of the \$587,000 which was the total the Board had obligated itself to spend. It was stated that Mr. Schacter now thought the project would go at least \$200,000 over the original estimates.

Mr. Powell, Chairman of the Building Committee, stated that the matter had not been brought to the attention of his Committee or the Board in any formal way but that he thought it the duty of the Board to determine how much had been spent and how much the Board had committed itself for at this time.

Mr. Sullivan stated that Messrs. Hartstern and Schacter had visited him in his office and that Mr. Schacter had stated that his company could not spend \$200,000 to finish the project.

After considerable discussion, Mr. Wolford, Chairman of the Finance Committee and the Librarian were requested to lay the matter before Verser Conner, Attorney of the Board, in order to have a preliminary statement of the rights and obligations of the Board under the lease and mortgage indenture.

It was decided that inasmuch as no formal statement had come from Mr. Schacter, there was no action which the Committee or the Board should take at this time in answering Mr. Schacter.

The meeting adjourned at 4:30 p.m.

Then Mr. Powell read the certification by Fred J. Hartstern, the Board's Architect, that the Otis Elevator Company was entitled to payments of \$30,600.00 and \$28,350.00 for labor and material furnished to date on account of escalator contract. He also read the certification that the Whittenberg Construction Company was entitled to a payment of \$73,316.52 for work in connection with the escalator installation at Kaufman Straus Company.

It was moved by Mr. Powell and seconded by Mr. Sullivan, and unani-
mously carried that these bills be approved and that the Librarian be
authorized to transmit to the Kentucky Trust Company for payment these
bills and certifications by the Board's Architect, Fred J. Hartstern,
totaling \$132,266.52.

Mr. Powell also read a report of maintenance work which had been
accomplished for the month. This was ordered received and filed.

Finance Committee - Mr. Schneider read the report of finances for
the month. This was ordered received and filed.

Librarian's Report - The Librarian reported that three sets of
Sabin's Bibliotheca Americana which the Library had microcarded had al-
ready been sold without any advertising. The Librarian expressed the
viewpoint that there would be no difficulty in disposing of the re-
maining sets at a profit to the Library.

The Librarian then distributed new book lists and copies of an
article, The University of the People, by Mayor Farnsley. He also
distributed copies of the Library Bureau's publication The Pioneer
which contained an article on the Library written by Dr. Lawrence
Thompson, University of Kentucky.

There being no further business, the meeting adjourned at 5:10 p.m.

MINUTES APPROVED:

President

James A. Wilson Secretary

Edwin Hopkins
 Publisher

255 West 43rd Street
 New York 18, N.Y. - Tel. LACK. 4-6900
 New York, May 4, 1949

C. R. Graham, Esq.
 Librarian,
 Louisville Free Public Library
 301-333 Library Place
 Louisville, Ky.

Dear Sir:

Under separate cover I am sending as a gift to the Library
 a copy of the following book:

Auguste Rodin
 A Biography by Victor Frisch
 and Joseph T. Shipley.

As you know, of course, a "colossal" bronze statute of
 "The Thinker" by Rodin has been erected at the University of Louisville,
 at 2301 South Third St. at Ship Street.

This was erected by the trustees of the estate of my brother,
 the late Arthur E. Hopkins, a lawyer, judge and president of the Board
 of Aldermen of Louisville, at the time of his death, Sept. 30, 1944. He
 had bequeathed funds for the purpose.

There are only three of these large bronzes in the United
 States, the others being at the Rodin Museum in Philadelphia, and on
 the country estate of Doris Duke at Somerville, N. J.

The book tells how "The Thinker" came to be made and may find
 interested readers. It was published by F. A. Stokes & Co. in 1939,
 a firm taken over by J. B. Lippincott & Co. of Philadelphia. The book
 has been out of print for some time, and the publishers have no copies.
 I managed to find this one in a tour of the second hand book stores here,
 which accounts for the fact that the dust jacket is a little dusty, but
 the book itself is in good condition. There are no more to be found at
 present.

My brother did not have the book in his library, I learn from
 Judge J. J. Kavanagh, to whom he bequeathed it. He knew French and
 had many French books, and I think became interested in Rodin on a visit
 to Paris.

Sincerely yours,

/s/ Edwin Hopkins

P.S. The Metropolitan Museum of Art of New York has a plaster, exhibited
 at St. Louis in 1904, and a small bronze copy.

See page 73

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LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 14, 1949

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p. m. June 14, 1949, in the Librarian's office.

Present: Mrs. Fagin, Messrs, Howe, Rauch, Schneider, Welch, Wilson, Wolford, and the Librarian.

Dr. Rauch presided.

Minutes - It was moved by Dr. Welch and seconded by Dr. Howe that minutes of the meeting of May 10 be approved as distributed. The motion carried.

Communications - The Librarian read a letter from the Neighborhood Music Class at Shawnee Branch Library and from the Wednesday evening Music Class at Highland Branch Library expressing the appreciation of the classes for the courses being offered in the Neighborhood College program.

The Board expressed appreciation of these letters.

The Librarian read a letter from Miss W. D. Lepping expressing appreciation for the many services offered by the Library and particularly stressing the Audio-Visual services including the wire network and the privilege of borrowing phonograph records.

The Librarian also read a letter from the President of the League of Women Voters thanking the Library for the use of meeting rooms.

Library Committee - Mrs. Fagin stated that the Library Committee had met on May 17 at 2:00 p. m. in the Librarian's office and that she, Father Pitt, Dr. Welch, and the Librarian had discussed with Mr. DeWitt, the husband of Mrs. Helen DeWitt, Librarian of Jefferson Branch Library, the problem of Mrs. DeWitt's bad health. Mrs. Fagin stated that Mr. DeWitt had agreed with the Committee that Mrs. DeWitt should resign her position immediately. He volunteered to suggest it to her. It was also stated that the Committee had voted to grant Mrs. DeWitt three months salary in addition to her paid vacation.

The meeting adjourned at 2:30 p. m.

Mrs. Fagin then read a letter from Mrs. Helen DeWitt dated May 23 resigning from her position as branch librarian of the Jefferson Branch. It was moved by Mrs. Fagin seconded by Mr. Wilson and carried that this resignation be accepted.

Mrs. Fagin then read the certification that bills for the month of May 1949 (Voucher #446, checks #1020-1208 inclusive, listed in ledger, pages 78-85 Bk. #4) amounting to \$23,061.48 had been audited and found correct.

She moved, it was seconded by Mr. Schneider and carried unanimously that bills in this amount be ordered paid.

Building Committee - In the absence of Mr. Powell, Mr. Wilson gave the report of the Building Committee. He read the following report:

The Building Committee met on May 17 at 3:30 p.m. in the Librarian's office with Fred J. Hartstern to examine the bills from Whittenburg Construction Company before presenting them to the Kentucky Trust Company for payment. Several items were disallowed and the Committee agreed that in the future it would meet with Mr. Hartstern to examine the bills before they were presented to the Board for approval for transmission to the Kentucky Trust Company.

The Building Committee also met on May 23 at 3:00 p.m. with Fred Louis to discuss the planning and cost estimates on the Audio-Visual-Museum Project and moving the Museum to Monsarrat School. The time schedule was approved and under previous authorization of the Board the contract with Louis and Henry was signed.

On May 26 at 3:30 p.m. there was a joint meeting of the Building Committee and the Finance Committee for the purpose of receiving a communication from Harry Schacter, President of Kaufman Straus Company and for the purpose of choosing an attorney to represent the Board.

Mr. Schacter read the communication which is appended to these minutes. Dr. Rauch, who was presiding, stated that the Committee would take the communication under consideration and report to the full Board its findings. At this point Mr. Schacter left the meeting.

The joint committee then discussed the employment of an attorney to take the place of the late J. Verser Conner.

It was unanimously agreed to offer the position to James W. Stites. Dr. Rauch, Mr. Wolford and the Librarian agreed to call upon Judge Stites as soon as the meeting adjourned.

There being no further business the meeting adjourned at 4:45 p.m.

The Building Committee met again on June 10 in the Librarian's office to award the coal contract for the next year.

After examining bids from five companies, the contract was to Downard Coal Mining Company for its fixed price quotation of \$10.75 for egg coal and \$11.25 for stoker coal with \$.75 per ton storage charges.

The meeting adjourned at 4:30 p. m.

In the discussion which followed this report, it was brought out that it was difficult to obtain a quorum of the entire Board; therefore, it was suggested that in making a decision concerning the Kaufman Straus project, a Committee made up of the Finance and Building Committees be given power to act and that the entire membership of the Board be invited to attend the joint meeting, but that for purposes of a quorum, only the members of the two committees be counted. It was then moved by Mrs. Fagin and

seconded by Mr. Schneider that the joint committee obtain an opinion from Judge Stites that the Committee be given power to act, and that other members of the Board be informed of the meeting of the joint committee and be told that they were welcome to attend.

The motion carried.

Mr. Wilson then read a statement from Fred J. Hartstern, Architect, that he was entitled to a payment of \$1,335.00 for services rendered in connection with the Kaufman-Straus Building.

It was moved by Mr. Wilson and seconded by Mr. Wolford, and unanimously carried that this bill be approved and that the Librarian be authorized to transmit to the Kentucky Trust Company for payment this bill and certification by the Board's Architect, Fred J. Hartstern, totaling \$1,335.00.

Mr. Wilson then read a report of the maintenance work for the month which was ordered filed.

In the discussion which followed the report of the maintenance work, it was suggested that this report be given to the Building Committee and that the Building Committee could then report any items of importance to the Board. It was suggested that it was not necessary to read the entire detailed maintenance report each month at the Board meeting.

At this time, Dr. Rauch was called out of the meeting temporarily and Mr. Wolford presided for the remainder of the meeting.

Finance Committee - Mr. Schneider gave a report of the finances for the month.

It was moved by Dr. Rauch and seconded by Mr. Schneider that the report of finances be received and filed.

Librarian's Report - The Librarian reported that only \$25,000 remained of the money realized from the sale of the Board's bonds for the purpose of making improvements on the Kaufman Straus Building. He stated that it was now necessary to call upon Kaufman Straus to advance the \$150,000 which according to the terms of the lease they were to lend to the Library without interest for the purpose of making the improvements called for by the lease.

It was moved by Dr. Rauch, seconded by Mr. Wilson and carried that the Chairman of the Finance Committee be asked to communicate to the Kaufman Straus Company asking them to advance the \$150,000 at this time.

The Librarian reported on the County Auditor's statement that the Fiscal Court had appropriated \$35,000 to the Library for county library services. He stated that this was the same as last year and that the Finance Committee of the Board of Trustees had asked for a considerably larger sum. He stated that the Fiscal Court had not granted the Board a hearing.

It was moved by Dr. Rauch, seconded by Mr. Schneider that when the Board had received official notification of this County Appropriation that the Librarian ask in the name of the Board for a hearing with the Fiscal Court to discuss the appropriation.

The Librarian reported that three German Librarians under the joint sponsorship of the American Library Association and the American Military Government of Germany were to visit Louisville for three days beginning June 21. The Librarian stated that he felt it to be a compliment to the Louisville Library that it had been chosen as one of the libraries to demonstrate the American system of library services in a democracy.

Members of the Board expressed pleasure at this visit and it was moved by Dr. Rauch, seconded by Mr. Schneider that the Librarian make arrangements for entertaining the German Librarians at the expense of the Library. Specifically suggested was a dinner or a luncheon with the Trustees.

The motion carried unanimously.

The Librarian then reported that he had been asked to undertake two projects for the Saturday Review of Literature.

The meeting adjourned at 5:10.

MINUTES APPROVED:

President

James H. Hagan
Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 13, 1949

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m. September 13, 1949, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Howe, Powell, Rauch, Sanders, Schneider, Wilson, Wooford, and the Librarian.

Dr. Rauch presided.

Minutes - It was moved by Mr. Powell and seconded by Mr. Wilson that the meeting of June 14, 1949 be approved as distributed and the action of the Executive Committee of July 13, 1949 and August 9, 1949, in ordering bills paid when no meeting was held on account of the lack of a quorum be approved. The motion carried unanimously.

Communications - The Librarian read a communication from a group of citizens in the Taylor Boulevard area. This group petitioned the Board for increased services and more adequate quarters for the Taylor Boulevard part-time branch. This communication is appended to these minutes. Exhibit A.

After discussion the Librarian was requested to communicate with the group signing the petition and to state that the Board appreciates the growth of the Taylor Boulevard part-time branch, and that the Board realizes that the quarters are inadequate. The Librarian was also asked to state that the Board would do its utmost to plan for more adequate quarters, but at the present time feels that it is unable to increase the hours this agency is open to the public.

The Librarian also read a letter from the Reverend John F. Kutz, expressing his appreciation of the services he received from the film department of the Library.

Library Committee - Mrs. Fagin read the certification that the bills for the month of August (Voucher #460, checks #1927-2065 inclusive, listed in ledger #4, pages 101-107.) amounting to \$15,091.63 had been audited and found correct. She moved and it was seconded by Mr. Schneider and carried unanimously that bills in this amount be ordered paid.

Building Committee - Mr. Powell read the following report of the Building Committee:

A joint meeting of the members of the Building Committee and Finance Committee met on August 10, at 3 p.m. in the Librarian's office. Present were Messrs. Powell, Schneider, Sullivan, Wolford, and Sanders, Also, Judge Stites, the Board's attorney, Mr. Hartstern, the Board's architect, Mr. Whittenberg, contractor, and the Librarian.

The purpose of the meeting was to review with Messrs. Hartstern and Whitterberg progress on the Kaufman-Straus improvement project. After discussion, in which there was brought out that the money in the Construction Fund had been practically spent, Judge Stites was requested by the Committee to communicate with Kaufman-Straus asking them to furnish the \$150,000.00 which according to the lease they were to advance to the Board. The meeting adjourned at 5 p.m..

On August 22, the Building Committee met at 3 p.m. to open bids on the work previously authorized by the Board to be undertaken in construction of the new quarters for the Audio-Visual Department. Present were Messrs. Powell, Sanders, Louis, the architect, and the Librarian. There were seven (7) bids for the general construction work. Five (5) bids for the electrical work and (4) bids on the duct work. After opening the bids the architect requested that he be allowed to study the alternate proposal and bring recommendations to the committee.

On September 8, at 4 p.m. the Building Committee consisting of Messrs. Powell, Sanders, Sullivan, Wilson, Mr. Louis, and the Librarian met to receive the recommendations of the architect. Recommendations are listed in the attached letter and there being no further business the meeting adjourned at 5 p. m.

Mr. Powell reported that the Building Committee had approved the recommendations of the architect that a contract be awarded to Fred J. Lichtefeld and Son for general contractor's work, for the sum of \$12,276.00, and to the Olive-Markel Company for electrical work in the sum of \$6,029.50, and to the Liberty Engineering and Manufacturing Company for sheet metal duct work in the amount of \$4,126.00, making a total of \$22,431.50.

It was moved by Mr. Schneider and seconded by Mr. Wolford, and carried unanimously that the recommendations of the Building Committee be approved and the contracts awarded.

Mr. Powell then gave the recommendation of the Building Committee that the Board contract with the ADT Company for Central Station Burglary and Holdup Protection Service, in the amount of \$1,092.00 for the installation and an annual subscription, cost of \$598.00.

After discussion it was moved by Mrs. Fagin and seconded by Mr. Schneider, and carried unanimously that this recommendation of the Building Committee be approved.

Mr. Powell then presented the contract with the Weissinger-Gaulbert Company for furnishing heat to the library. He stated that this was the same contract which was signed each year.

It was moved by Mr. Powell and seconded by Mr. Wilson and unanimously carried that the Librarian be authorized to sign this contract.

Finance Committee - Mr. Wolford presented a bill of \$837.00 from the Kentucky Trust Company for its fee as trustee of the Kaufman-Straus Construction Fund account.

He moved and it was seconded by Mr. Powell and carried that the Board instruct the Kentucky Trust Company to charge this fee of \$837.00 to the Construction Fund.

Mr. Wolford then moved that the Librarian's action in transmitting a certification from Fred J. Hartstern to the Kentucky Trust Company and requesting payment from the Construction Fund to the Abell Elevator Company in the amount of \$14,980.00 on July 30, 1949 be ratified. This motion was seconded by Mr. Powell and carried unanimously.

Mr. Wolford then reported that it had been the recommendation of Mr. Swope, the Library's insurance advisor, that to comply with the 90% co-insurance clause in the Library's Kaufman-Straus policy, the Library should purchase \$200,000.00 additional insurance. Mr. Wolford reported that he had conferred with Mr. Powell, and Mr. Sanders, and the Librarian, and that they all agreed that this should be done without waiting for the regular Board meeting. He also reported that the group had raised the insurance on the contents of the Monsarrat Building including the Museum to \$25,000.00 which was an addition of \$10,000 over the original \$15,000.

In the discussion of this action, the Finance Committee was requested to add burglary insurance to the insurance carried on the Monsarrat building as soon as the ADT system had been installed. After more discussion, it was moved by Mr. Wilson and seconded by Mr. Schneider, and unanimously carried that this action of the Finance Committee in purchasing the additional insurance be approved.

Librarian's Report - The Librarian reported that the City Police Department had granted permission to the Library to install the antenna for the Library's new radio station WFPL on the tower of the Police Broadcasting Station on Rosewood and Bardstown Road. He reported that this would mean a large saving, inasmuch as no tower would need to be purchased or erected. He also stated that engineers had estimated that the increased height of the antenna would enable the station to cover a much wider area.

The Librarian reported that the Board of Education had recalled the portable building being used as the Virginia Avenue part-time branch because the Board felt it necessary to use this building for a kindergarten. The Librarian reported on his efforts to find suitable quarters and stated that he and Mrs. Lattimore, head of the colored department, had made every effort to find suitable quarters and stated that he and Mrs. Lattimore, head of the colored department, had made every effort to find suitable quarters and had communicated with interested groups to report the closing of the branch and to ask help from the groups in locating suitable quarters.

Dr. Rauch suggested that the Librarian meet with a group of Parkland citizens to explain the situation.

The Librarian reported that he had talked with Mr. William Hodapp, chief of the Continuity Department, Station WAVE, and that Mr. Hodapp

was willing to accept a part-time position as radio consultant with the Library and would be able to plan and supervise the radio activities. The Librarian reported that Mr. Hodapp was willing to accept this position for \$83.33 per month. After discussion it was moved and seconded by Mr. Schneider that this matter of employing Mr. Hodapp be referred to the Library Committee and the Librarian with power to act. The motion carried.

The Librarian then reported that he had been invited to speak at the Kansas Library Association at Salina, October 6, 7, and 8, at the expense of the Kansas Library Association. The Board voted its approval for the Librarian to attend this meeting.

There being no further business the meeting adjourned at 5:45 p. m.

MINUTES APPROVED:

_____ President

Joseph J. ...
_____ Secretary

Exhibit A.

Louisville, Kentucky
Sept 7, 1949

Louisville Free Public Library
Mr. Clarence Graham, Librarian
Dr. Joseph R. Rauch,
Louisville, Kentucky

Dear Dr. Rauch:

We, the undersigned citizens and organizations of the Taylor Boulevard community respectfully request that you submit this letter and petition to the next regular meeting of the Library Board. May we first express our appreciation for the consideration that you and your Board have already extended to our community. The Taylor Boulevard Branch of the Louisville Free Public Library has rendered a valuable service to this community; the increasing use of its facilities and services attest its growing popularity among the people of this section of the City.

We feel that the times has come when this Branch can increase, even more, its service to the people of this community. We therefore respectfully request, first, that it be kept open more hours per week. Up to this time the Branch has been open eighteen and one-half ($18\frac{1}{2}$) hours per week and during the last two months of last year and the first two months of this year has shown a total book circulation of 13,376 volumes. By extending the hours and keeping open more days per week this circulation will, no doubt, be greatly increased, thereby providing educational and recreational benefits for a larger number of our citizens.

Secondly, we request that the Branch be enlarged and its facilities increased in order to accommodate the anticipated increase in the use of its service.

We again thank you and the Board for the many past favors and courtesies shown to our people.

Respectfully submitted

Maurice F. Grossman, N.C. Iroquoise District Boy Scouts of America.
E. Paul Johnson, President, South End Civic Club.
Rev. A.W. Walker, Pastor, Carlisle Ave, Baptist Church.
Mrs. S.J. Riley, President, Ellen C. Semple School P.T.A.
Mrs. S.L. Jetton, President, Frayser School P.T.A.
Mrs. C.F. Zoeller, President, Charles D. Jacob School P.T.A.
Rev. S.R. Vanover, Pastor, Berry Boulevard Presbyterian Church.
Rev. Wm. J. Mulcahy, Most Bl. Sacrament Church
Rev. Kenneth O. Rathert, Pastor, St. James Evangelical & Reform Church.
Rev. Amos Miller, Pastor, Immanuel Methodist Church.
Rev. Harold M. Ley, Pastor, Lynnhurst Evangelical & Reform Church.
Mrs. Edward A. Moser, Vic. Pres, Hazelwood School, P.T.A.
Mr. Clarence T. Lattis, 3645 Taylor Boulevard, Alderman 7th Ward.

Respectfully, *Clarence T. Lattis*
Mr. C.T. Lattis,
3645 Taylor Boulevard, City.

(Letter sent to Mr. Graham.)

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 11, 1949

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m., October 11, 1949, in the Librarian's office.

Present: Messrs. Howe, Pitt, Powell, Rauch, Sanders, Schneider, Sullivan, Wilson, Wolford, and the librarian.

Dr. Rauch presided.

Minutes - It was moved by Mr. Powell and seconded by Mr. Wolford and carried that the minutes of September 13, 1949 be approved as distributed.

Library Committee - Monsignor Pitt read the certification that bills for the month of September amounting to \$14,989.15 had been audited and found correct. It was moved by Mr. Schneider and seconded by Mr. Wolford, and carried unanimously that bills in this amount be ordered paid.

Monsignor Pitt then reported that the Librarian had been invited to attend the Miami Beach meeting of the American Library Association October 25-29, where he would receive the John Cotton Dana publicity award for progressive use of non-book materials.

It was also reported that the Librarian had been invited to attend the Fort Worth meeting November 20-23 to be inaugurated as First Vice-President of the American Library Association.

Monsignor Pitt stated that the Librarian's expenses have been paid by the American Library Association to the other meetings attended, but that expenses to these two meetings would not be paid by the American Library Association. He moved and it was seconded by Mr. Powell, and carried ^{unanimously} that the Librarian be authorized to attend these two meetings at the expense of the Library.

Building Committee - Mr. Powell reported that the Building Committee had met on September 27 at 3:30 p.m. in the Librarian's office with Mr. Remmers of E. A. Ronald and Associates. He reported that the purpose of the meeting was to discuss replacement of the furnace at Portland Branch Library. This furnace originally installed in 1919 was now beyond repair. The committee decided to recommend to the Board that a new gas furnace be installed. Mr. Remmers was instructed by the committee to draw up specifications and to take bids for the installation of this equipment. Mr. Powell asked that the Board approve - (1) The action of the Building Committee in deciding on a gas furnace and (2), the action of the committee in authorizing Mr. Remmers to draw up specifications and to take bids. He moved and it was seconded by Monsignor Pitt that the action of the Building Committee in authorizing Mr. Remmers to proceed, be approved. This motion carried.

It was then moved by Mr. Powell and seconded by Mr. Schneider that the Board approve the Building Committee's action in deciding to install gas heat in preference to any other type of furnace. This motion carried.

Finance Committee - Mr. Wolford gave the report of finances for the month which was received and ordered filed.

Librarian's Report - The Librarian reported that he had been successful in locating quarters for the South Parkland part-time branch at 3515 Virginia for rental of \$45 a month for the months of October-March inclusive, and \$40 per month for the months April-September. It was moved by Mr. Sanders and seconded by Mr. Wilson and carried unanimously that the Librarian be authorized to rent these quarters and to sign a lease for one year.

The Librarian reported that the Library had been awarded a special John Cotton Dana publicity award for the outstanding use of non-book materials. He reported that this undertaking had been the work of the Circulation Department in developing a scrap book to show these activities of the Library. The Librarian commended the Circulation Department for obtaining the honor for the Library.

The Board expressed its appreciation and asked that the Librarian send a communication to the Circulation Department expressing the Board's appreciation for the work on this project.

The Librarian mentioned publicity in the Library Journal and clippings from the Atlanta Journal as well as articles requested by the Journal of the Association of College and Reference Libraries. The Librarian mentioned the variety of uses to which the wire network was being put and the use of library films in the Veterans Administration Hospital, and the new radio program sponsored over WAVE at 11 o'clock on Saturday morning by the Library and the new Better Homes Service.

The Librarian mentioned the delays and difficulties which were postponing the reopening of the Museum. In order that the Board might have first hand information concerning the Museum, it was decided that the November meeting of the Board would be held in the Museum.

The Librarian then seconded the invitation previously issued by Mr. Powell that the Board inspect the work being done on the new quarters for the Audio-Visual Department.

Unfinished Business - Mr. Schneider reported that the parking conditions in front of the Library had improved somewhat due to the blocking off of the driveway by a saw horse from 11 p.m. to 8:30 a.m.

There being no further business, the meeting adjourned at 5:35 p.m.

MINUTES APPROVED:

President

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
 BOARD OF TRUSTEES MEETING
 November 15, 1949

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m., November 15, 1949, in the Library Museum at the Monsarrat School at Fifth and York.

Present: Mrs. Fagin, Messrs. Howe, Pearce, Powell, Rauch, Sanders, Schneider, Sullivan, Wilson, Wolford, and the Librarian.

Dr. Rauch presided.

Minutes - It was moved by Mr. Powell and seconded by Mrs. Fagin, and carried that the minutes of October 11, 1949 be approved as distributed.

Communications - The Librarian read a letter from Mr. B. F. Kubaugh of the Louisville Astronomical Society requesting space in the Museum work room for the purpose of working on their 20 inch telescope mirror.

After some discussion, this matter was referred to the Building Committee for study and report.

Library Committee - Mrs. Fagin read the certification that bills in the amount of \$30,315.10 had been audited and found correct.

She moved and it was seconded by Mr. Powell, and carried unanimously that bills in this amount be ordered paid.

Building Committee - Mr. Powell reported on the work of the Building Committee by stating that delay in the installation of the new furnace at the Portland Branch Library had been caused by the contractor's failure to receive the equipment. It was stated that Mr. Remmers, the Library's engineer, reports that he confidently expects delivery of the equipment in the next few days.

Mr. Powell stated that he and the Librarian visited the Iroquois Branch Library November 14, and that he wished to report to the Board that the iron railing on the steps to the entrance of the Library must be repaired due to the fact that it had broken away from the soft stone steps. Mr. Powell stated that he had requested a recommendation from Mr. Fred Louis concerning the repair of the entrance way and the walk.

After some discussion, Mr. Powell moved and it was seconded by Mr. Schneider and carried that the Building Committee be empowered to make the necessary repairs to the steps at the Iroquois Branch Library.

Finance Committee - Mr. Wolford read the report of the finances of the month which was ordered filed.

Librarian's Report - The Librarian reported that at the Miami Beach meeting of the American Library Association, the Louisville Free Public Library had been given the John Cotton Dana Special Publicity Award for exploring and demonstrating the advantageous library use of progressive non-book services such as television, radio, and films.

The Librarian also reported that at the Miami Beach meeting the

Library had been given the Letter Library Award for the "humanizing of knowledge". It was reported also, that with the Award was given a cash award of one hundred dollars. The Board expressed its pleasure at these awards and referred the question of how to use the one hundred dollars to the Library Committee for recommendations.

The Librarian reported on the successful establishment of a Credit Union among the employees of the Library.

The substantial increase in circulation figures, registration, reference requests, and in library meeting attendance, was called to the attention of the Board.

New Business - Dr. Rauch called to the attention of the Board the fact that it had been requested that no flowers be sent at the time of Dr. Welch's death, but that any donation for flowers be sent to the Presbyterian Colored Missions.

After discussion, it was moved by Mr. Wilson and seconded by Mr. Powell that members of the Board make a voluntary contribution to be collected by the Librarian, and be sent to the Presbyterian Colored Missions with a copy of the letter to be sent to Mrs. Welch.

There being no further business, the meeting adjourned and the Members were conducted on a tour of the Museum by Colonel Lucien Beckner, Curator.

MINUTES APPROVED:

_____ President

James J. Ferguson Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 13, 1949

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m. December 13, 1949, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Howe, Pearce, Pitt, Powell, Rauch, Schneider, Wolford, Judge James Stites, and the Librarian.

A delegation of three members of the Louisville Astronomical Society appeared before the Board to clarify the Society's request for space in the Mansarrat School for a workroom to polish the mirror for the telescope which was being built.

In answer to questions by the members of the Board, these gentlemen stated that they would work on the mirror only when the Museum was open and they would not request the Library to assume any responsibility for the safety of the mirror, and that the work would not be hazardous from the standpoint of fire. After more discussion, the delegation was told that its request would be taken under consideration and an answer would be given as soon as possible.

The delegation then left the meeting and Dr. Rauch called the Board to order for transaction of its regular business.

Minutes - It was moved by Mr. Powell and seconded by Monsignor Pitt and carried that the minutes of November 15, 1949, be approved as distributed.

Communications - The Librarian read a letter from the Presbyterian Colored Missions thanking the Board for its gift in memory of Dr. Charles Welch.

He also read a card from Mrs. Welch expressing appreciation for the Board's gift to the Presbyterian Colored Missions.

Building Committee - Mr. Powell read the following report of the meeting of the Joint Committee on December 9, 1949.

A joint meeting of the Building and Finance Committees was held Friday, December 9, at 3:30 p.m.

Present: Messrs. Powell, Sanders, Sullivan, Wilson, Judge Stites, the Library's attorney, Hartstern, the Library's architect, and the Librarian.

Mr. Powell presided.

The Chairman stated that the purpose of the meeting was to take action on the certification of Fred Hartstern that the Whittenberg Construction Company was entitled to a payment in the amount of \$60,044.12 for work done in the Kaufman-Straus Building. He also stated that the Committee should have some recommendations to make about the manner in which further bills were to be paid. It was brought to the attention of the Committee that if this bill to the Whittenberg Construction Company were paid it would leave a balance of \$1,259.08 in the Construction Fund.

After considerable discussion the Committee decided to recommend to the Board that the bill for \$60,044.12 be paid to the Whittenberg Construction Company when a complete release had been drawn up by Judge Stites and had been signed by the Company.

Judge Stites stated that this release would terminate the Library's contract with Whittenberg and that the rest of the work to be done at Kaufman-Straus would be contracted for by the Kaufman-Straus Company, subject to the approval of the Library Board.

Judge Stites was requested to prepare the necessary papers in order to protect the Library and so that the terms of the lease would be carried out by the Kaufman-Straus Company. It was emphasized that the release to be signed by Whittenberg would terminate the present contract with Whittenberg. Other papers to be prepared and signed by Kaufman-Straus, the Library Board, and Hartstern, would insure the protection of the Library and at the same time expedite the work by requiring that bills for the construction work be certified by the architect and sent direct to Kaufman-Straus for payment.

There being no further business, the meeting adjourned at 5 p.m.

Mr. Powell then called upon Judge Stites to report on negotiations with the Kaufman-Straus Company. Judge Stites reported that negotiations had temporarily broken down and that the Kaufman-Straus Company at the present time would not agree to the kind of release which Judge Stites thought necessary to protect the Library.

After considerable discussion, it was moved by Monsignor Pitt and seconded by Mr. Schneider that the Board approve payment of \$60,044.12 due the Whittenberg Construction Company, and that the decision to require a receipt or a release be left to Judge Stites depending on his negotiations with the Kaufman-Straus Company. This motion carried unanimously.

Finance Committee - Mr. Wolford then gave the report of the finances for the month which was ordered filed.

Librarian's Report - The Librarian asked for the Board's action for closing the Library for Christmas and New Year's holidays. Mrs. Fagin moved that the Library system be closed Saturday, December 24, Sunday, December 25, and Monday, December 26, and for the New Year be closed on December 31, January 1, and 2. This motion was seconded by Mr. Powell, and carried unanimously.

The Librarian called to the attention of the Board, the fact that the employees of the Library had won a Community Chest Plaque for contributing more than the quota assigned to them in the recent drive.

The Librarian called to the Board's attention the continued rise of circulation.

Unfinished Business - The Board then discussed the ^{request} of the Louisville Astronomical Society. After considerable discussion, it was moved by Monsignor Pitt and seconded by Mr. Pearce that the Board refer this matter to the Building Committee with the instructions that it was the sense of the Board that the Society be given space to polish the mirror provided adequate space is available and that the Library assume no responsibility for the safety of the mirror and that work on the mirror be done at the

time the Museum was open. The motion carried unanimously.

There being no further business, the meeting adjourned at 5:45.

MINUTES APPROVED:

_____ President

_____ Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 12, 1950

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m., January 12, 1950, in the Librarian's office.

Present: Messrs. Ackerly, Howe, Pearce, Powell, Sanders, Schneider, Sullivan, and the Librarian.

Mr. Powell presided.

Minutes - It was moved by Mr. Sanders and seconded by Dr. Howe and carried that the minutes for the meeting of December 16, 1949, be approved as distributed.

Library Committee - Dr. Howe read the certification that bills for the month of December amounting to \$16,678.42 had been audited and found correct. It was moved by Mr. Sullivan and seconded by Mr. Schneider that bills in this amount be ordered paid.

Dr. Howe then read the Library Committee report from Mrs. Fagin stating to the Board that it had been impossible to obtain a meeting of the Library Committee to consider Miss Woodson's request that she be allowed to retain her position at the Portland Branch Library for the remainder of the fiscal year which ends July 1, 1950, even though she reached the compulsory retirement age of seventy on January 30, 1950. The report stated that Mrs. Fagin recommended as Chairman of the Committee that Miss Woodson's request be granted.

She also recommended that the Librarian be authorized to attend the Midwinter meeting of the American Library Association in Chicago at Library expense.

It was moved by Mr. Sanders and seconded by Mr. Pearce and carried unanimously that these recommendations be approved.

Building Committee - Mr. Sullivan read the following report of the Building Committee:

Mr. Powell, Chairman of the Committee and the Librarian visited the Museum January 4, 1950 in order to confer with Colonel Beckner, the Curator, to determine whether there was adequate space which could be made available to the Louisville Astronomical Society for polishing the mirror for their telescope. It was found that adequate space could be provided and so it is recommended that the Board grant the request of the Society that they be allowed to use the Museum workroom for this purpose. It is understood in making this recommendation that the Library Board will not be responsible for the safety of the mirror and it is also understood that the members of the Society will work on the mirror during the hours the Museum is open.

At the time of this visit it was brought home to the Chairman of the Building Committee that the administration of the Museum had become much more complex than when the Museum was housed in the main library building. It is, therefore, the recommendation of the Chairman of the Building Committee that the Board establish a Museum Committee and that the President of the Board be asked to name three members to serve in this capacity.

It was moved by Dr. Howe and seconded by Mr. Schneider and carried that the Board approve the Building Committee's recommendations that the Board grant the Louisville Astronomical Society space for polishing the mirror with the understanding that the Board would not be responsible for the safety of the mirror and that members of the Society would work on the mirror during the hours the Museum was open to the public.

After discussion, it was moved by Mr. Sanders and seconded by Mr. Schneider that the Building Committee's recommendation for a Museum Committee be approved and that the President be requested to establish the Committee. The motion carried.

It was reported that there was need for considerable work to be done on the gutters of the Eastern Branch Library. The Committee asked for power to undertake this work. It was moved by Mr. Schneider and seconded by Mr. Pearce and carried that the Building Committee be authorized to proceed with the necessary repairs at Eastern Branch Library.

Finance Committee - Mr. Schneider presented the report of the finances for the month. He moved and it was seconded by Mr. Sullivan and carried that this report be received and filed.

Librarian's Report - The Librarian reported on plans for the formal opening of the new quarters of the Audio-Visual Department and the inaugural broadcast of Station WFPL.

The Librarian read the following communication from Mr. Eugene Leake, Director of the Art Center Association.

January 9, 1950

Mr. Clarence R. Graham
Louisville Free Public Library
Louisville, Kentucky

Dear Mr. Graham:

As tentatively suggested last week, the Art Center Association agrees to loan eight pictures and one piece of sculpture to the Louisville Free Public Library for an experimental period of two months. These paintings and sculptures will be released by the library to the public on the same basis as you now loan art reproductions. We also agree and understand that the library shall in no way be held responsible or liable for damage or theft of these works of art during the two month period beginning January 15th, 1950.

It is agreed that the pictures and sculpture will be on display at the Main Library until such time as they are borrowed by the public for display in their homes. If a person borrowing one of these pictures or sculpture is interested in buying the said work of art, he shall contact the Art Center regarding prices.

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LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 14, 1950

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m. February 14, 1950, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Powell, Pitt, Rauch, Sanders, Schneider, Sullivan, Wilson, and Wolford.

Dr. Rauch presided.

Minutes: It was moved by Mrs. Fagin and seconded by Mr. Wilson and carried that the minutes of January 12, 1950, be approved as distributed.

Communications: The Librarian read the following letter from Miss Harriet Adams, Director of the Junior Art Gallery:

Junior Art Gallery
Louisville Free Public Library
Louisville, Kentucky
February 9, 1950

Mr. Clarence Graham, Librarian
Louisville Free Public Library
Louisville, Kentucky

Dear Mr. Graham:

The opportunity of obtaining an excellent exhibition of Silk Screen Prints for Children from February 20 to March 20, 1950 has just come to my attention.

Since some time naturally will elapse before the Junior Art Gallery can be remodelled and open, it occurred to me that it would be well worthwhile to ask permission to borrow the Bernheim Gallery temporarily for this fine exhibit. The main reason for the urgency is twofold: the show is available now and, most importantly, because the enthusiasm and interest in the proposed gallery which I feel has already been built up, is at a high pitch. This could be caught now and focussed on the library while we work upstairs.

If this suggestion meets with your approval, I should appreciate anything you can do to arrange to make it possible.

Sincerely,

/s/ Harriet Dyer Adams, Director

After some discussion, it was moved by Mr. Sanders and seconded by Monsignor Pitt and carried that the Board grant the use of the Bernheim Gallery to the Junior Art Gallery for the period of February 20 to March 20, and that if any further requests of this nature are

made they be referred to the Library Committee for study and recommendation.

The Librarian then read the following letter from Mr. Kubaugh, Secretary and Treasurer of the Louisville Astronomical Society:

January 17, 1950

Mr. C. R. Graham,
Librarian, Louisville Free Public Library
4th & York
Louisville, Kentucky

Dear Mr. Graham:

With reference to your letter of January 13th.

The Board of Directors and the Instrument Committee of the Louisville Astronomical Society wish to thank your Board of Trustees for the privilege granted, using space in the workshop of the Museum-at 5th & York - for the finishing of the 20" mirror. You may rest assured that all activities in that connection will be confined to the regular hours during which the Museum is open to the public and that all responsibility for the safety of the mirror will be assumed by the Society.

Yours truly,

/s/ B. F. Kubaugh
Sec'y-Treasurer
Louisville Astronomical Society

The letter was ordered received, and filed.

At this point, Messrs, Schacter and Stites came into the meeting.

Mr. Schacter read the following annual report:

February 7, 1950

The Library Board
Louisville Free Public Library
Louisville, Kentucky

Gentlemen:

I appreciate very much the opportunity of appearing before you once again and presenting to you our Annual Report.

For the fiscal year ending January 31, 1950, the Kaufman-Straus Company did a sales volume of \$6,169,302.04, which entitles the Library Board to an Excess Rental of \$83,386.08. From this sum there is to be deducted, in accordance with our Lease, \$15,000 as the first installment on the \$150,000 the Kaufman-Straus Company advanced to the Library Board for construction work.

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The remaining sum of \$68,386.08 is to be paid to you in five (5) monthly installments, of which the first check for \$13,677.21 is herewith enclosed.

Your Board might be interested to know that in the past ten years our average total rental per year was approximately \$145,000. You might also like to know that approximately 75% of the Air Conditioning Loan has now been repaid.

This past year has been a difficult one for us, what with the remodelling program and the downward trend in sales. You will, however, have the satisfaction of knowing that the decrease in sales volume was well in line with that of the City, despite the fact that throughout the year a substantial portion of our selling space was out of commission.

The next six months will probably be the hardest part of our entire remodelling program - the installation of the fixtures. We have already let the Contracts for the complete refixturing job, and these total well in excess of the \$400,000 which we had agreed in our Lease to spend for fixtures.

Our present plans are for the fixturing job to be complete on or before September 1st. While we probably will suffer somewhat in volume as a result of the torn up state of the store this Spring Season, I feel confident that we should more than make up for it this Fall, with a brand new store.

I cannot help but tell you, in closing, that I look forward to the future with eagerness and optimism. I feel that these improvements will definitely enable us to keep in step with progress, and that both the Library Board and the Kaufman-Straus Company will profit thereby.

The Board and we have been through several trying years of negotiations. Happily, these are now behind us. I want to thank every Member of the Board for the patience, the courtesy and the consideration that have been shown us in everything we have attempted to do.

Respectfully submitted,

/s/Harry W. Schacter

P. S. Again I request of the Board that the figures cited herein be kept strictly confidential, for obvious reasons.

After some discussion of this report, Mr. Schacter left the meeting.

Judge Stites then presented an amendment to the lease with Kaufman-Straus which clarified the position of Kaufman-Straus and the Library, in relation to the payment of bills for the improvements at the Kaufman-Straus, by the Kaufman-Straus Company now that the Board's funds for this purpose had been exhausted. Judge Stites recommended approval of this amendment.

It was moved by Mr. Powell and seconded by Mr. Wolford and carried unanimously that the Board approve this amendment to the lease and authorize the President to sign.

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Then Judge Stites left the meeting.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$24,111.33 had been audited and found correct. She moved and it was seconded by Mr. Sullivan and carried that bills in this amount be ordered paid.

Building Committee: Mr. Powell read the following report of the Building Committee:

The Building Committee met in the Librarian's office January 23, 1950, at 2p.m. Present: Messrs. Powell, Sanders, Sullivan, Fred Louis, the architect, and the Librarian.

Mr. Louis reported that he had received three bids for the proposed work at Iroquois Branch Library, and that he recommended acceptance of the low bid of Fred J. Lichtefeld & Son for base bid of \$734. It was decided that the extent of the paving should be determined on the job and one of the Library's proposals either in the amount of \$140 or \$195 would be accepted.

It was moved by Mr. Sanders and seconded by Mr. Sullivan and carried that these recommendations of the Architect be accepted and he be authorized to issue work orders.

After discussion, it was moved by Mr. Sanders and seconded by Mr. Sullivan that the proposal of H. R. Krauth & Son for the installation of new gutters at Eastern Branch Library for \$850 be accepted.

It was moved by Monsignor Pitt and seconded by Mr. Sanders that this report of the Building Committee be accepted.

Finance Committee: Mr. Wolford read the report of the finances for the month which was ordered filed.

Mr. Wolford then reported that it was the recommendation of the City Comptroller and Inspector and was the recommendation of the Finance Committee that the balance in the old Sinking Fund Account which had been held by the Kentucky Trust Company for several years be transferred to the Board of Trustees General Account, and be used for current operating expenses.

Mr. Wolford moved and it was seconded by Mr. Sullivan and carried unanimously that the balance of \$12,593.49 in the old Sinking Fund be transferred to the Board of Trustees General Account.

Mr. Wolford then read the following letter from Mr. R. J. Gardner, Secretary-Treasurer of the Kaufman-Straus Company:

December 21, 1949

Mr. Leo T. Wolford
Middleton, Seelbach, Wolford, Willis & Cochran
Kentucky Home Life Building
Louisville 2, Kentucky

Dear Mr. Wolford:

Rather than delay the Otis Elevator Company in receiving their money we are enclosing herewith our check in the amount of \$12,834.92 in accordance with your request by letter dated December 20th, 1949;

The amount requested should have been reduced by an amount equal to the insurance refund recently received by the Library as a result of a rate reduction recently granted by the Kentucky Inspection Bureau.

When we started to make the building improvements the Kentucky Inspection Bureau increased the rates which caused you to pay \$3,282.63 of additional insurance premiums, which money was taken out of the bond proceeds. Since part of this money was refunded we think it fair and proper that the refund be restored to the same account. Your Mr. Clarence Graham knows about this and requested that I bring this matter to your attention.

Very truly yours,

/s/ R. J. Gardner
Secretary-Treasurer

The Librarian reported that the amount of insurance refunded was \$1,606.12. The Board agreed to Mr. Gardner's suggestion that the Kaufman-Straus Building Fund be reimbursed the amount of \$1,606.12.

Mr. Wolford then reported that he had received a summary of present insurance coverage on the various properties of the Louisville Free Public Library. He reported that the Library at the present time carried \$675,000 fire and extended coverage on the main building. It was suggested that to fulfill the Library's obligations under the 80% co-insurance clause, it probably should carry \$700,000 worth of insurance.

After discussion, it was moved by Mr. Wolford and seconded by Mr. Sullivan, and carried that the Board purchase an additional \$25,000 worth of fire and extended coverage insurance in order to bring the total amount of insurance carried on the main building up to \$700,000.

After discussing other suggestions made in Mr. Swope's insurance summary, it was moved by Mr. Sanders and seconded by Mr. Wilson that the Finance Committee be given power to act on the recommendations in this summary. The motion carried unanimously.

Librarian's Report: The Librarian announced that Dr. Rauch had changed the committee assignments in order to form the new Museum Committee. The Librarian announced the following committee assignments:

Finance Committee

Leo T. Wolford, Chm.
Alan N. Schneider

Executive Committee

Dr. Joseph Rauch, Chm.
Leo T. Wolford
H. Cecil Powell
Mrs. Starling Fagin
Robert L. Sanders

Library Committee

Mrs. Starling Fagin, Chm.
Monsignor Felix N. Pitt
John Ed. Pearce

85607

Building Committee

H. Cecil Powell, Chm.
Daniel J. Sullivan
Atwood S. Wilson

Museum Committee

Robert L. Sanders, Chm.
Dr. Lawrence L. Howe
Dr. Spafford Ackerly

The Librarian announced the need to revise the budget for the remainder of the fiscal year to include the figures reported by Mr. Schacter in his annual report. He suggested that there would be need to revise the budget before the next regular Board meeting.

It was moved by Mrs. Fagin and seconded by Mr. Wilson and carried unanimously that the Finance Committee be given power to revise the budget for the remainder of the fiscal year.

The Librarian then announced the plans for the formal opening of the new Audio-Visual Department quarters and the inaugural broadcast of Station WFPL.

There being no further business the meeting adjourned at 5:20 p.m.

MINUTES APPROVED

President

Mrs. F. Fagin

Secretary

89

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If this experiment proves successful, it is hoped that we can review the proposition in March and make plans for a continued service of this kind but on a larger scale.

Sincerely yours,

/s/ Eugene W. Leake
Director

After discussion, it was moved by Mr. Schneider and seconded by Dr. Howe, and carried unanimously that the project as outlined in Mr. Leake's letter be accepted and approved by the Board.

The Librarian then reported that the latest microcard project was the publication on microcard of the Saturday Review of Literature. He stated that this project appeared already to be very successful.

There being no further business the meeting adjourned at 5:15 p.m.

MINUTES APPROVED:

President

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 14, 1950

Jesse J. Fagin Secretary

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m., March 14, 1950 in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Howe, Powell, Pitt, Rauch, Sanders, Schneider, Wilson, Wolford, and the Librarian.

Dr. Rauch presided.

Minutes - It was moved by Mr. Powell and seconded by Mr. Schneider that the minutes of February 14, be approved as distributed.

Communications - The Librarian read the following communication from the Beechmont Women's Club.

4633 S. 1st
Louisville 9, Ky.
Febr. 23, 1950

Library Board
834 S. 3rd
Louisville, Ky.

Dear Sirs:

The Board of the Beechmont Woman's Club, in session Feb. 23, 1950, adopted the following resolution:

Whereas, current literature frequently offends the good taste and sensibilities of the average reader and tends to lower the moral standards and literary appreciation of our youth, therefore

Resolved, that the Beechmont Woman's Club protests this undesirable literary trend and calls upon the Library Board to assist in eliminating this type of current literature.

Presented by: Verla B. Wheat
(Mrs.) Harry M. Wheat

Signed:

(Mrs. Robert) Edith P. Meisburg	Mrs. Wm. Cornwall	Mrs. Ray Roberson
President, Beechmont Woman's Club	Mrs. W. T. Goduan	Mrs. J.P. Johnson
Mrs. W. F. Moon	Mrs. Henry W. Bryan	Mrs. Roy S. Dooley
Mrs. Jas. Hermes	Mrs. J.J. Yaches	Mrs. Henry J. Burt
Mrs. Carl D. Bray	Mrs. H. B. Gordon	Mrs. W. Arthur Simmons
Mrs. Miles R. Thacker	Mrs. L. R. Jackson	

After discussion, it was moved by Dr. Howe and seconded by Mr. Powell and carried unanimously that this communication be referred to the Library Committee and that the Library Committee be empowered to draft a reply to the Beechmont Woman's Club.

The Librarian then read the following communication from Mrs. Mabel Bowen, President of the Jefferson County Branch, Association for Childhood Education.

March 12, 1950

Dear Mr. Graham:

The Jefferson County Association for Childhood Education in conjunction with the elementary children of the Jefferson County Schools would like to present a plaque to the Louisville Free Public Library, in memory of Miss Bell. If there are additional funds, we would like to give that amount to the General Fund for the Memorial of Books.

/signed/ Mabel Bowen, President
Jefferson County Branch
Association for Childhood Education

After discussion of this communication, it was moved by Mr. Schneider and seconded by Mr. Powell that the Librarian communicate to Mrs. Bowen the Board's desire that the Association for Childhood Education make any donations in memory of Miss Bell to the Memorial Book Fund already established, and that the Board respectfully suggests this procedure instead of the purchase of a memorial plaque. The motion was carried unanimously.

Library Committee - Mrs. Fagin read the certification that bills for the month of February 1950 amounting to \$14,272.13 had been audited and found correct. She moved and it was seconded by Monsignor Pitt that bills in this amount be ordered paid.

Building Committee - Mr. Powell gave the following report of the Building Committee.

The Chairman of the Committee and the Librarian visited Portland Branch

Library in order to examine the new furnace installation and to check on the report of water in the furnace room due to the rains. It was discovered that about 4 to 5 inches of water had accumulated in the furnace room from outside seepage and that the dry well had not functioned to drain off this accumulation.

It was also discovered that several pipes in the new furnace installation were leaking.

Mr. Remmers of E. A. Ronald and Company was informed of the situation and he stated that the leaking pipes would be taken care of by the contractor. He also stated that it would be his opinion that there was no need for installing pumps to take water from the furnace floor. He suggested that the dry well be cleaned out so it would take care of ordinary rains. He also stated that the period just passed through was one of extraordinary rains. It was also stated that the furnace had automatic controls so that in case the burner or the pilot light were extinguished by water there would be no danger of explosion due to the fact that the gas would be automatically cut off.

The Chairman and the Librarian also inspected the sidewalk in front of the main library building and discovered many serious breakings in the pavement. Mr. Fred Louis, Architect, was instructed to secure estimates of the cost of repairing these breakings.

The Committee would like to report the successful completion of the project to repair and improve the front steps and walk at the Iroquois Branch Library.

Finance Committee - Mr. Wolford gave the report of the finances for the month. This was ordered received and filed.

Mr. Wolford also reported that the Finance Committee had approved the revised budget for the remainder of the fiscal year under power granted to it by the Board at the February meeting.

Mr. Wolford presented a bill from Judge James W. Stites dated February 17, 1950, for legal services in the amount of \$600.

It was moved by Mr. Wolford and seconded by Mr. Wilson and carried unanimously that this bill be approved and voucher drawn for payment of same.

Museum Committee - Mr. Sanders requested that the report of the Museum Committee be postponed until the business of the regular meeting had been finished. He suggested that after adjournment of the regular meeting the Board go into Executive session to consider the report of the Museum Committee.

Librarian's Report - The Librarian reported that the Bell Memorial Book Fund made up of gifts from interested persons, now stood at \$51.80.

The Librarian reported on the successful ceremonies incidental

to the formal opening of the Audio-Visual studios. He reported on publicity which had appeared in Newsweek, The Christian Science Monitor, (front page), Nations Schools, FM-TV magazine and others. He called attention to the fact that there had been a three minute report of the activities of the Louisville Free Public Library on Morgan Beatty's coast-to-coast NBC World News.

It was also announced that the Monday night Film Forums were very successful and that an overflow crowd had attended each of the sessions.

There being no further business, the meeting adjourned and the Board went into Executive session.

Dr. Rauch called upon Mr. Sanders to report for the Museum Committee.

Mr. Sanders reported on the problem raised by the fact that Colonel Beckner did not see his relation to the Library Board in the same light as members of the Library Board conceived it. Mr. Sanders enumerated instances to illustrate the lack of a congenial relationship.

After much discussion, it was suggested by Dr. Ackerly that Dr. Rauch attempt to discuss the matter informally with Colonel Beckner to see if some means could be found for arriving at a happier situation.

There being no further business the meeting adjourned at 5:45.

MINUTES APPROVED:

President

LOUISVILLE FREE PUBLIC LIBRARY James A. ... Secretary
Board of Trustees Meeting
April 11, 1950

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m., April 11, 1950, in the Librarian's office.

Present: Messrs. Ackerly, Powell, Rauch, Sanders, Schneider, Sullivan, Wolford, and the Librarian.

Dr. Rauch presided.

Minutes - It was moved by Mr. Powell and seconded by Mr. Schneider that the minutes of the March 14th meeting be approved as distributed.

Library Committee - The Librarian read the certification that bills for the month of March 1950, amounting to \$14,482.98 had been audited and found correct.

After motion, duly seconded and carried, bills in this amount were ordered paid.

Building Committee - Mr. Powell reported that he and the Librarian had visited Eastern Branch Library and the Iroquois Branch Library, and that the repair work at each of these branches had been satisfactorily completed.

Finance Committee - Mr. Schneider presented the report of the Finance Committee. He moved and it was seconded by Mr. Powell, and carried that the report of the Finance Committee be approved as submitted.

Museum Committee - Mr. Sanders stated that it was the request of the Museum Committee that a joint meeting with the Library Committee, the President, and the Vice President of the Board, be arranged so that some of the problems concerning the Museum could be clarified.

This request was granted by the Board and the Librarian was asked to arrange a date satisfactory to most members.

Librarian's Report - The Librarian reported a conversation with Mr. Omer Carmichael, Superintendent of Schools, concerning Monsarret School. It was stated that Mr. Carmichael had said the situation in regard to Monsarret School was the same as it had always been and that the Board of Education did not contemplate using the Building unless some emergency arose.

The Librarian called to the attention of the Board, stories concerning the Library appearing in the Young America Reader, a school paper widely used in elementary schools of the United States, in the Education Digest, and in the Henderson Gleaner & Journal.

The Librarian then called to the attention of the Board the fact that the total circulation of part-time branches was now equal to the circulation of the Main Library. He emphasized the fact that these part-time agencies distributed large numbers of books very economically. He also emphasized the fact that this was book distribution and not "good library service". He stated that part-time branches were not set up to give complete "library service" but were intended as book distribution centers only.

Election of Officers - Mr. Powell gave the report of the Nominating Committee.

Dr. Rauch was nominated as President, Mr. Wolford nominated as Vice President, Mrs. Fagin nominated for Secretary, and Kentucky Trust Company for Treasurer.

It was moved by Mr. Powell that the nominations be closed and that one ballot be cast for the entire slate. The motion was seconded by Mr. Sullivan and unanimously carried.

After the officers had been congratulated, the meeting adjourned at 4:50 p.m.

MINUTES APPROVED:

President

J. F. Fagin
Secretary

LOUISVILLE FREE PUBLIC LIBRARY
Board of Trustees Meeting
May 9, 1950

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m., May 9, 1950 in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Powell, Rauch, Sanders, Schneider, Wilson, Wolford, and the Librarian.

Dr. Rauch presided.

Minutes - It was moved by Mrs. Fagin and seconded by Mr. Wilson and carried that the minutes of April 11, be approved as distributed.

Communications - The Librarian read a letter from Mr. William Habich, member of a committee of the Louisville Community Concert Association, asking for permission to use Studio A in the Library's Audio Visual Department for a public showing of a movie featuring concert artists and data concerning the Community Concerts operating in the United States.

After discussion, it was moved by Mr. Wilson and seconded by Mr. Schneider that this request of the Louisville Community Concert Association be granted.

Library Committee - Mrs. Fagin read the certification that bills for the month of April amounting to \$13,592.06 had been audited and found correct.

She moved and it was seconded by Mr. Powell, and carried unanimously, that bills in this amount be ordered paid.

Building Committee - Mr. Powell gave the report of the Building Committee. He stated that a letter had been received from the Kaufman Straus Company. The problem of insuring the library's right to review and approve contracts concerning structural changes in the Kaufman Straus building was discussed. It was moved by Mr. Schneider and seconded by Mr. Wilson, and carried, that Mr. Powell and the Librarian confer with the Board's attorney so that steps could be taken to insure such review by the Committee.

Finance Committee - Mr. Wolford read the report of the finances for the month which was ordered filed.

Museum Committee - Mr. Sanders stated that there was no report of the Museum Committee.

There being no further business, the meeting adjourned at 5 p.m.

MINUTES APPROVED:

PRESIDENT

Mrs. F. Fagin
SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY
Board of Trustees
Meeting of the Executive Committee
June 13, 1950

Present: Mrs. Fagin, Messrs. Powell, Sanders, Wolford, and the Librarian.

Due to the lack of a quorum, no regular meeting of the Board was held on June 13, 1950, but the Executive Committee met and transacted the following business.

Mrs. Fagin read the certification that bills for the month of May in the amount of \$23,678.26, had been audited and found correct.

She moved and it was seconded by Mr. Powell and carried that bills in this amount be ordered paid.

It was announced that the annual conference of the American Library Association would be held in Cleveland at which time the Librarian would be inaugurated as President. It was moved by Mr. Powell and seconded by Mr. Sanders and carried that the Librarian be authorized to attend this Convention at library expense.

Mr. Wolford then reported that Mr. Swope had conferred with Judge Stites, and that it was the opinion of Judge Stites that the lease called for the Board's carrying insurance on the Kaufman-Straus building to the full insurable amount. He reported that this would call for an appraisal by a competent concern, and then the purchase of insurance in the amount called for by the appraisal. He also announced that he and the Librarian had decided to take a binder on additional insurance of \$300,000 on the Kaufman-Straus building pending the appraisal. This amount had been arrived at by approximation of the improvements added to the building on the basis of the 90% co-insurance clause.

After discussion, it was moved by Mr. Sanders and seconded by Mr. Powell and carried that the Committee approve this action of purchasing \$300,000 additional insurance, and that the Finance Committee be authorized to have an appraisal made and purchase the amount of insurance to fulfill the Board's obligations under the lease.

The Librarian mentioned the case of Miss Elizabeth Woodson who had reached the retirement age and had been granted an extension of time by the Board till July 1. He stated that Miss Woodson was ill in the hospital and disposition of her case at this particular time would probably be embarrassing to the Board. He, therefore, suggested that Miss Woodson be granted the maximum sick leave which would be accumulated under the Board's present policies. This maximum accumulated sick, he stated, was sixty days. If this sick leave were added to her vacation time it would carry her through until the Board meeting in September. The Librarian stated that it was logical to grant Miss Woodson the maximum sick leave benefit due to the fact that she had been an employee of the Library for 37 years.

After discussion, it was moved by Mr. Powell and seconded by Mr. Sanders and carried that the Executive Committee authorize the Librarian to grant this sixty days sick leave to Miss Woodson.

There being no further business, the meeting adjourned at 5:30 p.m.

LOUISVILLE FREE PUBLIC LIBRARY
Board of Trustees Meeting
July 11, 1950

When it was discovered that it was impossible to obtain a quorum of members of the regular July 11 meeting of the Board, the communications in relation to the Kaufman-Straus property were turned over to the Building Committee with a request to have a report ready for a meeting called for Thursday, July 13.

Minutes of the Meeting of July 13, 1950

Present: Mrs. Fagin, Messrs. Howe, Pearce, Pitt, Powell, Schneider, Wolford, and the Librarian.

Mr. Wolford presided.

It was moved by Father Pitt and seconded by Mr. Powell that the minutes of the meeting of the Executive Committee of June 13, 1950, be approved as distributed. The motion was carried.

Library Committee - Mrs. Fagin read the certification dated July 11, 1950, that bills in the amount of \$15,040.64 had been audited and found correct. She moved and it was seconded by Father Pitt and carried unanimously that bills in this amount be ordered paid.

Building Committee - Mr. Powell gave the report of the Building Committee meeting of July 12 as follows.

The Building Committee met in the office of Judge Stites, the library's attorney.

Present: Messrs. Powell, Sullivan, Judge Stites, Fred Haetstern, the architect, and the Librarian.

Purpose of the meeting was to discuss a communication from Fred Hartstern, dated July 7, 1950, stating that Steel Fabricators were due the amount of \$11,437.17, and also to discuss a communication from Mr. Harry Schacter, asking the Board to tuck point the walls of the Kaufman-Straus building.

In the discussion it was brought out that the Library Board had on January 13, 1948, approved a recommendation of Fred Hartstern that a contract totaling \$8,325.00 be awarded to Steel Fabricators for furnishing and installing fire escapes on the rear of the Kaufman-Straus building. In the letter of July 7, 1950, Hartstern had stated that additional work caused by the remodelling work at Kaufman-Straus had added an amount to the bill, which brought it to the total of \$11,435.17

After much discussion, Judge Stites stated it to be his opinion that the Library Board was committed to payment of the Steel Fabricators in the amount of \$8,325.00, but that the additional amount of \$3,110.17

was the obligation of the Kaufman-Straus Company due to the fact that this additional work had been caused by the remodelling work. Judge Stites also said that under the terms of the lease it was clearly the obligation of Kaufman-Straus to do the tuck pointing on the building because the need for tuck pointing had been caused by ordinary wear and tear.

Judge Stites was requested to prepare a communication to Mr. Schacter giving these opinions.

The Committee then discussed the coal bids and decided to refer the matter to Mr. E. A. Ronald for recommendation.

The meeting adjourned at 5:45.

It was moved by Mr. Schneider and seconded by Father Pitt and carried that this report of the Building Committee be approved.

It was also moved by Mr. Pearce and seconded by Father Pitt that the Building Committee be authorized to proceed with the coal bids with power to act. The motion was carried unanimously.

Finance Committee - It was moved by Mr. Schneider and seconded by Mr. Pearce and carried that the Finance Report as presented by Mr. Wolford, Chairman of the Committee, be accepted and filed.

Mr. Wolford reminded the Board that on June 13, the Executive Committee had voted to authorize the Finance Committee to proceed with arrangements for an appraisal of the Kaufman-Straus property as provided for in the lease. Mr. Wolford reported that the Committee was working on a choice of a company to hire to make the appraisal. It was moved by Father Pitt and seconded by Mr. Pearce that the June 13 action of the Executive Committee be approved and that the Finance Committee be given power to act in the matter of the appraisal.

Librarian's Report - The Librarian reported briefly on the large number of librarians who had been visiting this library on their way to the Cleveland Conference of the American Library Association where he would be inaugurated as President.

He reported on a statement of gratitude from Miss Elizabeth Woodson for the Board's action in granting her the maximum sick leave.

He reported also on publicity which had been in several magazines including The Saturday Review of Literature and on the forthcoming publicity in Coronet, Vogue, and Life.

There being no further business the meeting adjourned at 5:25 p.m.

MINUTES APPROVED:

President

James J. Francis

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
Board of Trustees Meeting
September 12, 1950

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m., September 12, 1950, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Howe, Pearce, Powell, Sanders, Schneider, Wilson, Wolford, and the Librarian.

Mr. Wolford presided.

Minutes - It was moved by Mr. Powell and seconded by Mr. Wilson, and carried that the minutes of the meeting of July 13, 1950, be approved as distributed.

It was moved by Mr. Wilson and seconded by Mr. Schneider, and carried that the August 6, 1950, action of the Executive Committee in ordering bills in the amount of \$10,650.37 paid when the lack of a quorum prevented a meeting of the Board, be ratified.

Library Committee - Mrs. Fagin read the certification that bills in the amount of \$12,760.76 had been audited and found correct.

She moved and it was seconded by Mr. Powell, that bills in this amount be ordered paid.

Mrs. Fagin then read the following report:

The Library Committee met in the Librarian's office Friday, September 8, 1950, at 4 p.m.

Present: Mrs. Fagin, Monsignor Pitt, and the Librarian.

Mrs. Fagin, Chairman, presided.

The Librarian reported that he had been unable to find a satisfactory candidate for the position of assistant librarian during the past year. He reminded the Committee that the Board had authorized the Library Committee to employ an assistant librarian. The Librarian stated then when he had discovered that it would be very difficult to secure the services of the type of person needed for the position of assistant librarian, he had thought of attempting to solve the situation by administrative reorganization of the library system.

He reported that he was ready to recommend one item of reorganization. He stated that there might be more items later on, but that for the present he was recommending only the following:

That the branch libraries be placed with the present Extension Department of the Library and that supervision of the branches be placed in the hands of the Head of the Extension Department, who now was supervising the part-time branches and stations. He recommended that

Miss Florinne Kammerer, the present Head of the Extension Department be named Co-ordinator of Extension Services with supervision of the full time branch libraries as well as part-time branches and stations. It is to be understood that this supervision be exercised after consultation with and the approval of the Head Librarian who would continue to exercise general direction of the entire library system. The Librarian also recommended that Miss Kammerer be raised from \$4200 to \$4500 per year.

After discussion, the Committee voted to recommend that the Board approve this reorganization and that Miss Kammerer be named Co-ordinator of Extension Services with a salary of \$4500 per year.

The Librarian then reviewed the applications for Head of the Children's Department, and stated that his final recommendation was that the Committee recommend to the Board that Miss Barbara Moody of the Cleveland Public Library be named Head of the Children's Department at a beginning salary of \$3600.

After discussion, the Committee voted to recommend to the Board that the Librarian be authorized to offer Miss Barbara Moody the position as Head of the Children's Department at a beginning salary of \$3600 per annum.

The Librarian reported that Miss Catherine Bush had been acting head of the Jefferson Branch Library for a year. He recommended that she be named Branch Librarian and that her salary be increased from \$3300 per year to \$3500 per year.

The Librarian read a report from Miss Kammerer, Head of the Extension Department, recommending that the Taylor Boulevard part-time branch take over the space formerly occupied by Mrs. Meddis's cleaning establishment which was non-operating, and part of the branch Post Office, which Mrs. Meddis said can be carried on in smaller quarters. This would increase the working space from 300 to 450 square feet. The rental increase, it was reported, to be \$20 per month, making a total of \$60.

In the discussion, the very large circulation at Taylor Boulevard was mentioned as well as the very crowded conditions.

The Committee voted to recommend to the Board to authorize the Librarian to obtain the larger quarters for the Taylor Boulevard part-time branch.

In discussing the subject of Miss Elizabeth Woodson's retirement, it was brought out that Miss Woodson had been granted the maximum sick leave which with her vacation would give her salary through the October 1 pay day.

Before studying the individual case of Miss Woodson, the Committee voted to ask the Board to study the Board's compulsory retirement rule and to give an expression of opinion of this ruling which had e

retirement compulsory at age seventy.

The Librarian reported that he had requested a legal opinion from the City Law Department as to the status of the library employees under the recently amended Social Security Act. The Committee voted to recommend that the Board take steps so that its employees could be included in the Social Security Program if it were found to be legally possible in the opinion of the City Law Department.

The following action on the Library Committee was taken.

It was moved by Mr. Sanders and seconded by Dr. Ackerly, and carried that the branch libraries be placed in the Extension Department of the Library, and that supervision of the branches be placed in the hands of the Head of the Extension Department and such supervision be exercised after consultation with and with the approval of the Head Librarian, who would continue to exercise general direction of the entire library system, and that Miss Kammerer be named Co-ordinator of Extension services with a salary raise from \$4200 to \$4500 per year.

It was moved by Mr. Wilson and seconded by Mr. Schneider, and carried unanimously that Miss Barbara Moody be offered the position of Head of the Children's Department with a beginning salary of \$3600 per year.

It was moved by Mr. Powell and seconded by Mrs. Fagin, that the Librarian be authorized to rent the increased space at the Taylor Boulevard part-time branch for total rental of \$60 per month.

It was moved by Mrs. Fagin and seconded by Mr. Powell, and carried unanimously, that Miss Catherine Bush be named Branch Librarian of the Jefferson Branch Library with her salary increased from \$3300 to \$3500 per year.

It was moved by Mr. Pearce and seconded by Mr. Powell, and carried that action by the Board to include its employees in the Social Security Program as recently amended, be deferred until an opinion could be obtained from the City Law Department.

Building Committee - Mr. Powell reported that it was time to sign the Weissinger-Gaulbert contract for furnishing of heat to the main Library. He stated that the Company proposed a contract on the same basis as preceding years.

He moved and it was seconded by Mr. Sanders and carried that the Librarian be authorized to sign the contract with Weissinger-Gaulbert for furnishing heat during the year.

Mr. Powell then reported that the Librarian had received copies of correspondence between Judge Stites, the Library's attorney, and Mr. Harry Schacter of the Kaufman-Straus Company, concerning the Board's obligation to tuckpoint the North and East sides of the Kaufman-Straus building and its obligation concerning the bill of \$11,435.17, from Steel Fabricators covering the fire escape on the rear of the building.

Mr. Powell stated that it was Judge Stites's opinion that the Board's only obligation was \$3,325 covered by the contract for the fire escape and that the \$3,110.17 additional, had been caused by the improvement program and it was the obligation of Kaufman-Staus.

Mr. Powell stated that it was Judge Stites's opinion that the obligation for tuck pointing was entirely Kaufman-Straus'. It was reported that correspondence from Mr. Schacter denied any obligation in either instance. Mr. Powell stated that the matter was being pursued further by Judge Stites.

Mr. Powell reported also that on the authorization of the Board, Mr. E. A. Ronald had been engaged to advise the Building Committee on coal bids, and that the bids had been accepted on his advice.

Finance Committee - The report of the finances for the month was distributed, and it was moved by Mr. Schneider and seconded by Mr. Pearce that this report be accepted. The motion was carried.

Mr. Wolford reported that he and Mr. Schneider in consultation with Mr. C. E. Swope had engaged the firm of Marshall & Stevens to appraise the Kaufman-Straus building for a maximum fee of \$700.

Mr. Wolford reported also, the company's intention to start the appraisal in the very near future.

Museum Committee - Mr. Sanders reported the Museum Committee was studying several matters but had no report to make at this time.

Librarian's Report - The Librarian reported that he had received an unsolicited card from Mr. Judson Gray, praising the music programs of the Library's radio station, WFPL, and pledged two ten dollar donations to help in the work of the station. It was stated that Mr. Gray felt the music concerts were worth at least two ten dollar subscriptions per year.

The Librarian introduced Mr. D. R. Kalia, a visitor to Louisville, under the auspices of UNESCO, from New Delhi, India. He reported that Mr. Kalia was to be in Louisville for fourteen days studying primarily the Audio-Visual Department of the Library. It was also stated that the UNESCO officials had assigned Mr. Kalia to a much longer term in Louisville than any other city he would visit.

The Librarian also reported on the many visitors to the Library from such widely separated places as Massachusetts, California, Mississippi, Arkansas, Georgia, and Tennessee. He expressed appreciation of the interest shown by these many visitors.

The Librarian reported that the Audio-Visual Department and schools of Louisville were cooperating in one of the greatest experiments the Library ever had the opportunity to participate in. It was reported that the public schools had bought one hundred radio receivers in order to take advantage of the programs on the Library's radio station. It was reported that the sixteen junior and senior high schools had been connected, at Board of

Education expense, with the wire network of the Library and six loud speakers had been installed in each of these schools. It was also reported that the Board of Education had made available the time of two radio engineers to work in the technical part of the Audio-Visual Department. The Librarian stated that very soon the Library would be sending out on the radio and the wire network, programs picked particularly for the curriculum, and after 3 o'clock the programs of adult non-school programs and serious music would be continued as in the past.

The Librarian also stated that this was a great opportunity for the Library to participate in mass education.

The Board expressed its approval and pleasure of these announcements.

There being no further business, the meeting adjourned at 5:45 p.m.

MINUTES APPROVED:

_____ President

_____ Secretary

Tom H. Fagan

LOUISVILLE FREE PUBLIC LIBRARY
Board of Trustees Meeting
October 9, 1950

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m., October 9, 1950, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Powell, Pitt, Rauch, Sanders, Schneider, Wilson, Wolford, Judge Stites, and the Librarian.

Dr. Rauch presided.

Minutes: It was moved by Mr. Wolford and seconded by Monsignor Pitt, that the minutes of the meeting of September 12, 1950, be approved as distributed.

Judge Stites, the Library's attorney, described the controversy with Kaufman Straus over the responsibility for tuck pointing the building and for additional cost of the fire escape caused by the improvement program. He recommended that the Library Board stand firm on its demands to Kaufman Straus. After considerable discussion, it was moved by Mr. Wolford, seconded by Father Pitt and unanimously passed that:

1. The recommendation of Judge Stites in regard to the controversy with Kaufman Straus about tuck pointing the north and east walls of Kaufman's be accepted and that the Board insist that payment for such tuck pointing be made by the tenant.
2. The Building Committee is authorized to take such steps as it deems proper, if necessary bringing suit, looking to the collection of the sums threatened to be withheld by Kaufman's from rentals.

At this time, Judge Stites left the meeting.

Communications: The Librarian read a letter to Dr. Rauch from Miss Elizabeth S. Woodson, as follows:

"Louisville, Kentucky
October 4, 1950

"Dr. Joseph Rauch, President
Board, Louisville Free Public Library
Louisville, Kentucky

Dear Dr. Rauch:

"I am emboldened to address this letter to the Board, by the fact that several new issues have arisen that have put an entirely new aspect on my case.

"First. My health is now excellent, and I feel I can render acceptable service for several years to come.

"Second. The people of Portland District have evinced a sincere regard for my welfare and to have me returned to Portland Library for as long as it is permissible.

"Third. My financial status is well known to you. I am aware that this has given you much care and I am grateful for the very generous and kind way in which you have aided me.

"The new Social Security problem seems to be settled as soon as we officially are declared in on it. Mr. Duffy assures me that beginning with January 1st, 1951, if I am returned to my full position and salary at \$300.00 a month, I can retire July 1st, 1952, with \$80.00 a month as long as I live.

"This prompts me to ask very humbly that you will grant me this boon, that I may return to work on November 1, 1950, at half-time, and gradually assume longer hours or work half-time also in December, 1950, and on January 1st, 1951, to my full-time job and be allowed to work for eighteen months or until July, 1952, when I will retire, unless you need me, in which case, of course, I will be glad to do as you direct me.

"Mr. Graham has been both kind and understanding and I am extremely grateful for the great kindness of the whole Board.

Very sincerely,

/s/ Elizabeth S. Woodson

Copies to:
Mr. Graham, Librarian
Hon. Charles Farnsley
Other Members of Board"

There was considerable discussion of Miss Woodson's case, after which it was moved by Mr. Schneider and seconded by Mr. Sanders, and passed unanimously, that the Board grant Miss Woodson additional time of two months at half pay. This would mean that Miss Woodson would receive checks for November and December in addition to those already given.

The Librarian was asked to communicate with Miss Woodson regarding this additional grant of time and to explain that this was not to be considered reinstatement of employment and she was not expected to report for work.

During the discussion which followed, the President was requested and was authorized by the Board to name a special committee to study the retirement policy of the Board and to report recommendations at the next meeting.

Mr. Schneider then read the following communication concerning the amended Social Security Act.

"CITY OF LOUISVILLE
KENTUCKY

Department of Law
City Hall (2)

September 18, 1950

"Mr. C. R. Graham
Louisville Free Public Library
Third and York Streets
Louisville, Kentucky

Dear Mr. Graham:

"While I do not have the text of the 1950 Amendments to the Social Security Act, I am sure you are interested in what I have been able to learn so far.

"It is my understanding that the new law permits the Federal Security Administrator to enter into an agreement with any state for the purpose of extending the insurance system to state employees. The state may request that any employee of the state (or a political subdivision thereof) who is engaged in performing services in connection with a proprietary function of the state be included in a coverage group. This is not an automatic thing for the state government must first pass legislation (if it has not already done so) permitting coverage of employees of the state, municipalities and other local governments. By an act, effective June 17, 1948, the Commonwealth of Kentucky is authorized to act as follows:

"Kentucky Revised Statutes 79.090

"Authority for cities, counties and their agencies to participate in Federal Social Security Program. In the event the Congress of the United States extends the Social Security Act to cover employees of cities, counties and their agencies, such cities, counties, and their agencies are authorized to participate in the United States Social Security program by doing any and all things necessary to provide their employees with retirement or disability benefits or any other benefits that may be provided by that program. (1948, c. 129, Sec. 2; effective June 17, 1948)

"Since the necessary state legislation has already been enacted, next in order is the reaching of a political agreement between the state and the Federal Security Administrator. I understand that a coverage agreement contract before 1953 could be made effective back to

January 1, 1951, which is the first possible coverage date. Whether a particular municipality will be covered under a State-Federal agreement will depend mainly on the preference of the municipality.

"For coverage purposes employees of a municipality would be divided into two broad groups:

"(1) All employees whose services are performed in connection with a proprietary enterprise. Here the municipality may select employees of a particular proprietary enterprise for coverage.

"(2) All other employees of the municipality. Here no selection is permitted the municipality but either all or none of these employees must be included or excluded from coverage.

"All members of a 'coverage group' would have to be covered at one time under the same state-federal agreement. This would include employees hired before the new social security legislation was passed. An agreement for coverage of a group of employees could be terminated if the municipality or the state so desired, but only after the agreement had been in effect for seven years.

"A covered municipal employee could become eligible for retirement benefits by earning at least 1 'quarter of coverage' for each two calendar quarters between January 1, 1950, and the time he or she becomes 65. A 'quarter of coverage' is a calendar quarter in which the employee is paid at least \$50 for covered work. At least 6 quarters of coverage are needed, but no more than 40. Quarters of coverage may be earned at any time, before or after age 65. Those earned before 1951 would also count.

- Washington News Letter

"As soon as I have further and more definite information I shall pass it on to you.

"Sincerely yours,

/s/ Alan N. Schneider
Assistant City Attorney"

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$18,656.58, had been audited and found correct. She moved and it was seconded by Mr. Sanders and passed unanimously that bills in this amount be ordered paid.

Finance Committee: Mr. Wolford gave the report of the finances for the month. This report was ordered received and filed.

Mr. Wolford then reported on the appraisal by Marshall and Stevens of the Kaufman Straus building. He reported that the appraisal showed

that the Board should purchase an additional \$200,000 worth of insurance in order to comply with the terms of the lease calling for insurance up to the full insurable value of the building.

After discussion, it was moved by Mr. Powell and seconded by Mr. Wilson, and carried that this additional amount of insurance be purchased in order to comply with the terms of the lease.

Museum Committee: Mr. Sanders reported that the Committee was studying the situation in an attempt to save the Monsarrat School building for the Library's Museum, but at the present time there was nothing to report.

Librarian's Report: The Librarian read a letter from Mr. Harry Schacter inviting the Board to lunch at the Kaufman Straus store and to tour the building in order to see the many improvements.

The Librarian reported that there were thirty people on the Staff with twenty-five or more years' tenure.

After discussion, the Librarian was authorized by the Board to procure some sort of pin or certificate which could be awarded during a suitable ceremony to persons completing twenty-five years of service.

He was also authorized to prepare a certificate, modelled on the one presented by the Board of Trustees of the Detroit Public Library to their employees upon retirement.

The Librarian announced that the Midwestern Art Association would meet in the Library for one of its sessions to see the Library's art films.

The inauguration of the Disc Theater (a record listening and discussion program) and the continued success of the Film Forum in the Library was reported.

The Librarian reported that the Order and Catalog Departments had been revising routines in order to speed up and simplify the work of these departments.

The Librarian read a communication from Miss Margaret Willis, chairman of the Arrangements Committee for the Kentucky Library Association dinner, to honor the Librarian, asking the Board to close the Library system at 6 p.m. on Friday, November 3, in order to allow all the Staff to attend the dinner.

The Board voted to grant this request and to close the Library at 6 p.m., Friday, November 3.

There being no further business, the meeting adjourned at 5:55 p.m.

MINUTES APPROVED:

_____ President

_____ Secretary

LOUISVILLE FREE PUBLIC LIBRARY
Board of Trustees Meeting
November 14, 1950

The regular monthly meeting of the Trustees of the Louisville Free Public Library met at 4:15 p.m., November 14, 1950, in the Librarian's office.

Present: Messrs. Ackerly, Howe, Pearce, Powell, Sanders, Schneider, Sullivan, Wilson, Wolford, and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Father Pitt and seconded by Mr. Powell and carried that the minutes of the October meeting be approved as distributed.

Library Committee: Father Pitt read the certification that bills in the amount of \$19,708.92, had been audited and found correct. It was moved by Mr. Powell and seconded by Mr. Wilson and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell read the following report of the Building Committee:

"The Building Committee met Friday, November 10, 1950, in Judge Stites' office at 4:15 p.m.

"Present: Messrs. Powell, Sullivan, Wilson, Judge Stites, and the Librarian.

"Judge Stites presented a petition to the Jefferson Circuit Court, Common Pleas Branch Division, asking for judgment against the Kaufman Straus Company in the sum of \$17,279.17, together with interest at the rate of 6 percent per annum from November 1, 1950, until paid.

"It was also stated that this sum was for the entire cost of the fire escape and the tuck pointing, which, in the opinion of Judge Stites, was the obligation of the Kaufman Straus Company.

"After discussion, it was moved by Mr. Wilson and seconded by Mr. Sullivan, and carried that under the authority previously granted by the Board to the Building Committee, Judge Stites be authorized to proceed with the legal action.

"There being no further business, the meeting adjourned at 5:15 p.m."

Finance Committee: Mr. Wolford gave the report of finances for the month. This was ordered filed.

Mr. Wolford asked that the Librarian read a communication from Mr. Harry W. Schacter stating that without prejudice to the rights of any party, the Board might cash the check of Kaufman Straus for \$2,931.00, dated November 1, 1950, and also stating that it was understood that the validity of the deduction of \$5,844.00 from the November 1 rent would be determined by other means.

Mr. Wolford then read a letter from Mr. Swope, the Board's insurance advisor, stating that the revised estimate of insurance values indicated an increase of approximately 10 percent above the amount of insurance now carried on the Board's branch library buildings.

After considerable discussion, it was moved by Mr. Sanders and seconded by Mr. Schneider, and carried unanimously that 10 percent additional insurance be purchased for the branch library buildings.

Museum Committee: Mr. Sanders reported on the work of the Committee and discussed the problems caused by the imminent loss of the Monsarrat School building.

After considerable discussion concerned with the whole problem of the Museum, it was moved by Father Pitt and seconded by Mr. Schneider that the Museum Committee be instructed to investigate the situation and to determine the exact facts concerning the status of Monsarrat School. The motion carried.

Special Committee on Retirement: Mr. Sanders read the following report of the Special Committee:

"The Committee met in the Librarian's office, November 13, 1950, at 4 p.m.

"Present: Mrs. Fagin, Messrs. Sanders, Wolford, Wilson, and the Librarian.

"Mr. Wolford as Chairman presided.

"After considerable discussion, the Committee voted to state to the Board that, inasmuch as the amended Social Security Act had not been clarified and interpreted, the Committee at this time had no recommendation to offer the Board.

"It was stated that the Committee hoped to have a legal opinion before January 1, when the Act goes into effect."

Librarian's Report: The Librarian stated that the Board sometime previously agreed to authorize the Kentucky Trust Company to transfer

the balance in the old Sinking Fund to the General Budget. The Librarian stated that there was no formal action for this and requested that the Board pass a motion to this effect.

Whereupon, it was moved by Mr. Pearce and seconded by Dr. Howe that the old mortgage Sinking Fund balance of \$12,593.49, now held by the Kentucky Trust Company in a special fund be transferred to the account of the Board of Trustees, Louisville Free Public Library, and used as current income. The motion carried unanimously.

The Librarian read a request from Miss Harriet Adams, Director of the Junior Art Gallery, to be given permission to construct a small bulletin board to be placed on the lawn of the Main Library.

This request was referred to the Building Committee with power to act.

The Librarian then read a statement from Mrs. Naomi Lattimore, Head of the Colored Department, recommending to Miss Kammerer, Coordinator of Extension Services, that the Western Branch Library not be kept open from 2 p.m. to 6 p.m. on Sundays.

It was moved by Mr. Powell and seconded by Mr. Pearce that this matter be referred to the Library Committee with the request that the Committee consult with Mr. Wilson.

The Librarian mentioned the numerous letters from school children regarding the Library's radio programs being received in the schools.

The Board expressed satisfaction with this service.

There being no further business, the meeting adjourned at 5:30 p.m.

MINUTES APPROVED:

President

W. A. Wilson Secretary

LOUISVILLE FREE PUBLIC LIBRARY
Board of Trustees Meeting
December 12, 1950

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m., December 12, 1950, in the Librarian's office.

Present: Messrs. Ackerly, Pearce, Powell, Pitt, Rauch, Sanders, Schneider, Wilson, Wolford, Mrs. Fagin, Judge Stites, and the Librarian attending.

Dr. Rauch presided.

Minutes: It was moved by Mrs. Fagin, seconded by Mr. Powell and carried that the minutes of the meeting of November 14 be approved as distributed.

Reports: Dr. Rauch asked permission of the Board to vary the ordinary procedure by asking for the report of the Building Committee first so that Judge Stites could be excused.

Building Committee: Mr. Powell, Chairman of the Committee, asked Judge Stites to give the report of the legal controversy with Kaufman Straus. Judge Stites reported that Mr. Schacter had offered a compromise solution to the present controversy in regard to payment for tuck pointing on the Kaufman-Straus building, namely that the Library Board pay \$1,500 toward the cost of tuck pointing. Judge Stites stated that he submitted this offer without recommendation, as he had informed Mr. Schacter he would do.

After considerable discussion, it was moved by Mr. Schneider and seconded by Mr. Pearce and carried unanimously that the Board reject this offer and that action in the matter be referred to Judge Stites and the Building Committee with power to act.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$21,441.73 had been audited and found correct. She moved and it was seconded by Mr. Wolford and carried unanimously that bills in this amount be ordered paid.

Mrs. Fagin, also on behalf of the Library Committee, moved that the libraries be closed for the holidays: Saturday, December 23 through Monday, December 25; and also, Saturday, December 30 through Monday, January 1. This motion was seconded by Mr. Pearce and carried unanimously.

Finance Committee: Mr. Wolford gave the report of the Finance Committee for the month, which was approved and ordered filed.

Mr. Schneider reported that he had been studying the situation regarding the inclusion of the Board's employees under the provisions of the amended Social Security Act. He reported that it was his

recommendation that the Board attempt to be included in the category of non-profit educational institutions. If these efforts were successful, the Board would not have to wait for action by the State Legislature.

After further discussion, it was moved by Mr. Schneider and seconded by Monsignor Pitt that the Board take steps to include its employees in the Social Security Act, that the President of the Board and the Librarian be authorized to sign any necessary papers and forms, and that Mr. Schneider be authorized to proceed with such steps as are necessary. The motion carried unanimously.

Museum Committee: Letter to Mr. Barry Bingham from Dr. Raucch concerning the Museum Survey, was read to the Board:

"December 1, 1950

"Mr. Barry Bingham
Courier-Journal & Louisville Times
6th & Broadway
Louisville, Kentucky

"Dear Mr. Bingham:

"Our Librarian, Mr. Clarence Graham, just informed me of your generous offer to have a survey made of the Library Museum, its contents, its value as an educational unit in the framework of the Louisville Free Public Library, its potential future educational meaning to the city, etc., etc.

"In behalf of every member of the Executive Committee, as well as Mr. Graham and myself, I want to thank you very much for being willing to have this survey made. We are all grateful to you for it.

"As you probably know, the Museum has given us much concern, not because of the 'housing problem' involved, but also because of other delicate connections with it. I am sure the kind of survey you have in mind will go far toward helping the Library Board to reach a proper solution.

"If I may add a personal word, I want to say that what you are offering to do for us now is in line with so much you personally and the Courier-Journal as a civic institution are always contributing to further the best interests of our city.

"Yours very truly,

President of Board
Louisville Free Public
Library"

Mr. Pearce then reported that the survey had been completed and that the Courier-Journal was waiting for the written report by the surveyors. Mr. Pearce stated that the Library would receive a copy of the survey.

Mr. Sanders, Chairman of the Committee, stated that the Committee was studying the situation and when the survey had been received and studied, the Committee would then make its report and recommendation to the Board.

Special Committee on Retirement: The Special Committee on Retirement reported that the additional time granted Miss Woodson had run out and that the Committee still was unable to make a definite recommendation due to the fact that the situation concerning Social Security had not been clarified. It therefore recommended that Miss Woodson be granted an additional one month at half pay. After discussion, it was then moved by Mr. Sanders, seconded by Monsignor Pitt and carried unanimously that Miss Woodson be granted one month more at half pay.

Librarian's Report: The Librarian read a communication from the Citizens Fidelity Bank and Trust Company concerning the storing of a statue at the Library.

It was pointed out in the discussion that the Board had a definite policy not to accept temporary loans. The Librarian was instructed to communicate this policy to the Trust Company.

The Librarian called to the attention of the Board an authentic piece of incunabula owned by the Library. This book, printed in 1490, was examined by the Board with interest.

The Librarian brought up the question of inserting book marks to advertise movies made from books. This matter was referred to the Library Committee.

The Librarian displayed the certificate to be granted employees on retirement.

The Librarian reported that library school students from the University of Illinois, particularly interested in audio-visual materials, had visited the Library after having flown from Champagne in four chartered airplanes.

There being no further business, the meeting adjourned at 5:45 p.m.

MINUTES APPROVED:

President

James P. Higgins Secretary

LOUISVILLE FREE PUBLIC LIBRARY
Board of Trustees Meeting
January 9, 1951

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m., January 9, 1951, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Powell, Pitt, Rauch, Sanders, Sullivan, Wilson, Wolford, and the Librarian attending.

Dr. Rauch presided.

Minutes: It was moved by Monsignor Pitt, seconded by Mr. Wilson, and carried that the minutes for the meeting of December 12, 1950, be approved as distributed.

Reports:

Library Committee: Monsignor Pitt read the certification that bills for the month of December, 1950, amounting to \$14,009.69, had been audited and found correct. He moved, it was seconded by Mr. Powell, and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell read the following report of the work of the Building Committee:

"The Building Committee met in the Librarian's office at 4:30 p.m. on December 19. Present: Messrs. Powell and Sullivan, also Dr. Rauch, the Librarian and Judge Stites, the Board's attorney. Mr. Powell presided.

"He stated that the purpose of the meeting was to confer with Judge Stites as to the steps to be taken in the pending legal action against Kaufman-Straus Company, Inc., concerning the controversy over the tuck pointing and fire escape.

"Mr. Powell called upon Judge Stites to give his recommendations. Judge Stites stated that, inasmuch as the rent held up for payment of the tuck pointing had been paid, and inasmuch as the Board at its meeting on December 12 had unanimously rejected Mr. Schacter's offer of a compromise settlement if the Board paid \$1,500 toward the cost of tuck pointing, he would recommend that the Board at this time not take legal action, but that it keep the initiative in its hands and reserve the right to make demands for the full cost of the fire escape at any time.

"After discussion, it was moved by Dr. Rauch, seconded by Mr. Sullivan and carried that Judge Stites be authorized to write a

letter to Mr. Schacter stating the Board would not at this time press for payment of the fire escape costs but that it reserves the right to make a demand for this payment at any time.

"Meeting adjourned at 5 p.m."

Finance Committee: Mr. Wolford read the report of finances for the month. This was ordered filed.

Librarian's Report: The Librarian reported on the steps which had been taken by Mr. Schneider to include the employees of the Library in the new amended Social Security Act. The Librarian stated that the local Social Security Board had advised that it would be wise for the employees to voluntarily request the Library to begin regular deductions while a decision was being awaited as to whether the employees would be included in the benefits without waiting for action by the next state legislature. The Librarian announced that, if the Board agreed, this could be done in the next payroll.

The Board agreed to this deduction if requested by the employees.

At this time the question of the status of Miss Elizabeth Woodson was brought up, and after considerable discussion, it was moved by Monsignor Pitt, seconded by Mr. Sanders, and carried, that Miss Woodson be granted one more month at half pay. It was understood that, as formerly, she would not be required to report for work.

The Librarian read two communications as samples of many which had been received by the Audio-Visual Department, expressing appreciation of the Library's radio programs. The Librarian announced the Midwinter Meeting of the American Library Association, January 28, 1951, to February 3, 1951, at which he is to preside. The Board voted to authorize the Librarian to attend this meeting at Library expense.

It was announced that central headquarters for Civil Defense had been established at the Main Library, and that each branch library would be organized as a district headquarters connected to the central headquarters by the Library's wire network which would furnish two-way communication in time of emergency. Captain Kimberling, it was stated, has expressed the opinion that this makes an ideal situation for training and for emergencies.

The Librarian called to the attention of the Board the January 13 issue of the Saturday Review of Literature and stated that he had been in New York to act as a consultant for this issue.

There being no further business, the meeting adjourned at 5:45 p.m.

MINUTES APPROVED:

President

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 13, 1951

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m., February 13, 1951, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Howe, Pearce, Powell, Pitt, Rauch, Sanders, Schneider, Wilson, Wolford, and the Librarian.

Dr. Rauch presided.

Mr. Harry Schacter, President of the Kaufman-Straus Company, appeared before the Board to give his annual report on the business of the company as follows:

"February 13, 1951

"Gentlemen:

"I appreciate the opportunity of appearing before you once again to present our Annual Report.

"For the fiscal year ending January 31, 1951, the Kaufman-Straus Company did a sales volume of \$6,830,736.60, which entitles the Library Board to an Excess Rental of \$96,614.77, an increase of over \$13,000 above last year. From this sum there is to be deducted, in accordance with our Lease, \$15,000 as the second installment on the \$150,000 the Kaufman-Straus Company advanced to the Library Board for the construction work.

"The remaining sum of \$81,614.77 is to be paid to you in five (5) equal monthly installments, of which check in full for the first installment in the amount of \$16,322.95 is herewith enclosed.

"Your Board might be interested to know that in the past ten years our average total rental per year was approximately \$150,000. You might also like to know that approximately 80% of the Air Conditioning Loan has now been repaid.

"Last September, the remodelling of our store was practically completed. As against the \$400,000 we agreed in our Lease to spend toward the refixturing and remodelling, we have spent in excess of \$1,400,000. There is still some work to be done -- both to the front of the building and to the back -- which will be completed some time this spring.

"We have just leased our Beauty Parlor again to the Company that had been operating it previously for some 30 years. This Company has agreed to a complete remodeling

of the Beauty Parlor, and we think it is going to be the most beautiful, by far, in the City of Louisville. This Company is planning an expenditure in the neighborhood of \$50,000 on the Beauty Parlor alone.

"Finally, the Board might like to know that in the past year, City Stores has put \$2,100,000 into our business in actual cash. We had agreed with you, in our Lease, that our Net Current Assets would not go below \$1,000,000. At the end of our fiscal year on January 31, 1951, our Net Current Assets will be in excess of \$2,000,000. I am happy to tell you that we are in the strongest financial position that this company has been in in the entire 71 years of its existence.

"During this past year there was a sharp difference of opinion between the Library Board and ourselves, with reference to the payment for the tuck-pointing. This was an honest difference, and I am glad that it has been settled amicably, even though we took a good licking.

"Despite the difficulties facing our store as a result of price control, shortage of goods and other problems arising out of the Korean situation, I look forward to the coming year with great optimism, and I feel that we will give a good account of ourselves, come what may.

"I want to thank every member of the Board for the patience, the courtesy and the consideration that have been shown us in everything we have attempted to do.

"Respectfully submitted,

/s/ Harry W. Schacter

"P.S. Again I request of the Board that the figures cited herein be kept strictly confidential, for obvious reasons."

Mr. Schacter left the meeting; Dr. Rauch called the Board to order.

Minutes: It was moved by Mrs. Fagin and seconded by Mr. Wolford that the reading of the minutes be dispensed with and that they be approved as distributed.

Communications: The Librarian read the following letter from Mr. L. L. Daugherty, Vice President of the Citizens Fidelity Bank and Trust Company:

"February 7, 1951

"Dear Mr. Graham:

"You will recall that we have had some correspondence about the matter of a statue which one of our clients wanted to lend the Library for the storage thereon. In your letter of December 19, 1950, you advised that the only type transfer which the Board would consider is one of an outright permanent gift.

"Upon receipt of that letter, we wrote to our client in London and have received a reply that she is willing to give this statue to the Library.

"Will you please advise us if this is acceptance to your Board?

"Very truly yours,

/s/ L. L. Daugherty

L. L. Daugherty,
Vice President"

The Board agreed to refer this matter to the Library Committee with power to act.

The Librarian then read a letter from Mr. J. B. Blalock, State Manager of the Woodmen of the World as follows:

"February 8, 1951

"Dear Mr. Graham:

"In order that you may have written facts pertaining to our offer of presenting to the Library a flag and metal flagpole with all the accouterments, we beg leave to state the following:

"First, our Society will present to the Louisville Free Public Library without any cost or implied obligation a 40-foot steel flagpole complete with gilded ball for top, pulley, cleat, halyard, etc., with a new 5 x 8 United States flag on the grounds of the Public Library, preferably in the northwest section.

"Second, a small excavation will have to be made and concrete poured, in which the sleeve of the flagpole will be set. Of course, this will be very small. Then we will put a bronze plaque on the concrete bearing the words, 'Presented by the Head Camp of the Woodmen of the World.'

"Third, this work would have to be done and the pole erected prior to April 16. Sometime Monday afternoon, April 16, when the Head Camp will be assembling in the Seelbach Hotel, some of our officers will come out there and officially raise the flag, with a very brief ceremony and probably the Mayor of the City making a short address.

"Fourth, you may be sure that in excavating and erecting the pole, there will be nothing whatever done to in any way damage the Library grounds. In the cities over the country where we have put these flags, they have met with enthusiastic and hearty thanks wherever they have been delivered. There will be a small concrete base that will in no way obstruct the vision or detract from the looks of the Library grounds. In fact, everywhere we have placed them, they tell us they have much enhanced the beauty and looks of the property on which they were placed.

"Our large membership in the state of Kentucky and especially the many hundreds of members in Louisville feel very kindly toward our Library and make this offer in the hope of being of helpful service.

"Awaiting your reply with much interest, I am

"Sincerely yours,

/s/ J. B. Blalock

J. B. Blalock
State Manager"

After discussion, it was moved by Mr. Wilson and seconded by Mr. Schneider that the Board accept with thanks this offer of the gift of a flagpole and flag, provided that the flagpole be installed under the supervision of the Building Committee and at no expense to the Library.

Reports:

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$13,012.59 had been audited and found correct. She moved, it was seconded by Mr. Powell and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell stated that there was no formal report from the Building Committee at this time.

Finance Committee: Mr. Wolford read the report of finances for the month, which was ordered filed.

Mr. Schneider then presented the following resolution concerning the establishment of a special account to hold the Social Security funds collected from the Library's employees:

"BE IT RESOLVED by the Board of Trustees of the Louisville Free Public Library that a special bank account be initiated to be called the Louisville Free Public Library Board of Trustees F.O.A.B. Account.

"BE IT FURTHER RESOLVED that the funds now being deducted from the wages of the employees of the Louisville Free Public Library in anticipation of the extension to them of Social Security benefits, be deposited in the said account which shall be kept at the Kentucky Trust Company, and,

"IT IS FURTHER RESOLVED that withdrawals from this account may be made by voucher only, said vouchers to be signed by the same persons who now sign vouchers to withdraw funds for the general administration of the Louisville Free Public Library."

It was moved by Monsignor Pitt, seconded by Mr. Sanders, and carried unanimously that this resolution be approved.

At this time Mr. Schneider mentioned that, inasmuch as St. Matthews had been incorporated as an independent city, there was some question as to whether the Library should continue the furnishing of a part-time branch at St. Matthews. It was pointed out that county funds were not used in incorporated areas. The Board voted to ask Mr. Schneider and the Librarian to look into this problem and report back to the Board.

Librarian's Report: The Librarian reported that he had received a call by Mr. William Duffy to say that the Shawnee Post of the American Legion wished to make a gift of \$100 to the Library to buy books to emphasize Americanism and the American way of life and to combat the idea of Communism. It was explained that the Library would be expected to purchase the books from a list which would be submitted by the American Legion.

After considerable discussion, it was moved by Mr. Pearce, seconded by Dr. Howe, and carried that the gift be accepted with appreciation, but that the letter of acceptance state that the bylaws and the minutes of the Board provide certain restrictions dealing with the acceptance of gifts and that, therefore, the acceptance of this gift would be on the basis of (1) that the Shawnee Post donate \$100

worth of books of its own choosing, or (2) that the Shawnee Post donate \$100 to the Library for the purchase of books chosen by the Library.

The Librarian reported on a successful visit to the President of the United States concerning an invitation to speak before the 75th anniversary meeting of the American Library Association. The Librarian also distributed copies of his "Report of the President of ALA to the Council". He explained that this report had been unanimously adopted.

It was stated that the Michigan State Office Building at Lansing, Michigan, had suffered a disastrous fire and that the Michigan State Library in this building had been seriously damaged by water. The Librarian stated that Mr. Brigham, now Librarian at the Indiana State Library but formerly Librarian of the Louisville Free Public Library, had been called to Lansing to help save the water-soaked books and that he had talked to Miss Edna Grauman several times. The experience of Mr. Brigham and Miss Grauman in the disastrous Louisville flood of 1937 was being used to help in the Michigan situation.

There being no further business, the meeting adjourned at 6 p.m.

MINUTES APPROVED:

President

Harold A. Fagin
Secretary

LOUISVILLE FREE PUBLIC LIBRARY
SPECIAL BOARD OF TRUSTEES MEETING
March 5, 1951

A special called meeting of the Board of Trustees of the Louisville Free Public Library met at 5 p.m., March 5, 1951, in the Librarian's office.

Present: Mrs. Fagin, Mayor Farnsley, Messrs. Ackerly, Howe, Pearce, Powell, Pitt, Rauch, Sanders, Sullivan, Wilson, and the Librarian.

Dr. Rauch asked Mayor Farnsley to make a statement concerning the possibility of the Library's obtaining a grant of \$100,000 from the capital improvements surplus fund.

The Mayor stated that in his opinion the money would be available and that he would introduce an ordinance at the next meeting of the Board of Aldermen to appropriate this sum to the Library.

He emphasized that this amount could be spent for capital improvements only and suggested that in his mind the most obvious need was for the purchase of the Monsarrat School property for approximately \$80,000 and for using the balance of the money to restore the Auditorium in the west wing of the Main Library. This Auditorium was destroyed during the flood of 1937 and has never been restored to its original condition.

Dr. Rauch and the members of the Board expressed the thanks and appreciation of the Board to the Mayor for his interest in the Library. At this time Mayor Farnsley stated that he would retire from the meeting so that the Board could deliberate at length on this matter.

After discussion, it was moved by Mr. Pearce that the Board vote to take advantage of the opportunity of receiving this money from the city and that to that end the Board prepare a statement to present to the Board of Aldermen which would include the purchase of the Monsarrat School property for \$80,000 and approximately \$2,000 for needed repair to the building, with the balance of approximately \$18,000 allocated towards the restoring of the Auditorium in the west wing of the Main Library.

The motion was seconded by Dr. Ackerly and unanimously carried.

There being no further business, the meeting adjourned at 6 p.m.

MINUTES APPROVED:

President

John F. ...
Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 13, 1951

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library met at 4:15 p.m., March 13, 1951, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Powell, Pitt, Rauch, Sanders, Wolford, and the Librarian.

Dr. Rauch presided.

Minutes: It was moved by Monsignor Pitt, seconded by Mr. Powell, and carried that the minutes for the meeting of February 13, 1951, be approved as distributed.

Communications: The Librarian read a communication from the Pension Committee of the Staff Association addressed to the Board, expressing its concern for Miss Elizabeth Woodson. The Board took no action on this communication.

The Librarian read a communication from Miss Elizabeth Woodson and one from Dr. Austin Bloch concerning Miss Woodson's physical condition and stating that, in his opinion, Miss Woodson could be employed in a sedentary occupation for several hours a day without harm.

After considerable discussion, it was moved by Monsignor Pitt that, in view of the fact that action by the state legislature making possible Social Security benefits to the city employees was imminent, the Board keep Miss Woodson on the payroll for a period not longer than the time necessary for her to qualify for Social Security benefits and that her duties be assigned by the Librarian and her salary be fixed by the Board. The motion was seconded by Dr. Ackerly and unanimously carried.

It was then moved by Mr. Sanders, seconded by Mr. Powell, and carried that the salary for Miss Woodson be set at \$100 per month.

Reports:

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$10,661.05 had been audited and found correct. She moved, it was seconded by Monsignor Pitt, and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell gave the following report of the Building Committee:

"The Library's architect, Mr. Fred Louis, made an inspection of the vault in the Librarian's office and reported that in his opinion it was unnecessary to do anything to the vault to make it any more fire-resisting or fireproof. The wooden floor had been laid on a concrete floor, and the walls were of hollow tile with plaster. The ceiling was of concrete, and the outside wall was of stone masonry. His only suggestion was that for fuller protection the Library could consider the purchase of an insulated steel case in which to store the minute books, journals, and ledgers.

"At its last meeting, the Board voted to accept the gift of a flagpole and flag from the Woodmen of the World. The plans for the flag-raising ceremonies, as copied from the notice concerning the meeting of the Woodmen of the World to be held in Louisville on April 15, 16, and 17, is as follows:

'Fourth Street will be blocked off for our parade starting at 3 p.m., Monday, April 16, in front of the Seelbach Hotel. We will march the 2 1/2 blocks to the Louisville Free Public Library for flag-raising ceremonies. Police motorcycle escort, Louisville Manual High School 120-piece band, W.O.W. Uniform Rank, B.O.W. Uniform Rank, Delegates and guests will participate in the parade. This entire program will be televised over Station WHAS-TV. Other stations will broadcast.'

"In its revised budget, at the request of the Building Committee, the Finance Committee included the sum of \$2,200 for a new car. The present automobile owned by the Library for use of the Librarian and various department heads in making trips through the city and county now has been driven 65,000 miles and is beginning to have a number of repair bills. Inasmuch as the supply of new cars is decreasing each month, it was decided that the present would be a good time to negotiate a trade-in. The best offer of three received was one for an allowance of \$1,050 on the old car traded in on a new car of the same model, leaving \$1,975.50 as a balance. As this is well within the \$2,200 in the budget, the Librarian was authorized to proceed with negotiations. The new car is promised for delivery by the end of March."

It was moved by Monsignor Pitt and seconded by Mr. Sanders that this report of the Building Committee be approved; motion was carried.

Finance Committee: Mr. Wolford read the report of finances for the month, which was ordered filed.

Mr. Wolford then read a communication from Mr. C. E. Swope, the Library's insurance advisor, as follows:

"March 12, 1951

"Gentlemen:

"We are pleased to advise that, effective January 31, 1951, we secured a substantial reduction in fire rate on the Kaufman-Straus Building. This rate was reduced from .233 per \$100 of insurance for one year to .168 per \$100 of insurance for one year. This has resulted in a return premium on the present existing policies of approximately \$1,782.83 for which checks are enclosed from our agency and the various other agencies.

"Based on the present amount of insurance now carried on the building, namely \$1,700,000, this reduction will result in an average annual saving, based on a three-year

rate, of approximately \$924 per year.

"We are happy to have been able to secure this saving for you.

"Yours very truly

SWOPE AND DICK

By: /s/ C. E. Swope"

Museum Committee: Mr. Sanders reported that copies of the museum survey by Mr. T. Donald Carter had been distributed to the Board and that the Museum Committee was giving serious study to this survey. He stated also that when the final disposition of the Mon-sarrat School property had been made and when the Library knew whether or not it would be the owner of that property, the Committee would have a report for the Board's consideration concerning the future of the Museum.

Librarian's Report: The Librarian reported that the American Legion had presented a check for \$100 to purchase books on Americanism and to combat Communism. Presentation of the \$100 check had been filmed and telecasted over WHAS-TV.

He called to the attention of the Board the fact that his Report as President of the American Library Association to the Council of the ALA had been reprinted in the Congressional Record for February 26, 1951, at the request of Congressman Thruston B. Morton.

He reported also that the ceremonies incident to the dedication of the flagpole by the Woodmen of the World would take place Monday, April 16, at 3 p.m.

There being no further business, the meeting adjourned at 5:25 p.m.

MINUTES APPROVED:

President

James F. Targin
Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 10, 1951

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m., April 10, 1951, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Pearce, Powell, Rauch, Schneider, Sullivan, Wolford, and the Librarian.

Dr. Rauch presided.

Minutes: It was moved by Mrs. Fagin, seconded by Mr. Sullivan, and carried that the minutes of the special board meeting of March 5, 1951, and the regular board meeting of March 15, 1951, be approved as distributed.

Communications: The Librarian read a letter from Mrs. T. P. Hutchins of the Kentucky Humane Society and Animal Rescue League, as follows:

"April 2, 1951

"To President Graham and Members of the
Board of Directors of the Louisville
Free Public Library
Louisville, Kentucky

"Dear Sirs:

"National Humane Week is May 6 to 12. Each city's humane organizations are asked to advertise and explain their work. The Kentucky Humane Society and Animal Rescue League ask your permission to use a space in front of Lincoln's statue, but as close to the sidewalk as possible. We would have a table and two chairs where two Board members will be stationed to explain our work. The Ormsby Village Boys' Band will play and Girl Scouts will give out literature. No chances are sold -- we do not ask for money. This presentation will last for one hour, probably from three to four o'clock each day of that week, May 7 to 12. We assure you no damage will be done to the space we use.

"As we are both civic organizations, we hope you will give your help in our effort to put on a dignified, refined presentation of our humane work.

"Yours sincerely,

/s/ Mrs. T. P. Hutchins

Chairman of Publicity of Kentucky
Humane Society and Animal Rescue League"

After some discussion, it was moved by Mr. Powell and seconded by Mr. Wolford that this request of the Humane Society be granted. The motion carried unanimously.

The Librarian then read a letter addressed to Dr. Rauch as President of the Board and one addressed to the Librarian from Miss Elizabeth S. Woodson, expressing thanks for the way in which her case and her requests had been handled. These letters were ordered filed.

Reports:

Library Committee: Mrs. Fagin read the certification that bills amounting to \$25,042.47 had been audited and found correct. She moved, it was seconded by Mr. Sullivan, and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell reported for the Building Committee that the new Library car had been received and that the flagpole, a gift of the Woodmen of the World, had been installed.

Finance Committee: Mr. Wolford gave a report of the finances for the month, which was ordered filed.

Mr. Schneider reported on conversations with Mr. Stephen Derry, City Consultant of St. Matthews. He reported that a communication had been filed with Mr. Derry and the trustees of St. Matthews, calling to their attention the fact that the Louisville Free Public Library was not receiving any financial support from St. Matthews for the part-time branch located in that city.

Mr. Schneider then reported that the Library was losing its Taylor Boulevard quarters due to the fact that the Royal Industrial Bank had contracted for the space now occupied by the Library. It was reported that a Mr. Lyon was building next door to the present quarters and was interested in contracting with the Library for rental of a larger and more adequate space than the Library presently occupied for the sum of \$70 per month.

In the discussion which followed, Dr. Rauch reported that representatives of the Royal Industrial Bank had called upon him and that he would be glad to arrange a meeting with Mr. Schneider, the Librarian, and the representatives of the Bank. Belief was expressed that a satisfactory solution to the problem could be worked out.

It was moved by Mr. Schneider, seconded by Mr. Powell, and carried unanimously that the Librarian be authorized to contract with Mr. Lyon for quarters at the rate of \$70 per month.

Librarian's Report: The Librarian reported that Miss Barbara Moody, director of children's work, was conducting a refresher course in children's work for the benefit of Library employees. This course, meeting twice a week, was very well attended, and in the mind of the Librarian was a very important undertaking.

The Librarian called to the attention of the Board members the dedication of the flagpole by the Woodmen of the World set for April 16. He distributed the programs and asked that all members who could attend this ceremony.

He also announced that the ceremony for the presentation of pins to employees of 25 years or more service would take place on April 12 at 9:15 a.m. The Board members were invited to attend this ceremony.

It was reported that articles on the Library would be forthcoming in Reader's Digest, the St. Louis Post-Dispatch, and that an article on the Library had appeared in Compton's Encyclopedia.

The Librarian reported that he had received invitations from the University of California, from the South Carolina Library Association, and from the Missouri Library Association to address these groups. It was stated that these trips would not be at the expense of the Library.

It was moved by Mrs. Fagin, seconded by Mr. Sullivan, and carried unanimously that the Librarian be authorized to attend these meetings.

The Librarian then read the following letter:

"March 27, 1951

"Dear Sir:

"With much pleasure, you are hereby advised, confidentially, that Radio Station WFPL has been chosen for the George Foster Peabody Radio Citation for outstanding public service by a local station for 1950.

"The presentation will be made at the luncheon meeting of the Radio Executives Club, Waldorf-Astoria, April 26. We hope that it will be possible for you to be there.

"May we congratulate you on winning this Citation?

"It will be pleasant seeing you at the time of the presentations. In the meantime, I am sure you will safeguard this information from premature release.

"With best wishes,

"Sincerely yours,

/s/ John E. Drewry

John E. Drewry
Dean"

The Board expressed its pleasure that the Library had received this outstanding honor.

It was moved by Mr. Powell, seconded by Mr. Sullivan, and carried unanimously that the Librarian and the head of the Audio-Visual Department be authorized to attend the luncheon in New York at the expense of the Library.

Election of Officers: Mr. Powell, reporting for the Nominating Committee, stated that the following to be nominated for office: Dr. Joseph Rauch, president; Mr. Leo T. Wolford, vice-president; Mrs. Starling Fagin, secretary; and the Kentucky Trust Company, treasurer.

Dr. Rauch retired from the chair and Mr. Sullivan assumed the chairmanship. Mr. Powell moved that the nominations be closed and that one ballot be cast for the entire slate as named. This motion was seconded by Mr. Schneider and was unanimously carried.

There being no further business, the meeting adjourned at 5:50 p.m.

MINUTES APPROVED:

_____ President

_____ Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

May 8, 1951

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m., May 8, 1951, in the Audio-Visual Department of the Library.

Present: Mrs. Fagin, Messrs. Howe, Powell, Pitt, Rauch, Sanders, Schneider, and the Librarian.

Dr. Rauch presided.

Minutes: It was moved by Mr. Powell, seconded by Monsignor Pitt, and carried that the minutes for the meeting of April 10, 1951, be approved as distributed.

Communications: The Librarian read the following communication from staff members who received the 25-year service pins:

"May 8, 1951

"Dear Board Members:

"Our friend Webster says that, 'Thanks is an expression of gratitude, an acknowledgment, as by words, for a favor or kindness received.' Already you have acknowledged our twenty-five years with the library by words and by bestowing on us a service pin.

"As we wear our pins, we shall be reminded not only of your appreciation of our work but also of how we grew together in the library service.

"Sincerely,

"Staff Members"

This was ordered received and filed.

The Librarian then read a communication from Mr. R. J. Gardner, Vice-President of the Kaufman-Straus Company, enclosing certificates as evidence of the fact that boiler and machinery insurance had been issued for a three-year period, expiring April 10, 1954.

The Librarian then read the following communication from Mr. R. J. Gardner concerning permission to make structural changes in the Kaufman-Straus building:

"April 13, 1951

"Gentlemen:

"Your Mr. Graham advised me that we are violating the terms of our lease by making certain alterations to your building, which he maintains are structural changes, and, therefore, should have your prior approval before doing the work.

"We certainly did not intend to violate any provision of our lease, and I might say there seems to be a difference of opinion as to what is a structural change to your building under the terms of our lease.

"Undoubtedly the thing that is disturbing Mr. Graham at the moment is the fact that we are sandblasting, and tuck pointing the front of the building and then thereafter will paint all the window frames on the front of the building. This work is being done by Robert Lear and Sons at a cost to us of approximately \$8,000.00.

"We are also installing a new aluminum awning box across the front of the building and a new awning. These are to replace old like items that have worn out. Also across the front of the building, in order to improve its appearance, immediately

above the show windows we are installing manufactured granite immediately in front of the windows above the show windows up to the second floor ledge. We are also going to put a new sign on this manufactured granite. This work is being done by Ale Bornstein, Inc., at a cost to us of approximately \$30,000.00. The two above jobs are being done under the supervision of Lewis and Henry, Architects.

"These jobs to us do not seem to be structural changes under our lease. They are more or less items to keep the building in good repair and to improve its beauty. Since the question has been raised, may we kindly request your permission to complete this work notwithstanding the fact that the work has already started.

"Another item complained of is the rear entrance. We replaced the old wooden doors originally installed by you with modern glass and aluminum doors. Also around this rear entrance we put tile on the brick wall outside this entrance. We installed a canopy over the entrance, put a sign over the entrance and lighted the entire entrance. To us this did not seem like a structural change to the building, but it was primarily done to improve this rear entrance, which immediately faces tremendous parking facilities, and it was our hope that by making this improvement in the appearance of the rear of the building we could attract the people into the store. This work was done under the supervision of Lewis and Henry, Architects, and the work performed by the Platoff Construction Company at a cost to us of \$11,241.00. While this work has already been completed we would appreciate your kind approval of doing this work.

"I might add that these were not new projects just started, but projects originally contemplated in the original plan and we had to defer the projects last year until now because it did not seem advisable to us to do this work during the Christmas season, which we felt would have a serious effect upon our business and consequently your rental.

"Another item complained of were the new windows installed on the north and west walls on the sixth floor. This possibly could be classified as a structural change, but I feel confident that when a new floor is built it presupposes that windows would be installed to service the new floor. These windows were not installed by us but under the supervision of Mr. Fred Hartstern, which I believe should be classified under the work

performed by the Library Board. After the new floor was built we did install at our own expense new metal window frames instead of replacing the old ones with wood frames. The cost of the window frames and windows installed by us was in the amount of \$6,300.00, and the installation was done by the Whittenberg Construction Company. The new windows that were installed on the north and west walls were installed by the Whittenberg Construction Company under your contract and I do not know the cost. Notwithstanding that this work has already been done we would, nevertheless, appreciate your approval of that portion of the work done by us.

"Another item complained of is the fact that we installed a new terrazzo floor on the first floor without first securing your permission. The old floor was bad and had to be replaced, and frankly it did not occur to us that this would be classified as a structural change. This work was performed by the Keno-Rosa Company at a cost to us of \$18,649.00. Even though this work has already been done may we ask your kind permission of our making this installation.

"In order to avoid any misunderstanding in the future would you be kind enough to advise us briefly what sort of things you consider to be a structural change, on which you would like us to get your prior approval before going ahead with the work.

"If you consider the aforementioned items in this letter as structural changes we will be very happy to consider them as such, and secure your prior approval in the future, but we hope you can give us quick action on our request for consideration, because sometime when items must be replaced it must be done immediately.

"Very truly yours,

/s/ R. J. Gardner

"R. J. Gardner
Executive Vice President"

The Librarian read the following letter prepared by Judge Stites, the Library's attorney, in answer to Mr. Gardner's letter:

"May 8, 1951

"Dear Mr. Gardner:

"Your letter of April 13 has been read and considered at the meeting of the Board today.

"I call your attention to Section 10 of the Lease providing (in part):

'Lessee shall not have any right to alter, improve or enlarge the structural portions of the building erected on said premises or to make any structural changes therein without first having obtained the approval of Lessor to its so doing, which approval shall not be unreasonably withheld, except that Lessor as a condition of granting such approval may require that provision satisfactory to it may be made for the restoration at the termination of the tenancy of the structure to its condition previous to such structural changes, and such structural changes, if any (other than those elsewhere in this lease provided for), shall be made solely at the expense of the Lessee. Lessee, however, without the consent of the Lessor, may make such ordinary repairs, alterations and improvements as do not change or alter the structure of the building.'

"You are no doubt as well qualified as we are to determine what changes are structural within the meaning of the lease. As a rule of thumb, however, we would suggest that you hereafter give the Board notice of any changes that you contemplate that might possibly be deemed structural. Our approval will not be unreasonably withheld but we believe that we, as Lessors of the building, are entitled to know what is being done.

"The structural items which you mentioned as having already been done are now approved. However, you must realize that placing the added weight of a terrazo floor on the first floor without giving the Board an opportunity to determine the strength of beams and walls that must carry it might be extremely dangerous. We would certainly classify this as a structural change and of a class of which in the future you should give us advance notice in order that we may investigate.

"The same complaint is, of course, applicable to cutting windows or making other changes that might affect the soundness of the building or walls.

"Under Paragraph 11 of the Lease, the Board is required to maintain insurance 'to the full insurable value' of all property owned by it and a part of the leased premises. Where additions or changes are made in the building, the Board is naturally interested in the effect of such additions or changes on its insurance costs. The only control it can assert over these matters, under the terms of the Lease, is through its right to approve or

disapprove changes in the building. We must insist, therefore, on proper notice of changes proposed.

"Sincerely,

"Joseph Rauch, President
Board of Trustees"

After discussion, it was moved by Mr. Schneider, seconded by Monsignor Pitt and unanimously carried that the letter prepared by Judge Stites addressed to Mr. Gardner be approved and that the President be authorized to sign.

Reports:

Library Committee: Mrs. Fagin read the certification that bills for the month of April, 1951, amounting to \$21,740.31 had been audited and found correct. She moved and it was seconded by Monsignor Pitt and unanimously carried that bills in this amount be ordered paid.

Building Committee: Mr. Powell reported for the Building Committee that the above correspondence between Mr. Gardner and the letter prepared by Judge Stites represented the report of the Building Committee.

Finance Committee: Mr. Schneider presented the report of finances for the month and moved that it be approved and filed. The motion was seconded by Mr. Powell and carried.

Mr. Schneider reported on the city budget hearing at which time the Finance Committee requested the city administration not to include the income from the Kaufman-Straus building in consideration of what tax support the city furnishes the Library. He reported that the Finance Committee maintained these funds were endowment funds and should not be used to reduce the amount of tax support necessary to run the Library. It was reported that the city administration had not agreed to this idea but had requested that the Library raise its estimate on the amount of rent to be received from the Kaufman-Straus Company from \$160,000 to \$180,000. The city had agreed to underwrite this rental item so that if Kaufman-Straus did not produce that amount of rent, the city would make up the difference.

Mr. Schneider reported also on a meeting with representatives of the Royal Industrial Bank concerning the Taylor Boulevard Part-time Branch and stated that the work on new quarters was progressing and that bank officials seemed to be satisfied that the Library would be able to move into new quarters at a time satisfactory to the bank.

Then Mr. Schneider read the following communication from Mr. R. C. Braden from whom the Library rents the quarters for the Highland Park Part-time Branch:

"May 1st, 1951

"Gentlemen:

"On account of increase in taxes, fire insurance and other items of maintenance, I am compelled to increase the rent on the room rented to you at 4447 Park Boulevard to \$45.00 per month, effective June 1st, 1951.

"Thanking you for your consideration, I am

"Very truly yours,

/s/ R. C. Braden

R. C. Braden"

Mr. Schneider read the following letter which he proposed should be sent as an answer to Mr. Braden's communication:

"May 8, 1951

"Dear Mr. Braden:

"I am happy to inform you that the Board of Trustees of the Louisville Free Public Library at its regular meeting on Tuesday, May 8, 1951, authorized the Library to comply with your request for a rental increase to \$45 per month, effective June 1. Upon my statement that the Library has been completely satisfied with the quarters rented from you, the Board further authorized me to sign a lease with you for a period of years.

"I should be glad to meet with you concerning this matter at your convenience.

"Sincerely yours,

G. R. Graham,
Librarian"

He moved and it was seconded by Mrs. Fagin that the Librarian be authorized to sign this letter increasing the rent to \$45 per month.

Librarian's Report: At the request of Dr. Rauch, the Librarian then played a tape recording of a speech which the Li-

brarian had delivered at Independence, Missouri. This recording represented the Librarian's Report.

Unfinished Business: Dr. Rauch announced that he would appoint three Board members to attend the American Library Association meeting in Chicago, July 9-16, at Library expense.

There being no further business, the meeting adjourned at 5:50 p.m.

MINUTES APPROVED: _____ President

_____ *Howe Ferguson* Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

June 11, 1951

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m., June 11, 1951, in the Librarian's office.

Present: Messrs. Howe, Pearce, Powell, Pitt, Rauch, Sanders, Schneider, Wolford, and the Librarian.

Dr. Rauch presided.

Minutes: It was moved by Mr. Powell and seconded by Mr. Schneider that the minutes for the meeting of May 8, 1951, be approved as distributed.

At this time there was discussion concerning the possibilities of a quorum for the July and August meetings. It was brought out that due to the fact that the Librarian and three members of the Board would be at the American Library Association meeting in Chicago and that other members would be on their vacations, it would be practically impossible to obtain a quorum for the regular July meeting. It was also brought out that each year, due to vacations in August, it was very hard to obtain a quorum.

It was then moved by Monsignor Pitt and seconded by Mr. Pierce that bills be paid by Executive Committee action for the months of July and August, if necessary, and that this action of the Executive

Committee be ratified at the next regular meeting of the Board. The motion carried.

Communications: The Librarian read a communication from Judge Stites, the Library's attorney, enclosing a bill for \$1,000 for his services.

It was moved by Mr. Powell, seconded by Mr. Pierce, and unanimously carried that this bill be approved for payment.

Reports:

Library Committee: Monsignor Pitt read the certification that bills for the month of May, 1951, amounting to \$20,827.22 had been audited and found correct. He moved, it was seconded by Mr. Wolford, and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell gave the report of the work of the Committee as follows:

"Mr. Powell met with Mr. Ronald of E. R. Ronald and Associates to discuss the feasibility of installing a gas furnace at the Iroquois Branch Library. Mr. Blunk of A. S. Blunk Heating Company had previously recommended that the boiler be converted due to the fact that extensive repairs were needed. At the present time the Building Committee is still studying the proposition and is not ready to make a recommendation to the Board.

"It should be brought to the attention of the Board that it has been recommended by the Blunk Company also that, inasmuch as the boiler at the Crescent Hill Branch has become obsolete and no repair parts can be had from the manufacturer, a new gas boiler be installed. The Building Committee will seek the advice and recommendation of Mr. Ronald in this matter, and should it decide to install a new boiler, it would recommend that the firm of E. R. Ronald and Associates draw the specifications and supervise the installation. At this time the Committee has no special recommendation to make pending further study. It would like to request that the Committee be given power to act concerning these two matters.

"The Committee wishes to bring before the Board communications from Kaufman-Straus Company concerning improvements in the building. It recommends that permission be granted to Kaufman-Straus Company to make these improvements. The Committee has been advised by Judge Stites that this permission should be granted

after checking with Mr. Swope, the Library's insurance advisor, as to whether or not the conversion from coal to oil for the boilers would change the insurance rate.

"The Committee presents the letter from Mr. Swope along with the correspondence from Kaufman-Straus Company, appended to these minutes as Exhibits A, B, and C."

After discussion of this report, it was moved by Mr. Powell, seconded by Mr. Howe, and carried that the Building Committee be given power to act concerning the heating systems at Crescent Hill and Iroquois Branches.

Concerning the requested permission to Kaufman-Straus Company to convert from coal to oil for the boilers at the Kaufman-Straus Company, it was moved by Monsignor Pitt, seconded by Mr. Schneider, and carried that approval for this conversion be granted if there were no increase in insurance rates caused by the conversion.

Finance Committee: Mr. Wolford gave the report of the finances for the month, which was ordered filed.

Mr. Wolford also reported that he and Mr. Schneider, representing the Library, and Mr. Owsley, representing the city, had appeared at a hearing with the Fiscal Court on the Library's budget request and that there was some hope that the Fiscal Court would grant a 4 1/2 percent increase in the Library's budget.

Mr. Schneider reported for the Committee on progress being made to include the Library's employees in Social Security benefits. He reported that he had attended a meeting in Frankfort concerning Social Security, and that he felt things were progressing satisfactorily. He reported that, from the standpoint of the state agency, the Library could be considered a political subdivision of the city and might be included by the city in its agreement with the state agency. Mr. Schneider reported that it was his understanding that the city had decided not to include the Library, and therefore the Library must contract with the state agency independently and pay its portion out of its own funds rather than be included in the lump sum paid by the city. After discussion, it was moved by Mr. Pierce and seconded by Monsignor Pitt that Mr. Schneider be authorized to take the necessary steps to attempt to have the Louisville Free Public Library included as a political subdivision of the city and not as an independent agency. The motion carried unanimously.

Librarian's Report: The Librarian read a communication from Mr. Wilson explaining that he was going to a Chicago hospital for examination and expressing regret at missing the Board meeting. It was moved by Dr. Howe and seconded by Mr. Pierce that a letter be sent in the name of the Board, expressing the hope that Mr. Wilson's recuperation continues and that the Board looks forward to his presence at the September meeting.

Kaufman-Straus Co.
INCORPORATED
FOURTH AVENUE

Exhibit "A"

Louisville 2, Ky.

May 21, 1951

Trustees of Louisville Free Public Library
Library Place
Louisville 3, Ky.

Gentlemen:

As a matter of record we would like to advise that we are just completing a completely new Beauty Salon. The total amount of this expenditure will be approximately \$50,000.00. The work is being done under the supervision of Louis and Henry, Architects.

In making this installation it has not required any structural changes to the building other than a few changes in water lines and a completely new lighting system.

We are using carpet and rubber tile on the floor, which is substantially the same type of materials we used heretofore.

We believe this work on our part is 100% fixture work, and therefore no prior approval was necessary, but we are passing this information on to you as suggested in Dr. Rauch's letter to me of May 8th, 1951.

Very truly yours,

R. J. Gardner
R. J. Gardner
Treasurer

RJG:LC

Kaufman-Straus Co.
INCORPORATED
FOURTH AVENUE

Exhibit "B"

Louisville 2, KY.

May 25, 1951

Trustees of Louisville Free Public Library
Library Place
Louisville, Kentucky

Gentlemen:

During the past heating season we have been notified from time to time by the Louisville Smoke Commission of excess smoke being produced by our two low pressure boilers, which we use for heating purposes.

With the help of E. R. Ronald & Associates we have tried every possible suggestion made that would eliminate excess smoke. We have not been to successful and apparently the only way that we can satisfy the Louisville Smoke Commission is to eliminate smoke entirely.

We have employed the firm of E. R. Ronald & Associates to survey this problem for us, and it is their recommendation that we discontinue the use of coal and convert these two boilers to oil.

We would like your permission to make this change in the heating equipment in the event that the management of Kaufman-Straus Company so decides.

If the decision is made to make this change the work will be done upon the recommendation and under the supervision of E. R. Ronald & Associates.

Very truly yours,

R. J. Gardner
R. J. Gardner
Treasurer

RJG:LC

CORNELIUS E. SWOPE

KENNETH A. DICK

SWOPE AND DICK
General Insurance
FORMERLY BARRET, ROBINSON, DICKEY AND SWOPE

876 STARKS BUILDING LOUISVILLE 2, KENTUCKY
PHONE WABASH 3277

Let the bit "C"

8 June 1951

Mr. Clarence R. Graham, Librarian
Louisville Free Public Library
Third and Library Place
Louisville 3, Kentucky

Kaufman-Straus Fire Insurance Rate

Dear Mr. Graham:

Replying to your inquiry as to what effect substituting oil heat for coal heat would have on the insurance rates of the Kaufman-Straus Building, we wish to state that the Kentucky Inspection Bureau advises us that if the equipment is Underwriters' Laboratories approved and is properly installed, there will probably be no change in rate. However, before the Bureau will give a definite commitment it will be necessary for them to check the plans and specifications. If you will submit these plans and specifications to us we shall be glad to have them checked for rate purposes.

Also, you are undoubtedly aware that, with respect to the local authorities, the installation must be in accordance with the City Building Code and fire prevention measures.

Yours very truly

SWOPE AND DICK

By: *C. E. Swope*

CES:CMH

The Librarian stated that the American Library Association's Jury on Citations for Trustees had selected Mayor Farnsley to be one of the two trustees to be cited by the American Library Association for outstanding contributions to libraries. The citation will take place at the first general session of the 75th Anniversary Convention on July 9 in Chicago.

The Librarian stated that it was his understanding that Mayor Farnsley would be unable to attend, and he asked if Mr. Wolford, vice-president of the Board, would receive the citation for him.

Mr. Wolford agreed to accept the citation for the Mayor, and the Board expressed its pleasure and satisfaction at this solution.

The Librarian outlined the steps that had been taken by the American Library Association to attempt to keep the postal rate on books from being increased. The Board voted to send a telegram to Senator Underwood, outlining its position on this matter and requesting his aid.

There being no further business, the meeting adjourned at 5 p.m.

MINUTES APPROVED:

President

Mrs. Fagin Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

August 14, 1951

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m., August 14, 1951, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Howe, Pearce, Powell, Pitt, Schneider, Sullivan, Wolford, and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Mrs. Fagin, seconded by Mr. Pearce, and carried that the minutes for the meeting of June 11, 1951, be approved as distributed.

It was moved by Mr. Powell, seconded by Monsignor Pitt, and carried that the Board ratify the July 10 action of the Executive Committee in authorizing payment of bills in the amount of \$17,244.15 when it was impossible to obtain a quorum for the July meeting.

Communications: The Librarian read communications from Colonel Beckner to Dr. Rauch and to the Librarian concerning a statement which Colonel Beckner was preparing, outlining problems concerning the Museum. These communications were ordered filed.

The Librarian read a copy of City Ordinance No. 208 appropriating \$82,000 to the Louisville Free Public Library for the purchase and improvement of Monsarrat School. He reported that Mrs. Fagin and Messrs. Wolford and Powell, acting for the Executive Committee, had approved tentative acceptance for the purpose stated.

It was moved by Mr. Schneider, seconded by Monsignor Pitt, and carried unanimously that the Board accept with pleasure this appropriation from the Board of Aldermen and that the Board approve the purchase of Monsarrat School building for the sum of \$82,000 and that the President of the Board be authorized to make the necessary transfer and to accept the deed on behalf of the Library.

At this time a communication from Mr. Swope, the Library's insurance advisor, was read, calling to the attention of the Board that at the present time it carried only \$25,000 fire, extended coverage, vandalism, and malicious mischief insurance on the contents of the building at Fifth and York Streets.

It was moved by Monsignor Pitt, seconded by Dr. Howe, and carried unanimously that the Board ask the firm of Swope and Dick to immediately issue a binder for insurance in the sum of \$50,000 and that this matter of the amount of insurance to be carried on the building and contents of the Monsarrat School, now that it was owned by the Library, be referred to the Finance Committee for study and action.

Reports:

Library Committee: Mrs. Fagin read the certification that bills for the month of July, 1951, in the amount of \$15,157.55 had been audited and found correct.

She moved and it was seconded by Monsignor Pitt that bills in this amount be ordered paid. The motion carried.

Building Committee: Mr. Powell read the following report from the Building Committee:

"The Building Committee met in the Librarian's office at 3 p.m., July 24, 1951.

"Present: Mr. Powell, Mr. Sullivan, and the Librarian.

"The purpose of the meeting was to take action on the bids for the furnishing of coal for the 1951-52 season. It was stated that the bids had been analyzed by Mr. Ronald, the Library's consultant, and that he had recommended that the Committee

accept the bid of the R. C. Tway Coal Company.

"The Committee wishes to report that the conversion to gas at the Iroquois Branch Library has been completed.

"The work on the installation of a new boiler at the Crescent Hill Branch has been completed, awaiting inspection and approval by Mr. Ronald.

"The Committee recommends that the Librarian be authorized to sign the contract with Weissinger-Gaulbert Real Estate Company for the furnishing of heat for the Main Building. The contract is the same as the preceding year's contract."

It was moved by Mr. Powell, seconded by Mr. Pearce, and carried that the Librarian be authorized to sign the contract for heat with the Weissinger-Gaulbert Real Estate Company.

Finance Committee: Mr. Schneider gave a report of finances for the month, which was ordered filed.

Mr. Schneider also reported that as a result of a hearing with the Fiscal Court, attended by Mr. Wolford, Mr. Schneider, and Mr. Owsley, representing the city, the Fiscal Court had raised its appropriation from \$35,000 for the current year to \$36,500.

Librarian's Report: The Librarian recommended to the Board that six employees, including himself, who had the privilege of opening the vault and handling money be bonded instead of only the bookkeeper. It was explained that it seemed illogical to purchase a bond for one employee and not for others who handled money in the safe.

It was moved by Dr. Howe, seconded by Mr. Powell, and carried unanimously that bonds be purchased for six employees named by the Librarian and that the Vice-President and Secretary be authorized to sign the proper papers.

Mrs. Fagin, Mr. Schneider, and the Librarian reported on a very successful conference of the American Library Association. The Librarian expressed his appreciation of the fact that the two trustees had been in attendance at this conference.

The Librarian stated that articles and stories concerning the work of the Library had appeared in the SATURDAY REVIEW OF LITERATURE, the READER'S DIGEST; had been reprinted from the SATURDAY REVIEW by the State Department for distribution through the 100 information bureaus in 75 foreign countries; that the proceedings of the Adult Education Conference at Malmo, Sweden, contained an entire Chapter 10 on the work of the Library; a digest of the SATURDAY REVIEW OF LITERATURE article had appeared in the Minneapolis Tribune; an editorial

concerning this Library had appeared in the San Antonio paper; a feature story had appeared in the CHRISTIAN SCIENCE MONITOR; and a story was scheduled for publication in TIME magazine.

The Librarian distributed reprints of the READER'S DIGEST article, of the SATURDAY REVIEW article, and a letter to him from President Truman.

There being no further business, the meeting adjourned at 5:05 p.m.

MINUTES APPROVED: _____ President

_____ *Mrs. F. Fagin* Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

September 11, 1951

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m., September 11, 1951, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Howe, Pitt, Powell, Rauch, Sanders, Sullivan, Wilson, Wolford, and the Librarian.

Dr. Rauch presided.

Minutes: The minutes of the August 14, 1951, meeting of the Board were read. It was moved by Mr. Wilson and seconded by Mrs. Fagin that the minutes be approved as read.

Communications: The Librarian read, for the information of the Board, a letter from Mr. R. J. Gardner, Treasurer of the Kaufman-Straus Company, concerning the permission previously granted by the Board for the company to install oil heating in the store building. He also read the answer to this communication giving the Board's official approval.

Reports:

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$11,715.69 had been audited and found correct.

She moved, it was seconded by Mr. Powell, and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell reported for the Committee that work on the furnace at the Iroquois Branch had been completed and that the installation of the new boiler at the Crescent Hill Branch had also been completed and that Mr. Ronald had approved the bills for payment with the understanding that the installations would be re-inspected and given final approval when the heating season started.

Finance Committee: Mr. Wolford read the report of finances for the month, which was ordered filed.

Museum Committee: Mr. Sanders reported for the Museum Committee that a communication from Col. Beckner, addressed to the Librarian, concerning museum matters had been read. He reported that the requests and needs outlined in this letter appeared to be entirely matters relating to the work of the Building Committee. He therefore suggested that the communication be referred to the Building Committee for action.

Mr. Sanders also reported that his Committee would meet in the near future to consider matters concerning the internal administration of the Museum.

Librarian's Report: The Librarian reported that a check for the sum of \$82,000 was available at the City Hall, and as soon as the writing and the signing of the deed to the Monsarrat School property was completed, the funds would be transferred to the University of Louisville and the property transferred to the Library Board.

The Librarian announced that National Library Day would be celebrated over the United States on October 4, and he asked for authorization from the Board to plan a suitable celebration for Louisville. It was moved by Mr. Powell and seconded by Mr. Wilson that the Librarian be authorized to undertake the planning of a celebration for National Library Day on October 4.

The Librarian discussed the feasibility of obtaining a grant from the Ford Foundation and was authorized by the Board to explore the possibilities, after motion by Mr. Powell, seconded by Dr. Ackerly.

It was called to the attention of the Board that the Library was receiving visitors from all over the United States and also from foreign countries. The Librarian mentioned the most recent visit of two editors from Germany and an editor from Ceylon. It was announced that the "Voice of America" had asked permission to use the Saturday Review of Literature article on the Library in its broadcasts to foreign countries. It was also announced that the Holland "Persbureau" had requested pictures to illustrate a story on this Library it was preparing for use by Dutch newspapers. The

Illinois State Library, it was announced, was using the Saturday Review article in state-wide library promotion. The Librarian announced that the State Department had just negotiated for permission for a German Librarian from Berlin-Wedding to spend two weeks visiting this Library.

There being no further business, the meeting adjourned at 5:30 p.m.

MINUTES APPROVED: _____ President

Gene Fagin Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

October 9, 1951

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m., October 9, 1951, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Howe, Pitt, Powell, Sanders, Schneider, Wilson, Wolford, and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Mr. Powell and seconded by Dr. Howe that the minutes for the meeting of September 11, 1951, be approved as distributed.

Reports:

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$16,649.42 had been audited and found correct.

She moved and it was seconded by Mr. Wilson and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell read the following report of the Building Committee:

"The Building Committee met on September 18, 1951, in the Librarian's office.

"Present: Messrs. Powell, Sullivan, Wilson, and the Librarian.

"Mr. Powell presided.

"The Committee studied the report of Col. Beckner requesting certain work to be done on the Museum building. A visit was then made to the Museum, and the report was discussed with Col. Beckner. The Librarian was authorized to confer with H. P. Krauth & Son concerning the condition of the roof and with the A. S. Blunk Heating Company concerning the condition of the heating system and with Mr. Fred Louis, architect, concerning other recommendations and requests made by Col. Beckner. The Librarian also was instructed to undertake various small repairs and improvements as agreed upon by the Committee.

"The meeting adjourned at 5 p.m.

"Additional report on the work of the Committee:

"The reports from the H. P. Krauth & Son Company, the A. S. Blunk Heating Company, and Mr. Fred Louis are at hand, and the Committee will proceed if the Board grants power to act.

"Mr. Krauth reported that the roof seems to be in good condition, that perhaps there are some minor repairs but that the tin roof in general is in good condition. He will inspect the downspouts, gutters, and the roof itself right after or during the next heavy rain;

"The A. S. Blunk Heating Company recommended that eight additional radiators be installed on the first floor for a total cost of \$732. The company guarantees that this additional installation would provide adequate heat on the first floor.

"Mr. Fred Louis, architect, recommended in addition to certain verbal recommendations that the Library purchase and install a new solid raised panel front door and that the glass side lights be replaced; the necessary repairs made to the jambs and the exterior door platform be increased in size in order to eliminate a hazard. It is estimated that this would cost approximately \$450.

"Mr. Louis also recommended that a sign be placed over the front door, an exterior light fixture installed plus one additional light fixture inside the door. It is estimated that this will cost approximately \$100.

"Mr. Louis recommended that decision as to what should be done to the heating system be delayed until steam is in the building so that tests can be made.

"No report has been received as to the approximate cost for repairing the retaining wall on York Street."

It was moved by Mr. Sanders and seconded by Mr. Schneider that the report of the Building Committee be approved and that the Committee be authorized to proceed with the work mentioned in the report. The motion carried.

Finance Committee: The financial and statistical report for the month was distributed, and it was moved by Mr. Schneider and seconded by Mr. Wilson that the report be accepted and filed.

Mr. Wolford reported on insurance carried on the Monsarrat School building. He stated that at the present time the Library was carrying on the building \$66,000 worth of insurance. This was enough to fulfill the Library's obligation under an 80 percent co-insurance clause on the evaluation of \$76,000. On the rear or "lunchroom building," the Library at the present time was carrying \$12,000 on an evaluation of \$14,000. He stated that the Library carried a policy of \$25,000 for fire and extended coverage, vandalism and malicious mischief on the general contents of the Main Building. It was also reported that after consultation with Mr. Swope, the Library's insurance advisor, a 30-day binder had been taken out for an additional \$25,000 on the contents, pending approval by the Board. In the meantime, it was reported by Mr. Swope that an all-risk policy on the contents of the Museum could be purchased for only 8 mills more than the FE and VMM. In other words, an all-risk policy could be purchased for a rate of .95 instead of the FE and VMM at the rate of .942. Mr. Wolford reported that it was the recommendation of the Finance Committee that instead of the \$50,000 carried on the contents of the Monsarrat School building that \$40,000 be carried on the contents of the Museum in an all-risk policy and that \$10,000 on the general contents, furniture and fixtures of the building, other than the Museum contents, be carried in a FE and VMM policy.

It was moved by Mr. Schneider and seconded by Mr. Wilson that this recommendation of the Finance Committee be approved and that insurance in these amounts be purchased.

Mr. Schneider reported that the deed for Monsarrat School and property had been received and had been recorded.

Museum Committee: The Museum Committee met at 4 p.m., October 1, in the Librarian's office and discussed the status of the African animal heads on loan to the Museum from Mr. William Dutschke. The Committee decided to ask Mr. Dutschke to attend a meeting at 4:45 p.m., Friday, October 5.

The Museum Committee then met at 4:45 p.m., October 5, in the Librarian's office for the adjourned meeting:

"Present: Messrs. Ackerly, Howe, Sanders, the Librarian, and Mr. William Dutschke.

"Mr. Sanders presided.

"The purpose of the meeting was to discuss with Mr. Dutschke the status of his loan or gift of certain African animal heads to the Museum.

"Mr. Dutschke stated that he had originally intended to make an outright gift of these heads to the Museum but that upon the advice of his attorney, he had decided to make only a loan at this time. He stated that he would be glad to change his will so as to give the African heads to the Library upon his death, but that at the present time he wanted to retain title to them. He stipulated that the Library should purchase adequate insurance. Mr. Dutschke then left the meeting.

"The Committee decided to recommend to the Board that, inasmuch as the heads had been solicited by an agent of the Library and inasmuch as they were a valuable addition to the Museum collection and inasmuch as Mr. Dutschke had agreed to take steps to state in his will that the heads were eventually to become the property of the Library, the Board accept on a loan basis these heads and that an adequate amount of insurance be purchased on them.

"The hours of opening were discussed, and the Librarian was authorized to establish hours of opening after consultation with Col. Beckner.

"It was also decided that the Committee would recommend to the Board that some suitable ceremony of formal opening be observed when the physical aspects of the Museum had been made ready.

"There being no further business, the meeting adjourned at 6:05 p.m."

Mr. Sanders also reported that since the meeting the Librarian had conferred with Col. Beckner, who had also conferred with Mr. Dutschke and that it should be reported that insurance in the amount of \$7,500 was reported by Col. Beckner to be a fair figure and that Mr. Dutschke would be satisfied with that amount of insurance on the animal heads.

In discussing this report, it was brought out that the Board's former policy prohibited the acceptance of loans. However, the Board felt that it could make an exception in this case because of the value of the heads and because of the fact that Mr. Dutschke had agreed to change his will so as to specify the Museum would become the eventual owner of the heads.

It was moved by Mr. Wilson and seconded by Mr. Powell that an agreement be drawn between the Library and Mr. Dutschke, accepting the loan of the African animal heads and that this action be considered an exception to the Board's policy and not a change in its loan or gift policy. The motion carried.

Librarian's Report: The Librarian asked for the wishes of the Board concerning Miss Alma St. Clair, Librarian of the Shawnee Branch Library. It was explained that Miss St. Clair, a long-time employee of the Library, would be away for at least six months due to her health. After discussion, it was moved by Mr. Wilson and seconded by Dr. Howe that the Board grant Miss St. Clair a leave of absence without pay for six months with the understanding that she would be re-assigned when she returned.

The Board also requested the Librarian to write Miss St. Clair, expressing the sympathy of the Board and the hope that she will have a speedy and full recovery. It was also requested that the Librarian emphasize in this letter the fact that a position would be guaranteed to Miss St. Clair upon her recovery.

The Librarian reported on the request from the American Library in Paris for pictures and material for a display about the Louisville Free Public Library to be prepared in the front exhibit window of that library. The Librarian reported on the successful celebration of National Library Day and on the very successful first meeting of the fall series of the Film Forum with the showing of "The Titan".

There being no further business, the meeting adjourned at 5:40 p.m.

MINUTES APPROVED: _____ President

_____ *Mrs. F. Fagin* Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

November 13, 1951

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m., November 13, 1951, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Pearce, Pitt, Powell, Rauch, Sanders, Sullivan, Wolford, and the Librarian.

Dr. Rauch presided.

Minutes: It was moved by Monsignor Pitt, seconded by Mr. Sullivan, and carried that the minutes for the meeting of October 9, 1951, be approved as distributed.

Communications: The following letter from Mr. A. J. Koch, Chairman, Freedom Shrine, addressed to Dr. Rauch, dated October 19, was read by the Librarian:

"Dear Rabbi Rauch,

"Mr. N. A. Frankel informs me that he has spoken to you about having the Freedom Shrine permanently placed in the Louisville Public Library.

"On November 10th, last year, the Louisville Freedom Shrine was dedicated at the Ahrens Trade School. From that time until the end of the school term, it was moved from one school to the other every week. At their weekly assembly period they would have a program pertaining to these famous documents and then have them on display for a week. During the summer they were on display at various places and seen by many people.

"Our national office, however, prefers that the Shrine be established at a permanent place and we can think of no better place in Louisville than the Library.

"Rather than try to describe it further in this letter, I am enclosing a pamphlet describing same that you might present to the rest of the library board. The documents are mounted on three 4' x 8' panels and are now on display at the Portland Building and Loan Association office. I also have a picture of the panels which I will be glad to deliver to you if you would like to use it in your presentation.

"For any other information, do not hesitate to call me at my home.

"Yours very truly,

/s/ A. J. Koch

A. J. Koch
Chairman, Freedom Shrine"

In the discussion of this correspondence, the Board was of the opinion that this display of historical documents was of great value and would be an addition to the materials in the Library. The question of space was stated to be of paramount importance. After considerable discussion, it was moved by Mr. Sanders and seconded by Monsignor Pitt that the Board accept with thanks the offer to place the Freedom Shrine in the Louisville Free Public Library with the understanding that the Library will display it as often as possible but that there will be times when the display will be in storage or lent to some other organization. The motion carried.

Reports:

Library Committee: Mrs. Fagin read the certification that bills for the month of October, amounting to \$19,918.46 had been audited and found correct. She moved, it was seconded by Mr. Sullivan, and unanimously carried that bills in this amount be ordered paid.

Mrs. Fagin then stated that, due to the fact that the Library's educational films were reserved one month in advance, it would greatly help such reservation if the Board took action at the November meeting instead of the December meeting to decide the length of the Christmas and New Year's holidays. After discussion, it was moved by Mr. Powell and seconded by Mr. Wolford that all agencies of the Library be closed at 6 p.m., Saturday, December 22, and opened at the regular hour on Wednesday, December 26, and that also the Library system be closed at 6 p.m., Saturday, December 29, re-opening at the regular hour on Wednesday, January 2, 1952. The motion unanimously carried.

Building Committee: Mr. Powell read the following report of the work of the Committee:

"On Saturday, November 3, the boiler at the Western Branch Library was damaged. On Monday, November 5, the A.S. Blunk Heating Company began work to dismantle the boiler to determine the extent of damage. On Tuesday, November 6, the chairman of the Building Committee, Mr. Powell, and the Librarian authorized Mr. E. R. Ronald to make a report. Mr. Ronald reported that he had asked the Blunk Heating Company to stop work because he and the Blunk Company had determined that through a failure of the release valve to function, the boiler was damaged beyond repair. Mr. Powell and the Librarian met with Mr. Ronald and authorized him to prepare specifications for the installation of a new boiler and to obtain bids to be opened in the Librarian's office on Monday, November 12.

"The Building Committee, consisting of Mr. Powell, Mr. Sullivan, and the Librarian met with Mr. Ronald on Monday, November 12, at 3:30 p.m. and opened the bids. It was explained that the bidders had been asked to bid on the specifications as prepared by E. R. Ronald and Associates for the installation of a stoker-fired boiler and to furnish also an alternate bid on an oil burner. Bids were as follows: J. H. Hammond Company, \$1,882 for the stoker plus \$330 for an oil burner; A. S. Blunk Heating Company, \$1,680 for the stoker plus \$120 for the oil burner; and Al Struhmeier, \$1,690 for the stoker plus \$154 for the oil burner.

"It was pointed out that the low bid of \$1,680 by the A.S. Blunk Heating Company for the stoker or the \$1,880 bid by the same company for the oil burner was the low bid.

"It was recommended by Mr. Ronald and approved by the Building Committee that this low bid by the A.S. Blunk Heating Company be accepted.

"After considerable discussion, the Committee decided to install the oil burner instead of the stoker for a number of reasons. Mentioned as reasons were the fact that janitors did not have to return to the building on weekends or holidays; cleanliness of the building; elimination of smoke nuisance; and the automatic feature, eliminating the necessity for hand controls by the janitor.

"Mr. Ronald was authorized to order the Blunk Heating Company to proceed with the work. It was emphasized that as much speed as possible be requested due to the fact that the branch library had been closed for the repairs.

"The Building Committee would like to report that it is proceeding with the work at the Monsarrat School, authorized by the Board at the preceding meeting and that painting of the one room where the Dutschke animal heads will be hung is progressing and that estimates are being received for the repair of the rock wall on York Street and installation of new front steps on Fifth Street and that the Committee is waiting for an estimate on a new front door."

It was also reported that the steps at the Portland Branch Library were in very bad repair and that the Committee had received a bid of \$426 from Alph C. Kaufman to replace the ten concrete steps on the 33rd Street side at the Portland Branch Library and to re-set the iron rail in the proposed steps.

It was the recommendation of the Building Committee that this bid be accepted and the work authorized.

After discussion, it was moved by Mr. Powell, seconded by Mr. Wolford, and unanimously carried that the action of the Committee in regard to replacing the boiler at Western Branch Library be approved and that the recommendation of the Committee in connection with the concrete work at Portland Branch be accepted and the work authorized, and also that the report of the Committee in connection with the work at Monsarrat School be accepted.

The matter of boiler insurance was reported to have been discussed by the Building Committee. Mr. Powell requested that this matter be referred to the Finance Committee for study. It was so ordered.

Finance Committee: Mr. Wolford discussed the report on finances for the month. This report was ordered received and filed.

In the absence of Mr. Schneider, the Librarian presented resolutions to be adopted by the Board in order to set up machinery for the inclusion of the Board's employees in the Old Age and Survivor's Insurance System of the Department of Economic Security of the Commonwealth of Kentucky. (See Exhibits "A" and "B".)

It was moved by Mr. Wolford, seconded by Mr. Pearce, and unanimously carried that each of these resolutions be adopted and that the proper officials be authorized to sign the papers.

Museum Committee: Mr. Sanders gave the following report on behalf of the Museum Committee:

"The Museum Committee reports that plans for a formal opening have not been made because of the delay in the hanging of the African heads. It is also reported that the contract for the loan of these heads has not been formally signed with Mr. Dutschke. It is reported that Mr. Dutschke is at the present time in the hospital where he is undergoing a series of tests due to the fact that he had, according to a report from Col. Beckner, some type of 'stroke'. It is the intention of the Committee to have legal documents in readiness when Mr. Dutschke has recovered."

After discussion, it was moved by Mr. Sanders, seconded by Mr. Sullivan, and carried that the work of hanging the African animal heads be discontinued until a contract has been signed by the donor.

Librarian's Report: The Librarian called to the attention of the Board the fact that circulation for the month had increased 7,313.

He also called to the attention of the Board the large number of visitors from all parts of the country who were continuing to tour the Library.

The Librarian expressed pleasure in the fact that Dr. Rauch, the President of the Board, had participated in the conference of the Kentucky Library Association in Lexington, November 8-10, and had made a brilliant contribution to the conference.

There being no further business, the meeting adjourned at 4:55 p.m.

MINUTES APPROVED:

President

Secretary

RESOLUTION

On motion by Mr. Wolford, seconded by Mr. Pearce, it is ordered that the President and the Librarian be, and they hereby are, authorized to execute on the behalf of the Board of Trustees, a contract with the Department of Economic Security of the Commonwealth of Kentucky, the State Agency of the Old Age and Survivors' Insurance System, which contract is in words and figures as follows, to-wit:


Attached hereto and made a part hereof
by this incorporation by reference.

The vote on the foregoing resolution was as follows:

Yeas: Mrs. Fagin, Messrs. Aclary, Pearce, Pitt,
Powell, Rauch, Sanders, Sullivan, and Wolford.

I, G. R. Graham, do hereby certify that the foregoing, including the attached "Plan and Agreement", is a true and correct copy of a resolution passed on the 13th day of November, 1951, at a regular meeting of the Board of Trustees of the Louisville Free Public Library, Louisville, Kentucky, as recorded in Minute Book 10, November 13, 1951, Exhibit "A".

Signed


Librarian
Louisville Free Public Library
December 17, 1951

Sworn to before me this
17th day of December, 1951



Notary Public, Jefferson County, Ky.
My Commission Expires Oct. 23, 1954

DEPARTMENT OF ECONOMIC SECURITY
Division of Personnel Security
Frankfort

"PLAN AND AGREEMENT"

(Name) Board of Trustees, Free Public Library

(Address) Louisville, Kentucky

hereinafter called "Political Subdivision", does hereby apply to the Division of Personnel Security in the Department of Economic Security of the Commonwealth of Kentucky, hereinafter called "State Agency", pursuant to the provisions of KRS 61.460, to extend the insurance system established by Title II of the Social Security Act to services performed by individuals as employees of the Political Subdivision.

The Political Subdivision submits for the State Agency's approval this plan and agreement to become effective on the date hereinafter stated.

I. Definitions.

For the purposes of this plan and agreement:

(a) The term "employee" means an employee as defined in Section 210(k) of the Social Security Act and any amendments thereto and shall include an officer.

(b) The term "services" includes all services performed by individuals as employees of the Political Subdivision, except:

(1) Any service performed by an employee in a position covered by a retirement system on the date this agreement is made applicable to his coverage group.

(2) Service performed by an employee who is employed to relieve him from unemployment

(3) Service performed in a hospital, home or other institution by an inmate thereof.

(4) Covered transportation service (as defined in Section 210(1) of the Social Security Act.)

(5) Service (other than agricultural labor or service performed by a student) excluded from employment by any provisions of Section 210(a) of the Social Security Act, other than paragraph (8) of such section.

(6) Services of an emergency nature.

II. Services covered.

This plan and agreement includes all services performed by individuals for the Political Subdivision, except part-time positions and student services.

III. Administration of the Plan.

The Political Subdivision agrees and has heretofore authorized and directed the appropriate officers and employees to do and perform all things found necessary by the State Agency to the proper and efficient administration of the plan, including but not limited to the maintenance of employment records relating to both services and salaries, required contributions by both the political subdivision and its employees and other data required by the State Agency or the Federal Security Administrator, to make such reports in such form and containing such information as the State Agency may from time to time require, and to comply with such provisions as the State Agency or the Federal Security Administrator may from time to time find necessary to assure the correctness and verification of such reports.

IV. Contributions

(a) The Political Subdivision will pay into the Contribution Fund established by KRS 61.470, with respect to wages as defined in KRS 61.420, at such time or times as the State Agency may by regulation prescribe, contributions

equivalent to the sum of the taxes which would be imposed by Sections 1400 and 1410 of the Internal Revenue Code if the services covered by this plan and agreement constituted employment as defined in Section 1426 of such code.

(b) The Political Subdivision agrees to create a Revolving Fund into which shall be covered, out of the first revenues received by it during any fiscal year covered by this contract, sums equal to the aggregate employer-employee contributions for such fiscal year; and said funds shall be deposited in a separate bank account out of which only contributions to the State Agency may and shall be paid as and when required by the State Agency in its administration of the laws applicable to the Old-Age and Survivors' Insurance System.

(c) The Political Subdivision agrees to and shall advance to the Contribution Fund, provided for in IRS 61.470, an amount equal to the average quarterly contributions provided for in subsection (a) of this section plus ten per centum thereof, which shall be credited to the Political Subdivision in the Contribution Fund Account. The average quarterly contribution shall be arrived at in the first instance by a fair estimate based on the payroll for the previous calendar year; provided, however, that said advancement may be adjusted from time to time as the State Agency may require, and when adjusted the estimate shall be based on the payroll for the calendar quarter immediately preceding the date of the adjustment. The advancement provided for herein may be used by the State Agency to offset any unpaid financial obligation incurred by the Political Subdivision hereunder, and for no other purpose, and may be applied thereto summarily, but such use shall not relieve the Political Subdivision of such obligation to the State Agency; provided, however, no advancement by the Political Subdivision shall be applied to the default of any other Political Subdivision.

(d) The Political Subdivision will pay to the State Treasury, at such time or times as the State Agency may by regulation prescribe, an amount equal to the Political Subdivision's share of the cost of administration of the State Agency, such amount to be not greater than five per cent of the contributions made by the Political Subdivision under paragraph (a) of this section.

(e) The Political Subdivision agrees that it shall impose upon each of its employees, as to services which are covered by this plan and agreement, a contribution with respect to his wages, not exceeding the amount of the tax which would be imposed by Section 1400 of the Federal Insurance Contribution Act if such services constituted employment within the meaning of that Act, and to deduct the amount of such contribution from his wages as and when paid. It is further understood that the contributions so collected shall be paid into the Contribution Fund in partial discharge of the liability of the Political Subdivision, but that failure to make such deduction shall not relieve the employee or the Political Subdivision from liability therefor.

V. Adjustment, refunds and interest on delinquent payments.

(a) If more than the correct amount due under Part IV of this plan and agreement is paid with respect to any remuneration, proper adjustment (or refund, if adjustment is impracticable) shall be made without interest in such manner and at such times as the State Agency shall prescribe.

(b) If the Political Subdivision does not make, at the time or times due, the payments required under this plan and agreement, there shall be added, as part of the amounts due, interest at the rate of one-half of one per cent per month or fraction thereof.

(c) Without prejudice to other available methods of collection, the State Agency in its discretion may deduct such delinquent amounts plus interest from any other

money payable to the Political Subdivision by any department, agency, or fund of the State.

VI. Termination.

(a) The Political Subdivision may request the State Agency to take all necessary steps with the Federal Security Administrator, pursuant to Section 218(g) of the Social Security Act, to terminate this plan and agreement either in its entire application to the Political Subdivision or with respect to any coverage group. Upon good cause shown at a time and in a manner to be specified by the State Agency, the State Agency shall give the notice to the Federal Security Administrator required by Section 218(g) of the Social Security Act for the purpose of granting the requested termination to the Political Subdivision.

(b) If the State Agency, after notice and opportunity for hearing to the Political Subdivision, finds that there has been a failure to comply substantially with any provision contained in this plan and agreement or KRS Chapter 61, it may terminate this plan in its entirety, such termination to take effect at the time prescribed in such notice and on such conditions as may be provided by regulations of the State Agency, and as may be consistent with the provisions of the Social Security Act.

VII. Modification

This plan and agreement may be modified, at the request of the Political Subdivision, to include coverage groups or services in addition to those now included by this plan. Such modification must be consistent with KRS Chapter 61 and the provisions of Section 218 of the Social Security Act.

VIII. Effective Date

This plan and agreement shall be effective as of January 1, 1951.

This plan and agreement is entered into and submitted by the Political Sub-division this 12th day of December, 1951.

Board of Trustees, Free Public Library
(Name of Political Subdivision)

By Joseph Rauch
Title- President

By O. W. Halpern
Title- Librarian

ATTEST:

Clara S. Behrens

Notary Public, Jefferson County, Ky.
My Commission Expires Oct. 23, 1954

(Title)

The foregoing plan and agreement is approved and accepted.

Dated _____, 1951.

DEPARTMENT OF ECONOMIC SECURITY
OF THE COMMONWEALTH OF KENTUCKY

By _____
Commissioner

ATTEST:

(Title)

RESOLUTION TO CREATE REVOLVING FUND AND
TO APPROPRIATE FUNDS FOR THE CONTRIBUTIONS
FOR THE YEAR AND FOR THE ADVANCEMENT AND
ADMINISTRATIVE FUNDS PURSUANT TO THE
SOCIAL SECURITY PROGRAM

At a regular meeting of the Board of Trustees of the Louisville Free Public Library, held at its regular place of meeting in the Librarian's office, in the City of Louisville, Kentucky, on the 13th day of November, 1951, the following members of the Board were present: Mrs. Pargin, Messrs. Ackersly, Pearce, Pitt, Powell, Rauch, Sanders, Sullivan, and Wolford.

Dr. Joseph Rauch presiding.

On motion by Mr. Wolford, seconded by Mr. Pearce, the following Resolution is hereby adopted by the Board of Trustees:

I. It is ordered that there be and there is hereby appropriated and set aside out of the surplus and unappropriated funds of the Board of Trustees, Louisville Free Public Library, the sum of \$2,335.56, which sum is to be advanced to the State Agency, (Division of Personnel Security in the Department of Economic Security) and held by said Agency in accordance with the Board of Trustees, Louisville Free Public Library, "Plan and Agreement" with said Agency; and there is hereby appropriated and set aside out of the surplus and unappropriated funds of the Board of Trustees, Louisville Free Public Library, the sum of \$421.65 for the Administrative Costs required to be advanced to the State Agency under the aforesaid "Plan and Agreement", which funds shall be paid by the Treasurer (or other proper financial officer) to the State Agency, upon demand of said State Agency.

II. It is further ordered that there be and there is hereby appropriated and set aside out of the surplus and unappropriated funds of the Board of Trustees, Louisville Free Public Library, the sum of \$8,927.59 to be paid into a Revolving Fund, which hereby is created and out of which only the contributions to the Old Age and Survivors' Insurance System shall be paid to the State Agency in accordance with the Board of Trustees, Louisville Free Public Library, "Plan and Agreement" with the said Agency. The Treasurer (or other proper financial officer) is hereby authorized and directed to establish a separate bank account for the said Revolving Fund, and he is further authorized and directed to deposit to the credit of the Revolving Fund the sums of money authorized and appropriated by this paragraph of this Resolution, which sums of money are to be held inviolate and to be used for no purpose other than paying of the aforesaid contributions.

The vote on the foregoing resolution was as follows:

Yeas: Mrs. Nagin, Messrs. Asherly, Pearce, Pitt, Powell, Rauch, Sanders, Sullivan, and Wolford.

I, C. R. Graham, do hereby certify that the foregoing is a true and correct copy of a resolution passed on the 13th day of November, 1951, at a regular meeting of the Board of Trustees of the Louisville Free Public Library, Louisville, Kentucky, as recorded in Minute Book 10, November 13, 1951, Exhibit "D".

Signed

C. R. Graham
Librarian

Louisville Free Public Library
December 17, 1951

Sworn to before me this
17th day of December, 1951

Clara L. Behrens

Notary Public, Jefferson County, Ky.
My Commission Expires Oct. 23, 1954

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

December 11, 1951

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m., December 11, 1951, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Howe, Pitt, Powell, Rauch, Schneider, Sullivan, Wilson, Wolford, and the Librarian.

Dr. Rauch presided.

Minutes: It was moved by Mr. Powell, seconded by Monsignor Pitt, and carried that the minutes for the meeting of November 13, 1951, be approved as distributed.

Communications: The Librarian read a letter from Mrs. W. W. Anderson, Corresponding Secretary, Beechmont Woman's Club, thanking the Board for the use of the meeting rooms at the Iroquois Branch Library. The Board received this communication with appreciation.

The Librarian then read the following communication:

"3710 Kahlert Ave.
Louisville, Ky.
November 30, 1951

"Gentlemen:

"For the last one and a half years we have been living in Louisville and enjoyed the privilege of your wonderful library.

"Now, that circumstances compel us to leave Louisville, we would like to express our sincere gratitude and appreciation for the many enjoyable events and experiences provided by your library.

"We took advantage of your magnificent record library, we enjoyed the weekly film forums, and were greatly impressed with the kindly, helpful spirit of your staff.

"Please, accept our heartfelt thanks.

"Yours very truly,

/s/Paul & Giselle Angelus

Paul and Giselle Angelus"

The Board received this communication with appreciation and requested the Librarian to state its appreciation in answer to the letter.

The Librarian read a letter from Miss Mary Jennings Wilson, requesting a leave of absence until July 1, 1952, for health reasons. He also read a communication from Dr. John M. Keaney, Miss Wilson's physician, who stated that he had advised her to apply for a leave of absence and that he asked the Board to give consideration to her request.

The Board voted to grant Miss Mary Jennings Wilson a leave of absence without pay until July 1, 1952, and requested the Librarian to express the Board's wish that Miss Wilson have a speedy recovery.

Reports:

Library Committee: Monsignor Pitt read the certification that bills for the month of November, amounting to \$23,156.76 had been audited and found correct. He moved, it was seconded by Mr. Powell, and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell read the following report of the work of the Building Committee:

"The Committee reports that the Museum work is progressing. The old animal heads have been taken down from the walls, grills have been covered and the walls painted. New concrete front steps have been installed and are ready now for the new door to be installed. The fence on the York Street side has been removed and the rock wall repaired.

"The sidewalk at the Main Library has been repaired, when it was discovered that large holes beneath the walk were the cause of the dangerous sinking of several blocks in the walk. At the same time, the walls by the stair-wells were repaired and put back into place by jacks. Iron pipes filled with concrete were installed as a buffer to keep vehicles from hitting the walls by the stair-wells.

"It is reported that the installation of the new oil burner boiler at the Western Branch has been completed, that the work has been inspected by E. R. Ronald and Associates, and the bills okayed for payment. The Shelby Park Branch has been closed since December 10 for furnace repairs. The water supply lines leading to the boiler are leaking and have to be dug up to be repaired. It is hoped the repairs will be completed and the Branch re-opened by Friday, December 14."

Finance Committee: Mr. Wolford gave a report of finances for the month. This report was ordered received and filed.

Mr. Wolford, reporting for the Finance Committee, stated that it was discovered that the general fire and extended coverage insurance policy for the Western Branch Library covered explosion of hot water heating systems. The boiler in the Western Branch Library did explode, and as it was a hot water heating system, the Library had recovered \$792 from its insurance policy to help towards the payment of the \$1800 new installation.

Mr. Wolford also reported that he and the Librarian had decided to purchase a boiler and machinery policy in conjunction with many of the agencies of the City of Louisville for the sum of \$659.02 for the period expiring July 1, 1953. This decision had been reached without waiting for Board action due to the fact that a binder had been placed on insurance for this amount since December 4 and that trouble at the Shelby Park Branch seemed to indicate boiler trouble which might be covered by this policy.

Mr. Wolford also stated that the terms of the lease with Kaufman-Straus required the Library to carry insurance for the full value of the building. Marshall & Stevens, Inc., of Chicago, had made the evaluation and according to a letter received, they will furnish their annual office revision service for \$18. According to the terms of the lease, the Library must keep this evaluation up-to-date in order to be sure that the right amount of insurance is being carried.

After discussion, it was moved by Monsignor Pitt and seconded by Mr. Wilson that the action in purchasing boiler insurance with the agencies of the city be approved. The motion carried.

It was then moved by Mr. Powell, seconded by Mr. Sullivan, and carried unanimously that the offer of Marshall & Stevens for the annual office revision service for \$18 be accepted.

Mr. Schneider then reported that all of the steps necessary had been taken in order to include the Board's employees in the Social Security system, beginning January 1, 1951.

Museum Committee: Dr. Howe read the following report of the Museum Committee:

"Col. Beckner reports that Mr. Dutschke is back at his office a few hours each day but is not very active. He has told Col. Beckner that he expects to see us soon and settle the details concerning the disposition of the African heads.

"Until this occurs and until the heads have been hung and the physical improvements made to the Museum quarters, plans for any ceremonies concerning formal opening of the Museum must be postponed."

This was ordered filed.

Librarian's Report: The Librarian requested that the January meeting of the Board be held on January 15 instead of on January 8 due to the impossibility of getting bills processed by the 8th. It was moved by Dr. Howe, seconded by Mr. Powell, and carried that the regular January meeting of the Board be held on January 15.

The Librarian read the following Library Bill of Rights and recommended that it be adopted as a statement of Board policy:

"Adopted by Council of A.L.A., at
Atlantic City on June 18, 1948

LIBRARY BILL OF RIGHTS

"The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries:

"1. As a responsibility of library service, books and other reading matter selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should any book be excluded because of the race or nationality, or the political or religious views of the writer.

"2. There should be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times, international, national, and local; and books or other reading matter of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.

"3. Censorship of books, urged or practiced by volunteer arbiters of morals or political opinion or by organizations that would establish a coercive concept of Americanism, must be challenged by libraries in maintenance of their responsibility to provide public information and enlightenment through the printed word.

"4. Libraries should enlist the cooperation of allied groups in the fields of science, of education, and of book publishing in resisting all abridgment of the free access to ideas and full freedom of expression that are the tradition and heritage of Americans.

"5. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members.

"By official action of Council in 3 February 1951, the Library Bill of Rights shall be interpreted to apply to all materials and media of communication used or collected by libraries."

After discussion, it was moved by Mr. Powell, seconded by Dr. Howe, and carried unanimously that the Library Bill of Rights be adopted by the Board of Trustees as a statement of policy.

The Librarian reported on the continued vandalism concerning the World War I memorial on the lawn of the Crescent Hill Branch. He stated that Mr. Fred Kratch had guaranteed to find a solution at his own expense. After discussion, it was moved by Mr. Schneider and seconded by Monsignor Pitt that the problem concerning the memorial be referred to the Building Committee with power to act.

The Librarian reported that the Staff Association had conducted a contest, "Why I Want To Be A Librarian," and that the Staff Association had raised the money to present a \$25 U.S. Government Bond to the winner of the contest. He reported that Dr. Rauch had consented to make the presentation at ceremonies on December 12. In the discussion that followed, the Board expressed gratification that the employees of the Board had the interest and initiative to plan such a contest and to raise the money. It was moved by Mr. Schneider and seconded by Monsignor Pitt that the Librarian, in the name of the Board, compliment the staff and express the gratification of the Board.

The Librarian called to the attention of the Board the Community Christmas Tree on the lawn, furnished by the City Board of Recreation and stated that the music from the loudspeakers in the Tree came from the Library's Audio-Visual Department.

The Librarian also reported that the building occupied by the Outer Highlands Part-time Branch had been sold and that the new owner verbally reported that he intended to raise the rent to \$100 per month from the present \$60 per month. The Librarian reported that the new owner did not yet have the deed but would write formal notification when the deed was in his possession.

It was reported that for the second straight year a class of students from the University of Illinois Library School had flown in four University planes from Champaign to Louisville in order to spend the day visiting the Louisville Free Public Library. The Librarian remarked on the large number of visitors from many states.

There being no further business, the meeting adjourned at 5:15 p.m.

MINUTES APPROVED:

President

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

January 15, 1952

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m., January 15, 1952, in the Librarian's office.

Present: Messrs. Howe, Pitt, Powell, Rauch, Sanders, Schneider, Wilson, and the Librarian.

Dr. Rauch presided.

Minutes: It was moved by Dr. Howe, seconded by Mr. Wilson, and carried that the minutes for the December 11, 1951, meeting be approved as distributed.

Communications: The Librarian read a communication from Miss Mary Jennings Wilson, expressing appreciation to the Trustees for granting her a leave of absence.

The Librarian also read two communications from the Staff Association, thanking the Board for including its employees in the benefits of the Social Security Act and also expressing appreciation for the Christmas holidays.

The Librarian read a communication from Mr. Stanley Badesch, attorney for the new owners of the building in which the Outer Highlands Part-time Branch is located. This communication set the rental for the quarters at \$100 per month instead of the present \$60. The Librarian read a communication from Miss Kammerer, Coordinator of Extension Services, recommending that the Board attempt to maintain the Outer Highlands Branch at its present location. The Librarian recommended that the Board authorize him to sign a lease for one year with an option for renewal of the lease for one year at the same rate.

After discussion, it was moved by Monsignor Pitt, seconded by Dr. Howe, and carried unanimously that the Librarian be authorized to negotiate with the owners on the basis of a one year lease with option for renewal at the same rate.

At this point the Librarian proposed that the Board take under consideration the idea of erecting buildings for its part-time branches of a size sufficient to house not only the library but several spaces suitable for rental. It was stated that, if successfully carried out, such a project would furnish a self-liquidating expansion program. Members of the Board expressed interest in the idea and the President, Dr. Rauch, appointed the chairmen of the Library, Finance, and Building Committees to serve as a special committee to study this matter.

Reports:

Library Committee: Monsignor Pitt read the certification that bills for the month of December, in the amount of \$18,026.18, had been audited and found correct. He moved, it was seconded by Mr. Powell, and carried unanimously that bills in this amount be ordered paid.

Monsignor Pitt read the following resolution of the Library Committee concerning retirement:

"WHEREAS, certain employees of the Board are approaching or have reached the compulsory retirement age of 70, and

"WHEREAS, the Board's employees have recently been included in the Social Security system set up by the Commonwealth of Kentucky, with a beginning date of January 1, 1951,

"NOW, THEREFORE, BE IT RESOLVED that those present employees who have reached the age of 70 and those who will reach this age before they are able to secure full Social Security benefits, be allowed to continue in the employ of the Board until they are eligible for full Social Security benefits."

It was moved by Monsignor Pitt, seconded by Mr. Schneider, and carried that this resolution of the Library Committee be approved by the Board.

Building Committee: Mr. Powell gave the following report of the Building Committee:

"Mr. Kratch of the Kratch Monument Company has built a concrete base and secured the World War I memorial to this concrete base at the Crescent Hill Branch Library. The Building Committee has installed a spotlight which plays on this memorial as an added protection.

"The installation of the new door for the Museum has been delayed due to not receiving millwork, but the concrete entrance way has been finished."

Mr. Powell also reported that there seemed to be need for some re-wiring at the Jefferson Branch Library and that a preliminary estimate was that the work would cost approximately \$195. After discussion, it was moved by Mr. Sanders and seconded by Dr. Howe that the Building Committee be given power to act concerning this matter. The motion carried.

Finance Committee: Mr. Schneider presented the report of finances for the month. This report was ordered received and filed.

Museum Committee: Mr. Sanders reported for the Museum Committee that Mr. Dutschke still has been unable to attend a meeting about the animal heads due to his health. Col. Beckner hopes that this matter can be taken care of in the near future.

Librarian's Report: It was announced that the Midwinter Meeting of the American Library Association was to take place in Chicago on January 28, 1952, to February 2, 1952. It was moved by Mr. Wilson and seconded by Mr. Schneider that the Librarian be authorized to attend this meeting at the expense of the Library.

The Librarian reported on a change in the wording of the rules printed on book pockets so as to read that a rental of 2¢ a day would be charged for overdue books rather than a fine. The Board expressed approval of this change.

The Librarian reported that he had been asked to serve on an organizational committee to make plans for the establishment of a national cooperative educational television network.

There being no further business, the meeting adjourned at 5:10 p.m.

MINUTES APPROVED: _____ President

_____ *Mrs. F. Fagin* Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

February 12, 1952

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m., February 12, 1952, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Pitt, Powell, Rauch, Sanders, Schneider, Sullivan, Wilson, Wolford, and the Librarian.

Minutes: It was moved by Mr. Powell, seconded by Mr. Wolford, and carried unanimously that the minutes for the meeting of January 15, 1952, be approved as distributed.

Reports:

Library Committee: Monsignor Pitt read the certification that bills for the month of January, 1952, amounting to \$11,059.14 had been audited and found correct.

He moved, it was seconded by Mr. Wilson, and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell read the following report on the work of the Building Committee:

"MEETING OF THE BUILDING COMMITTEE
Friday, February 8, 1952, 2:30 p.m.

"Mr. Powell; Mr. Sullivan; Mr. Markel of the Olive-Markel Company; Mr. Fred Louis, the Library's architect; and the Librarian met at the Jefferson Branch to discuss the re-wiring necessary to insure adequate service.

"Under authority previously granted by the Board, the Building Committee then authorized Mr. Markel to go ahead with the re-wiring necessary for the approximate sum of \$195.

"The group then visited the Iroquois Branch Library where the condition of the walls due to dampness was inspected. It was decided to instruct Mr. Dietz, the head maintenance man, to proceed with his work of installing plywood on furring strips approximately halfway up the walls of the two rooms with the damp condition. The Librarian was instructed to contract for re-grading around the building so that the grade line would be below the window sills and below the joint between the concrete and the brick wall. It was hoped that this re-grading would eliminate the damp condition in the walls. Plans call for re-plastering and painting after this re-grading has been done.

"It is reported that the new door to the Museum has been installed and is now ready to paint. It is also reported that the Billy Smith Sign Company called the Librarian and offered to install a sign for the Museum free of charge.

"An inspection report for Eastern and Southern branches in connection with the Library's boiler insurance policy recently purchased shows no defective conditions and no recommendations."

This report was approved and ordered filed.

Finance Committee: Mr. Wolford reported on finances for the month. This report was ordered received and filed.

Finance Committee: Mr. Wolford reported on finances for the month. This report was ordered received and filed.

Mr. Wolford then read the following report from the Finance Committee:

"According to the lease with the Kaufman-Straus Company, insurance to the full insurable value of the Kaufman-Straus Building must be carried by the Library. In order to be sure of the value, the Library contracted with Marshall & Stevens, Inc., who made an appraisal dated September 6, 1950. This appraisal showed the insurable value of the building to be \$1,688,028. A re-appraisal dated January 8, 1952, showed an increased value with a total insurable value of \$1,781,244. Mr. Wolford and the Librarian, in consulting with Mr. Swope, the Library's insurance advisor, decided to take a binder on \$100,000 worth of additional insurance.

"It is now recommended to the Board that the Board authorize the purchase of this additional amount of insurance which must be purchased according to the terms of the lease with the Kaufman-Straus Company.

"An engineer's report estimates that the values of the branch libraries have increased approximately \$50,000. Mr. Swope recommends that the Library purchase this amount for the approximate cost of \$325 for three years in order to maintain the right amount of insurance under the 80 percent co-insurance clause.

"It is reported that the lease for the Outer Highlands Part-time Branch has been signed to be in effect for one year with the option to renew for one year more on the same terms of \$100 per month."

After discussion, it was moved by Mr. Wolford, seconded by Mr. Sullivan, and carried unanimously that the Board purchase an additional \$100,000 worth of insurance on the Kaufman-Straus Building in order to fulfill the terms of the lease and an additional \$50,000 worth on the branch library buildings in order to fulfill the Library's obligation under the 80 percent co-insurance clause.

At this point, Mr. Harry W. Schacter, President of the Kaufman-Straus Company, came into the meeting. He read the following annual report on the business of the company:

"February 12, 1952

"Gentlemen:

"I appreciate the opportunity of appearing before you once again to present our Annual Report.

"For the fiscal year ending January 31, 1952, the Kaufman-Straus Company did a sales volume of \$6,844,389.86, which entitled the Library to an Excess Rental of \$96,887.84, an increase of \$273.07 above last year. From this sum there is to be deducted, in accordance with our Lease, \$15,000 as the third installment on the \$150,000 the Kaufman-Straus Company advanced to the Library Board for the construction work.

"The remaining sum of \$81,887.84 is to be paid to you in five (5) equal monthly installments, of which check in full for the first installment in the amount of \$16,377.60 is herewith enclosed.

"Your Board might be interested to know that in the past twelve years our average total rental per year was approximately \$153,500. You might also like to know that approximately 85% of the Air Conditioning Loan has now been repaid.

"In accordance with our Lease, we are obligated to keep our Net Current Assets at not less than \$1,000,000. You will be interested to know that as of January 1st, our Net Current Assets were slightly in excess of \$1,900,000.

"This past year has been a hard year from a volume as well as a profit standpoint. Expenses have steadily risen with an adverse effect on profits. Volume, particularly with relationship to the previous year, was equally difficult, due to the fact that in 1950 we had tremendous periods of 'scare' buying as a result of the Korean situation. When I tell you that in two months alone - July and August - in two places alone - in sheets and appliances - we lost \$250,000 of volume compared to last year, you will get some idea of the difficulty under which we were laboring. Yet, we made up all of these losses before the year was out, and ended the year slightly ahead of the previous year.

"For the year 1952, after tremendous preparation lasting almost three months, we have launched 'Our Year of EXTRA EFFORT'. The aims and purposes of this program were outlined in a full page advertisement in the Sunday Courier Journal of February 3rd. In case some of the Members of the Board have missed this, I am turning over to Mr. Graham enough copies for each Board Member.

"1952 happens to be a special year for me, as you no doubt noted from the advertisement, because it represents 20 years of service as Head of Kaufman's.

"I look forward to the year of 1952 with great eagerness and great enthusiasm. I think that the EXTRA EFFORT all

of our people are making, and will make during the course of this year, will pay off in volume as well as in profit.

"These 20 years have been happy years for me in many ways. Among the things that I treasure has been my association with the Library Board. While we have not always seen eye to eye on all matters, it is a source of deep satisfaction to me that every problem was approached in the spirit of mutual good will and was amicably settled. I look forward with even greater pleasure, to this association in the years to come.

"Respectfully submitted,

/s/ Harry W. Schacter

Harry W. Schacter

S:K

"P.S. Again I request of the Board that the figures cited herein be kept strictly confidential, for obvious reasons."

At this point, Dr. Rauch left the meeting and Mr. Wolford took the chair.

Museum Committee: Mr. Sanders gave the following report for the Committee:

"Col. Beckner reports that due to Mr. Dutschke's health, the situation regarding the African animal heads is unchanged. As soon as Mr. Dutschke is able to meet with the Museum Committee, it is anticipated the heads can be hung."

Librarian's Report: The Librarian reported that an United Nations' flag had been presented to the Library by American Legion Auxiliary No. 193 and that the program of presentation had been televised by WHAS-TV, WAVE-TV, and that the Louisville Times and Courier-Journal had covered the story.

The Librarian reported that he had been assured that the Library employees would be included in the city-wide salary increases. He stated that he was not sure of the exact amount of the appropriation.

Attention was called to the fact that circulation for the month showed an increase of approximately 9,000.

The Librarian stated that many comments of approval had been received on the exhibit of 18th Century England on display in the lobby.

It was announced that the Library would have an exhibit at the Hobby Show taking place on February 18 and 19.

The Librarian remarked on the fact that the glass in the light standards in front of the Iroquois Branch Library had been broken and that 21 window panes had been broken one night and that Jefferson Branch Library had been entered but that a search showed nothing but food had been taken from the refrigerator.

The Librarian announced that an average of about 70 programs a day had been transmitted by the wire network in answer to individual requests.

There being no further business, the meeting adjourned at 5 p.m.

MINUTES APPROVED: _____ President

_____ *Mrs. Fagin* Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

March 11, 1952

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p. m., March 11, 1952, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Howe, Pitt, Powell, Rauch, Sanders, Schneider, Sullivan, Wilson, Wolford, and the Librarian.

Dr. Rauch was not present at the beginning of the meeting so the Vice-President, Mr. Wolford, presided.

Minutes: It was moved by Mrs. Fagin, seconded by Monsignor Pitt, and carried that the minutes for the meeting of February 12, 1952, be approved as distributed.

Reports:

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$18,740.09 had been audited and found correct.

She moved, it was seconded by Mr. Powell, and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell read the following report of the work of the Building Committee:

"The Building Committee met in the Librarian's office on Thursday, March 6, at 3:30 p. m.

"Present: Messrs. Powell, Sullivan, Wilson, and the Librarian.

"The Librarian reported that he had received a proposal from the C. R. Powell Excavating Company to re-grade the earth around the Iroquois Branch building on a time and material basis with a guaranteed maximum price of \$260.

"After discussion, the Committee, under authority previously granted by the Board, instructed the Librarian to accept this proposal.

"The Committee then proceeded to the examination of bids on electric drinking fountains. It was explained that the request for funds to install electric drinking fountains had been presented to the city administration and the administration had included the sum of \$3,000. in the recent budget revision and allocated this sum for the purchase of drinking fountains in the branch libraries.

"After conferring with Mr. E. R. Ronald over the telephone, the Committee authorized the Librarian to examine the various drinking fountains and to choose the one which in his opinion was the most satisfactory. It was explained that Mr. Ronald had no definite recommendation for making a choice between Frigidaire, General Electric or Westinghouse. It was decided on Mr. Ronald's recommendation to purchase the equipment and to contract for the installation separately.

"The Librarian then brought to the attention of the Committee a rumor that the restriction on use of gas for heating was about to be removed. The Committee conferred by telephone with Mr. Ronald who reported that there was some slight chance that the restrictions might be removed.

"Mr. Ronald was authorized by the Committee to make application for gas service for space heating so that the Library's application would be one of the first to be received by the Gas and Electric Company. It was pointed out that this application was not binding on the Library and that the Board could decide whether to go ahead at the time the applications were granted.

"The meeting adjourned at 4:30 p. m."

With the approval of the Board, the Chairman ordered the report accepted and approved.

Finance Committee: Mr. Wolford reported that a communication from Mr. Swope, the Library's insurance advisor, stated that an

estimate as to the present insurable value of the Main Library made by Mr. Stauffer, state agent of the National of Hartford Group was \$80,555. Mr. Swope's letter stated that this estimate was based on the original building costs and additions, with deductions for reasonable depreciation. It was also stated that at the present time the Board was carrying \$700,000 fire and extended coverage insurance with the 80 percent co-insurance clause attached.

After discussion, it was moved by Dr. Rauch, seconded by Mr. Wilson, and carried unanimously that the Finance Committee be authorized to purchase an additional \$100,000 fire and extended coverage insurance in order to adequately meet the Library's obligations under the 80 percent co-insurance clause.

Librarian's Report: The Librarian distributed copies of the Public Library Symposium published by the University of California, in which his speech at Berkeley and Los Angeles was included.

He also called attention to an article which would appear in the April issue of Coronet magazine concerned with the work of the Library.

It was announced that three students from the Peabody College for Teachers at Nashville had been spending a week at the Library doing practice work and inspecting all aspects of the Library's work.

The Librarian stated that the copies of the minutes of the preceding meeting which had been distributed prior to approval, included the complete text of Mr. Schacter's letter, the contents of which he had requested be kept strictly confidential. It was stated that the complete text of this letter should not have been included and the Librarian therefore requested that the Board either destroy these minutes or make arrangements to keep this confidential.

The Librarian announced that Mrs. Berns, his secretary, would be leaving March 21 to move to California where her husband had accepted employment. The Board expressed regret at this information.

Attention was called to the fact that circulation for the month showed an increase of 20,977 over the same month of the preceding year.

There being no further business, it was moved by Dr. Rauch, seconded by Dr. Howe, and carried that the meeting adjourn at 4:35 p.m.

MINUTES APPROVED:

President

Howe J. Howe
Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

April 8, 1952

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p. m. April 8, 1952 in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Howe, Pitt, Powell, Rauch Sanders, Schneider, Sullivan, Wilson, Wolford, and the Librarian.

Dr. Rauch presided.

Minutes: It was moved by Monsignor Pitt, seconded by Mr. Sanders, and carried that the minutes of the meeting of March 11, 1952 be approved as distributed.

Communications: The Librarian read a communication from Mrs. Anne Dunton on behalf of the Education Committee of the Planned Parenthood Clinic, requesting space in branch libraries to hold meetings.

After considerable discussion, it was moved by Monsignor Pitt, seconded by Mr. Wilson, and carried unanimously that this request of the Planned Parenthood Clinic be tabled until the Board receives detailed information as to the nature of the program.

Reports:

Library Committee: Mrs. Fagin read the certification that bills for the month of March, 1952, amounting to \$18,213.29, had been audited and found correct.

She moved, it was seconded by Mr. Powell, and carried unanimously, that bills in this amount be ordered paid.

Mrs. Fagin also stated that the Library Committee requested that the Board instruct the Librarian concerning the notification of termination of employment for those employees who are 70 or who will reach 70 before July 1, when Social Security benefits are available.

In the discussion which followed, it was explained that the Board's policy of compulsory retirement at age 70 had been temporarily suspended so that the employees could secure Social Security benefits. Inasmuch as these benefits would be available July 1, the Librarian needed to know the Board's wishes in the matter.

The Board instructed the Librarian that its policy of compulsory retirement at age 70 was in effect and that the resolution concerning such retirement should be implemented and that the Librarian should notify those employees concerned that their employment would terminate July 1.

Building Committee: Mr. Powell read the following report of the work of the Building Committee:

"The Building Committee reports that the electric drinking fountains have been received in the branch libraries, and are being installed.

"The fluorescent fixtures which have been stored since the building of the Audio-Visual Department, have been used to good advantage by being installed in the main room of the Museum, and improving the lighting immeasurably.

"The grading around the building at Iroquois Branch has been completed and resodded, and reports after the recent heavy rains seem to indicate that this project was successful."

Finance Committee: Mr. Schneider presented the report of finances for the month, and moved that the report be accepted as distributed. The motion was seconded by Mr. Powell and carried.

Mr. Schneider reported that Lybrand, Ross Bros, and Montgomery had been requested to make a survey of the accounting system of the Library. The company had recommended an overhauling of the accounting system to bring it up to date. They proposed to undertake this reorganization for a maximum fee of \$600.00. Mr. Schneider reported that the Finance Committee recommended that this proposal be accepted by the Board.

After discussion it was moved by Mr. Schneider and seconded by Dr. Howe that this proposal of Lybrand, Ross Bros. and Montgomery for reorganizing the accounting system of the Library for a maximum fee of \$600.00 be accepted.

Mr. Schneider also reported that the Finance Committee had taken notice of the proposal to build a large office building with the Library on the top floors. The Finance Committee recommended that the Librarian be authorized to obtain facts and figures so that the Board might be able to study the proposal.

It was moved by Mr. Schneider and seconded by Mr. Powell that this recommendation by the Finance Committee be approved by the Board.

Librarian's Report: The Librarian commented on the fact that circulation for the month showed an increase of 3000 over the same month of the preceding year.

The Librarian called to the attention of the Board the honor that had gone to Dr. Rauch, President of the Board, who had been named Man of the Week by the Columbia Broadcasting System.

The Board's attention was also called to the fact that an article in EXTENSION, the National Catholic Monthly, had featured "Everybody's Educator", praising Monsignor Pitt. The Librarian reported that the April issue of Cornet Magazine had featured a story about the Library

and that Dr. Rauch and the Librarian had appeared on a television program to discuss the Library and the magazine article. A picture of Dr. Rauch presenting Coronet magazine to the Librarian was distributed.

The Librarian then reported to the Board that WHAS-TV had offered the Library the time for a half-hour television program to be produced by the Library. It was explained that this presented a wonderful opportunity for the Library, but at the same time presented problems that could not be handled by the present staff.

After considerable discussion, it was moved by Dr. Ackerly, seconded by Mr. Sanders and carried unanimously that the Board authorize the Librarian to take steps to inaugurate half-hour weekly programs by the Library on Station WHAS-TV, for a trial period of two months; and that the Librarian be authorized to make such expenditures as this program will require.

New Business: The President recognized Mr. Schneider, who presented the following resolution:

"Whereas, the Louisville Free Public Library and the University of Louisville have been and now are engaged in a program involving the educational facilities of both institutions, and whereas it is necessary that there be complete freedom of interchange between the students of the University of Louisville and the patrons of the Louisville Free Public Library, now therefore be it resolved that the agencies of the Louisville Free Public Library be open to all citizens."

It was moved by Mr. Schneider, seconded by Monsignor Pitt and carried unanimously that this resolution be adopted by the Board.

Nominating Committee: Mr. Powell gave the Report of the Nominating Committee as follows:

"Members of the Executive Committee, acting as the Nominating Committee, nominate the following officers to succeed themselves:

Dr. Joseph Rauch, President
Mr. Leo Wolford, Vice President
Mrs. Starling Fagin, Secretary
Kentucky Trust Company, Treasurer

Respectfully submitted,

H. Cecil Powell
Robert L. Sanders"

It was moved by Mr. Powell, and seconded by Mr. Sanders, that the nominations be closed and the Report of the Nominating Committee be accepted and that the slate recommended by the Nominating Committee be elected.

Monsignor Pitt took the chair to put the question. The motion

"Exhibit A"

April 16, 1952

LOUISVILLE FREE PUBLIC LIBRARY
PROPOSED SALARY ADJUSTMENTS

<u>Classification of Position</u>		<u>Present Range</u>		<u>Proposed Range</u>
Librarian VI	1	None		\$569-\$600
" V	1	\$350-\$416		\$363-\$419
" IV	7	\$308-\$350		\$317-\$363
" III	8	\$275-\$308		\$275-\$317
" II	4	\$250-\$275		\$251-\$291
" I	37	\$216-\$250		\$222-\$259
Libn. Ass't.	16	\$166-\$216		\$182-\$215
Steno. Clerk III	1	\$175-\$250.00		\$215-\$251
Typist Clerk III	1	\$175-\$250.00		\$194-\$229
Acct. Clerk II	1	\$175-\$250		\$229-\$267
Acct. Clerk I	1	\$150-\$200		\$188-\$222
Clerk I	7	\$115-\$150		\$116-176
Clerk I - Part time	4	60¢-85¢ hr		86¢-98¢ hr
Librarian I Part time	2	\$1.25-\$1.44 hr		\$1.29-\$1.49 hr
Libn. Ass't. Part time	11	.70-\$1.25 hr		\$1.05-\$1.25 hr
Radio Eng. Part time	1	\$2.00 hr		\$2.12 hr
Radio Tech. " "	1	\$1.00 hr		\$1.06 hr
Clerical Aid (Pages)	59	55¢-75¢ hr		62¢-74¢ hr
Curator	1	\$225-\$300	6%	\$303
Museum Helper	1	\$1.00 hr	6%	\$1.06 hr
Bookmender II	1	\$150-\$200		\$164-\$194
" I	2	\$135-\$150		\$135-\$164
Equip. Operator	2	70¢-87½¢ hr		\$1.01-\$1.17 hr
Maint. Foreman	1	\$175-\$235		\$229-\$267

<u>Classification of Position</u>		<u>Present Range</u>	<u>Proposed Range</u>
Maint. Mechanic	3	\$1.00 hr	\$1.16 hr
Watchman (7 days)	1	\$108.33 mo.	\$188.00 mo
Custodial Supr.	1	\$1.00 hr	\$1.09 hr
" Worker II	1	.77 hr	.83 hr
" Worker I	22	62½¢-.77 hr	68¢-80¢ hr

PROPOSED SALARY ADJUSTMENTS FOR
THE LOUISVILLE FREE PUBLIC LIBRARY

Classification of Position	Present Range	Present Rate	Survey Average	Proposed Range	City Range	Proposed Rate
Librarian VI	None	1 @ 416.66	\$574-592	\$569-600	None	1 @ \$600
Librarian V	\$350-416	1 @ 375	375-407	363-419	None	1 @ 383
Librarian IV	308-350	5 @ 350 1 @ 341.66 1 @ 325	315-361	317-363	None	5 @ 363 1 @ 353 1 @ 335
Librarian III	275-308	1 @ 291.66 5 @ 300 1 @ 308.33 1 @ 250	269-314	275-317	None	1 @ 299 5 @ 308 1 @ 317 1 @ 275
Librarian II	250-275	3 @ 275 1 @ 250	240-280	251-291	None	3 @ 283 1 @ 259
Librarian I	216-250	2 @ 210.41 6 @ 216.66 1 @ 225 3 @ 233.33 2 @ 235.41 16 @ 241.66 6 @ 250 1 @ 266.66	219-250	222-259	None	2 @ 222 5 @ 229 1 @ 222 1 @ 236 1 @ 236 2 @ 243 2 @ 243 16 @ 251 6 @ 259 1 @ 266.66
Librarian Ass't	166-216	6 @ 166.66 4 @ 176.66 (1 vacancy) 1 @ 183.33 2 @ 185 1 @ 200 1 @ 208.33 1 @ 210	171-214	182-215	None	6 @ 182 1 @ 182 3 @ 188 1 @ 182 2 @ 194 1 @ 201 1 @ 215 1 @ 215
Steno Clerk III	175-250	1 @ 215		215-251	Same	1 @ 236
Typist Clerk III	175-250	1 @ 225		194-229	Same	1 @ 229
Account Clerk I	150-200	1 @ 175		188-222	Same	1 @ 188
Account Clerk II	175-250	1 @ 250		229-267	Same	1 @ 267
Clerk I	115-150	3 @ 125 1 @ 135 3 @ 150		146-176	Same	3 @ 146 1 @ 152 3 @ 170
Clerk I (Part-time)	.60-.85	1 @ .60 1 @ .65 1 @ .65 1 @ .85		.86-.98	Same	1 @ .86 1 @ .86 1 @ .86 1 @ .89
Librarian I (Part-time)		1 @ 1.25 1 @ 1.44		1.29-1.45	Same	1 @ 1.29 1 @ 1.49
Librarian Ass't (Part-time)		1 @ 1.19 1 @ .85		1.05-1.21	Same	1 @ 1.21 1 @ 1.05

Classification of Position	Present Range	Present Rate	Survey Average	Proposed Range	City Range	Proposed Range
Librarian Ass't. (Part-time)		1 @ .85 1 @ 1.06 1 @ .75 1 @ .70 1 @ .80 1 @ .80 1 @ .96 1 @ 1.25 1 @ .96		1.05-1.21	None	1 @ 1.05 1 @ 1.09 1 @ 1.05 1 @ 1.05 1 @ 1.05 1 @ 1.05 1 @ 1.05 1 @ 1.25 1 @ 1.05
Radio Engineer (Part-time)		1 @ 2.00		6%	None	1 @ 2.12
Radio Technician (Part-Time)		1 @ 1.00		6%	None	1 @ 1.06
Clerical Aide (Pages)	.55-.85	59 @ .55 or .60 4 @ .85		.62-.74	Same	59 @ .62 4 @ .85
T-V Sitter	.65	12 @ .65		None	None	12 @ .65
Curator	225-300	1 @ 286.38		6%	None	1 @ 303
Museum Helper	No Range	1 @ 1.00		6%	None	1 @ 1.06
Bookmender II	150-200	1 @ 135 (Part-time:1.02) 173-187		164-194	None	1 @ 182 (Full-time) or 1.05 an hour
Bookmender I	135-150	1 @ 143 1 @ 130	132-148	135-164	None	1 @ 152 1 @ 140
Equipment Opr. I	.70-.87½	1 @ .72½ 1 @ .97		176-208 1.01-1.17	Same	1 @ 1.01 hr 1 @ 1.13 hr
Maintenance Foreman	175-235	1 @ 229.90		229-267	Same	1 @ 236
Maint. Mechanic	None	1 @ 182 2 @ 173.33		201-236	Same	1 @ 201 2 @ 201
Watchman (7 da.)		1 @ 108.33		188-222	Same	1 @ 188
Custodial Supv.	.87½-1.00	1 @ 1.00		182-215	Same	1 @ 1.09
Cust. Worker II	.62½-.77	1 @ .77		.80-.92	Same	1 @ .83
Cust. Worker I	.62½-.77	1 @ .80 1 @ .70 1 @ .68 1 @ .70 (Part-time) 1 @ .62½ 1 @ .64½ 1 @ .62½ 1 @ .63½ 1 @ .63½ 1 @ .63½ 1 @ .77		.68-.80	Same	1 @ .80 1 @ .74 1 @ .71 1 @ .71 or .74 1 @ .68 1 @ .68 1 @ .68 1 @ .68 1 @ .68 1 @ .68 1 @ .80

Classification of Position	Present Range	Present Rate	Survey Average	Proposed Range	City Range	Proposed Rate
st. Worker I	.62½-.77	1 @ .68½		.68-.80	Same	1 @ .74
		1 @ .77				1 @ .80
		1 @ .77				1 @ .80
		1 @ .76				1 @ .80
		1 @ .77				1 @ .80
		1 @ .72½				1 @ .74 or .77
		1 @ .77				1 @ .80
		1 @ .63½				1 @ .68
		1 @ .63½				1 @ .68
		1 @ .63½				1 @ .68
		1 @ .70 (Part-time)				1 @ .74

City Reporting	Librarian VI \$416.66	Librarian V \$350-416	Librarian IV \$308-350	Librarian III \$275-308	Librarian II \$250-275
Atlanta, Georgia	\$640-640	\$350-375	\$350-375	\$305-330	\$270-295
Birmingham, Ala.	470-470	325-333	None	None	None
Columbus, Ohio	625-625	333-333	263-283	242-263	210-242
Indianapolis, Ind.	625-625	455-505	345-450	285-345	255-315
Kansas City, Mo.	666-666	455-510	365-400	300-355	245-305
Memphis, Tennessee	600-600	None	None	None	250-260
Portland, Oregon	500-666	369-449	312-384	262-326	240-299
Rochester, New York	600-600	392-392	325-325	267-300	250-267
St. Paul, Minn.	No info.	375-450	307-358	274-316	249-301
San Antonio, Texas	435-435	320-320	270-310	245-285	None
AVERAGE:	574-592	375-407	317-361	273-315	246-286
PROPOSED RANGE:	569-600	363-419	317-363	275-317	251-291

City Reporting	Librarian I \$216-250	Librarian Assistant \$166-216
Atlanta, Georgia	\$240-265	\$170-205
Birmingham, Ala.	None	217-217
Columbus, Ohio	180-210	170-181
Indianapolis, Ind.	225-255	205-230
Kansas City, Mo.	215-255	175-215
Memphis, Tennessee	200-250	150-200
Portland, Oregon	240-299	None
Rochester, New York	225-258	183-217
St. Paul, Minn.	235-268	205-235
San Antonio, Texas	210-245	175-230
AVERAGE	219-256	183-214
PROPOSED RANGE:	222-259	182-215

carried unanimously.

There being no further business, the meeting adjourned at 5:27 p. m.

MINUTES APPROVED:

President

Mrs. F. Fagin
Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SPECIAL CALLED MEETING

April 22, 1952

A special called meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p. m. on April 22, 1952, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Howe, Pitt, Powell, Rauch, Sanders, Schneider, Sullivan, Wilson, Wolford, and the Librarian.

Dr. Rauch presided.

Dr. Rauch stated that the meeting had been called to study proposed salary adjustments for the employees of the Library.

He called upon Mr. Wolford, Chairman of the Finance Committee, for a report. Mr. Wolford gave the following Report of the Finance Committee:

"A Position Classification Plan for the City employees was adopted in 1943. At this time the employees of the Library were fitted into the over-all plan. However, the Library employees have never been wholly integrated into the plan.

"The Position Classifications have been considered fairly satisfactory, but the salary scales have never been worked out in relation to other City employees. Recently the City granted salary increases to its employees, based on a 10-city survey.

"The Board of Aldermen allocated money to the Library to bring its employees in line with the 10-city averages, and with city positions of the same classification. Recommendations were worked out by the City administration in consultation with the Library.

"The Finance Committee has studied these recommendations with the Librarian, and the Committee recommends that they be approved

by the Board of Trustees."

Mr. Wolford then presented the list of proposed salary adjustments. This list is appended to these minutes, numbered "Exhibit A."

After considerable discussion, it was moved by Monsignor Pitt and seconded by Dr. Ackerly, that these recommendations for salary adjustments be accepted and approved by the Board, that the Librarian be authorized to make any corrections which may be needed when the adjustments are put into effect, and that the Board express its appreciation for the work done on this proposal. The motion carried unanimously.

There being no further business, the meeting adjourned at 5:10 p.m.

MINUTES APPROVED:

President

Storie A. Fagin
Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 13, 1952

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. May 13, 1952, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Powell, Rauch, Sanders, Schneider, Sullivan, Wilson, Wolford, and the Librarian.

Dr. Rauch presided.

Minutes: It was moved by Mr. Powell, seconded by Mr. Wolford and carried, that the minutes of the April 8 meeting and the minutes of the April 22 meeting, be approved as distributed.

Communications: The Librarian read the following letter from Mrs. S. L. Greenebaum, Jr., Conseling Director of the Family Relations Center, Inc.:

"Gentlemen:

I am writing this supplementary letter so that our purpose as an organization, and the use we hope to make of the branch Libraries may be clearer.

Throughout the country a growing experience in marriage and pre-marital counseling has shown that the areas where discussion is profitable and can be utilized are the following: legal, biological, economic, psychological, and spiritual. You can readily see the many ramifications of these widely differing approaches. Various disciplines are brought to this work and many skills are utilized as you have seen from the names of our Counseling Committee on the pamphlet which was sent you.

Our purpose is to bring understanding and strength to the building of marriage and family life. Our primary interest in addressing groups of young people is that they may approach marriage realistically and responsibly, rather than in a spirit of romantic adventure. I trust I need not reassure you that the discussion would be approached with dignity and discretion.

Yours very sincerely,
 (Signed)
 Mrs. S. L. Greenebaum, Jr.,
 Counseling Director"

After discussion, it was moved by Mr. Sullivan, seconded by Mr. Wilford and carried, that the request of the Family Relations Center, Inc., be postponed for further study.

Dr. Rauch read two letters addressed to the President of the Board concerning the action of the Board in opening the entire library system to all citizens. These letters were ordered filed.

Reports:

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$21,331.56 had been audited and found correct. She moved and it was seconded by Mr. Wilson and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell gave the following report on the work of the Building Committee:

"The Building Committee met at the Museum on Monday, May 5, at 3:30 p.m. Present were Mr. Powell, Mr. Sullivan, Mr. Fred Louis, the Library's architect, and the Librarian.

Mr. Powell stated that the reason for the meeting was to examine the cornice of the building, which was in dangerous condition. The wood enclosing the gutter had rotted away and it appeared to need extensive repairs. After discussing the problem, the Committee requested Mr. Louis to survey the building and itemize his recommendations so that the Building Committee and the Museum Committee could discuss the problem and set up priorities as to which work should be done as money became available.

The Committee then met in the Librarian's office with Mr. Ronald, the Library's Consulting Engineer.

Mr. Ronald advised the Committee to delay asking for coal bids until the situation concerning regulations prohibiting new or converted gas heating installations had been clarified.

The Committee agreed to delay a decision concerning the purchase of coal for several months.

Mr. Ronald, in the meantime, stated that he would advise the Committee of any new developments."

In the discussion which followed, Mr. Sullivan stated that he and Mr. Louis had talked about the Museum building and that it was very difficult to determine the extent of deterioration without an extensive investigation. He therefore suggested that the Board appropriate a sum to be used to investigate the condition of the building so that Mr. Louis could make a complete report.

Mr. Sullivan then moved and it was seconded by Mr. Sanders that Mr. Louis be authorized to make a complete investigation of the Museum building and that he be authorized to spend not more than \$500.00 on such investigation. The motion carried.

Mr. Powell then presented a bill from Louis and Henry, Architects, for the sum of \$50.00 for architect's fee on work done on the various buildings of the library. He also presented a bill from Fred J. Lichtefeld and Son for \$235.00 for furnishing and installing new front door in the Museum.

It was moved by Mr. Powell, and seconded by Mr. Wolford that these bills be ordered paid. The motion carried.

Finance Committee: Mr. Wolford then gave a report of the finances for the month which was ordered filed.

Librarian's Report: The Librarian reported that the first of the Library's television programs had been very successful and that many favorable comments had been received.

For the information of the Board, the Librarian passed around a large number of letters from the First Grade of the Middletown School expressing appreciation of a recent trip through the Library.

The Librarian announced that the County budget hearing would be held in the County Judge's office Thursday, May 15, at 1:30 p.m. and that the City budget hearing would be held at 9:30 a.m. May 21.

There being further business, the meeting adjourned at 5:10 p.m.

MINUTES APPROVED:

June 12, 1952

Joseph R. Ows PRESIDENT

John F. Higgins SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 12, 1952

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p. m. June 12, 1952 in the Librarian's office.

Present: Mrs. Fagin, Messrs. Howe, Powell, Rauch, Sanders, Schneider, Wolford, and the Librarian.

Dr. Rauch presided.

Minutes: It was moved by Mrs. Fagin, seconded by Dr. Howe and carried that the minutes of the May 13 meeting be approved as distributed.

Communications: Dr. Rauch read a communication addressed to him from Mr. Leroy H. Stevens, Chairman of the Council for Retarded Children. This communication requested use of Library meeting rooms for the meetings of this Association.

After discussion, it was moved by Dr. Howe, seconded by Mr. Sanders and carried unanimously that this request of the Council for Retarded Children be granted subject to the Board's regulations concerning the use of meeting rooms.

Reports: Mrs. Fagin read the certification that bills for the month of May 1952 amounting to \$19,765.87 had been audited and found correct. She moved and it was seconded by Mr. Powell and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell gave the following report on the work of the Committee:

"The Chairman of the Committee met with the Librarian to study the report of Frederick R. Louis, the Library's architect, concerning his investigation to determine the necessary repairs on the Monsarrat building.

"Mr. Louis reported that the present cornice is in such bad condition that it will have to be removed and a hanging gutter installed. The cost is estimated at approximately \$7,000.00.

"Mr. Louis also reported that all windows in the building need repairing, for an approximate cost of \$4,000.00.

"The cost of reinforcing the floors in order to increase the book storage capacity to 140,000 volumes, was estimated at \$24,750.00 on July 26, 1951. This cost at the present time is estimated as having increased to \$26,000.00.

"The feeling of the Chairman of the Committee and the Librarian, and concurred in by Mr. Sullivan who talked to the Chairman on the phone, was that the present cornice must be repaired as it is in a dangerous condition. Therefore, the Committee recommends to the Board that the architect be authorized to draw up specifications and accept bids on the work of furnishing and installing a hanging gutter, to cost no more than \$7,000.00.

"The Committee agreed to recommend to the Board also, the proposal of Alph C. Kaufman to furnish labor and materials necessary to take out eleven stone steps and replace them with reinforced concrete steps at the Shelby Park Branch Library, for the sum of \$548.00 be accepted."

It was moved by Mr. Wolford, seconded by Mr. Sanders, and carried that the Board authorize the expenditure of \$7,000.00 for the cornice of the Museum Building and \$548.00 for the new steps at Shelby Park Branch.

Finance Committee: Mr. Wolford read the report of finances for the month. This was ordered filed.

Museum Committee: Mr. Sanders read the following report on the work of the Museum Committee:

"The Librarian has been unable to contact Mr. Dutschke on account of Mr. Dutschke's illness.

"The Librarian was advised by one of the sons that he should not bother Mr. Dutschke with such affairs as African animal heads at this time.

"It is the opinion of the Chairman of the Museum Committee and the Librarian that the Library's attorney should be requested to prepare proper forms concerning Mr. Dutschke's intention to bequeath these heads to the Library. It is suggested that these forms be sent to Mr. Dutschke for signing, to be returned to the Library.

"It is also recommended that in case these forms are not signed, that the Library proceed with the hanging of the heads in the Museum."

The Board approved these recommendations but suggested that the Librarian communicate with Mr. Dutschke's son in case Mr. Dutschke was too ill to carry on negotiations.

Librarian's Report: The Librarian announced that the Annual Conference of the American Library Association would be held in New York from June 27-July 5.

After discussion, it was moved by Mr. Schneider, seconded by Mr. Sanders and carried unanimously that the Librarian be authorized to attend this Conference at Library expense.

The Librarian announced that the new Negro housing project, "Cotter Home" will include quarters for a part-time Library which will enable the Library to furnish much more satisfactory service to the citizens of the South Parkland Area.

The Librarian brought to the attention of the Board that there was confusion as to his official title. It was stated that in most of the larger cities the Chief Librarian's official title is "Director." After discussion, it was moved by Mr. Powell and seconded by Mr. Sanders that the official title of the Head Librarian be, "Director." The motion carried.

The Librarian reported that he had received clippings from newspaper stories concerning the Library, from Pasadena, California, and from Colombo, Ceylon.

Unfinished Business: Dr. Rauch and the Librarian reported on the

Library's Television Program over WHAS-TV. Dr. Rauch and the Librarian stated that they both thought the program was a success and was very valuable to the Library for promotion and publicity purposes.

After discussion, it was moved by Mr. Sanders, seconded by Mr. Wolford and carried unanimously that the television program be continued and that the sum of \$1500.00 be appropriated to pay for the Library's part of a year's production cost.

There being no further business, the meeting adjourned at 5:15 p.m.

MINUTES APPROVED:

President

James J. Fagin Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 12, 1952

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. August 12, 1952, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Howe, Powell, Rauch, Sanders, Schneider, Wolford, and the Librarian.

Dr. Rauch presided.

Minutes: It was moved by Mr. Powell, seconded by Mr. Schneider and carried that the minutes of the June 12 meeting be approved as distributed.

It was moved by Mr. Wolford, seconded by Mr. Sullivan and carried that the action of the Executive Committee on July 10, authorizing payment of bills when no meeting was held, be ratified.

Communications: The Librarian read a communication from Miss Margaret Willis, Chairman of the Finance Committee of the Staff Association, asking permission of the Board for the Staff Association to undertake the sponsorship of a lecture on a literary or artistic subject with the hope that such an undertaking would clear money for the staff, educational and welfare Fund.

After discussion, it was moved by Mr. Sanders and seconded by Mr. Powell that the Staff be told that the Board sees no objection in such an undertaking.

Reports: Mrs. Fagin read the certification that bills in the amount of \$13,874.42 had been audited and found correct. She moved and it was seconded by Mr. Sullivan and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell gave the following report of the Building Committee:

Under authority previously granted by the Board, the Building Committee authorized Fred Louis, the Library's architect, to receive sealed proposals for the replacement of the cornice of the Monsarrat Building.

On July 15, Mr. Powell, Chairman of the Committee, and the Librarian met with Mr. Louis and opened the proposals. The Tri-City Cornice and Roofing Company was awarded the contract for the lowest and best bid of \$10,935.00, and Mr. Louis was authorized to issue the work order.

Under the terms of the contract, the work will be undertaken within thirty days.

It was moved by Mrs. Fagin, seconded by Mr. Sanders and carried that this report of the Building Committee be accepted.

Finance Committee: Mr. Wolford gave the report of the finances for the month which was ordered received and filed.

Museum Committee: Mr. Sanders asked Mr. Schneider to give a report on the legal aspects of the gift of the African heads by the late Mr. Dutschke.

Mr. Schneider reported that the attorney for the Dutschke estate had stated that inasmuch as Mr. Dutschke had given these heads to the Library during his lifetime, there was no statement in the will. Mr. Schneider stated that this entirely cleared the matter up and that the heads should now be permanently hung in the Museum.

The Board agreed to this interpretation.

Librarian's Report: The Librarian called to the attention of the Board that a new basis of circulation count will show up statistically at about one-third less for the coming year. On July 1 the loan period was changed from fourteen days and renewal period to twenty-eight days and no renewals. This results in a great labor saving and is in line with practice in most libraries in the United States. However, for one year, comparison will show a drop in circulation. The Librarian said that the comparison of this year's figures to last year's figures would not be accurate or valid.

The Librarian asked that the September meeting be postponed until the third Tuesday due to the fact that two pay rolls and the bills for the first of the month would be almost impossible of accomplishment due to the fact that the first week included Labor Day.

The Board voted to postpone the September meeting from September 9 to September 16.

The Librarian reported informally on the visit of Mr. Blakely of the Ford Foundation's Fund for Adult Education and that in his opinion the visit had been very successful. This report by the Librarian was supplemented by a statement from Dr. Rauch, Mrs. Fagin, and Mr. Schneider.

The Librarian stated that he was encouraged to believe that some success might follow a formal request for funds from this Foundation. The Librarian then outlined the type of request he had in mind and was authorized by the Board to proceed.

There being no further business, the meeting adjourned at 5:00 p.m.

MINUTES APPROVED:

PresidentHowe J. Fagan SecretaryLOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 8, 1952

A special meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. September 8, 1952, in the Librarian's office.

Present: Messrs. Ackerly, Howe, Powell, Sanders, Schneider, Sullivan, Wilson, and the Librarian.

In the absence of Dr. Rauch, President, and Mr. Wolford, Vice-President, Mr. Powell, Chairman of the Building Committee, presided.

Mr. Powell called upon the Librarian to explain the purpose of the meeting.

The Librarian stated that Dr. Rauch had called the meeting so that the Librarian could explain the action he had taken without authority of the Board. The Librarian played a tape recording of a radio announcement which was to be made after this meeting of the Board. In this recording, the Mayor and the Librarian accepted a gift from WAVE, inc. turning over to the Library the 3,000 Watt FM transmitter of Station WRXW.

At the end of the recording the Librarian explained that he had been guilty of accepting this gift without authority.

After some discussion, it was moved by Mr. Wilson, seconded by Mr. Schneider and carried unanimously that the Board accept this gift and that a proper statement of appreciation be sent to WAVE, Inc.

There being no further business the meeting adjourned at 5:00 p.m.

MINUTES APPROVED:

PresidentHowe J. Fagan Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 16, 1952

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 P. M. September 16, 1952 in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Howe, Pitt, Powell, Rauch, Sullivan, Wilson, Wolford, and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Mr. Powell seconded by Mr. Wilson and carried that minutes of the meetings of August 12 and the Special Meeting of September 8 be approved as distributed.

Communications: The Librarian read a communication from the Executive Secretary of the Louisville Fund, requesting permission to hold a series of free concerts in the lobby of the Main Library on Sunday evening.

After discussion, it was moved by Mr. Wilson, seconded by Mrs. Fagin and carried that this request of the Louisville Fund be approved.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$11,117.46 had been audited and found correct. She moved, it was seconded by Monsignor Pitt, and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell read the following report from the Building Committee:

Mr. E. R. Ronald, acting as agent for the Library, requested that the Library be allowed to install gas space heating equipment in the branch libraries now using coal for fuel.

On September 9, the Louisville Gas and Electric Company reported that it was unable to approve the application inasmuch as each library agency needed an input capacity in excess of the maximum allowable size of 400,000 Btu. per hour allowed by the Public Service Commission. Therefore, plans for conversion to gas heating have been abandoned for the time being.

Because of the fact that gas installations were not possible, the Librarian was authorized to receive bids for the furnishing of coal.

These bids were submitted to E. R. Ronald and Associates who carefully examined the bids and presented a tabulation and recommendation.

The company recommended that the lowest and best bid of the Johnson Coal Company be accepted. The prices at which the Johnson Coal Company agreed to furnish coal are: Stoker Coal - \$9.33 per ton; Egg Coal - \$9.53; Pocahontas briquettes for use at Parkland Branch Library - \$13.69 and storage charge of 75¢.

The smokeless Pocahontas coal for the Parkland Branch was recommended by Mr. Ronald in order to satisfy the requirements of the Louisville Smoke Commission.

The Committee recommends that the Board accept this recommendation of E. R. Ronald and Associates and award the contract for coal to the Johnson Coal Company.

The Committee calls to the attention of the Board that work on the cornice of the Monsarrat School has been started and is progressing satisfactorily.

The Board voted to receive and file the report.

On the question of the contract for coal, it was moved by Mr. Wilson, seconded by Monsignor Pitt and carried that the recommendation of the Committee for the Board to accept the bid of the Johnson Coal Company be approved.

Museum Committee: Dr. Howe reported for the Museum Committee that a sign has been installed over the front entrance of the Museum and that the African heads have been satisfactorily hung.

He stated also that plans have been made for the removal of the wooden barricades from the windows of the Museum, for the printing of uniform labels for the African heads, and for the installation of window shades for the first floor.

Librarian's Report: The Librarian reported that a voting machine will be in the lobby for four days during the latter part of October so that persons wishing to learn how to use a voting machine before the election will have the opportunity. A deputy county clerk will be in charge of the machine and will give instructions.

It was reported that a photographic charging machine has been ordered. This device charges books by a simple photographic process. It is estimated that by the use of this machine the work now done by three full time people can be eliminated.

The Librarian reported that the Southeastern Library Association will hold its biennial meeting in Atlanta, October 30-November 1.

It was moved by Monsignor Pitt and seconded by Dr. Howe that the Librarian be authorized to attend this meeting at Library expense.

The Board's attention was called to the fact that circulation statistics show that approximately 27% of the former circulation count was renewals. Now that the Library has lengthened the loan period and eliminated renewals the manpower spent in processing renewals is saved. These statistics also show that 27% of the people who borrow books wanted to keep them out longer than the ordinary fourteen days.

It was announced that the Kentucky Library Association would meet in Louisville September 25-27 and that the annual banquet meeting would be Friday night, September 26. The Librarian announced that the Staff had presented a request that the Library close at 6:00 p.m. that evening so that all employees could attend the banquet.

It was moved by Mr. Powell, seconded by Mr. Sullivan and carried that all agencies of the Library close at 6:00 p.m., September 26.

The Librarian announced that informal word from the Ford Foundation's Fund for Adult Education encourages him to proceed with working out the planned project for presentation.

There being no further business, the meeting adjourned at 5:05.

MINUTES APPROVED:

_____ President

 _____ Secretary

LOUISVILLE FREE PUBLIC LIBRARY
 BOARD OF TRUSTEES MEETING
 October 14, 1952

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m., October 14, 1952 in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Pitt, Powell, Rauch, Sanders, Wilson, Wolford, and the Librarian.

Because Dr. Rauch was forced to arrive late, Mr. Wolford, the Vice President, presided.

Minutes: It was moved by Monsignor Pitt, seconded by Mr. Powell and carried that the minutes for the meeting of September 16 be approved as distributed.

Communications: The Librarian read the following communication from the Executive Secretary of the Louisville Fund.

Mr. C. R. Graham
 Louisville Free Public Library
 301 Library Place
 Louisville, Kentucky

October 3, 1952

Dear Mr. Graham:-

There is a very great need in Louisville for a downtown gallery in which our Kentucky painters can display their drawings, paintings, sculpture, etc., and offer them to the public on an "installment plan" basis.

The Louisville Fund and the Art Center Association would like to have the privilege of using the basement corridor for this purpose. There would be no financial transaction in the building. Displayed would be a sign saying that for information regarding the purchase of these paintings, etc. to see The Louisville Fund office. This office would give the price, the terms and the name of the artist so that the prospective purchaser could make the contact on the outside.

I strongly feel that in providing this space The Louisville Free Public Library would not only be doing a very fine community service, but these exhibitions would be a definite asset to the Library, and would attract many visitors.

The Louisville Fund will deeply appreciate your bringing this request to your Board of Directors attention, and hope for a favorable reply.

Thanking you for your cooperation, and with kindest regards,

Sincerely,

Sgd.

W. R. Dunton, III
Executive Secretary

WRD/b

After considerable discussion it was moved by Dr. Rauch, seconded by Monsignor Pitt and carried unanimously that this request of The Louisville Fund be refused.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$22,614.96 had been audited and found correct.

She moved and it was seconded by Mr. Powell and carried that bills in this amount be ordered paid.

Building Committee: Mr. Powell reported that the Building Committee had not met during the month but that he could report that work on the cornice at Monsarrat School Building is progressing satisfactorily. He also reported that prices for the furnishing of window shades for the first floor windows were being received. He stated that window shades would be installed so that the wooden barricades could be removed from the windows.

Finance Committee: The statistical report on finances for the month was distributed.

It was moved by Dr. Rauch, seconded by Mr. Wilson and carried that this report be received and filed.

Librarian's Report: The Librarian asked for a decision as to whether or not a pamphlet issued by the National Citizens Committee for United Nations Day and carrying a solicitation coupon for CARE packages should be distributed by the Library. After discussion it was moved by Dr. Rauch, seconded by Mr. Sanders that the Board permit the distribution of this pamphlet and that the Board instruct the Librarian to make a complete survey of the present practices and policies governing the distribution of advertising materials and also the display in the Libraries of advertising posters and announcements. The motion carried unanimously.

The Librarian also asked the Board to make a final decision as to whether or not it would accept as a permanent gift a statue offered through the Citizens Fidelity Bank and Trust Company and now stored in the J. B. Speed

Museum. After discussion it was moved by Dr. Rauch, seconded by Monsignor Pitt and carried unanimously that the Citizens Fidelity Bank be notified that due to the serious limitation of space at the Main Library the Board felt that it must regretfully refuse this gift.

The Librarian called to the attention of the Board an article concerning the Library which appeared in the Dutch magazine, Vereld-Kroniek.

There being no further business, the meeting adjourned at 5:00 p.m.

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 18, 1952

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. November 18, 1952 in the Librarian's office.

Present: Mrs. Fagin, Messrs. Howe, Powell, Rauch, Schneider, Sullivan, Wolford, and the Librarian.

Dr. Rauch presided.

Minutes: It was moved by Dr. Howe, seconded by Mr. Schmedier and passed that the minutes of the meeting of October 14 be approved as distributed.

Communications: The Librarian read the following letter from the University of Louisville Art League.

October 24, 1952

Dear Mr. Graham:

After seeing the new gallery which has just been opened in the basement of the Free Public Library, with its large hanging space and good lighting, several students and myself thought that if it would be agreeable to you and the Library Board of Trustees, it would be a fine opportunity for us to have the use of the gallery during the present school year, arranging our own exhibition program. The student exhibition committee would be organized as an activity of the U. of L. Art. League. Professor Ulfert Wilke, painting instructor at the University of Louisville, has agreed to be our sponsor both in petitioning for the use of the gallery, and in planning exhibitions if we should be given the responsibility of scheduling exhibitions.

For exhibition material we would write to nearby college art departments and art schools, as well as exhibiting work by senior students at the University of Louisville. We have asked Dr. Rannells if the University of Kentucky art

students would like to contribute a show, and he has promised to send us one if we should have the use of the gallery. Also Mr. Eugene Leake has said that he would be willing to ask advanced Art Center students to give us some drawings for an exhibition. Other immediate plans would be to write to the Cincinnati Art Academy for an exhibition of work from the desing classes of Noel Martin; to Murray for advanced student work; and to the University of Indiana for work from the graphic arts classes.

Our exhibition program would start the first of December, after the gallery's two scheduled exhibitions have closed, and would run through May so that the Public School Art Exhibition could be shown in the month of June. The hanging and other arrangements would be taken care of by the exhibition committee, composed of senior and graduate students in the Art Department of the University of Louisville. Any exhibition would be arranged for with the understanding that the exhibiting institution would pay for freight costs, and that the gallery is uninsured. None of these exhibitions would be shown for any commercial advantage to the student exhibition committee.

. . .

Sincerely yours,

/s/

William S. Thomas

After discussion it was moved by Mr. Schneider, seconded by Mrs. Fagin and carried unanimously that the Board grant the use of the basement gallery to the University of Louisville Art League for the purposes as outlined in the letter.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$21,501.15 had been audited and found correct. She moved, it was seconded by Mr. Powell and carried unanimously that bills in this amount be ordered paid.

Mrs. Fagin then brought up the subject of closing the library agencies for the Christmas holidays. After some discussion she recommended for the Library Committee that all agencies of the library be closed at 6:00 p.m. December 24 and open for regular hours December 29; and that all agencies be closed at 6:00 p.m. New Year's Eve, December 31 and open Monday, January 5. It was moved by Mr. Powell and seconded by Mr. Schneider and carried unanimously that this recommendation of the Library Committee be approved by the Board.

Building Committee: Mr. Powell read the following report of the meeting of the Building Committee on November 17.

The Building Committee met at Western Branch Library at 3:00 p.m. Present were Mr. Powell, Mr. Sullivan, Mr. Fred Louis, the Library's

architect, and the Librarian. Mr. Powell presided.

The Committee discussed the recommendations of Mr. Louis concerning the remodeling of the entrance to the Western Branch Library. In the discussion it was discovered that more study of certain details would need to be made. The estimate of the cost of the work was approximately \$1,000.

The Building Committee decided to request that the Board authorize the Committee to proceed with the understanding that the cost would be approximately \$1,000.

The Committee also studied some recommendations of the Bureau of Fire Prevention and instructed the Librarian to undertake to follow all the recommendations which would be accomplished by the present maintenance crew.

The Librarian was also instructed by the Committee to obtain samples of the window shades upon which the various companies were bidding for the Museum.

After discussion it was moved by Mr. Powell and seconded by Mr. Wolford that the Board authorize the Building Committee to proceed with the work at Western Branch Library and that it be given power to act concerning the window shades for the Museum. The motion carried.

Finance Committee: Mr. Wolford gave the report of the finances for the month. This was ordered filed.

Mr. Wolford then read the following recommendation from the Finance Committee.

The Finance Committee recommends that the Board authorize the Committee to obtain estimates as to the approximate cost of hiring architects and consultants to make estimates as to building costs and potential rental income so that the Board can study the proposed office-library building.

After discussion it was moved by Dr. Howell, seconded by Mr. Schneider that this recommendation of the Finance Committee be approved.

Librarian's Report: The Librarian announced that the Library was receiving a valuable gift from Mr. R. G. Potter. He stated that Mr. Potter had been presenting from time to time, negatives and prints of his collection of historic photographs of scenes in Louisville. The Board voted to instruct the Librarian to express its thanks to Mr. Potter.

The Librarian recommended to the Board that it authorize him to state to the owners of the property occupied by the Outer Highlands part-time branch that the Board intends to renew its lease at the same rental. It was stated that this notification was required by the lease. It was moved by Mrs. Fagin, seconded by Mr. Schneider, and carried that the Librarian be authorized to notify the owners of intention to renew the lease.

The Librarian announced that he had been invited by the American

Library Association and the Fund for Adult Education of the Ford Foundation, to come to Chicago to discuss the library's project. He announced that Dr. Rauch had authorized him to make reservations and to plan to go.

The Board expresses pleasure in this invitation and ratified the authorization by Dr. Rauch.

The Librarian announced that students from the University of Indiana Department of Library Science had spent the day inspecting the Library.

He announced that Miss Rebecca Camp, assistant secretary of the Vermont Public Library Commission had been awarded an internship by the Fund for Adult Education to study and observe adult education programs in public libraries. Her schedule called for her to study and observe in the following libraries: Cuyahoga County, Cleveland, Louisville, Detroit, Denver and the American Heritage Program in Wisconsin. The Librarian expressed satisfaction in the Louisville Library's being included along with this group of libraries which have a national reputation for their adult education work.

The Librarian announced the gift of a Lincoln letter by Mr. A. R. Dorroh. The Board examined this letter with interest and instructed the Librarian to express its thanks to Mr. Dorroh.

There being no further business, the meeting adjourned at 5:00 p.m.

MINUTES APPROVED:

Geo. S. Wolford President

Mrs. F. Fagin Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 9, 1952

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. December 9, 1952 in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Pitt, Powell, Sanders, Schneider, Wilson, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Father Pitt, seconded by Mr. Powell and carried that the minutes of the meeting of November 18 be approved as distributed.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$21,991.14 had been audited and found correct. She moved, it was seconded by Mr. Wilson and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell reported for the Building Committee that the work of the Committee was progressing satisfactorily.

Finance Committee: Mr. Wolford gave the report of the finances for the month. After discussion it was moved by Mr. Sanders, seconded by Mr. Wilson and carried that this report be received and filed.

At this time Mr. Harry Schacter, president of Kaufman Straus Company, came into the meeting. He read the following letter addressed to members of the Library Board.

November 26, 1952

TO THE MEMBERS OF THE LIBRARY BOARD:

I would like to place before your Board a Proposal to solve, to our mutual benefit, a serious problem which faces the Kaufman Straus Company in the matter of the air conditioning of the store.

In 1939, with the help and cooperation of your Board, we air conditioned the entire store, with the exception of the then 5th floor. The system was totally adequate and worked splendidly.

In the 13 years that have passed, several things have happened, which have increased the air conditioning load so substantially as to make the present system totally inadequate. These factors include:

1. The great increase in the number of people coming into the store.
2. The adding of the Mezzanine.
3. The new lighting system, more than doubling the lighting load.
4. The new escalators.

Further, the remodelling and the refixturing of the store has made the present duct work inadequate in many places, and it must be revised.

Finally, the 5th Floor - now a selling floor - is not air conditioned at all and is severely affected in sales during the hot months, especially because it is our Furniture and Bedding Floor which requires leisurely shopping.

Our local engineers, E. R. Ronald Associates, estimate that in addition to the present 250 tons of refrigeration, we need an additional 300 tons plus a rehabilitation of the present 13-year old system. The estimates for the total job, including the air conditioning of the 5th Floor, and development of enough capacity to take care of the 6th if and when we convert that to selling totals approximately \$166,000.

Last summer, the system was so inadequate and the overload on the system so great, that we frequently had to run it throughout the night, as well as in the day, in order to try to keep the store reasonably cool. Because of this, the motors became so red hot that we had to keep electric fans blowing on them all of the time in order to keep them in operation.

Mr. Ronald tells us that there is such great danger of a complete breakdown of the system, particularly because of the wear and tear of last summer, that he would not take the responsibility for keeping the system in operation beyond this point.

You may imagine the effect on our sales volume if this breakdown should come to pass. On the other hand, we are confident that if this work is done, the volume of the store will be substantially increased during the hot months. Since the Library Board, as well as we, would profit by this increased business, my Associates in City Stores have authorized me to make the following Proposal to the Library Board:

The Kaufman Straus Company will borrow the \$166,000 necessary to pay for the entire job, if the Library Board will agree to repay this sum to us over a period of years, on the following basis:

This year, our Volume will be somewhere in the neighborhood of \$7,800,000. Until we reach \$8,000,000 in volume there would be no repayment. This \$8,000,000 in volume would mean an annual rental of \$220,000 a year for the Library Board. For comparative purposes, you might like to know that in 1951 our rental totalled approximately \$196,000.

After we had reached \$8,000,000 in volume, the first \$10,000 due the Library Board each year for rent in excess of this \$8,000,000 would be used toward the repayment of the \$166,000 advanced by the Kaufman Straus Company, until this entire sum had been repaid.

The entire Proposal boils down to a joint venture on the part of Kaufman Straus and the Library Board to make an investment, which we are confident would create new volume and new income for both the Library Board and for the Kaufman Straus Company. Without this investment, we do not believe that the new volume would develop. The Proposal, therefore, is one in which the Kaufman Straus Company takes the major risk and pays if we lose, whereas, the Library Board takes no risk and pays only if it wins. The important thing to remember is that the Library Board would, in any event, be assured of \$220,000 rental on \$8,000,000 before any repayment is made.

Mr. Ronald tells us that in order to get the work finished by May 1, 1953, when the air conditioning season begins, we should have placed our orders on or before November 15th of this year. The delay, however, has been beyond our control.

We earnestly hope that you will give this matter your favorable consideration, and that we may have your answer at your early convenience, so that we may proceed with the work.

Sincerely yours,

/s/

Harry W. Schacter

s:k

After some discussion with members of the Board, Mr. Schacter left the meeting.

The members of the Board discussed the proposition in some detail. It was then moved by Mr. Sanders, seconded by Mr. Schneider and carried unanimously that this matter be referred to the Joint Committee consisting of the Building and Finance Committees, and that this Committee confer with Judge Stites and make a definite recommendation to the Board.

Librarian's Report: The Librarian reported that since it had been decided that a regular member of the Board of Trustees should be elected Secretary of the Board, there might possibly be some question as to the Librarian's authority to sign papers, releases, checks, etc. for the Library. The Librarian stated that there had never been formal authorization since he stopped acting as Secretary.

It was moved by Dr. Ackerly, seconded by Mr. Schneider and carried unanimously that the Librarian be authorized to sign regular administrative papers for the Library.

The Librarian reported on the financial success of the Sitwell Lecture sponsored by the Library Staff Association and the Louisville Library Club.

The Librarian reported that his trip to Chicago for a conference with the officials of the American Library Association and the Fund for Adult Education had been very successful and that he continued to be optimistic as to final results. He suggested that it might be very valuable in planning a project to confer with Dr. Robert Leigh, former director of the Public Library Inquiry financed by the Carnegie Corporation.

It was moved by Mr. Schneider, seconded by Mr. Wilson that the Librarian be authorized to visit New York to confer with Dr. Leigh when and if he felt it necessary for the promotion of the project. The motion carried unanimously.

The Librarian called to the attention of the Board an article in the Sunday Courier-Journal concerning a Democratic Organization Meeting at Highland Branch Library. He explained that this meeting was held outside the regular polling place for the precinct. The Librarian emphasized that this meeting, regardless of what the story said, had not violated the Board's regulation that political meetings not be held in Library buildings. The meeting had been held outside on the sidewalk due to the fact that the Library had been used as a polling place during the election.

New Business: Mrs. Fagin then stated that the Louisville Chapter of the Red Cross had received a letter from the National Red Cross suggesting an exhibit or display to be used in Louisville. Mrs. Fagin inquired as to whether the Board would approve placing the Red Cross display in the lobby of the main Library. After discussion it was moved by Mr. Sanders, seconded by Mr. Wilson and carried that the Board approve the placing of a Red Cross exhibit in the lobby of the main Library. Details to be worked out by Mrs. Fagin and the Librarian.

There being no further business the meeting adjourned at 5:40 p.m.

MINUTES APPROVED:

Joseph Rauch President
Mrs. F. Fagin Secretary

LOUISVILLE FREE PUBLIC LIBRARY
 BOARD OF TRUSTEES MEETING
 January 13, 1953

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. January 13, 1953 in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Powell, Rauch, Sanders, Sullivan, Wilson, Wolford and the Librarian.

Dr. Rauch presided.

Minutes: It was moved by Mr. Wolford, seconded by Mr. Powell, and carried that the minutes of the meeting of December 9 be approved as distributed.

Communications: The Librarian read the following letter from Mr. T. A. Corcoran, Director of Purchasing of the Courier-Journal

and the Louisville Times.

December 10, 1952

Dear Mr. Graham:

This confirms our telephone conversation with regard to the necessity of microfilming the issues of the Louisville Times prior to the year 1937.

It was my understanding that it will cost approximately \$10,000.00 to do this work, and that you are willing to handle it in the way we handled the previous microfilming on the basis of 50% to each of us.

Since it is difficult for you to absorb more than \$1,500.00 a year of this cost in your budget, we would be willing to make this expenditure, and then invoice you at the rate of \$1,500.00 per year until your share of the cost was absorbed.

We think that this arrangement should be approved by a resolution of your board. We could then set up your part of this charge on our books as an account receivable, with the understanding that you would be invoiced for it on the annual basis referred to above.

When and if the Library Board approves it, I think you and I should get together with Mr. Shoemaker, our librarian, to work out the details.

Sincerely yours,

/s/

T. A. Corcoran
Director of Purchasing

TAC:hs

After discussion it was moved by Mr. Wilson and seconded by Mr. Powell that the Library be authorized to enter into an agreement with the Courier-Journal and the Louisville Times for the microfilming of the Louisville Times prior to the year 1937, and that it was the understanding of the Board that the project would cost approximately \$10,000 and that the Library and the Courier-Journal would share the cost on the basis of 50% to each; and that the entire cost would be paid by the Courier-Journal and the Louisville Times; and that the Library would be invoiced at the rate of \$1500 per year until the Library's 50% of the cost had been absorbed. This motion carried unanimously.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$14,275.46 had been audited and found correct. She moved, it was seconded by Mr. Powell, and carried unanimously that bills in this amount be ordered paid.

At this point Judge Stites, the Library's attorney, came into the meeting and the President, Dr. Rauch, called upon Mr. Powell, chairman

of the Building Committee, to give a report of the Joint Committee concerning the Kaufman-Straus Proposal for air conditioning.

Mr. Powell reported that the Committee had met and considered the recommendation of the Board's attorney, Judge Stites, and that it was the unanimous recommendation of the Joint Committee that the Proposal of the Kaufman-Straus Company concerning air conditioning be rejected.

Mr. Powell then moved and it was seconded by Mr. Wolford that this recommendation of the Joint Committee expressed by unanimous opinion of the Board and that it therefore be approved. The motion carried unanimously.

Judge Stites then left the meeting and President Rauch called upon Mr. Powell, chairman of the Building Committee, for the report of that Committee.

Mr. Powell reported that under authority previously granted to the Committee by the Board, the Committee had accepted the low bid of Fred J. Lichtefeld & Son to remodel the entrance to the Western Branch Library for the sum of \$836. Mr. Powell reported that the Librarian had been authorized to issue the work orders.

Finance Committee: Mr. Wolford gave the report of the finances for the month which was ordered filed. Dr. Rauch then called upon the Librarian and Mr. Powell to explain the offer of museum material from Gethsemani Monastery. After discussion, it was moved by Mr. Wilson and seconded by Mr. Powell that the offer be referred to the Museum Committee with power to act. The motion carried.

Librarian's Report: The Librarian read a copy of a letter to Mr. Schneider which had been sent to him by the Executive Secretary of the Public Libraries Division of the American Library Association. This letter invited Mr. Schneider to participate in the deliberations of the Trustees Section at the forthcoming mid-winter meeting of the American Library Association.

The Librarian stated his hope that the Board would not only authorize Mr. Schneider to attend at library expense, but that it would become a policy of the Board that at least one trustee, along with the Librarian, would represent the Library at the two regular meetings of the American Library Association.

It was then moved by Mr. Wolford, seconded by Mr. Sanders and carried unanimously that Mr. Schneider and the Librarian be authorized to attend the mid-winter meeting of the American Library Association at Chicago at library expense.

There being no further business, the meeting adjourned at 4:50 p.m.

MINUTES APPROVED:

President

Wes. Wilson Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 10, 1953

88607

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. February 10, 1953 in the Librarian's office.

Present: Mrs. Fagin, Messrs. Howe, Powell, Rauch, Sanders, Schneider Sullivan, Wolford and the Librarian.

Dr. Rauch presided.

Minutes: It was moved by Mrs. Fagin, seconded by Mr. Sanders, and carried that the minutes of the meeting of January 13 be approved as distributed.

Communications: In the absence of Mr. Schacter, the Librarian read the following annual report of the Kaufman-Straus Company:

February 9, 1953

The Library Board,
Louisville Free Public Library
Louisville, Kentucky

Gentlemen:

For the fiscal year ending January 31, 1952, the Kaufman-Straus Company did a sales volume of \$7,851,487.74, which entitled the Library Board to an Excess Rental of \$117,029.79 an increase of \$20,141.95 above last year. From this sum, there is to be deducted, in accordance with our Lease \$15,000. as the fourth installment on the \$150,000. the Kaufman-Straus Company advanced to the Library Board for construction work.

The remaining sum of \$102,029.79 is to be paid to you in five (5) equal monthly installments, of which check in full for the first installment in the amount of \$20,405.99 is herewith enclosed.

In accordance with our Lease, we are obligated to keep our Net Current Assets at not less than \$1,000,000. You will be interested to know that as of January 1st, these were in excess of \$2,000,000.

Our Air Conditioning Loan has been 91% repaid.

Respectfully submitted,

/s/

S:K.

Harry W. Schacter.

P. S. Again I request of the Board that the figures cited herein be kept strictly confidential, for obvious reasons.

This report was ordered received and filed.

It was moved by Mr. Schneider, seconded by Mr. Sullivan and carried that the Finance Committee be authorized to revise the budget according to this report of the Kaufman-Straus Company.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$9,709.00 had been audited and found correct. She moved, it was seconded by Mr. Powell, and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell gave the following report of the Building Committee:

It has been the established policy of the Board for sometime to effect a change from hand fired boilers to automatic gas furnaces whenever possible. Mr. E. R. Ronald, the Library's consulting engineer, has been requested to keep the Building Committee informed of any possibility for such conversion.

Consequently, on January 23, 1953 a letter was received from Mr. Ronald stating that the Public Service Commission had authorized the Gas Company to serve a limited number of additional commercial customers. The input however, had been limited to 400,000 BTU's per hour.

Mr. Ronald stated that Parkland Branch was the only library which required an input of not more than 400,000 BTU's per hour. He stated that Parkland Branch is slightly above this figure but that he believed it could be adequately heated with an input of 400,000 BTU's per hour.

He asked if the Library wished him to make formal application for gas service at Parkland Branch.

Before authorizing Mr. Ronald to make application for gas service, the Librarian and the Chairman of the Building Committee looked into the cost of conversion. In March, 1952, the Blunk Heating Company had estimated conversion at Parkland for \$675.00. Mr. Ronald stated that this figure seemed fair. The library budget was checked to see if this amount of money was available. When it was found that this amount was available in the budget, Mr. Ronald was authorized to make formal application for gas service at Parkland Branch.

On January 26, Mr. Ronald made formal application for permission to install a conversion burner at the Parkland Branch Library.

At the present time Mr. Ronald reports that the application has not been formally approved but that he feels that there is no doubt that the application will be approved.

The Building Committee therefore asks that this action be approved and that the Committee be authorized to accept bids and proceed with the work when the application is approved.

It was moved by Mr. Powell, seconded by Mr. Schneider, and carried unanimously that this report of the Building Committee be received and approved and that the recommendations be carried out.

Finance Committee: Mr. Wolford gave the report of the finances for the month which was ordered filed.

Mr. Wolford then read the following report of the Finance Committee:

Ordinance No. 1, Series 1953, was approved January 14, 1953 by the Mayor. This ordinance appropriated the sum of \$60,000 to the Louisville Free Public Library.

It is the hope of the Mayor that this money be allocated to the protection of the library's collection of magnetic tapes and films by air conditioning; installing the new transmitter given by WAVE; remodeling the control room and purchase of heavy duty equipment so that the operation and maintenance of the project can be simplified.

In view of the above, the Finance Committee recommends that the Board allocate the money according to the following tentative estimates and also that the work be undertaken under the supervision of the Building Committee with power to act.

Allocation

Air conditioning for protection of tapes, films and records:	\$19,000
Remodeling control room:	4,000
New equipment, installation, transmission lines, electricians bills, etc. for new transmitter:	18,700
Equipment for repair and maintenance:	1,000
Equipment to improve service on wire network:	12,540
	<u>\$55,240</u>
Contingency fund:	4,760
	<u>\$60,000</u>

In order to make application to the FCC the following resolution is offered:

Be it resolved that the Director, in the name of the Board of Trustees, be authorized to make formal application to the Federal Communications Commission for a license to operate the 3 kilowatt transmitter for educational non-commercial purposes.

After discussion it was moved by Mr. Wolford, seconded by Mr. Schneider, and carried unanimously that the \$60,000 appropriated by the Board of Aldermen be allocated according to the above mentioned tentative allocation.

After further discussion it was moved by Mr. Powell, seconded by Mr. Schneider and carried unanimously that the Director of the Library, in the name of the Board of Trustees, be authorized to make formal application to the Federal Communications Commission for a license to operate a 3 kilowatt transmitter for educational non-commercial purposes.

Museum Committee: Mr. Sanders reported that the gift from Our Lady of Gethsemani, the Trappist Monastery, had been received and was being arranged in the Museum.

Librarian's Report: The Librarian reported on the success of his trip to New York and Chicago. He reported also that Mr. Schneider had participated in the meetings of the mid-winter conference of the American Library Association.

Mr. Schneider also reported on his attendance at the American Library Association meeting.

There being no further business, the meeting adjourned at 5:03 p.m.

MINUTES APPROVED:

President

John F. Fagan
Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 10, 1953

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. March 10, 1953 in the Librarian's office.

Present: Mrs. Fagin, Messrs. Pitt, Powell, Rauch, Schneider, Wilson, Wolford and the Librarian.

Dr. Rauch presided.

Minutes: It was moved by Mrs. Fagin, seconded by Father Pitt, and carried, that the minutes of the meeting of February 10 be approved as distributed.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$24,124.78 had been audited and found correct. She moved, it was seconded by Mr. Powell, and carried unanimously, that bills in this amount be ordered paid.

Building Committee: Mr. Powell reported for the Committee that progress was being made on the work of the Committee, but that no new projects had been undertaken.

Finance Committee: Mr. Wolford gave the report on finances for the month which was ordered filed.

Librarian's Report: The Librarian reported that Mr. R. G. Potter was continuing to give to the library his valuable collection of photograph negatives of people and sites in Louisville.

It was reported that the Junior Red Cross exhibit had been very successful and much interest had been shown in the display.

The Librarian stated that the Junior Art Gallery was continuing as an eminently successful operation.

It was reported that the Librarian had been invited to attend a three day conference at Chapel Hill, North Carolina by the National Association of Educational Broadcasters with expenses paid by a foundation grant.

The Board voted to authorize the Librarian to attend this meeting with the understanding that his expenses would be paid by the Association.

At 5:00 p.m. Mr. Schacter, President of Kaufman Straus Company, and Mr. Schwartz, President of City Stores, Inc., and Mr. Greenebaum, attorney for Kaufman Straus Company, came into the meeting.

They presented in person an air conditioning proposal which had been received previously in writing.

After the presentation, several members of the Board asked questions.

Dr. Rauch then appointed the Finance Committee to constitute a special committee to study the proposal and to make recommendations to the Board.

The meeting adjourned at 5:30 p.m.

MINUTES APPROVED:

_____ President
 _____ Secretary
Mrs. Fagin

LOUISVILLE FREE PUBLIC LIBRARY
 BOARD OF TRUSTEES MEETING
 April 14, 1953

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. April 14, 1953 in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Howe, Pitt, Powell, Sanders, Schneider, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Mr. Powell, seconded by Mr. Schneider, and carried that the minutes of the meeting of March 10 be approved as distributed.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$24,966.41 had been audited and found correct. She moved, it was seconded by Mr. Schneider and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell read the following report of the Building Committee:

Drawings and specifications for the gas conversion burner at Parkland Branch have been received by E. R. Ronald and Associates, and bids will be received until noon April 17; after which time the Building Committee will meet to award the contract. The improvements to the doorway and vestibule at Western Branch Library are complete with the exception of painting and some minor alterations. It is expected this work will be completed shortly.

It is recommended that the proposal of Alph C. Kaufman to replace the wooden floor in the women's staff lounge with a concrete floor for the sum of \$240 be accepted. The floor in the women's staff lounge is in very bad condition and must be replaced.

After discussion it was moved by Mr. Powell, seconded by Mr. Sanders and carried that the proposal of Alph C. Kaufman to replace the wooden floor in the women's lounge with a concrete floor for \$240 be accepted.

The motion carried.

Finance Committee: Mr. Schneider gave a report of finances for the month which was ordered filed.

Mr. Schneider also read the following report of the work of the Finance Committee:

The Finance Committee met with the Librarian to revise the budget under the authority granted at the last Board Meeting. The main change in the budget for the remainder of the fiscal year was in the allocation of the extra money from Kaufman-Straus rental to books and repairs. The Finance Committee also met to prepare budget requests from the City and County which have been transmitted to those offices.

It was moved by Mr. Schneider, seconded by Mr. Powell and carried that this report of the Finance Committee be approved.

Librarian's Report: The Librarian reported on the recent action by the Board of Aldermen in passing an ordinance appropriating \$150,000 to the Library for capital improvements for the same purpose as the other ordinance recently passed, namely to upgrade the audio visual equipment at the Main and the Branches for the purpose of simplifying maintenance and upkeep.

The Librarian called to the attention of the Board members the fact that the American Library Association was meeting in Los Angeles June 20-27.

After some discussion it was moved by Mr. Sanders, seconded by Monsignor Pitt and carried unanimously that the Librarian be authorized to attend this conference at the expense of the Library.

It was then stated by Mr. Schneider that he had felt for sometime that it was a part of the Librarian's professional duty to attend library conferences. He therefore, moved that it be the policy of the Board that the Librarian attend at the expense of the Library, the two American Library Association meetings plus the Kentucky Library Association meeting each year; and that he attend the Southeastern Library Association Conference presently held once every two years. The motion was seconded by Dr. Ackerly and carried unanimously.

At this time the Librarian called to the attention of the Board the fact that he had in many instances stated the hope that members of the Board of Trustees would find it possible to attend library conferences. He stated that Mrs. Fagin and Mr. Schneider had attended recent conferences and that Dr. Rauch had over the years attended many conferences and in each case their attendance had redounded to the good of the Library.

The Librarian said that it was his hope that the Board would take formal action on this matter.

After some discussion it was moved by Mr. Sanders, seconded by Mr. Schneider and carried unanimously that Mr. Powell be asked to attend the conference with the Librarian at Los Angeles at library expense if

he found it possible. It was carried unanimously.

At this time the Chairman called for the report of the Nominating Committee. Mr. Powell, acting as Chairman of the Nominating Committee, read the following report:

Nominating Committee

April 14, 1953

The Executive Committee, acting as Nominating Committee, nominates the following for officers of the Board of Trustees:

Dr. Joseph Rauch - President
Mr. Leo Wolford - Vice President
Mrs. Starling Fagin - Secretary
Kentucky Trust Company - Treasurer

Cecil Powell, Chairman
Robert L. Sanders

It was moved by Mr. Powell and seconded by Mr. Sanders that the nominations be closed and that the secretary cast one ballot for the entire slate.

Monsignor Pitt took the chair and put the motion which was carried unanimously.

Mr. Wolford then resumed the chairmanship and declared the meeting adjourned at 4:55 p.m.

MINUTES APPROVED:

Joseph Rauch President
Starling Fagin Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 12, 1953

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. May 12, 1953 in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Howe, Pitt, Powell, Rauch, Schneider, Sullivan, Wilson, Wolford and the Librarian.

Dr. Rauch presided.

Minutes: It was moved by Dr. Howe, seconded by Mr. Wilson and carried that the minutes of the meeting of April 14 be approved as distributed.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$23,977.90 had been audited and found correct. She moved, it was seconded by Mr. Wolford and carried unanimously, that bills in this amount be ordered paid.

Building Committee: Mr. Powell read the following report on the work of the Building Committee:

The Building Committee met in the Librarian's office April 20 to open bids for the installation of a gas burner under the boiler at Parkland Branch Library. Mr. E. R. Ronald, engineering consultant, met with the Committee.

F. S. Schardein & Sons furnished the lowest and best proposal for the sum of \$535.

Mr. Ronald was authorized by the Committee to accept this proposal in the name of the Board of Trustees.

This report was ordered received and filed.

Finance Committee: Mr. Wolford read the report of the finances for the month which was ordered filed.

Librarian's Report: The Librarian reported that negotiations for filming the Louisville Times had proceeded satisfactorily and that the filming of the back numbers was progressing. He brought up the fact that copies of the Times after filming would in all likelihood have disintegrated due to the fact that the cover and stitching and the binding had to be removed from the paper so that the issues could be photographed. The Librarian stated that Miss Behrens, Head of the Order Department, and Miss Grauman, Head of the Reference Department, had recommended to him that these back numbers of the Louisville Times be discarded after filming. The Librarian stated that if the recommendation was accepted by the Board, an attempt would be made to offer these issues of the Louisville Times to the Kentucky Historical Society or any other organization desiring them.

After discussion it was moved by Dr. Howe, seconded by Mr. Schneider, and carried unanimously that the Board accept the recommendation to discard back numbers of the Louisville Times after they had been micro-filmed.

The Librarian announced that the budget hearing with the City had been concluded in satisfactory manner and that the County budget hearing would be held on May 18.

He also announced that a representative from Columbia Broadcasting System had been in Louisville making plans for a program on the University of Louisville and the Library and their work with the

Neighborhood Colleges, etc. The Librarian stated that this would be a one-half hour television program which would be sent over the Columbia Broadcasting System coast-to-coast network. It was stated that this program was planned for sometime in the early fall.

There being no further business, the meeting adjourned at 4:34 p.m.

MINUTES APPROVED:

President

John F. Fagin

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 9, 1953

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. June 9, 1953 in the Librarian's office.

Present: Mesdames. Fagin, Wyatt, Messrs. Howe, Pitt, Powell, Schneider, Steele, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Mr. Powell, seconded by Monsignor Pitt and carried that the minutes of the meeting of May 12 be approved as distributed.

Communications: The Librarian stated that Mr. Atwood S. Wilson, retiring member of the Board of Trustees, had requested that the following letter addressed to Mayor Farnsley be read at the meeting:

June 6, 1953

Honorable Charles Farnsley
Mayor of Louisville
Louisville, Kentucky

Dear Mayor Farnsley:

A few days ago Mr. Clarence Graham, librarian, informed me that my term as a trustee on the Louisville Public Library Board of Trustees had expired.

I had planned to write you early in this calendar year asking that I not be considered for re-appointment. My increased duties as principal of the new Central High School, day and night, have prevented my attendance to meetings,

especially committee meetings. Then too I feel that ten years of service from 1943 to 1953 is adequate.

It is with a high degree of satisfaction that I have realized the abolition of racial segregation in our Louisville Free Public Libraries. A highlight of my contribution as a trustee was to sponsor the resolution to abolish segregation in our main library and later to vote with other trustees to abolish segregation in all the branches.

My fellow trustees have been most cordial and my membership on this board is a pleasant memory. Mr. Clarence Graham, librarian, has been outstanding in his consideration of any proposals I have made. I thank you for my former appointment and appreciate having had the opportunity of giving this ten years of service.

Very truly yours,

/s/

Atwood S. Wilson

Copy to Mr. Clarence Graham
Copy to Dr. Joseph Rauch

Reports: Mrs. Fagin read the certification that bills in the amount of \$16,806.78 had been audited and found correct. She moved, it was seconded by Monsignor Pitt and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell stated that there was no report from the Building Committee.

Finance Committee: Mr. Schneider gave the report on finances for the month. He moved, it was seconded by Mrs. Fagin and carried that this report be received and filed.

Museum Committee: It was stated that there was no report from the Museum Committee.

Librarian's Report: The Librarian mentioned that a two page story with pictures had appeared in the Unesco COURIER, published by Unesco in Paris, and that he had received copies of the story in French, English and Spanish editions of this important paper.

The Librarian stated that Mr. Powell had been invited to speak at the Trustees' Section of the American Library Association Convention at Los Angeles.

It was stated that Dr. & Mrs. Rauch were traveling in Europe.

The question of meetings in July and August was discussed and the Board decided that if it appeared to be impossible to obtain a quorum, bills be paid on action of the Executive Committee to be ratified at the next regular meeting of the Board of Trustees.

The question of air conditioning the three offices in the administrative suite was discussed. It was moved by Mr. Schneider, seconded by Mr. Steele and carried unanimously that the Building Committee be given power to act concerning the installation of air conditioning the three administrative offices and expend, for this purpose, funds up to \$2500.00.

New Business: Mr. Wolford welcomed the new members of the Board, Mrs. Wyatt and Mr. Steele, and expressed the pleasure of the Board in the re-appointment of Monsignor Pitt.

There being no further business the meeting adjourned at 4:35 p.m.

MINUTES APPROVED: _____ President

_____ Jessie Fagin Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 8, 1953

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. September 8, 1953 in the Librarian's office.

Present: Mesdames Fagin and Wyatt, Messrs. Ackerly, Howe, Pitt, Powell, Sanders, Schneider, Sullivan, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Mr. Schneider, seconded by Mr. Powell, and carried that the minutes of the meeting of June 9 be approved as distributed.

It was moved by Mr. Sullivan, seconded by Monsignor Pitt, and carried unanimously that the action of the Executive Committee on July 14 and August 11, paying bills in the amount of \$19,470.00 and \$18,521.46 respectively when no quorum of the Board was available, be ratified.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$24,512.71 had been audited and found correct. She moved, it was seconded by Monsignor Pitt and carried unanimously that bills in this amount be ordered paid.

Mrs. Fagin then read the following report on the work

of the Library Committee:

Library Committee
September 8, 1953

Miss Marcella Tobe, head librarian of the Iroquois Branch Library, resigned as of August 22 to be married.

When the Librarian was at the Los Angeles Meeting of the American Library Association, he interviewed Miss Kathrine Fort of Raleigh, North Carolina, a graduate of the Columbia University Library School, who had been an Army Librarian and most recently librarian of the Scott County Library in North Carolina. The Librarian reported to Mrs. Fagin that he wanted to recommend that the Board employ Miss Fort as a branch librarian but that due to the fact that it seemed impossible to obtain a quorum, there would probably be no Board Meeting until September. For this reason, the Chairman of the Library Committee and the Librarian decided to employ Miss Fort as of September 8.

The Library Committee therefore asks that the Board ratify its action in employing Miss Fort as Librarian III at a salary of \$3672.00 per year.

It was moved by Mr. Powell, seconded by Mr. Sullivan and carried, that the Board ratify this action of the Library Committee.

Building Committee: Mr. Powell read the following report from the Building Committee:

Building Committee
September 8, 1953

Under authority previously granted, the Committee reports the following:

1. Awarded contract to low bidder, Air Conditioning Corporation, to air condition administrative offices for \$2105.
2. For alterations and improvements to the Audio Visual Department.

General Construction	
Fred J. Lichtefeld and Son	\$7,020.00
Electrical Work	
Thirlwell and McCrory	11,685.00
Air Conditioning	
Liberty Engineering Company	21,474.00
Total, including fees, etc.	\$49,902.32

3. The attached letter was received from Mr. Larry Wallace, Manager, Weissinger-Gaulbert Real Estate Company:

June 9, 1953

Louisville Free Public Library,
York St. and Fourth,
Louisville, Ky.

Attention: Mr. C. R. Graham and
The Board of Trustees.

Gentlemen: Due to the expense of new equipment and the installation of same that it will take to furnish steam to the Library for heating purposes, I am taking this means of advising you that we are terminating our "Agreement" or "Contract" for steam to your building, The Louisville Free Public Library located on York St. between Third and Fourth Sts. in Louisville Ky. Said "Agreement" or "Contract" expires September 1, 1953.

I am notifying you on this date in order that you can make other arrangements for heat for your building.

Very truly yours,
Weissinger-Gaulbert Real Estate Company.

/s/

Larry Wallace
Manager

July 22, 1953

Mr. C. R. Graham
Louisville Free Public Library
Fourth and York Streets
Louisville, Kentucky

Dear Mr. Graham:

For your information Mr. Larry D. Wallace, Manager of the Weissinger-Gaulbert Apartments, has generously agreed to furnish the Library with steam until such time as the new boiler plant is able to take over the load. This agreement is made on the condition that every effort is made to complete the new boiler plant at the earliest possible moment. The price for the steam will be the prevailing rate in Louisville for such service.

Mr. Wallace has also agreed to our rerouting the existing steam main to avoid the new boiler house.

Very truly yours,

E. R. RONALD & ASSOCIATES

/s/

Edward R. Ronald

ERR:m
cc: Mr. Wallace

A conference with City officials resulted in the agreement to allocate from the money appropriated to the Library for capital improvements mainly to the Audio Visual Department, the sum of \$75,000 for construction of a heating plant and \$10,000 to furnish air conditioning and acoustical treatment for the Junior Art Gallery.

At a meeting July 6, Mr. Powell, Mr. Sullivan and the Librarian authorized Mr. Fred Louis, architect, and Mr. E. R. Ronald, consulting engineer, to prepare specifications and receive bids on the heating plant and air conditioning for the Junior Art Gallery.

At a meeting Friday, July 24, at 2:00 p.m. in the Librarian's office, bids were opened for the new heating plant and contracts awarded to:

Robert Struck and Sons General Construction	\$22,653.00
Thirlwell and McCrory Electric Company	620.00
A. J. Maddux Heating	<u>17,265.00</u>
Total contract including fees and contingencies	\$47,240.00

At the same meeting bids were opened for air conditioning the Junior Art Gallery and the contract awarded to the York Louisville Company in the amount of \$6,205.00 or total including fees, contingencies, etc. of \$6,825.00

The Committee reports that it is ready to ask for bids on the acoustical treatment of the Junior Art Gallery estimated at \$1,221.00.

The Committee also reports satisfactory progress on all of these projects and asks for approval of this report.

It was moved by Mr. Sanders and seconded by Mr. Schneider that this report of the Building Committee be approved.

Finance Committee: Mr. Schneider gave a report of finances for the month which was ordered filed.

Mr. Schneider then reported for the Finance Committee on the Committee's study of the air conditioning project proposed by the Kaufman-Straus Company. He reported that it was the recommendation of the Finance Committee that the proposal made by Mr. Harry W. Schacter, President of the Kaufman-Straus Company, be rejected and that a negative answer be given by the Board.

After discussion it was moved by Mr. Schneider, seconded by Mr. Powell and carried unanimously that a negative answer be given by the Board to the Kaufman-Straus Company on the air conditioning proposal.

Librarian's Report: The Librarian reported on the Los Angeles Conference of the American Library Association stating that he had received many compliments

on Mr. Powell's talk at the Trustees' Section. He reported a successful Conference and a successful meeting at Santa Barbara at the end of the Conference.

Among the many visitors the Librarian mentioned was Mr. Stuart Perry, the City Librarian of Wellington, New Zealand, who had spent several days visiting this Library.

The Librarian reported on an unsolicited gift of \$25.00 from Mr. Richard Moran. He read the following note which accompanied the check:

500 Josephine Avenue
Detroit 2, Michigan
June 30, 1953

My Dear Sirs,

I want to thank you for the many enjoyable hours I spent at the Eastern Colored Library.

Gratefully yours,

/s/

Richard Moran

There being no further business, the meeting adjourned at 5:00 p.m.

MINUTES APPROVED: _____ President

_____ *James F. Fagin* Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 15, 1953

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. October 15, 1953 in the Librarian's office.

Present: Mrs. Fagin, Messrs. Powell, Rauch, Sanders, Schneider, Steele, Wolford and the Librarian.

Dr. Rauch presided.

Minutes: It was moved by Mrs. Fagin, seconded by Mr. Wolford and carried, that the minutes of the meeting of September 8 be approved as distributed.

Communications: The Librarian read a letter from Miss

Edith M. Welmann, Chairman of the Legislation Committee of the Business and Professional Women's Club of Louisville, Inc., expressing appreciation for service she had received from the Reference Department.

The Board received this communication with appreciation.

The Librarian read the following letter from Mrs. A. H. Gruneisen:

October 13, 1953

Dear Mr. Graham:

Christmas is a little more than two months away. About this time every year the Louisville unit of Kappa Gamma Pi begins to receive Christmas cards from almost every printer of Christmas cards in America. During the summer months we write to museums, hand-craft centers, and regular printing houses for samples of the best of their Christian Christmas art. We tell them that we are interested only in cards that are both truly beautiful and true to the real significance of Christmas, which is Christ's birth of course. From their selections sent to us we choose the best to form an exhibit.

The Kappa Gamma Pi is a national honorary society for Catholic College graduates. We have previously held our Christmas exhibit in the Catholic Information Center on Fifth Street. This year, however, we decided that the exhibit would probably interest more people than the limited number of viewers at the Catholic Center. For that reason we would be very happy to lend our exhibit to the Public Library if you would like to have it.

As mentioned before, the cards are coming in to us now. We should have them sorted and arranged early in November. If you would like the exhibit any time after November 15, please let me know and we shall happily oblige.

Thank you for your consideration, and I hope your interest.

Sincerely yours,

/s/ Rosemarie Gruneisen.

After discussion it was moved by Mr. Sanders, seconded by Mr. Powell and carried unanimously that it was the feeling of the Board that this type of display was not a direct Library related activity and that therefore, the Board would not take advantage of the offer to use this exhibit.

The Librarian then read a communication from Mr. Lewis M. Johnson, attorney for Mr. F. W. Drybrough, concerning a project to legally close for the benefit of and add to the property of F. W. Drybrough, a strip of land 200.20 feet by 5 feet 4 inches, running from west to east on the northern portion of Curran Street adjoining the property of the Library.

The Board visited the location at the rear of the Library building,

88667

studied the blueprint and the property.

It was then voted that this request be referred to the Building Committee for joint study with the Library's legal advisors so that a report could be made at the next meeting of the Board.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$10,528.49 had been audited and found correct. She moved, it was seconded by Mr. Powell and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell, Chairman of the Committee, reported progress on the various projects of the Building Committee. He stated that the work in the Junior Art Gallery had been practically completed and that the remodeling of the Audio-Visual Department was progressing satisfactorily. It was stated that work on the new heating plant was progressing and with continued pleasant weather the heating plant should be completed and in operation shortly.

Mr. Powell then asked the Librarian to read three communications concerning the work of the Committee.

The Librarian read a letter from Mr. R. J. Gardner, treasurer of the Kaufman-Straus Company, calling attention to the fact that the building inspector for the City of Louisville had recommended collapsible elevator car gates be installed on the two old passenger elevators in the Kaufman Straus Building. Mr. Gardner stated that it was his opinion that this matter should be undertaken by the landlord.

The Librarian then read a communication to Mr. S. L. Greenebaum, attorney for Kaufman-Straus, from Judge James W. Stites, attorney for the Library Board. In this letter Judge Stites stated that it seemed quite clear that it was Kaufman-Straus' obligation to install safety doors on the two elevators in question.

The Board received this communication and ordered it filed.

The Librarian then read the following temporary agreement for steam with the Weissinger-Gaulbert Real Estate Company which he had signed after authorization by Mr. Powell, Chairman of the Building Committee.

October 9, 1953

Attention: Mr. C. R. Graham.

This is to confirm my agreement with E. R. Ronald and Associates, who arranged with me to furnish steam to the LOUISVILLE FREE PUBLIC LIBRARY temporarily, while their heating plant is being completed.

Under the above agreement, I will furnish steam at the same rate as last year. However, I will not be responsible for any break down of our pumps, pipes

or anything else in connection with the Library Heating System, as the steam lines had to be changed and a hose connection substituted making it necessary for the Weissinger-Gaulbert to use high pressure steam part of the time. The Weissinger-Gaulbert Real Estate Company will in no way be responsible for any injury to persons or damage to the Library property or any other property.

Weissinger-Gaulbert Real Estate Company.

/s/ Larry Wallace
Larry Wallace, Manager.

The Board expressed its approval at the signing of this agreement.

The Librarian also read a communication from E. R. Ronald and Associates suggesting a new heater with automatic controls for the Outer Highlands part-time branch for a cost of \$255.00. The Board approved this recommendation of the Library's consulting engineers.

Finance Committee: Mr. Wolford gave a report of finances for the month which was ordered filed.

Mr. Wolford then reported on a proposal for a new type of insurance coverage on the contents of the Library buildings. The main advantages of the new type would be that on the "valuable papers" which includes microfilms, books, etc., there would be an all risk policy with no co-insurance clause. It was reported that by changing the type of coverage the Library could increase its insurance coverage with approximately the same premium. It was also pointed out that an additional saving could be made if the insurance were purchased for a five year period instead of a three year period.

After discussion it was moved by Mr. Wolford, seconded by Mr. Schneider and carried unanimously that the Finance Committee and the Librarian be authorized to purchase the new type of insurance in an amount which would call for no considerable increase in the premium now paid, and that they be authorized to use their judgment in deciding whether to purchase this insurance for either a three or five year period.

Librarian's Report: The Librarian reported that Mr. Steele had represented the Library at the dedication of Cotter Homes.

He also reported on a successful meeting at the American Council on Education in Washington at which he spoke.

It was called to the attention of the Board that a new "treasure" had been added to the Reference Department's collection. The book, Ilias Ambrosiana by Homer, was examined with interest by the members of the Board.

New Business: Dr. Rauch announced the appointment of Mrs. Wyatt

to the Library Committee and Mr. Steele to the Building Committee.

There being no further business the meeting adjourned at 5:05 p.m.

MINUTES APPROVED:

Joseph R. Rand President
Harold J. Hagan Secretary

LOUISVILLE FREE PUBLIC LIBRARY
 BOARD OF TRUSTEES MEETING
 November 10, 1953

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. November 10, 1953 in the Librarian's office.

Present: Messrs. Ackerly, Pitt, Powell, Sanders, Schneider, Steele, Sullivan, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Monsignor Pitt, seconded by Mr. Sullivan and carried, that the minutes of the meeting of October 15 be approved as distributed.

Library Committee: Monsignor Pitt read the certification that bills in the amount of \$18,390.21 had been audited and found correct. He moved, it was seconded by Mr. Steele and carried unanimously that bills in this amount be ordered paid.

After discussion it was moved by Mr. Powell and seconded by Mr. Schneider and carried, that all agencies of the Library close at noon on December 24 and reopen at the regular hour on Monday, December 28, and that they close at noon on December 31 and reopen at the regular hour on Monday, January 4.

Building Committee: Mr. Powell read the following report of the Building Committee:

The Building Committee reports that the new heating plant at the Main Library is in operation. There remains pipes to be insulated and a few necessary adjustments to be made.

The new boiler at Highland Branch is in operation and the approximately \$19,000 cost will be partly

covered by insurance. This remains to be adjusted by the engineer and claim adjustors.

The alterations on the Junior Art Gallery have been completed to the satisfaction of all concerned.

The alterations in the Audio-Visual Department are progressing satisfactorily.

Mr. Powell, Chairman of the Committee, accompanied by Miss Kammerer, co-ordinator of Extension Services, and Mrs. Lattimore, Head of the Colored Department, and the Librarian, and a representative of the Municipal Housing Commission, visited the new Cotter Homes Housing Project to inspect the quarters for a proposed library in the community building. All were pleased and enthusiastic about the room which will be provided for library services. This room is 20 x 40 feet with good ventilation and lighting. The Librarian was instructed to call on Mr. Nicholas Dosker in order to find out if it is possible for the Municipal Housing Commission to furnish shelving and floor covering.

It was felt by all concerned that these new quarters would be a great improvement over the present inadequate South Parkland part-time branch.

At its last meeting, the Board referred the matter of Mr. Drybrough's request for the closing of a strip of land on Curran Street, approximately 200 x 5 feet, to the Building Committee and the Library's legal advisors.

The Committee now wishes to report that in its opinion the Library should have no part in an action to give public land to an individual. It therefore, recommends to the Board that the Board take no part in joining with Mr. Drybrough in this suit.

It was moved by Mr. Powell, seconded by Dr. Ackerly that this report of the Building Committee be approved. Motion carried.

Finance Committee: Mr. Schneider gave the report of finances for the month. This was ordered received and filed.

It was also reported by the Finance Committee that under the new type insurance which the Board had previously authorized the Finance Committee to purchase, the Committee had purchased considerably more coverage and a more satisfactory type coverage for an approximate premium of \$9,200 for five years.

It was moved by Dr. Ackerly, seconded by Monsignor Pitt that the report of the Finance Committee be approved and accepted. Motion carried.

Librarian's Report: The Librarian reported that the Board of Aldermen had passed a special ordinance appropriating money for the new heating plant so that now this amount could go back into the original Audio-Visual project.

The Librarian reported on the continued success of the Introduction to Music series in the branch libraries, with attendance ranging from 250 to 350, adults and children for each session.

The Librarian asked for the advice of the Board as to the advisability of installing a "Cointyper", a typewriter for the use of the public which could be operated after the insertion of ten cents for one-half hour use. It was explained that this typewriter would be installed and serviced at no expense to the Library and that the Library would receive 20 per cent of the proceeds.

After discussion it was moved by Mr. Sanders, seconded by Monsignor Pitt that the Librarian be authorized to have one Cointyper installed for the use of the public and if the experiment resulted satisfactorily that he be authorized to install additional machines. Motion carried.

There being no further business, the meeting adjourned at 5:00 p.m.

MINUTES APPROVED: _____ President

_____ *John A. [unclear]* Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 8, 1953

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. December 8, 1953 in the Librarian's office.

Present: Mrs. Wyatt, Messrs. Ackerly, Howe, Pitt, Powell, Rauch, Sanders, Schneider, Steele, Sullivan and the Librarian.

Dr. Rauch presided.

Minutes: It was moved by Mr. Powell, seconded by Dr. Howe and carried unanimously that minutes of the meeting of November 10 be approved as distributed.

Communications: The Librarian read the following letter from Herman G. Handmaker concerning the will of the late Lucile Newmark.

November 16, 1953

Dear Mr. Graham:

Under the will of the late Lucile Newmark, a

bequest was made to the Louisville Free Public Library in the full amount of \$5,000.00. At this time the Executors of the estate are making a partial distribution of the assets, and the enclosed check in the amount of \$3,750.00 represents 75 per cent of the bequest to that institution. We hope that, just as soon as certain tax questions are resolved and certain assets disposed of, the balance of this bequest will be forthcoming.

Will you be kind enough, please, to sign the enclosed receipt, have your signature witnessed, and return it to us in the self-addressed envelope.

Yours very truly,

/s/ Herman G. Handmaker

HGH:nh
Encls.

The Board expressed its appreciation of this bequest.

The Librarian then read the following communication from Mrs. Lattimore, Head of the Colored Department of the Library.

November 17, 1953

Dear Mr. Graham:

In January 1941 the Library Board of Trustees accepted a gift of one thousand two hundred books from the late Dr. August Schachner. The books which were given for the use of Negro doctors are housed in a basement room at the Western Branch Library and the collection is known as the SCHACHNER LIBRARY.

For twelve years we have tried to "push" the Schachner collection into notice and use, only to have the physicians who visited the library find the books quite out-dated and very inadequate for their needs.

The doctors state that they sincerely appreciate Dr. Schachner's treasured gift and his conscientious concern in their professional interests. They acknowledge the gift as a worthy demonstration in behalf of the Negro physicians of Louisville. However, they find that they cannot afford the time to leave their offices in order to do their professional reading and as a result many of them purchase medical books and subscribe to periodical publications. When called upon to present a research paper the doctors state that they go to the University of Louisville Medical School Library where they find, and may check out, bound

periodicals and varied materials which are essential in the preparation of such a course. The Schachner Library has proven little value in securing material for research papers assigned to many physicians because of the rapid growth of medical knowledge and the need for more contemporary information.

Several physicians have suggested that we place the Schachner collection where it can be used - mainly for historical medical reference - in some medical school. Should you like to have these physician's names I shall be glad to give them to you. The librarians concerned with the collection feel as the doctors feel, that the SCHACHNER LIBRARY should be placed where it will be of some service to students of the medical profession.

Very truly yours,

/s/ Naomi Lattimore

After considerable discussion it was moved by Mr. Powell, seconded by Dr. Ackerly and carried unanimously that this matter be referred to the President of the Library Board and a Committee made up of Mr. Schneider, Mr. Steele, representatives of the Falls City Medical Society and such others as the President wished to include; and that this Committee be requested to present a recommendation at the next regular Board meeting.

Library Committee: Monsignor Pitt read the certification that bills in the amount of \$31,072.51 had been audited and found correct. He moved, it was seconded by Mr. Powell and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell, Chairman of the Building Committee, read the following report on the work of the Committee:

Building Committee
December 8, 1953

The Building Committee met in the Librarian's office November 25 at 2:15 p.m.

Present: Messrs. Powell, Steele, Sullivan, the Librarian and the Library's architects, Mr. Louis and Mr. Wiseheart.

Bids for the construction of a radio tower and for the furnishing and installing of a transmission line and antenna and necessary electric work as well as grading, sodding and fencing on the northeast lawn of the Library, were opened. The contract was awarded to the best bid of Dresser-Stacey Company, Columbus,

Ohio, in the amount of \$56,763.00.

This action was taken upon motion by Mr. Sullivan, seconded by Mr. Steele, and carried unanimously.

This project was one of those to which funds from the Special appropriation by the Board of Aldermen was allocated, and had previously been authorized by the Board, to be undertaken under the supervision of the Building Committee.

It was stated that the total cost of this project including contingencies and fees would amount to \$61,771.00.

It was moved by Mr. Powell, seconded by Monsignor Pitt and carried unanimously that this recommendation of the Committee be approved.

Finance Committee: Mr. Schneider gave the report on finances for the month. This was ordered received and filed.

Librarian's Report: The Librarian stated that he had heard informally that there was a likelihood that the Kentucky Bookmobile Project would donate one or more bookmobiles for Jefferson County.

The Board took no action on this report but expressed an interest in hearing further developments.

It was stated that an important addition to the Audio Archive being developed in the Audio-Visual Department was a complete tape recording of Mayor Broaddus's inauguration.

It was reported that three display cases had been given to the Museum by the Southern Optical Company through the courtesy of Mr. Krebs.

The Librarian called to the attention of the Board Members the importance of returning the reply card sent out with the notices of Board Meetings. He stated that it was important so that it could be determined in advance whether or not a quorum was possible.

It was reported that foreign visitors continued to visit the Library. The people here recently to study the Library system for varying periods of time were the City Attorney from Weissenburg, Bavaria, and Miss Ann Newman, Branch Librarian from London, England in this Country on a Fulbright Scholarship, who spent three days studying the Louisville Library.

There being no further business the meeting adjourned at 5:03 p.m.

MINUTES APPROVED:

President

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 12, 1954

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. January 12, 1954 in the Librarian's office.

Present: Mesdames Fagin and Wyatt, Messrs. Howe, Pitt, Powell, Rauch, Steele, Sullivan, Wolford and the Librarian.

Minutes: It was moved by Dr. Howe, seconded by Mr. Powell and carried unanimously that minutes of the meeting of December 8 be approved as distributed.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$15,897.00 had been audited and found correct. She moved, it was seconded by Monsignor Pitt and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell, reporting for the Building Committee, stated that the firm of Robert Struck & Sons had made a low bid of \$9,138.00 for the remodeling of the public toilets at the Main Library. He reported that the Library's architects, Hartstern, Louis & Henry, had recommended that the contract be awarded to the low bidder.

It was moved by Mr. Powell, seconded by Mrs. Fagin and carried unanimously that the architects be authorized to draw up a contract and to proceed with the work.

Finance Committee: Mr. Wolford gave the report on finances for the month. This was ordered received and filed.

Librarian's Report: The Librarian read an excerpt from the Music Service for Newspapers put out by the SATURDAY REVIEW. The excerpt follows:

"Louisville's holiday season was enlivened by a presentation of excerpts from Handel's 'Messiah,' which hardly made it different from hundreds of other communities in the country. However, the Louisville performance had the special distinction of bringing together a Negro chorus with white members of the Louisville Philharmonic and a quartet of solo singers divided among Negro and White. The conductor was Mrs. Barbara S. Miller, children's librarian at Western Branch Library. It is worthy of mention that this is no one time novelty, but the fourth annual demonstration of interracial cooperation."

The Librarian also called to the attention of members of the Board that a new authoritative text book on adult education by Sheats, Jayne & Spence had a section on the work of the Louisville Public Library as one of the ten significant programs in adult education in the United States.

New Business: The Special Committee on the Schachner Memorial Library. The Librarian read the following report of the Committee:

January 12, 1954

Dr. Rauch, President of the Board of Trustees and Chairman of the Special Committee on the Schachner Memorial Library, called a meeting for 4:30 p.m. December 17, 1953, in the auditorium of the Main Library. Representatives of the Falls City Medical Association and others interested in the Schachner Library were invited.

Those present were Miss Blake Beem, Librarian of the University of Louisville Medical School, Dr. Rauch, Mr. Schneider and Mr. Steele of the Board of Trustees, Drs. J. H. Walls, E. H. Allen, Doxer P. Green, J.A.C. Lattimore, as well as Mrs. Lattimore, Head of the Colored Department, and the Librarian.

After considerable discussion, it was moved by Dr. Lattimore, seconded by Dr. Walls and carried unanimously that the Board of Trustees, at the recommendation of the Falls City Medical Association, be authorized to make such use of the Schachner Library that will best serve the purpose according to the Will, of aiding Negro Medical Groups wherever such information and help is needed, that in every instance preference be given to Negro Physicians, hospitals and Medical Schools.

There being no further business the meeting adjourned at 5:30 p.m.

After discussion it was moved by Mr. Wolford, seconded by Mr. Powell and carried unanimously that this report of the Special Committee be approved.

There being no further business the meeting adjourned at 4:35 p.m.

MINUTES APPROVED: _____ President

_____ *John A. Fagin* Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 9, 1954

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. February 9, 1954, in the Librarian's office.

Present: Mesdames Fagin and Wyatt, Messrs. Howe, Pitt, Powell, Sanders, Steele, Wolford and the Librarian.

Mr. Wolford presided.

Mr. Roy Gardner of Kaufman-Straus came into the meeting and read a report of business for the year and stated the amount of excess rental due the Board. (A copy of this report is appended to these minutes, marked "Exhibit A".) After several members of the Board had asked questions of Mr. Gardner, he left the meeting.

Minutes: It was moved by Monsignor Pitt, seconded by Mr. Powell that the minutes of the meeting of January 12 be approved as distributed.

Library Committee: Mrs. Fagin read the certification that bills for the month of January, 1954, in the amount of \$16,423.65 had been audited and found correct. She moved, it was seconded by Mr. Powell and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell read the following report of the Building Committee:

The Building Committee, upon recommendation of the Library's architects, asks for authority to award a contract to Olive Markel Electric Company for the furnishing and installation of new lighting and the necessary panels, conduits, etc., at the Main Library and Crecent Hill Branch, in the amount of \$7,873.00.

This is more than the original estimate of a year ago, but additional lighting has been included as well as lighting for the Watterson Room and exhaust fan in the Bindery. This new figure also includes filter on each fixture to eliminate static causing radio interference in the Audio-Visual Department. This amount is provided in the current budget.

The Committee would like to report that final disposition has been made of the cost of installing a new boiler at the Highland Branch Library. The total cost of this installation was \$1,827.98, of which \$503.50 was borne by the Library's insurance coverage, leaving a balance of \$1,324.48.

It was moved by Mr. Powell, seconded by Mr. Sanders and carried that this report of the Building Committee be approved and that the Committee be authorized to undertake the work.

Finance Committee: Mr. Wolford read the report of the finances for the month. This was ordered filed.

After discussion in which it was brought out that the budget for the remainder of the fiscal year should be revised in the light of the report of the Kaufman-Straus Company's business, it was moved by Mrs. Fagin, seconded by Dr. Howe and carried that the Finance Committee be empowered to revise the budget for the rest of the fiscal year.

Librarian's Report: The Librarian reported that he had received word through Dr. Rauch's secretary to the effect that Dr. Rauch showed some improvement and that she felt optimistic about his condition.

The Librarian announced the successful beginning of a microcard project to microcard the early Americana items listed in Evans' American Bibliography. The Board expressed considerable interest in

this important project which will enable the Louisville Free Public Library, in cooperation with the Library of Congress, to receive a free set of these items as they are published.

The Librarian announced that he had been invited to attend the Massachusetts Library Association's Midwinter Meeting at Boston, at the expense of the Massachusetts Library Association, and to make an address upon the occasion of the 100th anniversary of the Boston Library. He also announced that on February 22 he had been asked to address an all-day institute of the employees of the Indianapolis Public Library in Indianapolis. He asked for authority to proceed to New York between Boston and Indianapolis in order to discuss the microcard project with the Saturday Review and also, if the opportunity permitted, to discuss this project with Dr. Lester of the Carnegie Corporation.

The Board voted to authorize the Librarian to attend the meetings in Boston and Indianapolis at the expense of the respective organizations, and to stop in New York at the expense of the Library. This action was upon the motion of Mr. Powell, seconded by Monsignor Pitt.

There being no further business the meeting adjourned at 5:15 p.m.

MINUTES APPROVED:

_____ President

_____ Secretary

KAUFMAN STRAUS COMPANY
INCORPORATED

OFFICE OF THE PRESIDENT

LOUISVILLE 2, KENTUCKY

February 9, 1954.

Exhibit A

To The Trustees,
Louisville Free Public Library,
4th & York Sts.,
Louisville, Ky.

1953-54 - 202,079.50
200,425.55
16,653.95

Gentlemen:

I wish to thank you for the opportunity of personally appearing before you, in order to give you a brief report of the Kaufman-Straus activities for the year ending January 31, 1954 in connection with the status of the excess rental due you. This is a continuation of a custom established over a number of years.

It is the opinion of Mr. Robert L. Schuss, the new President of the Kaufman Straus Company, that I, being fully familiar with the operations of the company during the past year, would be in a better position to cover some of the matters you might like to discuss. As you no doubt know, Mr. Schuss' tenure of office began on January 4, 1954.

For the fiscal year ending January 31, 1954, the Kaufman-Straus Company did a sales volume of \$7,771,295.35 - which entitles the Louisville Free Public Library to an excess rental of \$115,425.55. This is a slight decrease of \$1,604.24 under last year.

From this sum there is to be deducted, in accordance with the terms of our lease, \$15,000. as the fifth installment payment toward the \$150,000. advanced by the Kaufman-Straus Company to the Library Board for the construction work in our recent remodelling program.

The remaining sum of \$100,425.55 is to be paid in five (5) equal monthly installments - of which check for the first installment in the amount of \$20,085.11 is tendered herewith.

KAUFMAN STRAUS COMPANY
INCORPORATED

OFFICE OF THE PRESIDENT

LOUISVILLE 2, KENTUCKY

Trustees of
Louisville Free Public Library, No. 2.

February 9, 1954.

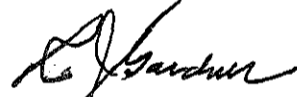
In accordance with our lease, we are obligated to maintain a net current asset position of not less than \$1,000,000. You will be interested to know that as of January 1, 1954, these net assets were in excess of \$2,000,000.

As of February 1, 1954, we still owe you \$2,960.44 on the air conditioning loan. This balance is payable in seven (7) equal installments, the last of which will be made in August 1954. At that time, the air conditioning loan will be repaid in full.

It is very important that the figures cited herewith be kept strictly confidential, and I am sure the Library Board will understand the necessity for this request.

Again, my thanks for the privilege of appearing before you. It is Mr. Schuss' hope that he will receive an invitation from you to appear in the future, and that our very pleasant relationship will continue for many years in the future.

Respectfully submitted,



Roy J. Gardner,
Executive Vice-President.

G:K.
Encl.

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 9, 1954

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. March 9, 1954 in the Librarian's office.

Present: Mrs. Fagin, Messrs. Howe, Pitt, Powell, Sanders, Steele, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Mr. Powell, seconded by Dr. Howe and carried that the minutes of the meeting of February 9 be approved as distributed.

Communications: The Librarian read a note from Dr. Rauch conveying his appreciation to the Board for its good wishes and stating that he hoped to be at the next meeting of the Board.

The Librarian then read the following communication from Mrs. Sue Thurman, Director of the Junior Art Gallery:

March 6, 1954

Dear Friends:

The Junior Art Gallery's Board of Directors has asked me to inquire of you whether it would be within the policies of the library for this gallery to operate a non-profit sales desk -- entirely for educational purposes.

There are currently available excellent teaching aids which relate directly to topics which we deal with in the Junior Art Gallery. For a nickel or a dime, we could usually buy a decent photographic reproduction of each art object which we display. Sometimes there are even related pamphlets.

Making these available to be collected by teachers and children would do two things: (1) it would point up the importance of the originals during their temporary stay in Louisville, and (2) it would cause them to be remembered accurately after their return to the lending institutions in faraway cities.

The sale of such materials is now customary in most city museums. I am informed by Miss Grauman of the Reference Department that several city libraries - for example Chicago Public - also sell educational pamphlets.

From our records I have selected several reproductions which could have been made available during last fall's MARKET and this spring's EARLY BIRDS. As you look them over, you will doubtless share my regret that they were not offered.

With appreciation in advance for your consideration of this question,

/s/ Sue M. Thurman

After discussion it was moved by Mr. Powell, seconded by Dr. Howe and carried unanimously that this request of the Junior Art Gallery be granted.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$17,606.42 had been audited and found correct. She moved, it was seconded by Mr. Powell and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell reported for the Committee that its various projects were progressing satisfactorily. The work on the public rest rooms at the Main Library had been delayed due to non-delivery of equipment. This equipment had now been delivered and the project would be completed shortly. He also reported that the Bindery had been equipped with new lighting and an exhaust fan, and had been newly painted. It was recommended that the Finance Committee include in the revision of the budget, of possible, funds for a new library delivery truck and funds to widen the driveway in front of the Main Library.

It was moved by Mr. Powell, seconded by Dr. Howe, that the recommendation of the Building Committee be approved. The motion carried.

Mr. Wolford reported for the Finance Committee on the revision of the budget for the remainder of the fiscal year. He called to the attention of the Board that authority to revise the budget had been granted to the Finance Committee at the last Board meeting. It was stated that the main change in the budget for the remaining fiscal year was in the allocation of the extra money from the Kaufman-Straus rental. This allocation had gone mainly to the account for books and materials. It was stated also that \$2,831.76 had been allocated toward the purchase of a new truck and that a sum had been set aside for the widening of the driveway. It was moved by Mr. Steele, seconded by Father Pitt and carried unanimously that the Board approve this revised budget.

Mr. Wolford also gave the report of finances for the month which was ordered received and filed.

Librarian's Report: The Librarian reported that the new library in the Cotter Homes housing project in southwest Louisville was equipped and occupied. The community center in which the library is located has been named "Harris Center", and the library will be called the "Harris Library". The center and the library are named after Mrs. Rachel B. Harris, long-time former head of the Colored Department of the Library. It was stated that the formal opening would be at 8 p.m. on March 22. The Librarian also stated that Mr. Wolford had agreed to represent the Library on this occasion.

The Librarian also reported that his stopover in New York had been successful. The Saturday Review had given free of charge a full page (\$850.00) advertisement on the microcard project of Evans items.

The Librarian distributed a report from the Junior Art Gallery to the members of the Board

There being no further business, the meeting adjourned at 5:05 p.m.

MINUTES APPROVED:

_____ President

_____ Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 13, 1954

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m., April 13, 1954 in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Powell, Sanders, Schneider, Sullivan, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Mr. Schneider, seconded by Mr. Powell and carried that the minutes of the meeting of March 9 be approved as distributed.

Communications: The Librarian read a communication from Mrs. Rachel D. Harris expressing appreciation to the Board that the Harris Library at the Cotter Homes project had been named in her honor.

The Librarian read the following letter from Robert A. Paul:

74 Main Street
South Glens Falls, N. Y.
March 7, 1954

Radio Station WFPL
Louisville Public Library
Louisville, Kentucky

Gentlemen:

I guess that old adage still holds -- something about not knowing how good we have it until.....

I had been a steady listener to your station between my arrival in Louisville last July, and my departure last month, but little did I realize how much the fine music and educational programs meant to me until it became necessary for me to leave the area. I just wanted to express, though belatedly, my appreciation for your fine program.

Having been located previously in the New York City area where some several stations broadcast good music with different programs daily, I didn't at first appreciate the week's repetition of program which you offer. I soon began to realize, however, the chance it offered to really study each piece of music, and the aid it was in selecting additional records for my own growing collection.

Having Hi-Fi equipment, I wish to comment also on the high quality of the recordings you used, and note my particular interest in the "ways of mankind" series.

I would be most interested to receive any information which you may have available on the manner in which you operate -- both technically (playback equipment, transmitting power, etc) and organizationally; and any information on N.A.E.B.

Yours truly,

/s/ R. A. Paul

The following communication was read from Mr. William Goering, Secretary of the Taylor-Berry Boulevard Businessmen's Association:

3440 Taylor Boulevard
Louisville 15, Kentucky

February 16, 1954

Mr. C. R. Graham, Librarian
Library Place
Louisville, Kentucky

Dear Sir:

As secretary of the Taylor-Berry Blvd. Businessmen's Association, I have been instructed by the board of directors of this organization to write you regarding the library facilities at 3451 Taylor Blvd.

This organization feels that the general public could be better served if this facility was housed in larger quarters and had longer hours. Please do not feel that this is a criticism to the personnel at this branch, as we feel that they are doing a splendid job within the limited area in which they have to work.

Your help in finding a better location for this branch or your advise as to what steps we might take in order to obtain the needed facilities will be greatly appreciated.

Yours very sincerely,

Taylor-Berry Blvd. Businessmen's
Association
/s/William Goering
Secretary

For the information of the Board the Librarian read his acknowledgement as follows:

23 March 1954

Mr. William Goering
Secretary
Taylor-Berry Boulevard
Businessmen's Association
3440 Taylor Boulevard
Louisville 15, Kentucky

Dear Mr. Goering:

I'm sorry not to have answered your letter of February 16 until now -- I have been in and out of the city.

Will you please state to the Taylor-Berry Boulevard Businessmen's Association that I certainly agree with them that the general public could be better served if the Taylor Boulevard Branch Library were housed in larger quarters and had longer hours. We are always looking for better quarters and the Library would definitely appreciate the help of your association in securing improved quarters for a price which we can afford. Please be assured that I am ready to do anything in my power to improve the library facilities in your community.

I shall be happy to discuss this matter with you at any time.

Sincerely yours,

/s/ C. R. Graham
Director

The Librarian read a letter from Mr. Tom B. Johnson congratulating the Library on instituting the new identification card for book charging. Mr. Johnson also expressed appreciation of Mrs. Stoner, Miss Coleman, and Miss Sabrie at the Highland Branch Library.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$18,661.49 had been audited and found correct. She moved, it was seconded by Mr. Sanders and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell reported for the Committee, that the renovation of the public rest rooms was nearing completion. He also asked the Librarian to read the following letter from Mr. W. F. Watkins, Director of the City Department of Traffic Engineering:

29 March 1954

TO: Mr. Allen Schneider
Assistant City Attorney

FROM: W. F. Watkins
Director

We are anxious to change the Library driveway which is one-way from Fourth Street to Third Street, to a one-way driveway from Third Street to Fourth Street. The reason for this is that no left turns are permitted at Fourth and York, yet cars are making left turns into the Library entrance and the condition is quite confusing.

Please clear this with the Board of Directors as well as with Mr. Graham and notify me as soon as possible.

Yours truly,

/s/ W. F. Watkins

Mr. Powell moved, it was seconded by Mrs. Fagin and carried that the Board of Trustees approve of this change in the Library driveway.

Mr. Powell reported that the recommendation of the Library's architects was that the basement corridor be renovated for the sum of \$1,557.00 and that the office suite be renovated for the approximate sum of \$2,615.00. After discussion it was moved by Dr. Ackerly, seconded by Mr. Schneider that the Board approve these recommendations and that the Building Committee be instructed to accept bids on the work as estimated above. The motion carried.

Mr. Powell also reported that the new lighting in the Order and Catalog Departments, the basement corridor, the auditorium and the Kentucky Room had been completed and that new lighting was being installed at the Crecent Hill Branch Library.

Finance Committee: Mr. Schneider gave a report of finances for the month which was ordered filed.

Mr. Schneider asked that the Librarian read the agreement with the Municipal Housing Commission governing use of the branch library space in the Cotter Homes Community Building which provided for heat, light, and janitor service for a fee of \$25.00 per month beginning March 1, 1954. It was moved by Mr. Sanders, seconded by Mr. Schneider and carried unanimously that this agreement be approved and ratified.

Librarian's Report: The Librarian reported that the Library had been invited to purchase a membership in the Chamber of Commerce. After some discussion the Librarian was asked to get more information as to the perquisites obtainable for the \$25.00 membership fee.

Election of Officers: Mr. Powell reported as Chairman of the Nominating Committee. Before giving the report he asked the Librarian to read the following communication from Dr. Rauch, President of the Board:

Temple Adath Israel
Louisville 3, Ky.

April 9, 1954

Mr. Clarence Graham, Executive Secretary
Louisville Free Public Library
Library Place
Louisville, Kentucky

Dear Mr. Graham:

I have your letter calling attention to the regular meeting of the Board of Trustees on April 13 at which time there will be the election of officers for the ensuing year.

I wish I could attend but I must forego the privilege this month. I look forward to being present at the May meeting.

And now I want to ask a favor from the Board. I shall greatly appreciate if I may be permitted to step aside from the office of the presidency and take my place just as a regular member of the Board. I have been honored with this office longer than any of my predecessors and I appreciate this very much. In the thirty-two years of my association with the Library I have had the honor of being president for twenty-nine years. I am grateful for this recognition shown me by the official family of the Library. Now the time has come, perhaps it should have been much sooner, to step aside and take my place in the ranks.

I want to assure you that my interest in and anything I can do for the Library will be the same as it always has been.

Trusting you will accede to my request and assuring you of every good wish to all of you, I am,

Very sincerely yours,

/s/ Joseph Rauch

Mr. Powell then presented the following slate: President Emeritus, Joseph Rauch; President, Leo T. Wolford; Vice-President, Mrs. Starling Fagin; Secretary, Monsignor Felix Pitt; Treasurer, Kentucky Trust Company.

Mr. Wolford left the chair and Mr. Sanders assumed the chair. Mr. Powell moved and it was seconded by Mr. Sullivan and carried unanimously that the nominations be closed and that the Secretary be empowered to cast one ballot for the entire slate.

There being no further business, the meeting adjourned at 5:15 p.m.

MINUTES APPROVED: _____ President

_____ Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 11, 1954

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. May 11, 1954 in the Librarian's office.

Present: Mesdames Fagin and Wyatt, Messrs. Ackerly, Howe, Powell, Sanders, Schneider, Steele, Wolford, and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Dr. Howe, seconded by Mr. Schneider and carried, that the minutes of the meeting of April 13 be approved as distributed.

Communications: The Librarian read a letter from Dr. Rauch to the Board of Trustees thanking them for acceding to his request and accepting his resignation as President of the Board of Trustees. The letter also congratulated the Board on securing the services of Mr. Wolford as President.

The Librarian also read a copy of a letter written by Dr. Rauch to Mr. Wolford stating that not only the Library but Louisville is to be congratulated upon securing Mr. Wolford as President of the Board of Trustees. These communications were ordered received and filed.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$20,425.49 had been audited and found correct. She moved, it was seconded by Mr. Sanders and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell stated that the Building Committee wished to report progress on all of its projects.

Finance Committee: Mr. Schneider read the report of finances for the month which was ordered received and filed. Mr. Schneider also reported that he, Mr. Wolford and the Librarian had attended the City budget hearing and that it appeared that the budget would

have to be cut to the figure the Library received for the current year.

Librarian's Report: After the Librarian explained to the Board that the regular June meeting on the 8th with two legal holidays during that week would make it practically impossible to get the bookkeeping done for the payment of bills by the 8th, Mr. Powell moved, it was seconded by Mr. Schneider and carried that the June Board meeting be postponed from June 8th to June 15th.

The Librarian called to the attention of the Board an article concerning the work of the Library, the Louisville Orchestra, the Junior Art Gallery, etc., in the May issue of "Mademoiselle".

The Librarian announced receipt of the last check for \$1,250.00 representing the balance due on a bequest to the Library from the late Lucille Newmark.

It was announced that the project to microcard the items listed in Evans' American Bibliography was a success inasmuch as the requisite number of subscriptions to insure a free set of microcards for the Louisville Library and for the Library of Congress had been entered.

The Librarian distributed the annual report of the Junior Art Gallery and also presented a copy of Libraries and Lotteries to those members of the Board who had not previously received one.

New Business: Mr. Wolford asked that the Librarian read the list of new Committee appointments which he had made, and expressed the wish that the members listed would agree to serve on these committees. The Librarian read the following:

Library Committee: Mrs. Fagin, Chairman
Mrs. Wyatt
Mr. Sanders

Building Committee: Mr. Powell, Chairman
Mr. Sullivan
Mr. Steele

Finance Committee: Mr. Schneider, Chairman
Monsignor Pitt

Museum Committee: Dr. Howe, Chairman
Dr. Ackerly

The President, Mr. Wolford, serves ex-officio on all committees.

The President-Emeritus, Dr. Rauch, serves ex-officio on all committees.

The Executive Committee consists of Mrs. Fagin, Mr. Powell, Mr. Schneider and Dr. Howe.

There being no further business the meeting adjourned at 4:45 p.m.

MINUTES APPROVED: _____ President

_____ Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 15, 1954

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. June 15, 1954 in the Librarian's office.

Present: Mrs. Wyatt, Messrs. Howe, Pitt, Powell, Sanders, Schneider, Wolford, and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Dr. Howe, seconded by Mr. Schneider and carried that the minutes of the meeting of May 11 be approved as distributed.

Library Committee: Mrs. Wyatt read the certification that bills in the amount of \$24,544.78 had been audited and found correct. She moved, it was seconded by Msgr. Pitt and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell reported that the plans and blueprints for widening the driveway have been completed by the City Engineer's office. The Library has \$2,800. in the budget for this work. Mr. Powell stated that the Library is waiting to see if the City Engineer's office will undertake any more of the work.

He also stated that the work of plastering and providing a door for storage space under the stairs would cost an estimated \$700. Mr. Powell moved, Msgr. Pitt seconded, and it was carried unanimously that the work of completing storage space under each basement stairway be undertaken for an estimated \$700.

Finance Committee: Mr. Schneider read the report of finances for the month which was ordered received and filed. He also reported on the budget hearing which he, Mr. Wolford, and the Librarian attended. It was stated that the Library expected to receive the same amount of money from the City that it received for the preceding fiscal year. The Board was reminded that this in effect was a decrease due to the fact that the Library's Kaufman-Straus mortgage commitments were \$8,000. more than the preceding year.

Librarian's Report: The Librarian reported that the new section of the public card catalog had arrived and was being installed.

He also reported on the successful beginning of the Evans microcard project. It was stated that 13 subscriptions were needed to make the project a financial success and that at the present time 31 subscriptions had been received. This, he added, guaranteed a free set of these important microcards for the Louisville Free Public Library and the Library of Congress, co-sponsor of the project.

There being no further business the meeting adjourned at 5 p.m.

MINUTES APPROVED: _____ President

_____ Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 14, 1954

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. September 14, 1954, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Howe, Powell, Rauch, Sanders, Schneider, Steele, Sullivan, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Dr. Rauch, seconded by Mr. Powell and carried that the minutes of the meeting of June 15 be approved as distributed.

Communications: The Librarian read a communication from Mr. Moses Bergher who, before returning to his native country of Venezuela, wrote to express his appreciation for the services rendered him by the Louisville Free Public Library. The Board expressed appreciation for this communication.

Library Committee: The Librarian read the following two authorizations of the Executive Committee:

13 July 1954

To the Executive Committee:

At the last Board meeting it was decided to pay the bills for the month by authorization of the Executive Committee if it was discovered that it would be impossible to have the regular Board meeting, July 13, because of the lack of a quorum. This authorization would be ratified at the next regular meeting of the Board.

Bills for the month, amounting to \$23,685.55, covered by Voucher No. 756, checks Nos. 5618-5794, have been audited and found correct. If you approve payment of these bills, please sign below.

Yours very truly,

/s/C. R. Graham, Director

APPROVED:

/s/ Leo T. Wolford Foree F. Fagin H. Cecil Powell

10 August 1954

To the Executive Committee:

Inasmuch as it was impossible to have a regular August 10 meeting of the Board, because of the lack of a quorum, it is suggested that the Executive Committee authorize payment of this month's bills. This action can be ratified at the next regular meeting of the Board.

Bills for the month, amounting to \$15,662.50, covered by Voucher #760, checks Nos. 5793-5940, have been audited and found correct. If you approve payment of these bills, please sign below.

Yours very truly,

/s/ C. R. Graham, Director

APPROVED:

/s/ Leo T. Wolford H. Cecil Powell Foree F. Fagin

It was moved by Mr. Powell, and seconded by Dr. Rauch that the Board ratify these two actions of the Executive Committee. The motion carried.

Mrs. Fagin read the certification that bills for the month of August amounting to \$26,536.90 had been audited and found correct. She moved, it was seconded by Mr. Steele and carried that bills in this amount be ordered paid.

Building Committee: Mr. Powell summarized the work of the Building Committee as follows:

September 13, 1954

The basement corridor and the administrative offices have been redecorated under authorization previously granted by the

Board. New chairs and furniture will be purchased with any balance in the allocated funds for the project.

The tower and the Audio-Visual Department renovations are completed, and odds and ends such as the sidewalk to the tower are being completed today.

Bids have been accepted for air conditioning the public departments of the Main Library. Total allocated for the project is a balance of \$17,000.00 left in the special capital improvements fund.

The new truck has been delivered at a cost of \$2,340.00 and is in operation.

The architect was authorized to advertise for bids for widening the driveway in front of the Main Library. A sum of \$2,800.00 was allocated by the Board for this purpose.

After discussion it was moved by Mr. Powell and seconded by Mr. Sullivan that the action of the Building Committee as shown by this report be approved. The motion carried.

Mrs. Fagin brought up the problem of lack of sufficient lighting on the Library's walks and lawn. She stated that she had been told that many women do not care to come to the Library at night because of the lack of sufficient lighting. After discussion it was moved by Dr. Rauch, seconded by Mr. Schneider and carried that the Building Committee be authorized to install sufficient floodlighting to alleviate this condition.

Finance Committee: Mr. Schneider read the following authorization for the purchase of insurance granted to the Finance Committee by the Executive Committee.

16 August 1954

To the Executive Committee:

The Finance Committee and Mr. Wolford met with Messrs. Swope and Dick, the Library's insurance advisers, in Mr. Wolford's office Friday, August 13. The discussion was on the subject of the amount and type of insurance which should be purchased for the new radio tower on the Main Library property.

After considerable discussion it was concluded that it was necessary to have the tower covered by insurance before the September meeting of the Board. It was the suggestion, therefore, of the Finance Committee, concurred in by the President of the Library Board, that the Executive Committee authorize the Finance Committee to purchase the following types and amounts of insurance. It was understood that this authorization would be ratified by the Board at its next regular meeting.

TYPE	AMOUNT	APPROXIMATE PREMIUM
Radio Tower (80% clause)	\$ 55,000.	\$ 2200. (five years)
Damage to Main Library and Furniture and Fixtures by collapse of Tower.	\$100,000.	\$ 400. (five years)
Liability - Bodily Injury Limits the Main, Branches and Tower.	\$100/300,000.	
Property Damage the Main and the Tower.	\$ 50,000. or 100,000.	\$ 1800. (three years)

At the present time Liability insurance for Bodily Injury only is carried on the Main and on the Branches, with limits of \$50/100,000. All other items listed above are new.

Approximate costs at this time are \$3400. This includes credits on existing insurance.

If you approve of this recommendation of the Finance Committee, asking for authorization to purchase the above amount of insurance, please sign below.

Yours very truly,

/s/ C. R. Graham, Director

APPROVED:

/s/ Foree F. Fagin H. Cecil Powell Lawrence L. Howe

After discussion it was moved by Dr. Rauch, seconded by Mr. Powell that this action of the Executive Committee be ratified. The motion carried.

Mr. Schneider then gave the report of finances for the month which were ordered received and filed.

Librarian's Report: The Librarian asked for authorization to establish a special bank account for the Evans microcard project.

Upon motion by Dr. Rauch, seconded by Mr. Steele, this matter was referred to the Finance Committee with power to act.

The Librarian reported that, using the same figures that other libraries had used, namely $1\frac{1}{2}$ inches per book, he had determined that the Louisville Free Public Library system owned approximately $13\frac{1}{2}$ miles of books.

It was also called to the attention of the Board that the past year's circulation showed an increase of 10%.

It was reported that the Library's second radio station, WFPK, was in operation and had been heard as far away as Dayton, Ohio and Indianapolis.

The Librarian reported that lettering on the new Library truck included a replica of the bronze seal which is located in the center of the lobby floor of the Main Library. He reported that the Reference Department had determined that this seal was a cipher which had been used by the kings of France and had been incorporated in the grand staircase of the palace at Versailles. The architects had evidently found a design which stood for Louisville Library as well as the relationship between Louisville and the part played in its founding by Louis XVI.

The Librarian reported that Judge Van Arsdale of the Jefferson County Fiscal Court had spoken to him concerning the relationship between the Jefferson County Fiscal Court and the Louisville Free Public Library in the operation of two bookmobiles to be presented to Jefferson County by the Kentucky Bookmobile project.

After discussion it was moved by Mr. Schneider, seconded by Mr. Powell and carried that the matter be referred to the Library Committee with power to act, to accept and operate these bookmobiles in agreement with the Jefferson County Fiscal Court.

Unfinished Business: The Librarian read a letter to Mr. Wolford from Mr. John Tarrant, representing Mr. Fritz Drybrough, concerning a "confused situation existing relative to Curran Street." After discussion it was moved by Mr. Schneider, seconded by Mrs. Fagin and carried that this matter be referred to the Building Committee and to the Library's attorney, Judge James W. Stites.

There being no further business the meeting adjourned at 5:20 p.m.

MINUTES APPROVED: _____ President

_____ Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 12, 1954

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. October 12, 1954, in the Librarian's office. Due to a violent rainstorm it was discovered that it would be impossible to obtain a quorum of seven members. However, the six members of the Board who were present decided to proceed with the meeting, acting as an Executive Committee, and to request that action taken in this Executive Committee meeting be ratified at the next regular meeting of the Board.

Present: Mrs. Wyatt, Messrs. Howe, Powell, Rauch, Sanders, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Dr. Rauch, seconded by Mr. Powell and carried that the minutes of the meeting of September 14 be approved as distributed.

Library Committee: Mr. Sanders read the certification that bills for the month of September amounting to \$10,710.88 had been audited and found correct. Mr. Powell moved, it was seconded by Dr. Rauch and carried that bills in this amount be ordered paid.

Building Committee: Mr. Powell, reporting for the committee, stated that the air conditioning compressor and coil had arrived and were being installed. Mr. Powell read the recommendation of Hartstern, Louis and Henry, the Library's architects, recommending that a contract be awarded to the Louisville Asphalt Company for the low bid of \$3,123. for widening and resurfacing the entrance drive in front of the Library. With the architect's fees and contingencies the total for this work would run \$3,475.90.

Mr. Powell explained that \$2,800.00 had been budgeted for this project. Mr. Powell moved, it was seconded by Dr. Rauch and carried that this problem be referred to the Finance Committee for report. Mr. Powell then read the following communication from Mr. W. Clarence Haberer, of E. R. Ronald and Associates, concerning outdoor lighting of the Library grounds.

October 12, 1954

Subject: Outdoor Lighting

Dear Mr. Graham:

At the request of you and Mr. Powell we have observed the conditions regarding lighting the Library grounds and in our opinion the most satisfactory method would be to provide lighting standards alongside the inner walks.

These should be 10' to 12' high with a lantern at the top having a 200 or 300 watt bulb. The standards should be supplied by underground cable connected to a time clock.

Approximately nine of these standards would be required due to the large number of trees on the premises. There are forty-four trees in all.

We have obtained a rough estimate from the Markel Electric Company which amounts to \$4,575. Of this amount \$1,543. is for standards.

We realize that this is probably more than you wish to spend but since the Library is an attractive public building, it should be done right or not at all.

I will be available this afternoon if you wish to call me.

/s/ W. Clarence Haberer

Very truly yours,

E. R. RONALD & ASSOCIATES

After discussion it was moved by Dr. Rauch, seconded by Mr. Sanders and carried that the Building Committee experiment with the use of small spotlights instead of the expensive standards as mentioned in the letter from Mr. Haberer.

Mr. Powell reported that correspondence concerning Curran Street had been turned over to Judge Stites, the Library's attorney, and that Judge Stites had reported that in his opinion the Board should wait for a clear proposal from Mr. Drybrough, and there seemed to be nothing definite to consider or to act upon at this time.

Finance Committee: Mr. Wolford read the report of finances for the month which was ordered received and filed.

Librarian's Report: The Librarian read a communication from Miss Margaret Willis, President of the Kentucky Library Association, requesting that all agencies of the Library be closed at 6 p.m. Friday, October 29, so that Library employees could attend the annual K.L.A. banquet. It was moved by Dr. Rauch, seconded by Mr. Powell and carried that the Library system be closed at 6 p.m. Friday, October 29.

The Librarian announced that the Federal Communications Commission had granted a license for the new transmitter which was now broadcasting.

It was announced that the present month showed a circulation increase of 10,000 over the same month of the preceding year.

The Librarian invited Board members to attend as many sessions of the K. L. A. as was convenient.

There being no further business, the meeting adjourned at 4:55 p.m.

MINUTES APPROVED:

Dr. W. Wolford President

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 16, 1954

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. November 16, 1954, in the Librarian's office.

Present: Mesdames Fagin and Wyatt, Messrs. Ackerly, Powell, Rauch, Sanders, Schnedier, Steele, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Mrs. Fagin, seconded by Mr. Powell and carried that the minutes of the meeting of October 12 be approved as distributed. It was pointed out that, due to a violent rainstorm, it was impossible to obtain a quorum and that the meeting of October 12 had been an Executive Committee meeting. It was then moved by Mr. Powell, seconded by Mr. Steele and carried unanimously that this approval of the minutes be interpreted as ratifying the action of the Executive Committee at that meeting of October 12.

Communications: The Librarian stated that he had been asked by the President of the Kentucky Library Association to read a resolution of appreciation of Dr. Rauch which was adopted by the Executive Board of that Association at its recent annual conference. He read the resolution and members of the Board expressed pleasure that the Board meeting had been the occasion of this reading.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$22,369.23 had been audited and found correct. She moved, it was seconded by Mr. Powell and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell reported on the work of the Committee. He reported progress on the several projects now being carried on.

It was also reported that the firm of Bass, Weisberg, & Shapiro as an agent had offered the sum of \$70,000. for the museum property. After discussion it was moved by Dr. Rauch and seconded by Mr. Powell that at the present time the Library does not contemplate disposing of the property. The motion carried.

Finance Committee: Mr. Schneider gave the report of finances for the month which was ordered filed.

Mr. Schneider, reporting as Chairman of the Committee, stated that the Finance Committee recommends that checks for payroll and for the regular monthly bills not exceeding \$1,000. be signed by the use of a signature facsimile plate and a mechanical check protector. The Committee further recommends that because the mechanical check protector is not made to protect checks in excess of \$999.99 that checks of \$1,000. and over will continue to have manual signature as at the present authorized. Vouchers for the above mentioned checks will continue to be signed by members of the Board as at present.

Whereupon, it was moved by Mr. Sanders, seconded by Dr. Rauch and carried

that this recommendation of the Finance Committee be approved.

Mr. Schneider stated that the Committee also recommends that a new checking account be established at the First National Bank's Fourth Street office in the name of the Louisville Free Public Library Microcard Project. It is recommended that checks drawn on this account be signed by the mechanical check protector and signature facsimile plate.

After discussion it was moved by Mr. Schneider, seconded by Mrs. Fagin and carried unanimously that this recommendation to establish a separate bank account for the Microcard Project be approved.

It was also recommended that reports of withdrawals and deposits in this account be reported periodically to the Board.

The problem of widening and resurfacing of the entrance driveway had been referred to the Finance Committee. \$2,800. had been budgeted and the low bid for the work, including fees and contingencies was \$3,475.90. The Finance Committee reports that there is available the required \$675.90 in unallocated funds in the repairs and improvements budget and it therefore recommends that the Building Committee be authorized to proceed with the work.

It was moved by Mr. Sanders, seconded by Mr. Schneider that the Building Committee be ordered to proceed with the work of widening the driveway.

Librarian's Report: The Librarian asked for instructions for closing the Library system for Christmas and New Year's holidays. After discussion it was moved by Mrs. Fagin, seconded by Mr. Powell and carried unanimously that all agencies of the Library be closed December 24 through December 26 for the Christmas holidays, and December 31 at noon through January 2 for the New Year's holiday.

The Librarian mentioned that information concerning the Evans microcard project had received wide circulation through the Information Bulletin of the Library of Congress.

He also stated that former mayor Charles Farnsley had suggested to Mr. Wolford and the Librarian that the Library consider commissioning the Lexington artist, Victor Hammer, to design a seal for the Library, based on the brass design on the floor of the Main Library lobby. Mr. Hammer is the artist who designed the seal for the City of Louisville and for the University of Louisville.

After discussion it was moved by Dr. Rauch, seconded by Dr. Ackerly, and carried that the Library Committee be authorized to negotiate with the artist concerning a seal.

The Librarian mentioned that a United Press story concerning the Library had received wide circulation and that he had received clippings from Fairbanks, Alaska, as well as many places in California, and had also received letters from individuals who had heard the story over radio.

There being no further business the meeting adjourned at 5:09 p.m.

MINUTES APPROVED:

Res. Wolford President_____
SecretaryLOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 14, 1954

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. December 14, 1954, in the Librarian's office.

Present: Mesdames Fagin and Wyatt, Messrs. Pitt, Powell, Rauch, Sanders, Schneider, Sullivan, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Dr. Rauch, seconded by Mr. Schneider and carried that the minutes of the meeting of November 16 be approved as distributed.

Communications: The Librarian read the following communication from Mr. Louis Bass of the firm of Bass and Weisberg, Realtors:

December 2, 1954

Board of Trustees
Louisville Free Public Library
Fourth and York Streets
Louisville, Kentucky

Dear Gentlemen:

About a month ago we showed your Board of Directors the property at Brook and College, for which we are the listing agents. At this time, several of the board members seemed quite interested, but realized nothing concrete could be done until the present property, the old Monsarrat School, at 5th and York, was sold. We began trying to secure a buyer for the property located at 5th and York, so that the Library Board would be in a better position to negotiate for the property at Brook and College

We were able to obtain an offer for \$70,000.00, which was a starting point. We fully realize that your present building, at 5th and York, is not for sale, although, we were led to believe that some of the Board members preferred a larger and more suitable building for the museum. Consequently, we tried and succeeded in obtaining an offer, but the board saw fit not to entertain a counter proposition.

If the board will tell us of their attitude in regard to selling their present property and buying the property at Brook and College, or trading, we feel we would be in a better position to negotiate for all concerned.

Sincerely yours,

/s/ Lewis Bass, Realtor
Bass & Weisberg, Realtors

LG:sjg

After discussion it was moved by Dr. Rauch, seconded by Mr. Powell and carried that the Librarian quote the action of the Board on November 16 to answer the communication. This November 16th action was that the Library at the present time does not contemplate disposing of the Monsarrat School property.

The Librarian also read the following communication from Miss Margaret Willis, resigning as Head of the Circulation Department:

December 10, 1954

Dear Mr. Graham:

As you know, there are some new jobs available in the Library Extension Division. There is a great deal of work to be done, much of which should be intensely interesting. I have had a really hard time coming to a decision, but I have finally decided to go to work for that Division.

How much notice do you think that I should give to the library? I shall do as you say, naturally.

My ten years with the Louisville Free Public Library have meant a lot to me; I hope not to sever all ties completely, since your library works so closely with the Library Extension Division.

My very best wishes to you and your assistants.

Most sincerely,

/s/ Margaret Willis

After discussion it was moved by Mr. Sanders, seconded by Mr. Schneider and carried that the Board accept this resignation with regret, and that a suitable testimonial of appreciation be present on behalf of the Board to Miss Willis.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$24,796.80 had been audited and found correct. She moved, it was seconded by Mr. Powell and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell, reporting for the Building Committee, stated that the driveway in front of the Library had been widened and that

the asphalt was ready to be installed. He reported also that several lights had been placed on the building experimentally to see the effect of the lighting on the lawn. It was announced that two dogwood trees had been planted by the Outdoor Art League on the Third Street side of the Library lawn. Work on the new air conditioning installation was progressing satisfactorily, Mr. Powell stated.

Finance Committee: Mr. Schneider gave the report of finances for the month which was ordered filed.

Librarian's Report: The Librarian read a communication from Mrs. Josephine Johnson of the Staff Association, outlining tentative plans for an all day in-service institute to be conducted by the staff of the Library. It was suggested that this institute be held on a day when most of the system was closed for a holiday. It was stated that all agencies of the Library except the Main Library and Western Branch were closed on February 22.

The Board expressed approval of the plans and appreciation of the professional interest shown by the staff. After discussion it was moved by Dr. Rauch, seconded by Mr. Powell and carried unanimously that the Board approve the suggestions of the Staff Association, and that it give all encouragement to the project, and that all agencies of the Library be closed on February 22 so that all employees could attend the meetings.

The Librarian mentioned that Dr. Justus Bier, who had been negotiating with Mr. Victor Hammer concerning the designing of a Library seal, had suggested that the Board mention a maximum figure which he could offer to Mr. Hammer, and that he would carry on the negotiations. The Librarian stated that Dr. Bier had suggested \$250.00 as a maximum figure. The Board approved this suggestion.

There being no further business the Board adjourned at 4:53 p.m.

MINUTES APPROVED:

Dr. Rauch President

P. M. Pitt Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 11, 1955

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. January 11, 1955, in the Librarian's office.

Present: Messrs. Howe, Pitt, Powell, Rauch, Steele, Sullivan, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Father Pitt, seconded by Mr. Powell and carried that the minutes of the meeting of December 14 be approved as distributed.

Communications: The Librarian read the following communication from Mr. Frank T. Dillon:

The Young Men's Christian Association
231 W. Broadway
Louisville, Ky.

December 29, 1954

Louisville Free Public Library
Audio-Visual Department
Library Place
Louisville 3, Ky.

Att'n: Messrs. Salley and Farnsley

Gentlemen:

Attached hereto you will find a check for \$500.00 which comes to the Audio-Visual Department as a gift from Mr. and Mrs. Dulaney Logan, Route #1, Box 449, Louisville, Ky., transmitted through the Young Men's Christian Association.

While there are no restrictions on the gift, it is the hope of the donors that the money will be used in improving the FM Station in any way that Messrs. Salley and Farnsley see fit. Mr. and Mrs. Logan are appreciative of the very fine programs the Audio-Visual Department makes available to the citizens of Louisville.

Very cordially yours,

/s/ Frank T. Dillon
General Secretary

FTD:algn
Encl.

It was moved by Father Pitt, seconded by Dr. Howe and carried that this gift be accepted and that a letter of appreciation be sent to Mr. and Mrs. Logan, with a copy to Mr. Dillon.

Library Committee: Dr. Howe read the certification that bills in the amount of \$11,945.92 had been audited and found correct. He moved, it was seconded by Mr. Powell and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell, reporting for the Building Committee, stated that the driveway in front of the Main Library had been completed, and that the Police Department had repainted the metered parking spaces.

It had been reported at the last meeting that the Outdoor Art League had planted two dogwood trees on the east lawn of the Main Library. Mr. Powell reported that during the holidays one of these trees was destroyed by vandals, but that the Library had replanted the trees and had ordered iron fence guards to be placed around these trees.

Mr. Powell stated that during the construction of the heating plant and tower, trucks of a necessity drove on the lawn to such an extent that a roadway was made. Now that the construction was over, parkers had made a habit of driving on the lawn. Therefore it is planned to erect a temporary post and chain fence until this area can be sodded and the roadway made into a lawn again.

Finance Committee: Father Pitt gave the report of finances for the month which was ordered filed.

Father Pitt also reported on the need for additional insurance on the Kaufman-Straus building as called for by the lease. The lease requires that the Library carry insurance in the amount of 100% of the insurable value of the building. The recent annual report of the Marshall and Stevens Company shows that the Library must purchase an additional \$47,000. of insurance in order to comply with lease requirements.

After discussion it was moved by Father Pitt, seconded by Mr. Steele and carried that this additional amount of insurance be purchased by the Library for the Kaufman-Straus property.

Librarian's Report: The Librarian read a communication from Miss Jane Mattingly conveying her resignation in order to enter a Dominican convent. It was moved by Mr. Powell, seconded by Dr. Rauch and carried that Miss Mattingly's resignation be accepted with regret.

New Business: Mr. Wolford reported that he and the Librarian

had met with Mr. Schuss, President of the Kaufman-Straus Company, and Mr. Gardner, Vice-President. Mr. Schuss had proposed that the Library Board help the Kaufman-Straus Company to renovate the air-conditioning system and to install air-conditioning on the fifth floor, which has not been air-conditioned. The cost was estimated at \$150,000.

Mr. Schuss proposed that Kaufman-Straus pay half and that the Library pay half of the \$150,000. He proposed that Kaufman-Straus would advance the Library's \$75,000. for the project and that this amount would be paid back to Kaufman-Straus by the Library by deducting it from the rentals owed to the Library.

It was pointed out that the Library was now paying back \$150,000. advanced to it by Kaufman-Straus which had been used in the building renovation project. This \$150,000. amount was being paid back by deductions from rentals owed to the Library at the rate of \$15,000. per year. Mr. Schuss proposed that this additional \$75,000. for air-conditioning could be paid back at the rate of \$15,000. per year, but that these payments would be begun only when the \$150,000. amount had been paid off.

After discussion it was moved by Dr. Rauch, seconded by Dr. Howe and carried that the Chairman of the Finance Committee, the Chairman of the Building Committee, the President of the Board, Judge Stites and the Librarian be appointed as a committee to study this question and report to the Board.

There being no further business the Board adjourned at 5:15 p.m.

MINUTES APPROVED:

Russ. Kaufman President

_____ Secretary

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LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 8, 1955

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. February 8, 1955, in the Librarian's office.

Present: Mrs. Wyatt, Messrs. Pitt, Powell, Sanders, Schneider Sullivan, Wolford and the Librarian.

Mr. Wolford presided.

Mr. Schuss, President of Kaufman-Straus Company, and Mr. Roy Gardner came before the Board to present the annual report of the Kaufman-Straus Company. Mr. Schuss read the report which is appended to these minutes as Exhibit A.

Minutes: The Librarian called to the attention of the Board the fact that the mimeographed minutes distributed previously had contained a typographic error and that the date for the previous meeting should have been January 11 instead of December 14.

It was moved by Mr. Schneider, seconded by Monsignor Pitt and carried that, with this correction, the minutes be approved as distributed.

Communications: The Librarian read a letter from Mr. H. T. Meiners, Director of the Department of Public Works of the City of Louisville, notifying the Library Board that it was to correct certain conditions concerning the Fourth Street sidewalk, at Library expense. The Board voted to refer this letter to the Building Committee and the Finance Committee for study and report.

Library Committee: Mr. Sanders read the certification that bills for the month of January in the amount of \$15,314.50 had been audited and found correct. He moved, it was seconded by Monsignor Pitt and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell reported for the Building Committee that Mr. Henry, the Library's architect, had examined the roof at Western Branch Library and reported that the present flat copper roof, approximately 24' x 54', could not be repaired and that it had been recommended that a new tin roof plus other gutter and flashing work be undertaken for approximately \$1200. Mr. Powell also reported that Mr. Henry had examined the asphalt tile on the floor at Highland Branch Library and had recommended that plywood be installed over the sub-floor in the center wing and new tile installed, at an approximate cost of \$660.00. After discussion the matter of the roof and the floor was referred to the Building Committee with power to act. This motion by Monsignor Pitt was seconded by Mr. Schneider and carried unanimously.

Finance Committee: Mr. Schneider gave the report of finances for the month which was ordered filed. Mr. Schneider also read the following report of a meeting at the Pendennis Club:

At its last meeting the Board of Trustees appointed the Chairman of the Finance Committee, the Chairman of the Building Committee, the President of the Board, the Library's legal advisor, and the Librarian as a committee to study the Kaufman-Straus air conditioning project and report to the Board.

The Committee met on January 26 for lunch at the Pendennis Club. After considerable discussion the committee asked the Library's attorney to prepare an opinion concerning the legal aspects of the Library's obligations as set forth in the lease. The committee has not as yet received this opinion.

The Committee also considered a communication from Bass and Weisberg, realtors, concerning sale of the Monsarrat School property and the possible purchase of the Adath Jeshurun property at Brook and College. Inasmuch as the possible purchase price of Monsarrat School had been materially increased since the earlier communications from this Company the committee decided to look into the cost of having an appraisal made of both pieces of property. At this time the committee is not prepared to make any recommendation to the Board.

Librarian's Report: The Librarian reported that Mr. Schneider had been authorized by Mr. Wolford to attend the Midwinter meeting of the American Library Association at Library expense so that he could represent the Library as a Director of the Trustees Section of the Public Libraries Division. The Librarian requested ratification of this action. It was moved by Mr. Powell, seconded by Mr. Sanders and carried unanimously that the Board ratify this action of the President.

The Librarian stated that he had received a gift of \$5,500.00 for the Evans Microcard Project from a friend who wished to remain anonymous. This money had been given to be used, upon acceptance by the Board of Trustees, as a revolving fund to further the Evans project.

After some discussion it was moved by Mr. Powell, seconded by Mr. Schneider that this gift be accepted with pleasure. The motion carried.

New Business: Mr. Schneider gave a brief report on the meetings he attended at the Midwinter meeting of the American Library Association.

Exhibit "A"

KAUFMAN STRAUS COMPANY
INCORPORATED
OFFICE OF THE PRESIDENT

LOUISVILLE 2, KENTUCKY

February 8, 1955.

To The Trustees,
Louisville Free Public Library,
4th & Library Place,
Louisville, Ky.

Gentlemen:

I have been looking forward to an opportunity of personally appearing before you - not only for the purpose of presenting our Annual Report and Excess Rental Check, but also for the pleasure of meeting you gentlemen with whom we have so much in common.

For the fiscal year ending January 31, 1955, the Kaufman Straus Company achieved some small measure of success by obtaining a volume of \$8,135,190.17 - an increase in sales of 5.2%, thus providing for the Louisville Free Public Library an excess rental of \$123,369.62 - an increase over last year of \$7,944.07 or 6.8%. I might also add that our increases were accomplished contrary to the retail sales trend in this city as reported monthly by the Federal Reserve Board.

In accordance with our agreement, \$15,000. will be deducted from the above sum as the sixth installment payment toward the \$150,000. advanced by the Kaufman Straus Company for construction work during the remodeling program. The remaining sum of \$108,369.62 will be paid in five (5) equal monthly installments. A check for the first portion in the amount of \$21,673.94 is now presented.

We are obliged, by our contract with the Library Board, to maintain a Net Current Asset Position of \$1,000,000. As of January 1, 1955, these Net Current Assets were in excess of \$2,100,000. I trust that the figures mentioned above, concerning Kaufman's operation, will be considered of confidential nature.

KAUFMAN STRAUS COMPANY
INCORPORATED

OFFICE OF THE PRESIDENT

LOUISVILLE 2, KENTUCKY

Trustees of
Louisville Free Public Library, No. 2.

February 8, 1955.

In the relatively short time I have been in Louisville, my association with the Library Board has been most enjoyable through personal contacts with your President, Mr. Leo Wolford, and Mr. Clarence Graham. Dr. Rauch, I am better acquainted with in another capacity. Undoubtedly, I shall equally enjoy my contact with you the other Members of the Library Board.

Many thanks for the privilege of appearing before you.

Respectfully submitted,

Robert L. Schuss

Robert L. Schuss.

S:K.
Encl.

There being no further business the meeting adjourned at 5:35 p.m.

MINUTES APPROVED:

Reo. Wolford President

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 8, 1955

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. March 8, 1955 in the Librarian's office.

Present: Mrs. Fagin, Messrs. Howe, Powell, Sanders, Schneider, Steele, Sullivan, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Mrs. Fagin, seconded by Mr. Schneider and carried that the minutes of the meeting of February 8 be approved as distributed.

Library Committee: Mrs. Fagin read the certification that bills for the month of February in the amount of \$17,406.71 had been audited and found correct. She moved, it was seconded by Mr. Schneider and carried that bills in this amount be ordered paid.

Building Committee: Mr. Powell, reporting for the Building Committee, stated that, under authority previously granted by the Board, the committee had asked for bids to repair the flat copper roof at Western Branch. The bids had been received but the committee was not satisfied with the bids and was studying the situation relative to other methods of repairing the roof. Mr. Powell stated that his committee is also studying the problem of the floor at the Highland Branch but is not ready to report.

The Board received this report and ordered it filed.

Finance Committee: Mr. Schneider gave the report of finances for the month which was ordered filed.

Mr. Schneider then reported as follows on the work of the Finance Committee:

1. The insurance on Kaufman-Straus rentals had been carried at \$165,000. In a conference with Mr. Swope, Messrs. Wolford and Schneider decided to renew this insurance at \$170,000. It was decided to discuss with the Board whether or not to raise this figure. It was pointed out that the Library is currently receiving \$221,000. from Kaufman-Straus and that it would seem more logical to carry \$200,000. worth of insurance. The costs for the various amounts are listed as follows:

\$165,000 (for three years)	\$1155.
175,000 (for three years)	+ 70.
	<u>\$1225.</u>
200,000 (for three years)	+ 175.
	<u>\$1400.</u>

Only part of this is due each year.

After discussion it was moved by Mr. Schneider, seconded by Mr. Sullivan and carried unanimously that rental insurance on the Kaufman-Straus building be carried in the sum of \$200,000.

2. Dr. Howe has received an inquiry concerning the guarantee of material displayed in the Museum. The matter was referred to the Library's insurance advisors who stated that a special policy in the Museum and at the Main Library was for \$40,000. at the Museum and \$25,000. at the Main Library for the pictures, sculpture, etc. located there. This policy covered the Library's legal liability only. It does not cover breakage at the Main Library or mysterious disappearance at the Museum. This \$65,000. policy has a three year premium of \$1197.25.

The insurance advisors proposed a new policy for \$1158.75 for three years. This new policy does cover mysterious disappearance at the Museum and has a \$25. deductible clause, except for fire and burglary. The total policy is for \$75,000. but it includes \$50,000. for the contents of the Museum which includes coverage for the property of others, \$25,000. at the Main Library and also \$5,000. coverage at any other location in the United States. In addition, there is a return premium on the present policy of \$883.50.

It is felt that this is a much better policy at a cheaper premium.

After discussion it was moved by Mr. Schneider, seconded by Mr. Steele and carried unanimously that the Board purchase this new type of insurance for the Museum.

3. Mr. Schneider also reported for the special committee on the proposal concerning the sale of Monsarrat school. He reported that the committee had decided to engage Mr. A. J. Stewart to make an appraisal of this property. It was stated that the committee had received the appraisal and was engaged in studying the matter.

Mr. Schneider reported that the appraisal made by Mr. Stewart totaled \$220. He asked that the Board authorize payment of this amount. It was moved by Mr. Powell, seconded by Mr. Schneider and carried unanimously that the bill in this amount be ordered paid.

Librarian's Report: The Librarian called to the attention of the Board that Mr. H. T. Meiners, Director of Public Works, had sent a communication to the Board which had been read at the last meeting. This communication had notified the Board to correct conditions in the sidewalk in front of the Kaufman-Straus building.

The Board had referred this communication to Judge Stites, the Library's attorney. Judge Stites had reported that the lease shows that it is the clear responsibility of Kaufman-Straus to repair the sidewalk.

The Librarian asked the Board for direction in this matter. After discussion it was moved by Mr. Schneider, seconded by Mr. Powell and carried that the Librarian transmit the communication from Mr. Meiners, along with Judge Stites' interpretation of the responsibilities under the lease, to the Kaufman-Straus Company, with a copy to Mr. Meiners.

The Librarian distributed copies of the Trustees Handbook, published by the American Library Association to those trustees who expressed a wish to look it over.

He also distributed reprints of an article about the Library which appeared in the March issue of the American magazine.

There being no further business the meeting adjourned at 4:55 p.m.

MINUTES APPROVED:

Dr. H. T. Meiners President

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 12, 1955

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. April 12, 1955, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Howe, Powell, Sanders, Schneider, Steele, Sullivan, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Dr. Howe, seconded by Mr. Schneider, and carried unanimously that the minutes of the meeting of March 8 be approved as distributed.

Library Committee: Mrs. Fagin read the certification that bills for the month of March in the amount of \$16,861.28 had been audited and found

correct. She moved, it was seconded by Mr. Sullivan and carried unanimously that bills in this amount be ordered paid.

Mr. Sanders read the following report of the Library Committee:

The Library Committee met in the Librarian's office at 4 p.m. March 29. Present were Mrs. Fagin, Mr. Sanders and the Librarian. The Librarian called to the attention of the committee the serious situation confronting the Library through the loss of its qualified personnel to better paying positions. He stated that until the Board was able to increase salaries it could help the situation some by granting fringe benefits more in line with the Board of Education and the University of Louisville. He therefore recommended that the definitions of sick leave be patterned on the statement contained in the Louisville Board of Education's Revision of Sick Leave Policies of the Board of Education, Adoption of an Emergency Leave, dated February 10, 1953.

The Librarian called to the attention of the committee the present ruling governing sick leave:

During each fiscal year full-time employees who have served at least one year will be granted 14 days sick leave with full pay. Any unused days brought forward from previous years can be accumulated. Total days of accumulation at the beginning of any one fiscal year shall not exceed 60. During the first year's service new employees, after one month, are allowed 7 days sick leave.

After discussion the committee voted to recommend that the Board adopt the following definition of sick leave:

Sick leave may be granted to employees when they are incapacitated for the performance of their duties by sickness or injury, or for medical, dental, or optical examination or treatment, or when through exposure to contagious disease the presence of the employee at his post of duty would jeopardize the health of others, or the birth of a child to the wife of an employee, or the serious illness or death of a member of the employee's immediate family, or the death of a relative not in the immediate family and not living in the same household. (The immediate family is to be interpreted to mean parent, grandparent, sister, brother, husband, wife, child, or any other relative by blood or marriage living in the same household.)

The committee voted also to recommend the following policy concerning emergency leave:

Emergency leave with pay, upon approval of the Librarian, may be granted under exceptional circumstances for reasons other than those covered by the above. All days of absence granted under this emergency leave section shall be chargeable as sick leave.

The Library Committee voted that, inasmuch as it was recommending that absence due to the death of a relative be charged to sick leave, it therefore also recommended that the present ruling allowing three days time with pay for death in the family be repealed.

After discussion it was moved by Mr. Powell, seconded by Mr. Schneider and carried unanimously that these recommendations of the Library Committee be adopted.

Building Committee: Mr. Powell reported that the various projects of the Building Committee were progressing satisfactorily.

Finance Committee: Mr. Schneider read the report of finances for the month which was ordered filed.

Museum Committee: Dr. Howe reported that he had communicated to Dr. Bloch the fact that the Board had taken out a new kind of insurance which would protect displays in the Museum owned by other groups or individuals. Dr. Howe reported that he had received no further word from Dr. Bloch.

Librarian's Report: The Librarian called to the attention of the Board that the Main Library and Western Branch had in the past been kept open from 2 to 6 p.m. on Easter Sunday. He explained that there was practically no attendance at either agency. He recommended that Easter Sunday be included among those holidays on which all agencies of the Library were closed. After discussion it was moved by Mr. Schneider, seconded by Mr. Sullivan and carried unanimously that all agencies of the Library be closed on Easter Sunday.

The Librarian called to the attention of the Board an article on the Louisville Free Public Library appearing in the March issue of Kiwanis Magazine. He distributed reprints of the article.

The Librarian also announced that a film copy of Ed Murrow's interview with Dr. Robert Oppenheimer, which had appeared on the CBS television network, had been presented to the Library as a gift by WHAS.

Unfinished Business: Mr. Wolford called to the attention of the Board that a special committee had been appointed to study a proposal by Mr. Fritz Drybrough that the Board join in a project to close Curran Street.

Mr. Powell reported for the special committee that its recommendation was that the Board refuse to join in closing Curran Street. After discussion it was moved by Mr. Powell, seconded by Mr. Sanders and carried unanimously that the Board decline the proposal to close the alley known as Curran Street.

Mr. Wolford then reminded the Board of the Kaufman-Straus proposal that the Board share the cost with Kaufman-Straus in installing new and additional air conditioning equipment. He stated that the estimated

cost of the project was \$150,000 and that Kaufman-Straus proposed that the Board pay \$75,000 of this cost.

Another part of the proposal was that Kaufman-Straus advance the money for the entire project and that the Library pay its share, namely \$75,000, at the rate of \$15,000 per year. These payments would begin in the year 1960 when the Library's present indebtedness to Kaufman-Straus being repaid in the above manner would have been completely liquidated.

Mr. Wolford stated that there had been a number of meetings of the committee with Judge Stites, the Board's attorney. Judge Stites had advised the committee that under the lease there was no legal obligation for the Board to share in the expense of this air-conditioning project. Therefore, Mr. Wolford stated, it became a matter of business policy to be decided by the Board.

Mr. Wolford then called upon Mr. Schneider, Chairman of the Finance Committee, and member of the sub-committee, to report the recommendations of the sub-committee. Mr. Schneider stated that financially and as a matter of business policy the sub-committee saw no reason to agree to the proposal to share the cost of the project.

Mr. Schneider then moved that the President and the Librarian draft a communication to Mr. Schuss, President of Kaufman-Straus, stating that the Board had rejected his proposal. This motion was seconded by Mr. Sullivan and carried unanimously.

Election of Officers: Mr. Schneider reported that he and Dr. Howe, acting as a Nominating Committee, wished to present the following slate of officers:

President Emeritus	Rabbi Joseph Rauch
President	Mr. Leo Wolford
Vice-President	Mrs. Starling Fagin
Secretary	Monsignor Felix N. Pitt
Treasurer	Kentucky Trust Company

Mr. Schneider then moved and it was seconded by Mr. Powell and carried unanimously that this slate be elected.

Presentation of Certificate: Mr. Wolford then called upon the Librarian who read a testimonial of appreciation presented to Mr. H. Cecil Powell by the Board of Trustees in grateful recognition of devoted service from 1931-1955.

The President then recognized Mr. Schneider who moved that Mr. Powell be elected a Member Emeritus and that he be requested to attend the meetings of the Board without vote. The motion was seconded by Mrs. Fagin and carried unanimously.

There being no further business the meeting adjourned at 5:26 p.m.

MINUTES APPROVED:

Leo Wolford PRESIDENT

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 10, 1955

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. May 10, 1955, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Clark, Rauch, Schneider, Setzer, Steele, Wolford, the Librarian, and Mr. Powell, member emeritus.

Mr. Wolford presided.

Minutes: It was moved by Dr. Rauch, seconded by Mr. Steele and carried unanimously that the minutes of the meeting of April 12 be approved as distributed.

Communications: The Librarian read a letter from Mr. Albert M. Greenfield, thanking the Board for the letter sent expressing sympathy on the passing of Herbert J. Schwartz, of City Stores.

The Librarian also read a letter from the Department of Public Health, addressed to Mrs. Fagin, calling attention to conditions in the Crescent Hill Branch basement which, in the opinion of the Agent, should be corrected. The Librarian explained that these conditions would be corrected shortly as the Crescent Hill Branch was scheduled for painting.

The Librarian also read a letter from Mr. Harold Rosen, addressed to Mr. Wolford, inquiring whether or not the Board of Trustees was interested in selling the property at Fifth and York Streets. It was moved by Dr. Rauch, seconded by Mrs. Fagin and carried that Mr. Rosen be notified that at present this property is not for sale.

Library Committee: Mrs. Fagin read the certification that bills for the month of April 1955, amounting to \$19,337.29 had been audited and found correct. It was moved by Mrs. Fagin, seconded by Dr. Rauch and carried that bills in this amount be ordered paid.

Building Committee: There was no report from this committee.

Finance Committee: Mr. Schneider reported on finances for the month. This report was ordered filed.

Mr. Schneider read the following memorandum from Swope and Dick, the Library's insurance advisers:

March 15, 1955
(Calculations as of 2-22-55)

Memorandum to: Board of Trustees of the Free Public Library - Finance Committ

From: Swope and Dick

Subj: Recommended revision in Fire, Extended Coverage and Vandalism and Malicious Mischief insurance on the Main and Branch Library buildings and furniture and fixtures contained therein and the Museum and Museum Boiler House buildings.

Present Insurance: A total of \$1,647,000. covering a specific amount on each item, all subject to the 80% co-insurance clause.

Recommendation: Insure these properties under a Blanket Form which will require the 90% co-insurance clause. In determining the total amount of insurance, use amounts equal to 95% of the estimated insurable values.

Total present insurance:	\$1,647,000.00
Add'l. ins. required:	<u>221,000.00</u>
Total recommended ins:	\$1,868,000.00

Total present 3 yr. cost:	6,514.59
Approx. cost for add'l. ins:	<u>1,013.45</u>
New total 3 year cost:	\$7,528.04

Approx. pres. cost of adding add'l. ins. to existing pol:	\$617.75
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Advantages of blanket insurance:

- (1) Present specific insurance has a definite limit on each item and it is necessary to comply with the 80% co-insurance requirement for each individual item, whereas blanket insurance has an overall limit and it is necessary to comply with the requirements of the 90% co-insurance overall.

At the present time the amounts of insurance on the individual items were determined from estimates of insurable value; in some instances these estimates might be low and in some others they might be high. As for example, at the present time revised estimates indicate that to comply with the co-insurance clause the amount of insurance on one item is approximately \$5,000. low and that on another item is approximately \$5,000. high. Thus in the event of a loss of the item which is \$5,000. low you would not collect in full. Using this same example for blanket coverage there would be no co-insurance penalty, because the total overall insurance would be in compliance with the co-insurance clause. Therefore, in using estimates to arrive at the total amount of insurance to be carried, it is quite likely that differences will tend to offset each other to a certain extent under a blanket form.

In addition, it is possible that furniture and fixtures might be moved from one location to another location thereby reducing and increasing values at the two locations respectively. Blanket type insurance would cover this situation whereas to have proper coverage under specific item insurance, the individual policies would have to be altered.

- (2) It is very unlikely that all properties would be totally destroyed in one loss; consequently, consider a loss to one item only: On the specific type policy if \$90,000. insurance is carried on an item valued at \$100,000., a total loss would

result in the collection of \$90,000. If this same item were covered on a blanket policy and the overall insurance was in compliance with the co-insurance clause, a total loss would result in a collection of \$100,000.

(3) When a loss occurs under a policy containing a co-insurance clause, it is first necessary to establish the value on each item, by appraisal or inventory, to ascertain whether or not there has been compliance with the co-insurance clause provisions. There is, however, a condition that if the loss does not exceed 2% of the total amount of insurance on the property, the insured is not required to furnish an appraisal or inventory of the undamaged property to establish the value. This provision applies to each item separately. Under a blanket form, the same provision applies but there is only one item - namely "blanket". It is obvious that under a blanket form an individual loss can be much larger before it exceeds 2%.

(4) At one time arrangements had been made to have approximately one-third of the insurance expiring each year. In view of the many changes and the numerous agents (76) involved, it has been practically impossible to follow this procedure; on a specific item form, any change, regardless of size, necessarily requires alteration of all policies involved. This is not the situation under blanket coverage; if, for example, the value of any particular property is increased by \$10,000., this amount can be added on a pro-rata basis to any one policy without changing other policies.

By use of the blanket form, arrangements can be made to maintain the plan to have approximately 1/3 of the insurance expiring each year. Also this will eliminate an appreciable amount of work and effort on your part in record keeping.

(5) There are other advantages but it is believed the four outlined above are most important.

After discussion it was moved by Mr. Schneider, seconded by Mr. Steele and carried unanimously that the Finance Committee be empowered to change to the blanket form of insurance as outlined in the memorandum.

Mr. Schneider then explained that there was a \$5,000. bequest from the late Lucille Newmark, and also a \$1000. bequest from the late R. C. Ballard Thruston which had been carried in the petty cash account. Mr. Schneider stated that it was the recommendation of the Finance Committee that it be given power to act in investing this money so that it could be earning interest until such time as the Board decided how it wanted to spend the money.

After discussion it was moved by Mr. Schneider, seconded by Mr. Steele and carried that the Finance Committee be empowered to invest these two sums.

Librarian's Report: The Librarian reported that the two new members and the one member who had been reappointed to the Board of Trustees had all taken the oath of office and were officially members of the Board. He mentioned that he would like to take the new members of the Board on a tour of the Library at their convenience.

New Business: Dr. Rauch stated that, inasmuch as most of the branch libraries had been built in 1907 and 1908 it was logical to conclude that the character of the locations in many instances had changed during the years. He suggested that a survey be made which would show present conditions of branch locations and projections of population trends so that a picture could be obtained of what the situation would be over a fairly long period of time.

After discussion it was moved by Dr. Rauch, seconded by Mr. Steele and carried that the Librarian be instructed to find a firm qualified to do such a survey and to obtain an estimate of the cost.

At 5 p.m. Mr. Roy Gardner and Mr. Robert Schuss of the Kaufman-Straus Company came into the meeting. They presented statements in connection with the proposal for renovating and enlarging the air-conditioning system of the Kaufman-Straus store.

After considerable discussion and questions by members of the Board the meeting adjourned at 6 p.m. without taking any action on this air-conditioning proposal.

SPECIAL MEETING OF THE BOARD OF TRUSTEES
May 17, 1955

A special meeting of the Board of Trustees was called by President Wolford for Tuesday, May 17, at 4 p.m. in the Librarian's office.

Present: Mesdames Fagin and Wyatt; Messrs. Ackerly, Pitt, Rauch, Sanders, Steele, Sullivan, Wolford, the Librarian and Mr. Powell, member emeritus.

Mr. Wolford presided.

Mr. Wolford explained that the purpose of the meeting was to hear the report of the joint committee and to study the two proposals made by the Kaufman-Straus Company for air conditioning the Kaufman-Straus store. After considerable discussion it was moved by Monsignor Pitt, seconded by Dr. Rauch that the Board reject the proposals of the Kaufman-Straus Company, and that the joint committee be requested to study the matter further in the hope that a counter proposal can be made which would be advantageous to the Library. The motion carried unanimously.

There being no further business the meeting adjourned at 5:40 p.m.

MINUTES APPROVED:

Robert Wolford President

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 14, 1955

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. June 14, 1955 in the Librarian's office.

Present: Messrs. Powell, Rauch, Sanders, Schneider, Setzer, Steele, Sullivan, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Dr. Rauch, seconded by Mr. Sanders and carried that the minutes of the meeting of May 10 be approved as distributed.

Communications: The Librarian read a letter from Mr. L. H. McCubbins, of the Aetna Oil Company, asking that the Board consider leasing to the Aetna Oil Company a triangular piece of property on the northeast corner of the Library property fronting Third Street. After discussion it was moved by Dr. Rauch, seconded by Mr. Sanders and carried that this proposal of the Aetna Oil Company be rejected, as the Board felt it had no authority to dispose of its property in any such manner.

The Librarian read several letters from Mr. Schuss, of the Kaufman-Straus Company, concerning the air conditioning proposal. These letters were referred to the Joint Committee.

Library Committee: Mr. Sanders read the certification that bills for the month of May 1955, amounting to \$21,286.01 had been audited and found correct. It was moved by Mr. Sanders, seconded by Mr. Steele and carried that bills in this amount be ordered paid.

Building Committee: There was no report from the Building Committee. However, the Librarian announced that Mr. Wolford had appointed Mr. Sullivan as Chairman of the Building Committee and that Mr. Sullivan had accepted this appointment.

Finance Committee: Mr. Schneider gave the report of finances for the month. This report was ordered received and filed.

Museum Committee: There was no report from the Museum Committee.

Librarian's Report: The Librarian read a letter from Management Consultants, Inc., making proposals concerning a survey of branch locations. The Librarian was instructed to thank the Company and to state that at this time the Board was not ready to take action on the proposals.

In the discussion which followed it was decided that the Librarian would consult with Mr. Welsh at the Chamber of Commerce, and with the Planning and Zoning Commission to determine whether they had information pertinent to the survey.

At this time Mr. Powell suggested that it might be well to look into the possibility of having reserved for Library use some of the property formerly occupied by the Home for the Aged and Infirm which the City was planning to sell.

It was moved by Mr. Schneider, seconded by Mr. Sullivan and carried that steps be taken to carry out this suggestion.

The Librarian then informed the Board that Mrs. Walter Uri had offered to donate four white dogwood trees to be planted at her expense around the Lincoln statue. After discussion it was moved by Mr. Sanders, seconded by Reverend Setzer that this proposal be referred to the Building Committee with power to act. The motion carried.

The Librarian called the Board's attention to the fact that in the past it had been impossible to have a meeting in July and August because of the lack of a quorum. The Board agreed that bills for these two months should be paid upon authorization of the Executive Committee, and that this authorization should be ratified at the next regular meeting of the Board.

There being no further business the meeting adjourned at 5:10 p.m.

MINUTES APPROVED

Leo T. Welford President

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 22, 1955

A special called meeting of the Board of Trustees to consider the Kaufman-Straus air conditioning proposal was held in the Librarian's office June 22, 1955, at 4 p.m.

Present: Messrs. Clark, Pitt, Powell, Sanders, Schneider, Setzer, Steele, Welford and the Librarian.

Mr. Welford presided.

Mr. Welford explained the purpose of the meeting and called upon Mr. Schneider, Chairman of the Special Joint Committee, for his report.

Mr. Schneider presented as the report of the Joint Committee the draft of a proposed letter to Mr. Robert L. Schuss, President, Kaufman-Straus Company, from the Board of Trustees. He suggested that if this recommended statement were adopted by the Board, the Librarian should send it to Mr. Schuss with a covering letter stating that he had been instructed to transmit this communication in answer to Mr. Schuss's letter of June 8, addressed to Mr. Leo T. Welford, President of the Board.

The draft of the proposed letter was discussed in detail and several changes in wording were made.

After these changes had been agreed upon it was moved by Monsignor Pitt, seconded by Mr. Sanders and carried unanimously that this recommendation of the Joint Committee be accepted by the Board and that the Librarian be instructed to transmit the following communication to Mr. Schuss.

June 23, 1955

Mr. Robert L. Schuss
President
Kaufman-Straus Company
427 South Fourth Street
Louisville, Kentucky

Dear Mr. Schuss:

After an unavoidable delay, due to the absence of committee members from the city, the special joint committee of the Library Board, composed of members of the Finance Committee and the Building Committee, met and unanimously recommended to the Board that the offer of Kaufman-Straus which has been made in connection with the air conditioning system be rejected. The Board has approved this recommendation.

The Board as a whole, and through special committees, has been considering this problem in its entirety for many weeks and has reached this conclusion only after protracted discussion and diligent investigation. We feel certain that you know that the members of this Board are charged with the responsibility of administering Library funds on behalf of the citizens of Louisville. The duty is of a public nature and is considered to be a public trust.

The Board feels that it should call to your attention certain provisions of the lease now in effect between Trustees of the Louisville Free Public Library and Kaufman-Straus Company.

In section 16 of the basic lease, dated June 20, 1947, the following statement appears:

"...Lessee is to take good care of the premises and to make all repairs and to replace all mechanical equipment and facilities necessary for its proper preservation, operation and use, and Lessor shall be put to no expense whatever for the repair, maintenance or operation of the building, including equipment and the roof and sidewalk, except to the extent Lessor assumes same by Paragraph 13 hereof..."

In the supplemental lease, dated March 29, 1948, the following statement appears:

"...c. The improvements to be made on the leased premises shall consist in the main of the following additions and improvements:...

...5. Extend air conditioning installation to include balcony and fifth floor...

...e. Should the cost of the above items be less than \$587,000., escalators may be installed from the third to the fourth floor at the option of Kaufman-Straus Company. Any additional cost over and above a total of \$587,000. for the five items enumerated under paragraph "c" and the escalators from the third to the fourth floors shall be borne by Kaufman-Straus Company..."

In the supplemental agreement, dated February 10, 1949, the following statement appears:

"...Kaufman-Straus renews its agreement that all of the improvements described in 1 to 5 be made. ...it is further agreed that no part of the cost of all improvements made in pursuance of the Lease, of the Supplemental Agreement, and of this Second Supplemental Agreement, in excess of \$587,000. shall be paid by the Library or recovered by Kaufman-Straus from the Library, or recouped by it from percentage rental in excess of the minimum provided or otherwise..."

In the supplemental agreement, dated February 16, 1950, the following statement appears:

"...WHEREAS, the full amount of \$587,000. has been expended by the Lessor and the following items are the only ones which have not been completed, to-wit:

...(b) Extend air conditioning installation to include balcony and fifth floor;
and it is necessary that they be done at Kaufman's expense, and it is believed that they can be more efficiently and economically completed by Kaufman's itself along with the improvements which, under Section 9 of the aforesaid agreement of March 29, 1948, Kaufman's has agreed to make;

NOW THEREFORE, In consideration of the premises, IT IS AGREED THAT:...

...(3) Kaufman's is hereby authorized to make the said improvements and hereby agrees, at its own expense, to have said improvements made promptly and in a workmanlike manner, free from any mechanic's, materialman's or other liens, or in any manner contrary to the Indenture or Indentures under which Lessor has issued outstanding bonds..."

It is our opinion that these agreements which are presently in existence and in full force and effect are self-explanatory. It is also our considered and firm opinion that no modification be made, and we call upon you to carry out your part of the agreement.

Since the responsibility for making all repairs and to replace all mechanical equipment and facilities is solely yours we think that since you are well aware of whatever the present condition of the air conditioning equipment may be, it is your duty to take the necessary steps to insure the system's continuous and uninterrupted use. We should also like to have from you some information concerning the date on which you plan to have the extension of the air conditioning system to the fifth floor completed, bearing in mind that on February 16, 1950, you agreed that this should be done "promptly".

Yours very truly,

BOARD OF TRUSTEES
Louisville Free Public Library

The meeting adjourned at 5:30 p.m.

MINUTES APPROVED:

Rev. W. W. W. W. President

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 13, 1955

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m., September 13, 1955 in the Librarian's office.

Present: Mesdames Fagin and Wyatt, Messrs. Ackerly, Pitt, Powell, Rauch, Schneider, Setzer, Steele, Sullivan, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: After motion duly seconded the minutes of the meeting of June 14 were approved as distributed.

It was then moved by Mr. Schneider, seconded by Father Pitt, that the action of the Executive Committee on July 12, 1955 and August 9, 1955, in ordering bills paid when no meeting of the Board was held, be ratified. The motion carried unanimously.

At this time Messrs. Alexander Booth and Vincent Johnson, a delegation from the First Unitarian Church, appeared before the Board to answer questions concerning the request contained in a letter of September 8, 1955, addressed to the Board by Mrs. Carl Berg, Chairman of the Religious Education Committee of the Church. It was explained that the request for space in the Main Library Building was for a class of high-school students from the Unitarian Church to hold a regular Sunday morning meeting.

After answering the questions of the Board this delegation then left the meeting.

There was considerable discussion among the members of the Board of Trustees, and the long standing policy of the Board against allowing meetings of a sectarian religious nature in Library buildings was stated. It was then moved by Father Pitt, seconded by Dr. Rauch that, in view of the Library's policy governed by regulations officially stated in the minutes, the Board must refuse this request. The motion carried unanimously.

The Librarian then read letters from Mr. Paul Tafel, Mr. Louis A. Bahr, Sr. and Mrs. Robert G. Wathen requesting that the Board take action to remove the statue of George D. Prentice from the grounds in front of the Main Library.

After considerable discussion it was moved by Dr. Rauch, and seconded by Mrs. Wyatt that a committee of three be appointed to make an impartial historical study relating to the life and writings of George D. Prentice. In this study there should be included as complete an account as possible of what, if any, part Mr. Prentice had in the "Bloody Monday" riots, and also a statement of the fact or factors that brought the statue to the Library grounds.

After discussion of this motion the question was called for. The vote was nine voting for the motion, one (Reverend Setzer) voting no, and two members absent (Messrs. Clark and Sanders).

Library Committee: Mrs. Fagin read the certification that bills for the month of August, 1955, amounting to \$27,535.00 had been audited and found correct. She moved, it was seconded by Father Pitt and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Sullivan read the following report of the work of the Building Committee:

The Building Committee of the Board of Trustees met August 18 in the Librarian's office. Two projects were under discussion, air conditioning and converting furnaces to gas.

It was explained that the limitations placed on the use of gas for heating installations had been removed and that five of the ten branch libraries remained to be converted to gas. Also the new oil furnace at the Main Library could be converted. It has been estimated by the engineers that a saving of 25% in fuel costs can be made with such conversions.

It was pointed out that the budget has an item of \$6,000. carried as a commitment for converting to gas. It has been estimated that the conversions will cost in the neighborhood of \$6,145. The Finance Committee has agreed that money is available for this project.

The Building Committee voted to recommend to the Executive Committee that the Building Committee be given power to act in in converting these installations to gas fuel.

The need to proceed with the work at once is caused by the nearness of the heating season.

The second project discussed was air conditioning for the Order and Catalog Departments at the Main Library and each of the ten permanent branch buildings.

The experience at Highland Branch where a $1\frac{1}{2}$ h.p. window unit had been installed experimentally, indicates that window units could be used to great advantage.

It was stated that the Finance Committee had affirmed that money is available for this project due to a recent ordinance of the Board of Aldermen appropriating \$2,908.71 (the balance in the heating plant fund) to be used for air conditioning at the Main Library. The money for the branch library installations is available in an unallocated balance of \$9,390.31 which was received from delinquent tax collections at the close of the last fiscal year.

The Building Committee recommends to the Executive Committee that it give power-to-act authority to the Building Committee so that this work can go forward.

It was moved by Mr. Schneider, seconded by Mrs. Fagin and carried that this report of the Building Committee be approved, and that the action stated therein be ratified.

Finance Committee: Mr. Schneider gave the report of finances for the month which was ordered received and filed.

Mr. Schneider also reported on a meeting of the Executive Committee of the Board with representatives of the Board of Directors of the Kaufman-Straus Company at a luncheon at the Pendennis Club on August 3. At this meeting members of the Board had explained the reasons for the Board's attitude concerning the Kaufman-Straus air conditioning proposal. Mr. Schneider stated that it was the concensus of the members of the Executive Committee that this meeting seemed to clarify the situation.

Dr. Ackerly and other members of the Executive Committee then praised Mr. Schneider's part in making this luncheon meeting a success.

Librarian's Report: The Librarian read a letter from Mrs. R. B. Williams, of Cincinnati, praising the staff of the Louisville Free Public Library, after having read the article which appeared in the August issue of Harper's magazine.

Attention of the Board was called to the article written by John Barrons in the Louisville Times of August 1, 1955, which called the City Library "a bargain". This article was reprinted in the Northampton, England paper and sent to the Librarian by Mr. Barry Bingham while he was visiting in this English city.

It was also stated that the United States Information Service had prepared a feature entitled "U.S. Libraries Offer New Services". The Louisville Free Public Library was one of the two libraries discussed in the article, the other being the Detroit Library. This feature has been distributed to newspapers, magazines, radio stations and private groups in 77 foreign countries.

The Librarian called to the attention of the Board the fact that attendance in the Library had noticeably increased during the summer months. He attributed this increase to the air conditioning which maintained the temperature at 75-77 degrees and the relative humidity at 50-53.

The deaths of Miss Elizabeth Woodson, former Branch librarian at Portland Branch, and Miss Jemie Read Sampson, of the Portland Branch within one day of each other, was announced.

The Librarian called to the attention of the Board an editorial in the Louisville Times of September 13 concerning the 50th anniversary of the founding of Western Branch Library.

Unfinished Business: Mr. Steele, as Chairman of the Western Branch Anniversary Committee, gave copies of the program to members of the Board, and invited all members to be present at the celebration. He outlined plans for the three-day celebration.

Mr. Steele then called upon Mr. Powell, Chairman of the Anniversary Finance Committee. Mr. Powell asked the Board to appropriate a sum of money to take care of incidental expenses pertaining to this celebration. He estimated that the amount needed would be between \$100. and \$200.

It was moved by Mr. Schneider, seconded by Reverend Setzer and carried unanimously that the Anniversary Committee be authorized to incur expenses for this celebration.

There being no further business the meeting adjourned at 5:45 p.m.

MINUTES APPROVED:

Mr. Wolford President

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 11, 1955

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. October 11, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Imhoff, Powell, Rauch, Sanders, Schneider, Steele, Wolford and the Librarian.

Mr. Wolford presided.

Mr. Wolford announced that Reverend Roger Imhoff had been appointed by the Mayor to fill the unexpired term of Reverend Roy Setzer. He welcomed Reverend Imhoff to membership on the Board of Trustees and introduced him to members present.

Minutes: It was moved by Mr. Sanders, seconded by Dr. Ackerly and carried that the minutes of September 13 be approved as distributed.

Library Committee: Mrs. Fagin read the certification that bills for the month of September, 1955, amounting to \$18,096.20 had been audited and found correct. She moved, it was seconded by Mr. Schneider and carried unanimously that bills in this amount be ordered paid.

Building Committee: In the absence of members of the Building Committee, Mr. Powell was asked to read the following report of the work of the Committee:

Mr. Remmers, of E. R. Ronald & Associates, reported on October 11 that the gas conversions will be completed in the branches this week. The conversion at the Main Library has been delayed due to the fact that the burner has not yet been received. This does not present a serious problem due to the fact that our present oil installation can be used.

The air conditioning units have been installed, with the exception of four branches. This work is progressing.

Finance Committee: Mr. Schneider gave the report of finances for the month which was ordered received and filed.

There was no report from the Museum Committee.

Librarian's Report: The Librarian reported that he had been elected to the Delegate Assembly of the Adult Education Association of the U.S.A., and stated that he had been invited to a meeting of this Association in St. Louis November 11 - 15. It was moved by Dr. Rauch, seconded by Mr. Schneider and carried that the Librarian be authorized to attend this meeting at the expense of the Library.

It was called to the attention of the Board that an editorial had appeared in the current issue of the Library Journal praising the Library's part in the article on Louisville which appeared in Harper's magazine for August, 1955.

It was also stated that the October issue of Reader's Digest contained a digest of the Harper's article.

The Librarian announced that a beginning had been made on the survey to study the locations of library agencies. This beginning had been made possible by the help and cooperation of the Chamber of Commerce.

It was reported that Miss Clara Biles had been ordered by her doctor to rest until December 1. It was explained that she had been a full-time employee of the Library for 34 years. After discussion it was moved by Mr. Sanders, seconded by Mr. Schneider and carried that Miss Biles be granted sick leave until December 1.

The Librarian read a request that facilities at the St. Matthews part-time branch be expanded. No action was taken on this request.

Unfinished Business: Mr. Steele reported on Western Branch Library's 50th anniversary, and presented a bill for \$100.76 as the cost to the Library of the celebration. Members of the Board congratulated Mr. Steele on his work in planning and carrying through this very successful celebration.

Mr. Powell suggested that the Board of Trustees send a letter to Mr. Aaron Payne, thanking him for his part in making this celebration a success, and particularly praising his willingness to come from Chicago to be the main speaker at his own expense.

Mr. Wolford then stated that there was some question concerning the wishes of the Board of Trustees in the matter of appointing a committee to study the life and writings of George D. Prentice. Mr. Wolford said that it was not clear in his mind or that of several members of the Board as to whether the membership of the committee should be made up of members of the Board of Trustees or should be composed of people not on the Board.

Dr. Rauch, as the person who made the original motion, stated it to be his interpretation that the membership of the committee should be from outside the Board of Trustees. He moved, and it was seconded by Dr. Ackerly, that the Chairman appoint a committee made up of people outside the membership of the Board.

In the discussion which followed, Mr. Schneider stated that it was his opinion that this motion restricted the Chairman in his choice of personnel. Mr. Wolford then put the question to a vote. There were seven yes votes, Mr. Schneider voting no. Therefore the motion carried.

New Business: Mr. Schneider reported that in line with the program of the Trustees Section of the American Library Association, Trustees Associations were being organized in the various states. At the request of and with the sponsorship of the Library Extension Division at Frankfort, Mr. Schneider had drawn up incorporation papers for the Library Trustees Association of Kentucky. He stated that there would be an organization meeting of the Kentucky Trustees at Cincinnati during the Tri-State Library Conference. This meeting would be Friday, November 4.

Mr. Wolford reported that as President of the Board he had been served with a summons in a suit brought by F. W. Drybrough against the City of Louisville and the Library, and that he had turned the summons over to the Library's counsel, Judge Stites.

There being no further business the meeting adjourned at 5 p.m.

MINUTES APPROVED:

Do. W. Wolford President

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 8, 1955

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 p.m. November 8, 1955, in Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Clark, Imhoff, Powell, Schneider, Sullivan, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Mrs. Fagin, seconded by Mr. Clark and carried unanimously that the minutes of the meeting of October 11 be approved as distributed.

Communications: The Librarian read a communication from Mrs. Suzette Allensworth of 3515 Lexington Road, requesting that the Theosophical Society of Louisville be permitted to use a meeting room in the Library for its study sessions. After considerable discussion it was moved by Reverend Imhoff, seconded by Mr. Sullivan and carried unanimously that in the opinion of the Board of Trustees, the Theosophical Society was a religious group and therefore under the established policy of the Board, was ineligible to use meeting rooms in the Library.

The Librarian then read a communication dated October 25, 1955, addressed to him from Judge James W. Stites concerning Drybrough v. City of Louisville et al - CR 15,018, the text of which follows:

"Mr. Drybrough has brought the above action for the purpose of having it adjudged that he has title to a strip of ground roughly $7\frac{1}{2}$ feet by 200 feet on the North side of Curran Street, which he has fenced into his parking lot. He joined the Library Board as a defendant, although he asked no relief against it.

I filed a motion to dismiss the proceeding against the Library on the ground that no relief was asked against us, and for the further reason that the City had assumed defense of the case and I saw no reason why we should be defending it too.

We argued the motion this morning before Judge Macauley Smith, and he sustained our motion and dismissed the complaint so far as the Library is concerned.

We shall continue to keep an eye on the case, but to all intents and purposes we are through with it."

The Board ordered this communication received and filed.

Library Committee: Mrs. Fagin read the certification that bills for the month of October, 1955, amounting to \$25,840.51, had been audited and found correct. She moved, it was seconded by Mr. Sullivan and carried that bills in this amount be ordered paid.

Building Committee: Mr. Sullivan read the following report of the work of the Committee:

"The installation of air conditioning units has been completed with the exception of one branch. Conversion to gas furnaces is

complete with the exception of the Main Library.

Other projects of the Building Committee, including the installation of a new metal door at the Iroquois Branch Library, are progressing satisfactorily."

Finance Committee: Mr. Schneider gave the report of finances for the month which was ordered received and filed.

Mr. Schneider also reported that the Executive Committee of the Board had met with representatives of the Kaufman-Straus Company, Wednesday, October 26, at which time the Kaufman-Straus representatives made a revised proposal concerning the air conditioning project. Mr. Schneider reported that members of the Executive Committee had asked for additional information and a breakdown of the costs of the project. He reported that this information had not been received and therefore there was no report to make to the Board.

Librarian's Report: The Librarian read a letter from Mr. Froelich, of the Department of Music at the University of Indiana in Bloomington, praising the Library's music programs on the FM radio stations.

The Librarian then asked for the Board's ruling on closing the Library system for the Christmas and New Year's holidays. The Board voted to close all agencies of the Library on December 24, 25, 26, and on December 31, January 1 and 2.

The Librarian reported that Mr. Wolford, the President, had appointed Mrs. Isabell McLennan McMeekin, Mr. Lawrence L. Howe, and Mr. Richard H. Hill to membership on a special committee to study the life and writings of George D. Prentice.

There being no further business the meeting adjourned at 5:10 p.m.

MINUTES APPROVED:

Richard H. Hill President

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 13, 1955

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 P.M., December 13, 1955, in the Librarian's Office.

Present: Medames Fagin, Wyatt, Messrs. Clark, Imhoff, Pitt, Powell, Rauch, Sanders, Schneider, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Msgr. Pitt, seconded by Mr. Sanders and carried unanimously that the minutes of the meeting of November 8 be approved as distributed.

Library Committee: Mrs. Fagin read the certification that bills for the month of November 1955, amounting to \$25,516.47, had been audited and found correct. She moved, it was seconded by Msgr. Pitt and carried that bills in this amount be ordered paid.

Building Committee: At this point no member of the Building Committee was present. Mr. Powell, at the request of the President, read the following report of the Building Committee:

"Bids on the parking area to the rear of the Main Library will be received Wednesday, December 14 at 2:00 P.M. in the offices of the architect. This work has been previously authorized by the Board.

Also, the proposal of the Fred J. Lichtefeld and Son Company to install new hollow-metal doors at the main entrance of the Iroquois Branch Library for the sum of \$597.00 had been accepted. This work has been delayed due to the fact that the door has not been delivered.

The conversion to gas fuel in the various library agencies has been completed, except for the main library, which is now in process of completion."

This report was ordered received and filed.

Finance Committee: Mr. Schneider gave the report of finances for the month which was ordered received and filed.

Librarian's Report: The Librarian mentioned the fact that at the Mid-Winter Meeting of the American Library Association, to be held in Chicago, January 31 - February 4, Mr. Schneider would participate at the deliberations of the Trustees Section of the American Library Association. He mentioned also that Mr. Schneider had been elected to the National Board of Directors of this Section. The Librarian suggested that it was an honor for the Library to have Mr. Schneider in this important national position and suggested that it would seem to be logical for the Library to assume Mr. Schneider's expenses for this service. It was then moved by Mrs. Fagin, seconded by Mrs. Wyatt and carried that the Library reimburse Mr. Schneider for expenses to the meeting.

The Librarian reported that for the first time in its history the borrower cards in force had reached the number of 99,432.

In the discussion which followed, members of the Board suggested that the Librarian plan some sort of ceremony for the borrower who became the person to have issued to him the 100,000th card in force.

The Librarian called to the attention of the Board that if the Board met on the regular second Tuesday in January, there would be very little time to process bills and to get the necessary bookkeeping done, due to the Christmas and New Year's holidays. It was therefore agreed upon by members of the Board that the January meeting be postponed from the 10th to the 17th.

Unfinished Business: Mr. Schneider reported that members of the Executive Committee had met at the Pendennis Club on November 22 to discuss the latest proposal concerning the Kaufman-Strauss air conditioning project. After summarizing the deliberations of the Executive Committee, Mr. Schneider reported that the Executive Committee recommended to the Board that it take action on not approving this proposal.

After considerable discussion, it was moved by Mr. Sanders, seconded by Mr. Clark that it is the unanimous opinion of the Board that it cannot accept the proposal as stated in the letter from Kaufman-Strauss dated November 9, 1955. The motion carried unanimously.

New Business: Pastor Imhoff brought to the Attention of the Board that because the Weissinger-Gaulbert annex had been torn down and a parking lot was where it had been, for the first time the Library building could be seen from Broadway. He suggested that some type of sign be erected on the north side of the Library building.

It was moved by Dr. Rauch and seconded by Mr. Schneider and carried that this matter be referred to the Building Committee.

There being no further business, the meeting adjourned at 5:15 P.M.

MINUTES APPROVED:

Dr. Rauch President

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 17, 1956

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 P.M., January 17, 1956 in the Librarian's office.

Present: Medames Fagin, Wyatt, Messrs. Ackerly, Clark, Imhoff, Powell, Steele, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Mrs. Fagin, seconded by Dr. Ackerly and carried that the minutes of the meeting of December 13 be approved as distributed.

Library Committee: Mrs. Fagin read the certification that bills for the month of December 1955, amounting to \$23,117.64, had been audited and found correct. She moved, it was seconded by Mr. Clark and carried that bills in this amount be ordered paid.

Building Committee: Mr. Clark read the following report of the Building Committee:

"Work on the parking lot and loading zone is progressing. Excavation is almost finished.

Installation of the new door at Iroquois Branch Library is complete except for painting.

Planting of four white Dogwood trees adjacent to the statue of Abraham Lincoln has been completed. These trees are the gift of Mrs. Walter Uri."

This report was ordered received and filed.

Finance Committee: Mr. Wolford read the report of finances for the month, which was ordered received and filed.

Librarian's Report: The Librarian read the following communication from Mr. Frank T. Dillon, General Secretary of the Young Men's Christian Association:

"Attached hereto you will find a check for \$300.00 which comes to the Audio-Visual Department as a gift from Mr. and Mrs. Dulaney Logan, 9 River Hill Road, Louisville, Kentucky, and transmitted through the Young Men's Christian Association.

While there are no restrictions on the gift, it is the hope of the donors that the money will be used in improving the FM Station in any way that you see fit. Mr. and Mrs. Logan are appreciative of the very fine programs the Audio-Visual Department makes available to the citizens of Louisville. You may wish to send your receipt for the above directly to Mr. Logan."

Members of the Board of Trustees voted to receive this gift with appreciation and thanks.

The Librarian called to the attention of the Board that Mayor Broaddus had given to the Library for use of the public many brochures and informational pamphlets which he had collected on his travels in Europe.

The Librarian explained that the Executive Committee had authorized former Mayor Farnsley and the Librarian to carry on negotiations with the City Administration for the purpose of obtaining an appropriation so that the Library could purchase the property between 8th and 9th Streets on Chestnut Street, known as the old Central High School property. It was explained that this property would provide storage space for approximately 300,000 volumes, as well as enlarged accommodations for the museum.

It was reported that an ordinance introduced by Mayor Broaddus had had its first reading before the Board of Aldermen, but at the next meeting, action had been postponed.

The Librarian reported that he had received a letter from Mayor Broaddus suggesting the possibility of having monthly meetings at the Main Library to which the public and interested people would be invited to meet with Department and Committee Heads to discuss particular city problems. The Mayor suggested that the problems to come up for discussion should be scheduled a month in advance so that public opinion might be interested in the City's problems.

The Librarian read the following letter which had been written in answer to the Mayor's suggestion:

"I can't tell you how delighted I was to receive your letter of December 20 outlining your plan to have monthly meetings at the Main Library to which you would invite the public to meet with your Department and Committee Heads to discuss particular City problems. I am extremely proud of the fact that you are thinking of locating such meetings at the Main Library.

Please let me know what I can do to help in the project."

Unfinished Business: The Librarian presented Marshall and Stevens' Annual Re-Appraisal of the Kaufman-Strauss building for the purpose of arriving at the correct amount of insurance to be carried on the building. It was reported that the insurable value had increased by \$58,991.00. It was also explained that according to the lease with Kaufman-Strauss, the Library was obligated to purchase insurance equal to 100% of the insurable value of the building.

After some discussion, it was moved by Mrs. Fagin and seconded by Mrs. Wyatt that the Library Board follow its lease obligations and purchase the additional insurance. The motion carried.

There being no further business, the meeting adjourned at 5:14 P.M.

MINUTES APPROVED:

Leo R. Wyatt President

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 14, 1956

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 P.M., February 14, 1956, in the Librarian's office.

Present: Messrs. Ackerly, Imhoff, Pitt, Powell, Sanders, Schneider, Wolford and the Librarian.

(There being no quorum present, it was decided that this would be a meeting of the Executive Committee.)

Mr. Wolford presided.

Minutes: After motion duly seconded and carried, the minutes of the meeting of January 17, 1956 were approved as distributed.

Communications: The Librarian read a letter from Mr. Robert L. Schuss, President of Kaufman Straus Company, reporting on the volume of business done by that company during its fiscal year of 1955. This report showed that the Library would receive a net increase of \$9,748.54 in rent for the year.

This report is appended to these minutes as Exhibit A.

The Executive Committee voted to ask the Librarian to write an acknowledgment of the receipt of this report and to express the Board's congratulations that the company is doing so well.

The Librarian read a letter from Mr. N. E. Schell, Resident Engineer for the Special Air Pollution Study, asking for permission to build a small air sampling shelter house on the Library premises. After discussion, the Executive Committee asked the Librarian to answer that it wished to cooperate, but suggested that better places could be found than the Library lawn.

Library Committee: Dr. Ackerly read the certification that bills for the month of January 1956, amounting to \$17,979.43, had been audited and found correct. He moved, it was seconded by Rev. Imhoff and carried unanimously that bills in this amount be ordered paid.

Building Committee: No Report.

Finance Committee: Mr. Schneider read the report of finances for the month which was ordered received and filed.

Museum Committee: No Report.

Librarian's Report: The Librarian read a letter from Miss Esther C. Panke protesting the shooting of starlings from public buildings. The Executive Committee suggested that this communication be sent to the City administration which had been conducting this project.

The Librarian called to the attention of the Executive Committee a very complete editorial in the Corydon, Indiana Democrat concerning the Louisville Free Public Library services.

There being no further business, the meeting adjourned at 5:00 P.M.

MINUTES APPROVED:

Geo. W. ... President

_____ Secretary

Exhibit "A"

KAUFMAN STRAUS COMPANY
INCORPORATED
OFFICE OF THE PRESIDENT

LOUISVILLE 2, KENTUCKY

February 10, 1956.

To The Trustees,
Louisville Free Public Library,
4th & Library Place,
Louisville, Ky.

Gentlemen:

The following is an accounting of the 1955 Operation
of the Kaufman Straus Company:

Sales volume for the year ending January 31, 1956
totalled \$8,655,906.22 - an increase of 5.97%.

Excess rental due The Library on these sales amounted
to \$133,118.16. This is an increase over last year
of \$9,748.54 or 7.90%.

The balance due The Library, after deducting the 7th
installment of \$15,000.00 due on the previous construc-
tion work, is \$118,118.16 - payable in five (5) equal
monthly installments.

Enclosed you will find our check for \$23,623.64 for
the first installment.

According to the terms of our Contract, Kaufman Straus
is obliged to maintain a Net Current Asset Position of
\$1,000,000. On January 1, 1956, the Net Current Asset
Position of our Company was \$2,317,965.

I trust the figures mentioned above, concerning Kaufman's
operation, will be considered of confidential nature.

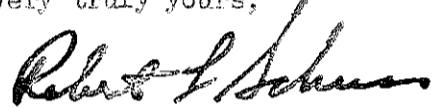
KAUFMAN STRAUS COMPANY
INCORPORATED
OFFICE OF THE PRESIDENT

LOUISVILLE 2, KENTUCKY

The Trustees,
Louisville Free Public Library, No. 2. February 10, 1956.

Your decision, on December 13, 1955, rejecting our last proposal on the serious air conditioning problem was most discouraging and disappointing to the Kaufman Straus Company - particularly after an entire year of negotiations, in which we met all of your suggestions.

Very truly yours,



Robert L. Schuss

S:K.
Encl.

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
February 20, 1956

Present: Mesdames Fagin, Wyatt, Messrs. Clark, Pitt, Powell, Sanders, Sullivan, Wolford and the Librarian.

Mr. Wolford presided.

The President of the Board of Trustees called upon the Librarian to explain the purpose of the meeting. The Librarian stated that it was felt necessary to have a formal request from the Board of Trustees sent to the Finance Committee of the Board of Aldermen asking for an appropriation from the Board of Aldermen to the Library Board so that the Library Board could purchase the Old Central High School property.

After considerable discussion, it was moved by Msgr. Pitt, seconded by Mr. Sanders and unanimously carried that the following Resolution be adopted:

"The Director reported that the Old Central High School property between 8th and 9th Streets on Chestnut Street, which was the first site of the Louisville Male High School and the University of Louisville Medical School, is no longer being used for school purposes and the Board of Education is willing to sell the property.

"Since the Monsarrat School Building is in a bad state of repair and overcrowded, the purchase of this Old Central High School property may afford an opportunity to store an estimated 300,000 infrequently used books and adequate space for enlarging the museum with plenty of parking space in the rear.

"The Board of Aldermen has under consideration the purchase of this Old Central High School property for the Library so that it can be used for these purposes.

"The matter was discussed at length by the Board of Trustees at the Library and on a motion duly made and seconded, and unanimously carried, it was

"RESOLVED that the Board of Trustees of the Louisville Free Public Library recommend to the Board of Aldermen that this property be purchased for the use of the Library in the storage of books and for the museum and for such other needs as may be suitable."

There being no further business, the meeting adjourned at 5:00 P.M.

MINUTES APPROVED:

Leo S. Warfield President

T. R. Pitt Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 13, 1956

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 P.M., March 13, 1956, in the Librarian's Office.

Present: Mesdames Fagin and Wyatt; Messrs. Clark, Pitt, Powell, Rauch, Sanders, Schneider, Steele, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Dr. Rauch and seconded by Mr. Sanders that the minutes of the Executive Committee meeting of February 14, 1956 be approved as distributed and the action of this meeting ratified; and also that the minutes of the Special Meeting of February 20, 1956 be approved as distributed. This motion carried.

Library Committee: Mrs. Fagin read the certification that bills for the month of February 1956, amounting to \$16,272.53 had been audited and found correct. She moved, it was seconded by Msgr. Pitt and carried unanimously that bills in this amount be ordered paid.

Finance Committee: Mr. Schneider gave the report of finances for the month which was ordered received and filed.

Librarian's Report: The Librarian reported at length upon salary increases made possible by an appropriation ordinance from the Board of Aldermen. He explained that Section 3 of the appropriation ordinance made it mandatory that the Board of Trustees adopt the policies of the City of Louisville governing vacations, sick leave, holidays and work week. He, therefore, recommended that the Board of Trustees adopt a resolution which would satisfy Section 3 of the appropriation ordinance. After considerable discussion, it was moved by Msgr. Pitt, seconded by Mr. Sanders and carried unanimously that the following resolution be adopted in order to satisfy Section 3 of the appropriation ordinance for salary increases for Library employees:

"RESOLVED that the Board of Trustees intends to follow the policies of the City of Louisville governing vacations, sick leave, holidays and the work week of its employees. The Board, however, prefers not to close the Library system and grant a holiday to its employees on General Election Day, but to use this time on some other date."

There being no further business, the meeting adjourned at 5:13 P.M.

MINUTES APPROVED:

Leo S. Wolford President

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 10, 1956

The annual meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 P.M., April 10, 1956, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Clark, Imhoff, Powell, Rauch, Sanders, Schneider, Steele, Sullivan, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Dr. Rauch and seconded by Mr. Sanders that the minutes of the meeting of March 13, 1956 be approved as distributed. This motion carried.

Communications: The Librarian read the following communication from Mr. Keith C. Spears, President of the Louisville Board of Education:

"I believe you are probably aware that the State Department of Economic Security has made an offer for what roughly consists of the southern half of the Board's property bounded by Eighth and Ninth Streets and Chestnut and Magazine Streets. Confidentially, they propose to erect a building on approximately one-half of the site, the balance of which would be used for parking purposes.

"We would like to sell the property in two tracts instead of one and propose to eliminate the 25-year reversionary clause in the deed to the Library (or City), and at the same time reduce the price from \$165,000 to \$135,000.

"Inasmuch as there is an expiration date on the offer we have received from the Department of Economic Security, we will greatly appreciate having you expedite the matter as much as possible.

"Enclosed you will find a rough plat of the property in question, which shows the location of the existing building, together with dimensions which are not guaranteed to be accurate."

After considerable discussion it was moved by Dr. Rauch, seconded by Rev. Imhoff and carried that the President of the Board, Mr. Wolford, be empowered to negotiate for half of the 8th and Chestnut Streets property if the whole parcel was not available for purchase.

Library Committee: Mrs. Fagin read the certification that bills for the month of March 1956, amounting to \$18,818.25 had been audited and found correct. She moved, it was seconded by Dr. Rauch and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Sullivan reported that blacktop had been put on the parking lot at the rear of the Main Library and that it was anticipated final work would be finished soon.

He also stated that the Building Committee planned to meet soon to let contracts for work made possible by allocations in the budget revision.

This report was ordered received and filed.

Finance Committee: Mr. Schneider read the following report on insurance prepared by Swope and Dick, the Library insurance advisors:

"As a result of our recent conference with Mr. Leo Wolford with reference to revising the present blanket insurance covering library buildings and furniture and fixtures and to providing insurance on the recently acquired property at 8th and Chestnut, we submit the following recommendations.

"(1) We again recommend the employment of a professional appraisal company to calculate the estimated insurable values of all buildings, particularly the Main Library. At the present time the statement of values on which your insurance is based lists a value for this building of \$1,070,000.; a comparison of this building with the property at 8th and Chestnut together with appraisal company estimates totaling \$800,000. for the property at 8th and Chestnut, would seem to indicate that this value is obviously low. As a temporary measure, we recommend an increase of \$1,000,000. for this situation.

"As you know, we have had estimated values prepared by insurance company engineers on all of the Branch Libraries. Although these men are well qualified, they are not professional appraisers and as a spot check we have had an estimate on one of the branches prepared by a company engineer who has not been used for this work in the past; his estimate was approximately 10% higher than the amount we previously submitted. Thus we suggest an increase of \$73,000. to offset any differences in the present estimates from those that might result from an appraisal company (this odd amount of \$73,000. was chosen to round out the total amount of insurance as will be indicated below).

"Increase in insurance on present schedule	- \$ 1,073,000.
Average annual cost on a five year annual payment basis.	- 1,298.

"(2) A recent appraisal by the Industrial Appraisal Company of Pittsburgh, Pennsylvania, previously referred to, lists an insurable value in excess of \$800,000. for the property at 8th and Chestnut, the 90% co-insurance requirement being \$721,000. It is recommended that the present blanket insurance be increased by this amount.

"Average annual cost on a five year annual payment basis	- \$ 872.
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"(1) and (2)

Total recommended increase in insurance	- 1,794,000.
Resulting in total insurance of	- 3,700,000.
Total average annual increase in cost on a five year annual payment basis.	- 2,170.

"(3) Cancel all present insurance on a pro rata basis as of May 1, 1956 and rewrite with the recommended increase on a five year annual payment basis.

"The present blanket average rate applicable to all library buildings and furniture and fixtures is void as of May 12, 1956, but is applicable up to that date on all property owned by the Library. The rates for the property at 8th and Chestnut will be much higher than the present blanket rate. Thus by making this change effective May 1, it will be possible to take advantage of the low blanket rate for the next five years. If the \$721,000. insurance is added after May 12, 1956, it will be necessary to prepare a new statement of values for rating purposes and this statement must include the property at 8th and Chestnut; this would result in an average annual cost for this increase of \$3,300. instead of the \$ 872. listed above.

"(4)

SUMMARY OF COSTS:

(a.) Present average annual cost on three year basis	- \$ 2,287.
(b.) Average total annual cost with recommended increases, on 5 year annual payment basis	- 4,475.
(c.) Renewal premium for present insurance on present basis due December 1, 1956	- 1,335.
(d.) Premium due May 1, 1956 if recommendations are adopted	\$ 5,328.
(e.) Return premium for cancellations of present insurance as of May 1, 1956	<u>4,163.</u>
(f.) Net premium due May 1, 1956	- 1,165.
(g.) Premium due May 1, for each of next four years if recommendations are adopted	- 4,262.

"When you have had an opportunity to review this letter, we shall be glad to meet with you and to discuss any further details that might be needed."

Mr. Schneider reported that the Finance Committee recommended that the present blanket insurance be increased as recommended in the report, except that insurance for the property at 8th and Chestnut Streets not be purchased until that property was owned by the Board of Trustees. He also stated that the Finance Committee requested permission to study the costs of an appraisal of the Board's properties.

After discussion, it was moved by Mr. Clark and seconded by Dr. Rauch that the increased insurance be purchased and that the Finance Committee be requested to study the question concerning an appraisal. The motion carried.

Mr. Schneider also reported on finances for the month. This report was ordered received and filed.

Librarian's Report: The Librarian reported that Dr. Jesshill Love had presented to the Library a color film, "Mollusks," valued at \$125. The Board asked the Librarian to express its thanks to Dr. Love.

The Librarian announced that he had been invited to attend the American Film Council meeting and would be a judge at the American Film Assembly in Chicago April 23-27. He also announced that he had been invited by the Army to judge the Army Library Contest at The Pentagon in Washington April 11-12 at the expense of the Army.

It was moved by Dr. Rauch and seconded by Rev. Imhoff that the Librarian be authorized to attend the meeting in Chicago at Library expense and the meeting in Washington at Army expense. The motion carried.

The Librarian stated that he, personally, was very happy to be able to announce the reappointment by Mayor Broaddus of Messrs. Rauch, Sanders and Schneider to the Board of Trustees.

He also announced that the largest attendance for Audio-Visual materials in the history of the Library had been recorded for the month of March, showing that 101,943 persons had participated in the activities of that Department.

Election of Officers: Mr. Schneider read the following report of the Nominating Committee:

"Mr. Sullivan, Chairman of the Building Committee and Mr. Schneider, Chairman of the Finance Committee, acting as the Nominating Committee, nominated present officers to succeed themselves:

Mr. Leo Wolford, President
Mrs. Starling Fagin, Vice-President
Dr. Joseph Rauch, President Emeritus
Msgr. Felix N. Pitt, Secretary
Kentucky Trust Company, Treasurer"

It was moved by Mr. Schneider and seconded by Mr. Clark that the report of the Nominating Committee be approved and that the entire slate be elected. The motion carried unanimously.

There being no further business, the meeting adjourned at 4:55 P.M.

MINUTES APPROVED:

Leo Wolford President

Secretary

LOUISVILLE FREE PUBLIC LIBRARY
 BOARD OF TRUSTEES MEETING
 May 8, 1956

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 P.M., May 8, 1956, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Imhoff, Pitt, Schneider, Sullivan, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: The Board voted after motion duly seconded that the minutes of the meeting of April 10 be approved as distributed.

Communications: The Librarian read the following letter from Mr. Aaron Shapiro:

"For some time we have been working with a prospect for the purchase of Monsarrat School at 5th and York. We see now, according to the newspaper, that the Library Board is going through with plans to build at 8th and Chestnut in which event, the old school building may be on the market for sale.

"My prospective purchasers would like to know if your board will put in writing, a price on Monsarrat School building. As soon as I hear from you, I will go to work with my client immediately."

Mr. Wolford gave a summary of the negotiations concerning the efforts to purchase the Old Central High School at 8th and Chestnut and the part Monsarrat School had in these negotiations. After discussion it was moved by Pastor Imhoff, seconded by Mr. Sullivan and carried that the Librarian answer this communication from Mr. Shapiro by saying that the Board was not in a position at the present time to make a decision as to whether to sell or not.

Library Committee: Mrs. Fagin read the certification that bills for the month of April 1956, amounting to \$21,422.98 had been audited and found correct. She moved, it was seconded by Monsignor Pitt and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Sullivan read the following report of the Building Committee:

"The Building Committee reports that the revised budget included funds for the following projects:

Painting Main Library	Estimated Cost - \$10,000
Repairing Floor at Highland Branch	Estimated Cost - \$ 1,000
Repairing Cornice and Miscellaneous Roof Repairs at Main Library	\$ 1,300

New Metal Door at Parkland Branch	Estimated Cost - \$ 650
New Concrete Threshold and Step	
Repairs at Parkland Branch	\$ 300

"The Building Committee requests that it be authorized to undertake this work, not to exceed the amounts stated."

It was moved by Mr. Sullivan and seconded by Pastor Imhoff that the Committee be authorized to proceed with these projects. The motion carried.

Finance Committee: Mr. Schneider gave the report of finances for the month. This report was ordered received and filed.

Librarian's Report: The Librarian reported that the Library and the University of Kentucky's library were engaged in a cooperative venture to microfilm issues of the Herald-Post. He stated that the files of this paper were in such condition that they were disintegrating very rapidly. He also stated that it would be easier to film many of the volumes of the paper if the binding were removed. He therefore requested permission to remove the binding and to discard these papers as they were filmed. It was moved by Monsignor Pitt and seconded by Mr. Schneider that the Board approve the filming of these papers and that the Librarian should use his own judgment in disposing of old copies after they were filmed. The motion carried.

The Librarian also announced the committee set-up of the Board as appointed by Mr. Wolford. Membership on the committees is as follows:

Library Committee	- Mrs. Fagin, Chairman, Mrs. Wyatt, Mr. Sanders
Building Committee	- Mr. Sullivan, Chairman, Mr. Clark, Mr. Steele (Mr. Powell, Advisory)
Finance Committee	- Mr. Schneider, Chairman, Msgr. Pitt
Museum Committee	- Dr. Ackerly, Chairman, Pastor Imhoff
Executive Committee	- Mrs. Fagin, Dr. Rauch, Mr. Sullivan, Mr. Schneider, Mr. Wolford, President

There being no further business, the meeting adjourned at 4:55 P.M.

MINUTES APPROVED:

Dr. Ackerly, President

_____, Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 12, 1956

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 P.M., June 12, 1956, in the Librarian's office.

Present: Mrs. Fagin, Messrs. Ackerly, Clark, Powell, Rauch, Sanders, Schneider, Steele, Sullivan, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Mrs. Fagin, seconded by Dr. Ackerly and carried that the minutes of the meeting of May 8 be approved as distributed.

Communications: The Librarian read the following letter dated June 9, 1956 to Mr. Wolford from Mr. Robert L. Schuss, President of the Kaufman Straus Company:

"Relative to our recent meeting concerning the possible acquisition of property adjacent to the present Kaufman Straus premises, the following is an Outline of our Proposal:

"We propose that an Amendment be made to our present lease relating to circumstances described above, which would then permit the Kaufman Straus Company to operate a business in the adjoining building (now occupied by Florsheim Shoe Company and Emory's Childrens Store) as part of the entire present operation - without additional rental to the Library for the business obtained in these new premises.

"Acquiring this property, we believe, is to our mutual advantage, and would therefore further solidify Kaufman's operations down town. Among the many benefits to The Library attributable to the above, would be the increase of Kaufman's frontage on 4th Street from the present 137 to 191 feet. This consumer impact would be greater than that of our chief competitor - Stewart's by 11 feet.

"The property in question consists of 20,000 sq. ft. - 10,000 in the Basement and 10,000 on the Street Floor.

"The Basement area could be of immeasurable help in providing additional selling space in the main building, with the transfer of many stock areas from the present selling floors. In the Main Floor space of the property, we could install new departments heretofore omitted from the Kaufman Straus Company, and hindering its acceptance and identity as a complete store. This would bring in many new customers and retain our own who previously have been compelled to shop elsewhere in the departments not functioning at Kaufman's. It is also reasonable to assume the loss of an appreciable amount of business through exposure to these customers of unrelated merchandise while visiting a competing store.

"In studying the 10,000 sq. ft. of Basement area in the new building, it could be put to many uses - for example:

"Our present Delivery Department now encompasses approximately 2,250 sq. ft. This could be moved to provide additional selling space in the Housewares and Appliance Operation. In addition, the Housewares Department has a large stockroom on the selling floor, also there is an Employees' Locker Room nearby. By changing the layout of these two sections and transferring the activities into the new Basement, this could offer an additional 1,060 sq. ft. for selling in the present plant.

"There is a possibility of moving our Display Department, which would provide 1,920 sq. ft. for expansion of the China, Glass & Gifts business now in the present basement.

"It has also been recommended to move our Receiving and Marking Room from the 6th Floor to this new Basement area, thereby providing 3,510 sq. ft. of additional space that would be available for moving stock rooms from the selling floors to the 6th Floor.

"It is also feasible to use this new Basement for Reserve Stock Rooms now servicing departments on the First and Second floors. This would permit us to expand and refixture with modern units for self-selection, and therefore provide more selling space on these floors.

"Also considered is the movement of all present workroom areas: Alteration Room on the 3rd floor, consisting of approximately 800 sq. ft. - the Curtain and Drapery Workroom from the 6th Floor - approximately 700 ft. and the Rug and Carpet workroom from the 6th Floor - approximately 1,600 ft.

"Naturally, all of these possible moves could not be made in the space available. However, it is readily comprehensible that any combination of these moves would provide in the Main building substantially more selling space - from which it is reasonable to assume that the Library would gain and benefit from the increased volume produced by the much needed expansion of many departments now functioning in the Main Building.

"I would also like to point out that the estimated cost for demolishing walls and rebuilding same; movement of departments; refixturing the expanded areas in the Main Building and the new acquired selling space, would cost Kaufman Straus approximately \$295,000. Therefore, some question arises as to the advisability of making so large an expenditure at this particular time if, in addition, we were required - under the present terms of the lease - to pay rental to The Library for business done in this newly acquired property.

"The Trustees of The Library, I am confident, will give due thought to the merits of this Proposal and consider that, contrary to current trend, the Kaufman Straus Company is willing to make a large expenditure in Down Town expansion for the future welfare of our business which, incidentally, would reflect upon your property.

"The decision of The Trustees in this matter will be the deciding factor, and we will accept your reply as final."

After considerable discussion it was moved by Dr. Rauch, seconded by Mr. Sanders and carried that this matter be referred to a joint committee made up of members of the Building and Finance Committees and that this joint committee study the question and make recommendations to the Board.

Library Committee: Mrs. Fagin read the certification that bills for the month of May 1956, in the amount of \$20,524.16, had been audited and found correct. She moved, it was seconded by Dr. Ackerly and carried unanimously that bills in this amount be ordered paid.

Mrs. Fagin then read the following recommendations from the Library Committee:

"The Library Committee wishes to recommend to the Board of Trustees that Sunday service at Western Branch Library be discontinued. Inasmuch as the Main Library is open from 2:00 to 6:00 P.M. on Sunday and its use is available to all citizens, the Committee sees no reason for Western Branch to be open.

"The Committee has also studied the question of Saturday night opening at Main and Western Branch and would like to recommend that these two agencies be closed at 6:00 P.M. on Saturday. Statistics of attendance and use point to the fact that although Saturday is a very busy day, patronage practically ceases after 6:00 P.M. All branches other than Main and Western have closed at 6:00 P.M. on Saturday for some time. The Committee recommends that personnel could be employed much more advantageously during the day than by keeping these two agencies open after 6:00 P.M. on Saturday evening.

"The Committee will survey the situation at the end of summer and will make further recommendations to the Board."

It was moved by Mr. Clark, seconded by Dr. Rauch and carried that these recommendations of the Library Committee be approved.

Building Committee: Mr. Sullivan gave the following report of the work of the Building Committee:

"B. F. Stinson & Son have been engaged to repair the roof of the Main Library including gutters on a time and materials basis not to exceed an estimated \$1,300.

"Architects McCulloch and Bickel have been engaged to write specifications, to take bids and supervise the painting of the Main Library building.

"The Committee voted to delay consideration of the suggestion to install a sign on the rear of the Main Library building. The Committee thought it best to wait until the budget for next year had been determined. The Committee visited the Highland Branch Library and recommended floor repairs.

"It was decided that the Committee and Mr. Fred Louis, the Library's architect, would arrange to visit each agency of the Library to determine the overall need for such repairs as tuck-pointing, etc. A serious condition was discovered at the Highland Branch Library. This made the Committee believe that it would be wise to determine the amount of work which should be done on each building."

In discussing this report it was stated that in past years during the months of July and August it had been impossible at times to obtain a quorum for a regular Board meeting. Members of the Board stated that the work of the Building Committee should not be delayed due to the fact that no regular Board meeting was possible. It was therefore moved by Dr. Rauch and seconded by Mr. Steele that the Building Committee be empowered to proceed with any necessary work and that this action could be reported to and ratified by the Board at the next regular meeting. This motion carried unanimously.

Finance Committee: Mr. Schneider gave the report of finances for the month which was ordered received and filed.

Mr. Schneider also reported that the \$5,000 Newmark Bequest had been invested in U.S. Treasury bonds which the Kentucky Trust Company as Treasurer was holding in safe keeping.

Librarian's Report: The Librarian reported that the staff was making plans to hold a one day institute along the lines of the one held the previous year. He called to the Board's attention that the staff had given up February 22, Washington's Birthday, which was a holiday last year. Inasmuch as the new rules concerning holidays adopted at the request of the City Administration did not include February 22, the Librarian recommended that all agencies of the Library be closed February 22 for a one day staff in-service institute. He explained that this would not be a holiday inasmuch as the staff would be reporting for the institute. It was moved by Dr. Rauch, seconded by Mr. Steele and carried that all agencies of the Library be closed February 22, 1957 for the purpose of holding a staff institute and that the staff be commended for this program of education and improvement.

New Business: Mr. Steele reported on the following letter to him from C. W. Anderson, Jr. dated April 30, 1956:

"As co-executor of the estate of Miss Lucretia M. Gibson, deceased, I wish to inform you of one of the bequests in Miss Gibson's will, which is as follows:

"To the Western Branch Free Public Library, located at Tenth and Chestnut Streets, Louisville, Kentucky, I give and bequeath my Kurtzmann piano, my music of every description, and all of my books, in fee simple."

"This is the only bequest in the will that pertains to the Library.

"Please let us know the action of the Board -- whether they feel that the gift is acceptable or impracticable for the institution's use. All removal expense would have to be borne by the recipient, of course, as well as the cost of needed repairs."

It was moved by Mr. Steele and seconded by Mr. Sanders that the Librarian answer the letter by stating that the Board finds itself unable to accept this bequest. The motion carried.

There being no further business, the meeting adjourned at 5:00 P.M.

MINUTES APPROVED:

John A. Haggin, President

_____, Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 11, 1956

88607

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 P.M., September 11, 1956 in the Librarian's office.

Present: Mesdames Fagin and Wyatt; Messrs. Ackerly, Imhoff, Pitt, Powell, Sanders, Schneider, Steele, Sullivan, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: After motion duly seconded the minutes of the meeting of June 12, 1956 were approved as distributed and the action of the Executive Committee on July 10 and August 14, ordering payment of bills when no meeting was held because of lack of quorum, was ratified.

Communications: The Librarian read a letter from R. J. Gardner, Treasurer of the Kaufman-Straus Company enclosing a certificate of insurance for a sprinkler leakage coverage on the Kaufman-Straus building.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$14,881.45 had been audited and found correct. She moved, it was seconded by Monsignor Pitt and carried that bills in this amount be ordered paid.

Building Committee: Mr. Sullivan read the following report of the work of the Committee:

"The Building Committee met July 12 at 3:30 P.M. in the Librarian's office. Present: Messrs. Sullivan, Clark, Powell, Steele, the Librarian and Mr. John Bickel, consulting architect. The low bid of Irvin H. Whitehouse & Sons for painting the interior of the Main Library for the sum of \$6,073 was accepted by the Committee and the architect authorized to draw up agreements. The Committee also authorized the architect to accept a proposal from the Pochel-Chowning Company to install asphalt tile in the basement corridor for the sum of \$633.

"At this time the Committee also authorized J. Raymond Rice and Sons to install venetian blinds on the east windows of the Catalog Department for the sum of \$258. It also authorized Robert Lear and Son to sandblast, clean and tuck-point all stonework in the entrance vestibule at the Main Library for the sum of \$200.

"The Committee reports that this project of redecorating the Main Library has been completed except for several minor jobs.

"The Committee also met on September 10 to start its survey of the branch buildings in order to determine the condition of these buildings so that necessary work can be planned. The Committee visited the following branches: Shawnee, Portland, Jefferson and Western. Other branches will be visited and a detailed report drawn up by the Library's architect, Mr. Fred Louis. This report will be presented to the Board for action."

Finance Committee: Mr. Schneider presented the statistical report for the month which was ordered filed.

Mr. Schneider also reported on quotations for appraisal service as follows:

Industrial Appraisal Company - for appraising the Main Library Building and permanent fixtures for the sum of \$750 plus \$75 for the first year's revaluation service. Their proposal "B" was for appraising the Museum Building and ten branch libraries for a fee of \$1,210 plus \$121 for the first year's revaluation service.

Marshall and Stevens Company - Main Library Building, a Summary Valuation Report for a fee of \$575 and a Classified Valuation Report for \$975. The annual office revision service was quoted at \$30 per year.

Mr. Schneider stated that inasmuch as the budget contained no provision for a commercial valuation report, it was suggested that the City Administration be approached for funds to make such a valuation. The Board agreed to this recommendation.

Mr. Schneider also reported that the Joint Committee was continuing the study of the request of Kaufman-Straus to amend the lease so that the Company could occupy space adjoining the Kaufman-Straus Building and so that the income from such space would not be subject to the percentage rental as covered by the present lease.

Librarian's Report: The Librarian read a letter from Miss Barbara S. Moody, Director of Children's Work, resigning effective September 1, 1956 to take a position in the Enoch Pratt Free Library at Baltimore, Maryland. The Board accepted the resignation with regret.

The Librarian reported that Mr. Salley had accepted a full-time position in the University of Louisville as Coordinator of Audio-Visual Services. The Librarian also stated that the University would make Mr. Salley's services available to the Library in an advisory capacity.

The Librarian recommended that Miss Dorothy L. Day, Assistant Department Librarian, be named Head of the Audio-Visual Department. It was moved by Monsignor Pitt, seconded by Mr. Sanders and carried that Miss Day be named Head of the Audio-Visual Department.

The Librarian reported on various miscellaneous vacancies and remarked on the serious difficulty in filling vacancies due to the extreme shortage of trained and qualified librarians.

The following letter from Gail Wathen, London, Kentucky, to Mrs. Spradling, Librarian of the Eastern Branch Library, was read:

"I wanted to write and thank you again for all the help you gave me when I was collecting materials for my democracy essay. At my request our city librarian ordered some of the books that were on the list you sent me. The president of the college offered a prize again this year on "How Our Democratic Ideals Can Be Realized More Fully In American Life" and I won it. A boy from the high school used some of the books and he won the prize on an essay there.

"The girls from London who went to Camp O'Cumberland this year report that conference was even better than last year. I would have enjoyed being there."

The Board expressed pleasure in this communication.

The Librarian stated that he had been invited to make a library survey in Macon, Georgia to advise them in the spending of \$100,000 bond issue money. It was moved by Mr. Sanders and seconded by Mr. Schneider that the Librarian be authorized to make this survey at the expense of the Macon City Administration.

New Business: Mr. Sanders stated that in his opinion, the smooth beginning of racial integration in the public schools of Louisville had been greatly aided and, indeed, made possible by previous action of the Library Board of Trustees in ending segregation in all agencies of the Library. Mr. Sanders added that in his opinion the Board of Trustees should take pride in this action and should congratulate itself.

There being no further business, the meeting adjourned at 5:05 P.M.

MINUTES APPROVED:

James F. Hagin, President

_____, Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 9, 1956

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 P.M., October 9, 1956 in the Librarian's office.

Present: Mrs. Fagin; Messrs. Ackerly, Powell, Rauch, Sanders, Schneider, Sullivan, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Mr. Sanders, seconded by Mr. Schneider and carried that the minutes of the meeting of September 11 be approved as distributed.

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$24,287.98 had been audited and found correct. She moved, it was seconded by Mr. Sanders and carried that bills in this amount be ordered paid.

Building Committee: Mr. Sullivan read the following report of the Committee:

"When the Board of Education signed the deed to the 8th and Chestnut property, the Board withdrew its watchmen and canceled its insurance on that property. It therefore became the responsibility of the Library Board to undertake the protection of the property. Watchmen have been hired and a binder taken out for insurance.

"In order to eliminate as soon as possible the high cost of around-the-clock watchmen, it has been determined that ADT protection would be a considerable saving. However, before ADT protection can be installed, there is an estimated \$8,000. worth of window repairs and replacements which must be done before the ADT system can be installed on the windows and doors.

"The President of the Library Board and Chairman of the Finance Committee agreed that this work of repairing windows and installing ADT should be undertaken at once and that the necessary funds for this work could be borrowed from the general library funds and repaid with money received from the sale of Monsarrat School.

"Mr. Frederick R. Louis, the Library's architect, stated that in his opinion, money could be saved if this work were undertaken on a cost plus a percentage contract. Upon the advice of the City Consultant, contractors were invited to bid on this project. The proposals were the percentage figure which would be applied to the cost.

"The Board has received a tabulation of these bids and the recommendation of Mr. Louis as shown on the attached communication.

"The Building Committee requests approval of this report and authorization for Mr. Louis to award the contract to the low bidder."

It was moved by Mr. Schneider and seconded by Dr. Rauch that this report be approved and that the contract be awarded to the low bidder. The motion carried.

Finance Committee: Mr. Schneider gave the report of finances for the month which was ordered received and filed. Mr. Schneider also reported on the status of the transfer of property from the Board of Education to the Library:

"The Board of Education has signed the deed transferring the 8th and Chestnut property to the Library for the sum of \$90,000. which was appropriated to the Library on Ordinance 216, series 1956.

"The President of the Board of Trustees and the Chairman of the Finance Committee agreed that it would probably be wiser not to register this deed until the money from the City had been received by the Board of Education. Therefore the Louisville Title Company was requested to hold this deed in safe keeping until the money was actually in the hands of the Board of Education. The Director of Finance stated today that the check to the Board of Education would be in the mail October 10.

"It is therefore anticipated that the deed will be registered on Thursday, October 11."

In discussing the sale of the Monsarrat School property, Dr. Rauch stated that the Finance and Building Committees should not have to wait for a Board meeting for decision about placing this property on the market. He moved that if the city administration agreed, authority be voted by the Board to install a sign and advertise the property for sale. This motion was seconded by Mr. Sanders and carried.

Librarian's Report: The Librarian stated that the new Saturday hours at Main and Western had proved successful, and the elimination of the Sunday opening at Western had worked out satisfactorily. He therefore recommended to the Board that these hours be continued permanently. The Board agreed unanimously to continue the new Saturday hours for Main and Western, these closing at 6:00 P.M., and Western Branch closed on Sunday.

The Librarian stated that Pastor Imhoff and a committee from the Kiwanis Club were investigating problems relative to the purchase of radios for the Children's Hospital so that patients could listen to the Library radio stations.

The Librarian also reported that Bartholomew and Associates were preparing a report on library facilities in connection with the reports they were preparing for the city and county administrations.

The Librarian gave to the Board a staff request that all agencies of the Library be closed Friday, October 19 at 6:00 P.M. so that Library

employees could attend the Kentucky Library Association banquet. It was moved by Mr. Schneider, seconded by Dr. Rauch and carried that this request be granted.

When it was explained that the Librarian would be out of the city attending the Delegate Assembly of the Adult Education Association on November 13, the Board voted to postpone the November meeting to a date one week later, November 20.

New Business: Mr. Wolford stated that Mr. Schuss had invited the members of the Board to meet as guests of the Kaufman-Straus Company for lunch and in order to see the improvements to the building. After discussion, it was voted to set the date for this luncheon on November 20 and to have the Board meeting at the Kaufman-Straus building.

There being no further business, the meeting adjourned at 5:05 P.M.

MINUTES APPROVED:

George F. Fugate, President

_____, Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 20, 1956

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at approximately 2:30 P.M. in the Board of Directors' Room at the Kaufman-Straus Company. This meeting was held after a 12:15 luncheon given by the Kaufman-Straus Company, followed by a tour of the store.

Present: Messrs. Ackerly, Clark, Imhoff, Powell, Sanders, Schneider, Steele, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Mr. Schneider, duly seconded and carried that the minutes of the meeting of October 9 be approved as distributed.

Library Committee: Mr. Sanders read the certification that bills in the amount of \$23,161.25 had been audited and found correct. Dr. Ackerly moved, it was seconded by Mr. Clark and carried that bills in this amount be ordered paid.

Mr. Sanders also read the following report of the work of the Committee:

"The Library Committee, consisting of Mrs. Wyatt and Mr. Sanders and President Wolford met in the Librarian's office Friday, November 2 to interview a prospective candidate for the position of Head of the Circulation Department. After meeting with Mr. Tisdell, Associate Librarian of the University of Missouri, the Committee voted to offer him the position as Head of the Circulation Department.

"Mr. Tisdell thanked the Committee and said that he needed some time to discuss this matter with his wife and that he would let the Committee know as soon as he had made the decision.

"Subsequently the Librarian received a telegram as follows:

"For personal and family reasons am unable to accept position. Your offer appreciated. Signed: Kenneth S. Tisdell"

"At the present time the Committee has nothing further to report on filling this vacancy."

Building Committee: Mr. Clark reported for the Committee that it had completed its survey of library buildings and that the architect is preparing a report including cost estimates, which will be presented to the City Administration, with a request that funds be appropriated in order to undertake this program of needed repairs and improvements.

Mr. Clark also reported that work is progressing ahead of schedule at University Square. This work consists of repairing windows and installing ADT protection. Not only is this work ahead of schedule, but the costs are running below estimates.

Finance Committee: Mr. Schneider gave the report of finances for the month which was ordered received and filed.

Librarian's Report: The Librarian discussed Christmas closing in the light of the vacation and holiday policy adopted by the Board at the request of the City Administration. He pointed out that one of the regular holidays which was not taken by the Library staff was Election Day. He therefore recommended that the Board allow the staff to use this day in addition to Christmas Day and New Year's Day, and that all agencies of the Library close at 12:00 P.M. on Christmas Eve, December 24, and open at the regular hours on Wednesday, December 26, and that all agencies close at 12:00 P.M. on New Year's Eve, December 31, and open at the regular hours on Wednesday, January 2.

The Board voted to approve this recommendation.

Unfinished Business: Mr. Wolford called upon the Librarian to read the following communication from Mr. F. W. Drybrough, dated November 8, and addressed to Mr. Wolford as Chairman of the Board of Trustees:

"For many decades confusion as to property lines, as well as the exact location of Curran Street, has steadily mounted. It is a situation that should be straightened out for the best interests of everybody concerned, particularly the City of Louisville, the Library, myself and the nearby properties.

"The day after our meeting last August with you and Mr. Dan Sullivan there on the ground, Mr. Wallace Sanders was stricken and taken to the hospital. He is still confined there and his health is most precarious. Hence, Mr. Kenneth Browne and I thought we should not wait longer and therefore arranged a conference with Mr. Meiners, Director of Public Works, and Mr. William Berry of the City legal staff. Mr. Berry is intimate with the situation and has been for many years. He and Mr. Meiners are both eager to resolve the situation in a constructive and friendly way.

"From this conference came the idea - and it was suggested by Mr. Berry - that the alley behind the Heyburn Building, which presently is 16 feet and narrowed down at its points of ingress and egress by stone bumpers, is completely inadequate for today's needs. Trucks cannot pass each other, meaning that anyone who stops blocks the alley. Two automobiles can only by skillful maneuvering pass each other with an inch or two to spare. He also feels the time is not far off when the Heyburn Building will cover its entire ground floor area, which will add further to the use of the alley. So he proposes that I give four feet of my property to the City so as to make this a twenty foot alley. He suggests that Curran Street be narrowed to twenty feet, which would, in his opinion, give it complete utility - presently the paved portion is fifteen feet. The north-south alley in back of my property is a dedicated twenty foot alley, although it is not actually that wide as of the moment.

"To summarize, the City would like to see a full twenty foot alley behind the Heyburn Building, beside the Library and in the rear of my property. Surely this would be good for all of us. For the last forty years or more, starting with the Nortons, subsequently through Mr. C. C. Hiatt, thereafter through the Louisville Trust Company, and for the past

twelve and a half years through me, the property north of you, and now my Vic's No. 5, has been on and has paid taxes on 148' 4" of ground. So under the setup herewith proposed, I would gain 1'8", which is not much compensation when you consider I am giving up the most valuable four feet of my property. It will surely cost a couple of thousand dollars to bring in my fence, underground wiring, bumpers, light standards, etc. a matter of four feet on the north line. And, too, I would have this same expense relocating my south line, whereas the Library has no expense but does have their property line definitely established without interfering in the remotest with its present plan and operation. When the time comes for other use of the library ground, this will be extremely valuable to you.

"Messrs. Meiners and Berry asked for a plat showing this proposal, specifically requesting us to omit all the various lines of confusion with which we are all familiar. Accordingly, we have had such a plat prepared and ten copies are attached.

"Messrs. Meiners and Berry stated that if your Board would give written approval of this and if I would do the same, that they would then process it through the various channels necessary so that the situation would resolve itself exactly as stated above.

"This, of course, means that the title to our respective properties would be made to conform to the attached plat. This would give me a firm building line, which is, of course, my prime concern, and it does away with some serious confusion on your side of Curran Street. Actually, there is a dedication on record signed by Judge Bingham when he was President of the Library Board, deeding to the City a portion of your property upon which your present building rests. This in itself is a situation that should be cured.

"If you feel that the above may not answer all questions, either Mr. Kenneth Browne or I, or both of us, will be happy to be available when your Board meets.

"Sincerely hoping we now have before us a mutually acceptable settlement and awaiting with interest the action of your Board, I am

Sincerely yours,
F. W. Drybrough"

After considerable discussion it was moved by Dr. Ackerly and seconded by Mr. Schneider that a special committee be named to study this proposition and to make recommendations to the Board. This motion carried. Mr. Wolford named the following committee: Mr. Schneider, Dr. Ackerly, Mr. Powell and Mr. Sullivan as Chairman.

New Business: At the request of the President, the Librarian read a communication from Judge Macauley Smith, to Mr. Wolford, dated November 19, as follows:

"I mentioned to you last Tuesday evening that the Board of Directors of Junior Art Gallery, Inc., instructed me to write you to request space for the Gallery in the recently acquired building at 8th and Chestnut or that at 9th and Chestnut as may appear the most practical or convenient.

"Our plans are most indefinite at this time since we have only been able to replace our Director as of today. He is Mr. John Dillehay of New Albany and will require some time to familiarize himself with the functions and the needs of the Gallery.

"If you appoint a committee to make recommendations for the allocation of space in the new buildings, I will welcome an opportunity to work with your committee."

After discussion it was moved by Dr. Ackerly and seconded by Mr. Clark that consideration be given to this request by the Junior Art Gallery and that the President appoint a committee to study the allocation of space in the newly acquired property. Mr. Wolford then appointed such a Committee to consist of Mr. Sullivan as Chairman, Dr. Ackerly and the Library Director.

Members of the Board of Trustees expressed appreciation for the hospitality of the Kaufman-Straus Company and requested the Librarian to write a letter to Mr. Schuss, President of Kaufman-Straus, expressing the thanks of the Board.

There being no further business, the meeting adjourned at 3:20 P.M.

MINUTES APPROVED:

Res. V. Wolford, President

_____, Secretary



LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 11, 1956

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 P.M., December 11, 1956 in the Librarian's office.

Present: Mesdames Fagin and Wyatt; Messrs. Pitt, Powell, Rauch, Sanders, Schneider, Sullivan and the Librarian.

Mrs. Fagin presided.

Minutes: It was moved by Mr. Sullivan, seconded by Mr. Sanders and carried that the minutes of the meeting of November 20 be approved as distributed.

Library Committee: Mr. Sanders read the certification that bills in the amount of \$23,905.54 had been audited and found correct. Mr. Sanders moved, it was seconded by Dr. Rauch and carried that bills in this amount be ordered paid.

Building Committee: Mr. Sullivan gave the report of the work of the Committee as follows:

"The Building Committee reports that windows have been installed at University Square and that the ADT protection is practically complete. The ADT Company will assume protection in two or three days, after which time watchmen can be discharged."

Finance Committee: Mr. Schneider gave the report of finances for the month which was ordered received and filed.

Mr. Schneider also called to the attention of the Board the fact that the lease was expiring on the rented quarters of the Outer Highlands part-time branch. He reported that the owners were willing to renew the lease for one year with an option for another year's renewal for \$115 per month, or an increase of \$15 per month. Mr. Schneider stated that before making a recommendation as to the renewal of this lease at increased rental, the Committee wished to obtain expert advice. He therefore stated that a report on this matter would be made at the January meeting of the Board.

Mr. Schneider stated that the Joint Committee was studying the Kaufman-Straus query concerning the Board's attitude on amending the lease so as to allow the Kaufman-Straus Company to move part of its operation into adjoining property not owned by the Library. He stated that the Committee had no report to make at this time.

Librarian's Report: The Librarian read the following letter from Mr. Eugene W. Leake, Jr., Director of the Art Center Association, dated November 21:

"We would like to consider using the library in the Old Central High School at 8th and Chestnut for the months of March and April 1957, if you expect to have heat by that date. We are planning to use this space for the receiving, packing, unpacking and judging of the Art Center Annual Regional Exhibition.

"I understand that a committee has been appointed to consider possible uses of the Central High School buildings. Before final allocation is made, the Art Center Association would like to be given the opportunity to apply for some of the space. We have no more definite plans for moving or expanding but the use of the Central High School Buildings as a cultural center may involve future Art Center plans."

The Board authorized the Librarian to handle this as an administrative matter, but to receive the letter as a matter of record concerning possible allocation of space.

The Librarian also read a letter from Mr. Louis Lusky dated December 10 as follows:

"Re: Davis Trade School, Inc., 806 W. Chestnut Street.

"I am writing to confirm our telephone conversation of this afternoon concerning the tenancy of the above premises, which are now occupied by Davis Trade School, Inc. Its lease expired December 6, 1956, but by informal agreement it has remained in possession temporarily, in order to permit discussion of possible plans for continued tenancy.

"You advised me this afternoon that the Library Board would not be in a position to give a term lease on this property, but would be agreeable to a month-to-month tenancy. You also told me that, in your best judgment, the tenant could not reasonably expect to have the premises more than six months or so, and possibly for even a shorter time. I told you that, under these circumstances, the best thing would be for Davis Trade School, Inc. to vacate the premises now and seek other quarters if its operation is to be continued.

"After consulting with Mr. Ed Davis, Sr., who was sitting in my office at the time, I agreed with you that Davis Trade School, Inc. would vacate the premises on or before January 6, 1957; would pay rent at the previous rate for the extra month, said rent to be charged against the \$1,000 security deposit now held by the Library Board or the Board of Education, and the balance of the deposit returned to the school immediately after the premises are vacated. You approved this, subject to the action of your Board tomorrow afternoon.

"I am writing you so that you can have something in definite form to present to your Board at that time. Please let me have a letter stating whether this agreement is satisfactory from their viewpoint.

"I should say that, although I anticipate no difficulty in vacating the premises prior to January 6, we may conceivably have to ask for some extension. You have told me that you have no plans to relet the premises, and I would accordingly like to have it understood informally that a request for a reasonable extension, at the same proportionate rental, would receive sympathetic consideration.

"I would like to add that you may possibly be approached by persons who are considering continuation of the school's operation under new auspices. These people may possibly be interested in a month-to-month tenancy after January 6, though I am inclined to doubt it. In any event, you may feel free to discuss that possibility with them, it being understood that any arrangement you make with them will not affect the rights or obligations of Davis Trade School, Inc.

"..."

After discussion it was moved by Mrs. Wyatt, seconded by Mr. Sanders and carried that the Board approve the plan for month-to-month tenancy as outlined in Mr. Lusky's letter.

Unfinished Business: Mr. Sullivan read the following report of the work of the Special Committee on the Drybrough Proposition:

"The Special Committee appointed to study the Drybrough Proposition met on November 23 at 2:00 P.M. in the Librarian's office. Present were Messrs. Schneider, Powell, Sullivan and the Librarian. Mr. Sullivan presided. After considerable discussion of the Proposition, the Committee voted to state to Mr. Drybrough that it did not approve of the Proposition.

"Subsequently Mr. Brown, attorney for Mr. Drybrough, requested a meeting of the Committee so that he and Mr. Drybrough could discuss the Proposition with the Committee. The Committee then met on November 28 at 3:30 P.M. Present were Messrs. Powell, Sullivan, Wolford, the Librarian, as well as Messrs. Drybrough and Brown. At the end of the discussion it was decided to take up with Mr. Schneider the advisability of opening discussions with the City Administration with the view of obtaining surveys and legislation to establish the north line of the Library's property so that it coincided with the present south line of Curran Street, and that lines be established straightening out the other boundaries of the library's property.

"Since this November 28 meeting, there has been no further meeting of this Committee."

After considerable discussion Mr. Schneider suggested writing a letter to Mr. Drybrough refusing the proposition as stated, but also stating the Board's willingness to discuss the matter further with the understanding that the Board can agree only to a solution that does not affect the present south line of the alley known as Curran Street as it is now constructed. It was moved by Mr. Sanders, seconded by Monsignor Pitt and carried unanimously that this suggestion be approved and adopted. After discussion concerning the obtaining of surveys which would establish the north line

of the Library's property, it was moved by Monsignor Pitt and seconded by Mr. Sanders that the Committee be empowered to work on surveys and legislation to establish lines straightening out the other boundaries of the Library's property also. This motion carried.

There being no further business, the meeting adjourned at 5:05 P.M.

MINUTES APPROVED:

Pres. Wenzel, President

_____, Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 12, 1957

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 P.M., February 12, 1957 in the Librarian's office.

Present: Mrs. Fagin; Messrs. Clark, Imhoff, Pitt, Powell, Rauch, Schneider, Steele, Sullivan, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Dr. Rauch, seconded by Mrs. Fagin and carried that the minutes of the meeting of December 11, 1956 be approved as distributed.

Library Committee: Mrs. Fagin gave the certification that bills for the month of January 1957, amounting to \$15,682.18 had been audited and found correct. She moved, it was seconded by Dr. Rauch and carried unanimously that bills in this amount be ordered paid.

Finance Committee: Mr. Schneider read the report of finances for the month. This was ordered received and filed.

Mr. Schneider also read the following insurance report from the Finance Committee:

"Marshall and Stevens Annual Re-Appraisal of the Kaufman-Straus building for insurance purposes shows that additions to the building as well as revised values have raised the insurable value of the building from \$1,905,787 to \$2,143,142. Kaufman-Straus has added \$176,600 worth of additions to the building and former values have been revised upward some \$60,000.

"According to the lease we must purchase insurance equal to 100% of the insurable value of the building. It is therefore necessary that the Board purchase \$236,600 additional insurance on the building.

"Because this is a lease obligation, a binder has been taken out on this amount of insurance pending action by the Board."

It was moved by Mr. Schneider and seconded by Dr. Rauch that this additional \$236,600 worth of insurance be purchased. The motion carried.

At this point (4:30 P.M.) Mr. Robert L. Schuss, President of the Kaufman-Straus Company, and Mr. R. J. Gardner, Treasurer, came into the meeting. Mr. Schuss read the annual report on the sales volume of Kaufman-Straus and reported on the excess rental due the Library according to the lease.

Mr. Schuss also reported verbally on the need for his company to expand into adjacent property.

Mr. Schuss and Mr. Gardner left the meeting at 5:06 P.M. After discussion, Dr. Rauch recommended that inasmuch as this matter had been referred to a joint committee, that the committee send a letter to the Kaufman-Straus Company calling attention to the provisions in the lease concerning expansion of Kaufman-Straus' business into adjacent property.

Librarian's Report: The Librarian distributed the Bartholomew Report on Public Buildings and Improvement of the Community's Appearance, which is a part of the Comprehensive Plan for Louisville and Jefferson County.

It was announced that suggestions had been made concerning mailing Board notices earlier. After discussion it was decided that notices announcing Board meetings would be mailed on Monday of the week previous to the Tuesday meeting.

In support of the program of renting FM radio receivers, the Librarian reported that there were many reservations for the six radio receivers now used in this service. He recommended that the Board use money still in the Ballard Thruston Bequest to purchase five additional receivers.

It was moved by Monsignor Pitt, seconded by Mr. Schneider and carried that the Librarian be empowered to purchase these radios from funds from the Ballard Thruston Bequest.

The Librarian reported that Miss Ellen T. Harding was seriously ill in the hospital and had used up the available sick time the Board grants employees. Inasmuch as Miss Harding has been in the employ of the Library since September 1922, he recommended that the Board continue Miss Harding's sick leave with pay. The Board approved this recommendation unanimously.

The Librarian also reported that Mr. Alan Schneider, Chairman of the Finance Committee, had been nominated as President of the American Association of Library Trustees and that during this time he might be called upon to make trips to fill speaking engagements. After discussion it was moved by Mr. Clark, seconded by Pastor Imhoff and carried that Mr. Schneider be authorized to fill these engagements at the expense of the Library.

Unfinished Business: Report of the Special Committee on the Drybrough Proposition: Mr. Sullivan reported that the latest proposition presented to this Committee was unsatisfactory and that therefore the request should be refused. He suggested that the Librarian write a letter to Mr. Herman T. Meiners, Director of Public Works, with a copy to Mr. Drybrough, saying that the Board of Trustees is withdrawing from further discussion in this matter and plans to take no further action.

This recommendation of the Joint Committee was unanimously approved.

There being no further business, the meeting adjourned at 5:30 P.M.

MINUTES APPROVED:

Ros W. W. W., President

_____, Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 12, 1957

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 P.M., March 12, 1957 in the Librarian's office.

Present: Mesdames Fagin and Wyatt; Messrs. Ackerly, Clark, Imhoff, Powell, Sanders, Schneider, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Pastor Imhoff, seconded by Mr. Sanders and carried that the minutes of the meeting of February 12, 1957 be approved as distributed.

Communications: The Librarian read a letter dated March 4, 1957 from Mr. and Mrs. Richard Eskind, Nashville, Tennessee, enclosing a check in the amount of \$10.00 for the purchase of books appropriate to the memory of Dr. Rauch. The Board accepted this donation with thanks.

Library Committee: Mr. Sanders read the certification that bills for the month of February 1957, amounting to \$16,376.02, had been audited and found correct. He moved, it was seconded by Pastor Imhoff and carried unanimously that bills in this amount be ordered paid.

Mr. Sanders also read the following report of the work of the Committee:

"The Library Committee, consisting of Mrs. Fagin, Chairman, Messrs. Sanders, Wolford and the Librarian, met on March 7 to interview Miss Jane Davies of Elyria, Ohio. Miss Davies has a Master's Degree in Library Science from Western Reserve University and has been a Children's Librarian in the Cleveland Public Library.

"The Committee voted to authorize the Librarian to offer her the position as Director of Children's Work.

"Miss Davies expressed great interest in the position, but asked for ten days to make a decision."

Finance Committee: Mr. Schneider gave the statistical report on finances for the month, which was ordered received and filed.

Librarian's Report: The Librarian called to the attention of the Board a gift of books in the Latvian language presented by Mr. Cinis, so that the approximately 100 Latvians in this area might have some material in their own language. The Librarian stated that Mr. Cinis plans to add to the collection from time to time.

It was moved by Mr. Schneider, seconded by Mrs. Wyatt and carried that the Board accept this gift of books with thanks.

The Librarian reported that Colonel Beckner had gone home from the hospital March 12 and that his recovery was progressing satisfactorily.

The Librarian read the following letter from Dr. Emmet Field Horine dated March 8, 1957:

"Over the years I have often had occasion to consult your Information Department. There has never been a question, regardless of its type, which was not promptly answered.

"I own a tree farm and recently the question arose concerning wood-chopping and sawing contests. Being unable to find any clues myself, the question was given to your Library. In due time the exact information desired was obtained by your staff.

"I wish to go on record as believing that library workers are the most helpful group of people, and the most unselfish, in existence.

"..."

There being no further business, the meeting adjourned at 4:45 P.M.

MINUTES APPROVED:

Leo T. Wenzel, President

G. A. Pitt, Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 9, 1957

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 P.M., April 9, 1957 in the Librarian's office.

Present: Mrs. Fagin; Messrs. Ackerly, Imhoff, Pitt, Powell, Schneider, Steele, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: After motion duly seconded, the minutes of the meeting of March 12, 1957 were approved as distributed.

At this time Mrs. William Embry came into the meeting to explain her project for landscaping and planting the Library lawn. She presented a preliminary plan suggested by Mr. Campbell Miller of the firm of Miller and Wihry Associates. She stated that this plan had been drawn up free of charge as a public service by members of the firm.

Members of the Board examined the drawing and expressed approval. Mrs. Embry stated that her plan, if the Board approved, would be to attempt to interest garden clubs and other groups to adopt parts of the project as their contribution to the entire plan. She said that she would attempt to persuade these groups to do the work at no expense to the Library. After discussion it was moved by Mr. Schneider and seconded by Monsignor Pitt that the Board approve this preliminary plan after detailing by Mr. Miller. The motion carried unanimously. Mrs. Embry left the meeting after receiving the thanks of the members of the Board.

Communications: The Librarian read a letter from Mr. Harold Rosen, realtor, inquiring as to availability for purchase of the property owned by the Library on the northeast corner of Fifth and York Streets. After discussion it was moved by Mr. Schneider and seconded by Monsignor Pitt that this matter be referred to the Building Committee for study and recommendations.

Library Committee: Mrs. Fagin read the certification that bills for the month of March 1957 in the amount of \$21,001.63 had been audited and found correct. She moved and it was seconded by Dr. Ackerly and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Steele read the following report of the work of the Committee:

"The Building Committee met in the Librarian's office at 3:30 P.M. on April 8.

"Present: Mr. Sullivan, Chairman, Mr. Powell and the Librarian.

"Bids to furnish labor and material to install a new tar and gravel roof on the lower section of the north wing of the Main Library were opened. The low bid of \$990 made by the B. F. Stinson and Sons Company was accepted by the Committee.

"The Committee also read the attached letter dated March 18 from Mr. Fritz Drybrough concerning proposals about Curran Street. The Committee wishes to recommend that the Board approve this proposal and state to the City Department of Works that the Board does not object to any solution of the problem concerning the property on the north side of the present paved portion of Curran Street, as long as the property on the south side of the present paved portion of Curran Street is not affected.

"The Committee then studied the plans prepared by Miller and Wihry Associates for landscaping the lawn of the Main Library. These plans had been prepared through the good offices of Mrs. William Embry, and it was stated that if the Board approved, she would undertake to implement the plans.

"The Committee approved these preliminary plans and invited Mrs. Embry to appear before the Board to explain her plans."

The Board voted approval of the action of the Committee in accepting the bid of B. F. Stinson and Sons for roof work in the sum of \$990.

In discussing the recommendation of the Committee concerning the proposal of Mr. Fritz Drybrough, it was brought out that Mr. Sullivan, Chairman of the Committee, was not present and that it might be unwise to take action in his absence. It was moved by Pastor Imhoff and seconded by Mr. Steele that this recommendation of the Committee concerning the Drybrough proposals be tabled. The motion carried.

Finance Committee: Mr. Schneider gave the report of finances for the month which was ordered received and filed.

Museum Committee: Dr. Ackerly reported on the visit of the Museum Committee to the Eighth and Chestnut property and spoke enthusiastically about the possible uses of the building for Museum and other purposes.

Librarian's Report: The Librarian reported that Colonel Beckner had recovered sufficiently to return to work on a part-time basis.

It was reported that Miss Jane Davies had accepted the position as Head of the Children's Department and would report for work on May 13.

The Librarian called to the attention of the Board the article on Louisville in the April 8, 1957 issue of Life Magazine.

The Librarian announced that the American Film Assembly and the meeting of the Film Council of America would be held in New York April 19-26, 1957. He suggested that in addition to attending these meetings, he would like to interview a prospect for an Assistant Librarian, who is the president of the Film Council of America. It was moved by Pastor Imhoff and seconded by Mr. Schneider and carried unanimously that the Librarian be authorized to attend this meeting at Library expense.



MAR 19 REC'D

F. W. DRYBROUGH
OWNER

THEO. E. THOMPSON
MANAGER

F. W. DRYBROUGH, JR.
GEN. SUPERINTENDENT

JOHN C. MANION
ASS'T MANAGER

Vic's

PARKING STATIONS

EXECUTIVE OFFICES
620 SOUTH FIFTH STREET
LOUISVILLE 2, KENTUCKY
PHONE: JUNIPER 3-2232

VIC'S PARKING STATIONS

NO. 1—639-665 SOUTH FIFTH STREET
NO. 3—FOURTH AND YORK STREETS
NO. 4—716-736 SOUTH FIFTH STREET
NO. 5—REAR OF HEYBURN BUILDING
NO. 6—719-735 SOUTH FIFTH STREET
NO. 7—718-726 SOUTH FOURTH STREET

March 18, 1957

Mr. Clarence R. Graham, Librarian
Louisville Free Public Library
Fourth and York Streets
Louisville, Kentucky

Dear Mr. Graham:

You will recall that on January 28, 1957, a meeting was held in the office of Mr. W. W. Sanders, City Engineer, in which a possible solution to eliminate the confusion concerning the location of Curran Street and the property lines of property owned by me and the Louisville Free Public Library was discussed at length. During this meeting a solution was suggested which, in part, would create a twenty foot alley in the place of Curran Street, the southern line of which would have been two and one-half feet from the present curb line of the existing paved portion of Curran Street. This arrangement was declined by your Committee as being unsatisfactory.

I have again discussed the problem on several occasions with Mr. Sanders and with Mr. Dan Sullivan. Mr. Sullivan suggested that I write you outlining another solution to the problem which I believe will meet with the approval of your Committee and the city authorities.

The south line of Curran Street, as it presently exists, will not be changed or altered in any way nor will the presently paved portion of the street. The north line will be established

LOUISVILLE'S LARGEST AND FINEST PARKING STATIONS

—MEMBER—
LOUISVILLE PARKING ASSOCIATION • NATIONAL PARKING ASSOCIATION

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OWNER

F. W. DRYBROUGH, JR.
GEN. SUPERINTENDENT

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#2

March 18, 1957

at a point two and one-half feet north of the existing curb line which point will be approximately five feet and ten inches south of the present north line of Curran Street.

In consideration of the relocation of the north line of Curran Street, I will enter into an agreement with the City of Louisville under which I would deed to the City a strip of land four feet in width off of the north side of my property with the understanding that I will have the use of this four foot strip until such time as a building will be erected on my property for the purposes other than for use by Vic's Parking Stations. This will enable the City to increase the width of the inadequate alley in the rear of the Heyburn Building from sixteen to twenty feet at such time as a building is erected on my property. In other words, for all practical purposes the conditions as presently exist concerning the property I am using and the Library property would not be changed.

This suggestion would effect a two-fold purpose. First, it would enable the City, at some future date, to widen the alley behind the Heyburn Building and second, it would definitely establish my property lines without changing in any way the situation of the Library.

LOUISVILLE'S LARGEST AND FINEST PARKING STATIONS

LOUISVILLE PARKING ASSOCIATION -MEMBER- NATIONAL PARKING ASSOCIATION

F. W. DRYBROUGH
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THEO. E. THOMPSON
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#3

March 18, 1957

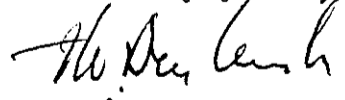
As mentioned heretofore, I feel that Mr. Sanders and Mr. Meiners will recommend this arrangement provided the Board of the Louisville Free Public Library makes no objection and provided the designation of Curran Street as a street will be discontinued and instead the dedication be referred to as an alley.

You will recall that all through our discussions in connection with this condition that the Library Board has stated that it will not object to any proper solution of the problem as far as the property on the north side of the present paved portion of Curran Street is concerned as long as the existing pavement and the property south of the pavement was not affected.

Although I feel sure that neither your Committee nor your Board will object to this plan, I would appreciate you taking the matter up with them and advising me so that I can notify the Director of Public Works to proceed.

I most sincerely want to express my appreciation to you and the members of the Committee for the time you have spent with me in endeavoring to solve this very troublesome matter.

Sincerely yours,



FWD:fb

LOUISVILLE'S LARGEST AND FINEST PARKING STATIONS
-MEMBER-
LOUISVILLE PARKING ASSOCIATION • NATIONAL PARKING ASSOCIATION

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 14, 1957

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 P.M., May 14, 1957 in the Director's office.

Present: Mesdames Fagin, Morris and Wyatt; Messrs. Clark, Imhoff, Pitt, Powell, Schneider, Steele, Sullivan, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Mrs. Fagin, seconded by Monsignor Pitt and carried that the minutes of the meeting of April 9, 1957 be approved as distributed.

Mr. Wolford welcomed a new member of the Board, Mrs. Charles W. Morris.

Communications: The Librarian read a communication from J. Benj. Horton and Associates, Incorporated, dated April 18, 1957 asking that the Board endorse a book entitled Kentucky Negro Year Book. After discussion which brought out the fact that the Library's policy has been not to endorse any publications, it was moved by Mr. Clark, seconded by Monsignor Pitt and carried that the Board follow its policy of not endorsing publications.

The Librarian read letters of resignation from Miss Edna J. Grauman, Head of the Reference Department, Miss Edith Hancock, senior assistant at Parkland Branch, and Miss Gloria F. Ebbs, semi-professional assistant at Western Branch.

The Board voted to accept these resignations with regret after motion by Pastor Imhoff seconded by Monsignor Pitt.

The Librarian read the following communication from the staff Employee Relations Committee, Mrs. Josephine Johnson, Chairman, dated May 13, 1957 and addressed to the Board of Trustees:

"As you know the professional associations in the library field at the national, regional and state levels, do an excellent job of keeping librarians informed, alert and proud of their profession. In order to inspire and encourage further professional advancement in thinking and in practice, we of the L.F.P.L. staff feel that more participation in these activities should be encouraged financially by the library itself.

"The two Institutes which were planned and financed by the Staff Association aroused much professional interest among the staff members. As a result of this thinking, the Employee Relations Committee of that Association was asked to bring this request for the establishment of a conference fund to your attention through our director, Clarence R. Graham.

"We are fully aware and deeply appreciative of the generous policy which has for many years permitted staff members to attend professional conferences on a leave with pay basis. Also since 1948 the Staff Association has given, first a ten dollar, and later a twenty-five dollar gratuity from its own resources to help to defray the expenses of its chosen representative to the Staff Organi-

zation Round Table at the summer national conference of the American Library Association. This sum, of course, is insufficient to meet such expenses, but it is made as a gesture of encouragement which the staff feels is vital to its own interests.

"This committee therefore requests that the Board of Trustees of the Louisville Public Library, consider the establishment of a Conference Fund which they would deem adequate to stimulate staff interest and sufficient to defray expenses for representation, in addition to that of the Director, to such conferences.

"A tentative plan for selection of personnel and administration of such a fund has been drawn up.

"This request is, we feel, in line with the national trend in library thinking. An excellent article exploring the need of it is published in the April 1, 1957 edition of the Library Journal. This article is based on a survey of forty public libraries and their policies in this matter. It points out that an institution needs more than one representative to cover a conference adequately and also to bring the benefits of an institution's own experiences to the attention of others.

"We know that we can rely on you to give this request your fullest attention and consideration as you have always done in matters concerning staff welfare and morale."

After discussion in which Monsignor Pitt emphasized the great value to staff members of attending professional conferences, it was moved by Pastor Imhoff, seconded by Mr. Steele and carried unanimously that the Board approve this request in principle and refer the matter to the Finance Committee to decide the amount of money to be allocated for this purpose.

Library Committee: Mrs. Fagin read the certification that bills for the month of April 1957 in the amount of \$21,249.35 had been audited and found correct. She moved, it was seconded by Mr. Sullivan and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Sullivan read the following report of the work of the Committee:

"The Building Committee reports that work on the new roof for the North wing of the Main Library has been completed.

"Repairs necessary for the installation of the ADT system and installation of this system have been completed and the system is in operation.

"The library's architects have presented recommendations for repairs and improvements for the physical properties of the library system. These recommendations include extensive repairs to the Eighth and Chestnut property. Copies of the recommendations have been presented to the Mayor for his consideration."

This was ordered received and filed.

Finance Committee: Mr. Schneider gave the report of finances for the month which was ordered received and filed.

Librarian's Report: The Librarian reported that the Louisville Library Club would honor Miss Grauman, a past president of that group, in view of her forthcoming retirement. He invited members of the Board to the dinner meeting at the Arts Club.

The Librarian also reported on an interview with a prospective Assistant Librarian and that negotiations had stopped pending the outcome of a finance drive for the Film Council of America, of which the prospective candidate is now president.

It was announced that Miss Jane Davies would assume her duties as the new Head of the Children's Department on May 15.

It was also announced that Mr. Arthur Ricketts had accepted the position as Head of the Circulation Department to start July 1, 1957.

The Librarian reported that the unveiling of the marker at University Square was a successful occasion.

New Business: Monsignor Pitt asked members of the Board for suggestions concerning a memorial to Dr. Rauch. After some discussion it was moved by Mr. Schneider and seconded by Mrs. Fagin that the Board ask Monsignor Pitt to represent the Board to the committee on the Rauch memorial. This motion carried.

At this time the Board went into an Executive Session and asked the press representative to leave the meeting.

The Librarian explained the reason for the Executive Session was that the plans were so tentative that a statement in the press might give entirely the wrong impression. He explained that it was proposed by the County Board of Education that the Library apply for a non-commercial educational television license from the Federal Communications Commission. The Librarian stated that Mr. George Norton of Station WAVE-TV had offered the use of his studios and cameras to Mr. Van Hoose, Superintendent of the County Board of Education. The County Board of Education was taking steps to apply for funds from the Ford Foundation's Fund for the Advancement of Education to supplement County School Board funds to buy other equipment and to pay for the cost of programming and transmitting programs to the County schools. It was stated that the Library would furnish the tower and space for the transmitter and would supervise the operation of the station at no expense to the Library. The Librarian read the following copy of a resolution passed by the Jefferson County Board of Education at a special meeting on May 13, 1957:

"Louisville, Kentucky

"I, Samuel Alexander, Secretary, Jefferson County Board of Education, hereby certify that the following is a true and exact copy of resolution passed by the Board at Special Meeting held May 13, 1957:

"It was moved by PAXTON M. WILT, seconded by RUCKER TODD, that the Superintendent, in the name of this Board, be authorized to request the Board of Trustees of the Louisville Free Public Library to make formal application to the Federal Communications Commission for a license to establish and operate a Noncommercial Educational Television Broadcast Station, and that the Superintendent be further authorized to work with the Director of the Library and the said Board of Trustees of the Library to effect an agreement with regard to the installation, operation, and maintenance of television equipment, and the production and transmission of educational programs for the use of the county schools.

"Members voting aye: Arlis Cook, Thos. H. Doss, Rucker Todd, Garland Cochrane, Paxton M. Wilt

"Members voting nay: NONE

(SEAL)

(S) Samuel Alexander
Samuel Alexander, Secretary

"Subscribed and sworn to before me by Samuel Alexander, Secretary, Jefferson County Board of Education, this 14th day of May, 1957.

(S) Lucille Bates
Notary Public
Jefferson County, Kentucky

"MY COMMISSION EXPIRES:

October 11, 1958"

After discussion it was moved by Mr. Schneider, seconded by Mr. Clark and carried unanimously that the Librarian be empowered to make application for an educational television license in the name of the Board of Trustees.

There being no further business, the meeting adjourned at 5:30 P.M.

MINUTES APPROVED:

Thos. H. Doss, President

_____, Secretary

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 11, 1957

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held at 4:15 P.M., June 11, 1957 in the Director's office.

Present: Mrs. Wyatt, Messrs. Ackerly, Clark, Powell, Sanders, Schneider, Steele, Wolford and the Librarian.

Mr. Wolford presided.

Minutes: It was moved by Mr. Schneider, seconded by Mr. Sanders and carried that the minutes of the meeting of May 14, 1957 be approved as distributed.

Communications: The Librarian read letters of resignation from Miss Marguerite Terrell and Miss Clara M. Biles. It was moved by Mr. Schneider, seconded by Mrs. Wyatt and carried that these resignations be accepted with regret and that the Librarian state the appreciation of the Board for the long and loyal service of these two librarians.

Library Committee: Mr. Sanders read the certification that bills for the month of May 1957, amounting to \$19,676.14 had been audited and found correct. He moved, it was seconded by Mr. Schneider and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Clark read the following report of the Building Committee:

"The Building Committee met on June 10 to hear a report by representatives of the Liberty Engineering and Manufacturing Company, and E. R. Ronald and Associates, Consulting Engineers, concerning the air conditioning equipment.

"Present were Messrs. Clark, Powell and the Librarian, with Mr. Clark presiding.

"It was decided that even though a quorum was not present, the Committee would make its recommendations to the Board at the regular meeting. The Librarian reported that the situation had been discussed with Mr. Sullivan, Chairman of the Committee, and that he agreed to the proposal.

"It was then reported that the well which furnished the cooling liquid for the air conditioning units had failed, and that in the opinion of the Liberty Engineering Company, and E. R. Ronald and Associates, the wisest thing to do would be to install a cooling tower instead of depending on the well.

"The Liberty Engineering Company was instructed to present a proposal so that it could be recommended to the Board.

"The members of the Committee recommend to the Board that the Liberty Engineering Company be authorized to proceed with the work on the basis of the attached proposal."

It was moved by Mr. Sanders, seconded by Mr. Schneider and carried that this recommendation of the Building Committee be approved and that the Committee be authorized to proceed with the work. The motion carried.

Finance Committee: Mr. Schneider gave the report of finances for the month which was ordered received and filed.

Librarian's Report: The Librarian stated that Miss Grauman was leaving her post as Head of the Reference Department on July 15, 1957. He stated that he had arrived at some recommendations for the organization of the Reference Department. He also stated that he had discussed this matter with Miss Grauman and she also recommended the action. The Librarian proposed that Mrs. Josephine Johnson be named Acting Head of the Reference Department with the rank of Librarian IV and an annual salary of \$4,620. He also recommended that Mrs. Sally Poundstone be named Assistant Department Librarian with the rank of Librarian II and a salary of \$3,900. After discussion it was moved by Mr. Clark and seconded by Mr. Sanders that these recommendations be approved and that Mrs. Johnson and Mrs. Poundstone be named for the respective positions stated. The motion carried unanimously.

The Librarian stated that in the past it had been extremely difficult to obtain a quorum during July and August and that therefore no meetings had been held. He recommended in this event that bills be paid by action of the Executive Committee and that this action be ratified at the next regular meeting of the Board of Trustees. The Board agreed to this suggestion.

There being no further business, the meeting adjourned at 5:30 P.M.

MINUTES APPROVED:

Leo S. Wenzel, President

_____, Secretary

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LIBERTY ENGINEERING & MFG. CO. INC.
1450 So. 15th St.
Louisville, Ky.

June 11, 1957

Clarence R. Graham, Librarian
Louisville Free Public Library
Library Place
Louisville, Kentucky

Dear Mr. Graham:

This letter supersedes our letter of quotation dated June 5, 1957 covering air conditioning alterations at the Main Library. We propose to furnish and install the following equipment:

One 80 ton Marley Aquatower
One 5 H.P. Fairbanks-Morse No. 5553-B Circulating Pump, 208 volts,
3 phase, 60 cycle

The cooling tower will be installed on piers adjacent to the existing well-water pump. The pump to be located in Audio-Visual Equipment Room.

This proposal includes all labor and materials necessary to make the above alterations. Our price for this work based on cost plus ten per cent with total cost not to exceed \$4700.00.

Very truly yours,

LIBERTY ENGINEERING & MFG. CO.

S/ Thomas O. Drillette
T/ Thomas O. Drillette
Engineering Department

TOD:mfc

(ATTACHMENT to Building Committee Report, Minutes of June 11, 1957)

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