

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, September 9, 1941

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, September 9, 1941 at 4:30 p.m. in the headquarters of the W.P.A. Newspaper Filming and Indexing Project, 113 S. Third Street.

Preceding the meeting members of the Board made an inspection of the project under the guidance of the project supervisor Mr. John T. Worth.

Present at the meeting were Mrs. Radford and Messrs. Erskine, Hartstern, Hume, Kavanagh, McAdams, Powell, Rauch, Smock, Welch, Asst. City Attorney Lawrence S. Poston, and the librarian.

The minutes of the meeting of July 8 were voted approval as distributed without reading.

It was noted for the record that the regular August meeting scheduled for the 12th could not be held for lack of a quorum, and that an effort to hold a special meeting August 26 was also unsuccessful for the same reason.

Communications:

A letter was read from Mr. Robert Paul, Secretary to Mr. I.W. Bernheim, dated August 20, 1941 relative to the final disposition of the Bernheim collection of paintings. Following discussion it was moved by Mrs. Radford, seconded by Mr. Erskine and carried unanimously that the Special Committee composed of Dr. Rauch, Mr. Kavanagh and Mr. Poston (legal adviser) be given full power to act without delay.

The following letter relating to the salary test suit was read and discussed.

August 11, 1941

Louisville Free Public Library,  
Fourth and York Streets,  
Louisville, Kentucky.

Gentlemen:

With further reference to the action of Alvey v. Brigham, et. al., which was a suit involving the salary of the Librarian, on April 26, 1940, the Court of Appeals held that we could not pay the Librarian over \$5,000.00 per year.

Thereupon, we filed a petition for rehearing and therein we contended for the first time, which was the first opportunity we had, that by the construction which the Court of Appeals gave it resulted in depriving the Library of its property without due process of law and denied to it the equal protection of the law, thereby invoking the Federal Constitution and endeavoring to raise what we call a Federal question.

On June 6, 1941, the petition for rehearing was denied, which action was reported to you at the meeting which you held on June 11, 1941. At that time we explained the situation to the Board and asked that if after a study of the situation we thought the Federal question was well taken that we be permitted to go on to the Supreme Court of the United States.

We found that when the Court of Appeals denied the petition for rehearing on June 6, 1941, it did not pass upon the Federal question referred to and it became necessary for us to go again into the Court of Appeals and ask for an extension of its opinion covering that point, and on June 20, 1941, the Court extended its opinion covering the Federal question and denied our contentions.

This puts us in a position to go on to the Supreme Court of the United States if you deem it desirable and advisable.

Since then we have given the matter very careful study and we have not found a case just exactly like this under the facts presented.

Without going into an argument of the questions of law involved, we must say that we are confronted with certain principles enunciated by the Supreme Court which would have to be overcome, because that Court has made certain rulings which might preclude the Library from urging the point above referred to and it may preclude the Supreme Court from taking jurisdiction, so it is very doubtful that we could prevail before the Supreme Court.

We think that we have a chance to win out, but it is a long shot.

Personally, I would like to try and see if our position can be sustained, but that is a question I must leave to you.

I think the costs to go to the Supreme Court of the United States would be under \$500.00.

Kindly advise promptly if we shall go ahead to the Supreme Court of the United States, or if you prefer to drop the case where it is.

Very truly yours,

/s/ LAWRENCE S. POSTON

LSP:lah

Lawrence S. Poston, Ass't. Director of Law

Mr. Hartstern offered the motion that the case be dropped. Seconded by Mr. Smock and carried without dissent.

A letter was presented from Mr. Hal O. Williams, City Director of Law, dated July 21, 1941 advising that the library would not be required to prepare an "annual verification report of statement of corporation" called for in a recent communication from the Secretary of State in Frankfort. A copy of Mr. Williams' letter is attached to these minutes. Exhibit No. 1.

The librarian presented a comprehensive report received from the library's insurance consultants, Barret, Robinson, Dickey and Swope, bearing date of July, 1941, outlining the complete insurance coverage of library properties with

explanations and suggestions. The report was referred to the Building Committee for study.

A letter was presented from Mr. Cary Robertson, editor of the Sunday Courier-Journal indicating that the paper would be able to reproduce selections from the special reports to the Board now being presented by Department Heads and Branch Librarians.

The librarian presented a note of appreciation from Mrs. August Schachner referring to the Board's expression of sympathy on the death of Dr. Schachner.

Reports:

Mr. Powell reported that the Building Committee had completed negotiations with the Weissinger-Gaulbert Real Estate Co. and executed a contract under the authority of the Board for heating and lighting the Main Library for the year beginning September 1. It was agreed that the contract was the best that could be obtained in the circumstances, but it was felt that the increase in the cost of steam was severe and that the contract would warrant study before beginning negotiations for next year. Mr. Poston was asked to determine whether the Weissinger-Gaulbert Co. had the status of a public utility whose rates would be subject to State control.

Dr. Hume moved that a special committee be appointed to consider the whole problem of heating and lighting the Main Library, including the possibility of installing and operating our own heating plant. Seconded by Mr. McAdams and carried unanimously.

The librarian reported word from Mr. E. T. Hutchings, architect, that construction of the new roof on the Kaufman-Straus building had been completed, that payments for the work were being delayed only by negotiations to make the bond acceptable to the library.

Judge Kavanagh reported that bills for the month of August in the amount of \$2,112.38 had been audited, and moved that they be paid. The motion was seconded and carried. The list of bills appears in Record Book 1, pages 126-129 inclusive.

The librarian reported the payment of the regular bills for August in the amount of \$6,093.67 and the payment of supplementary bills in the amount of \$2,330.21, both on authorization of the Executive Committee, dated August 13. A copy of this authorization is appended to these minutes. Exhibit No. 2.

Dr. Welch moved that the actions of the Executive Committee be approved, seconded by Mr. Erskine and carried.

The Treasurer's report for the months of July and August, the latter being the annual report, were distributed and ordered on file. The librarian reported balances carried over at the end of the fiscal year as follows:

Supplementary rents (including the amount allocated for the new roof, Kaufman-Straus Bldg., not yet paid out)	\$12,757.28
Courier-Journal deposit for microfilming	750.00
Balance of special bond fund designated for lighting improvements	1,159.48
General balance	<u>1,134.50</u>
Total . . . . .	\$15,801.26

The librarian recommended that authorization be given to expend \$15,000 for the purchase of books in the present fiscal year up to February, 1942, or approximately half of the total book fund in the tentative budget. Mrs. Radford moved that the recommendation be approved. Seconded by Mr. Erskine and carried.

Plans for the library budget hearing were presented for discussion. It was voted, however, to defer the whole matter to the Finance Committee to act in conjunction with the President and Librarian.

The statistical reports of the librarian for the months of July and August were distributed and ordered on file, the August report being the annual report for 1940-41.

The librarian announced plans for the opening of the East Louisville Branch library in the community center building at Clarksdale housing project on September 11, including special publicity designed to establish the branch for service to the general community outside of Clarksdale as well as to the residents of Clarksdale.

Unfinished business:

The librarian reported on the problem of re-conditioning the making disposition of the collection of its own paintings now in custody of the J. B. Speed Memorial Museum. It was noted that many of these paintings, like the Bernheim collection, were damaged by the flood, and that an effort should be made to repair and restore at least a selection of the more important of these paintings without delay. With this end in mind it was stated that an inventory was being made of all the paintings indicating the condition of each and designating those which appeared to be the more important or more valuable to be given first consideration. The Chairman suggested that this matter be considered carefully when the tentative budget is revised after the city appropriation is determined. The librarian recalled that the Board had acted on January 14, 1941 to have all paintings belonging to the library collection returned to the library, presumably to be hung as formerly in reading rooms. Mrs. Radford stated that the Speed Museum would undoubtedly be very anxious to retain the portrait of Sallie Ward Downs by Healy and therefore moved that the Special Committee be authorized to extend the loan of this painting to the J. B. Speed Memorial Museum if requested to do so by the Museum. Seconded by Dr. Welch and carried.

The meeting adjourned at 5:25.

MINUTES APPROVED:

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Joseph R. Raus President

Harold J. Brigham Secretary

See next page for exhibits

Exhibit No. 1

CITY OF LOUISVILLE  
Kentucky

July 21, 1941

Mr. Harold Brigham,  
Librarian  
Louisville Free Public Library,  
Louisville, Kentucky

Dear Mr. Brigham:

The Honorable George Glenn Hatcher, Secretary of State, has sent to a number of our independent City corporations "An Annual Verification Report of Statement of Corporation" under authority of Section 571 of the Kentucky Statutes.

Our office received an opinion from the Attorney General's Office on July 16, 1941, holding that it was necessary for all of the City's independent corporations as well as the City-County corporations, to file this annual verification report. On July 18, 1941 we took this matter up again with the Attorney General's Office and had him reverse his original decision because Section 571 of the Kentucky Statutes only applies to private corporations. The revised opinion conforms with the opinion of this department.

The purpose of this letter is to advise you of the later opinion of the Attorney General so that you will not concern yourself with the annual verification report that you have received from Mr. Hatcher.

Yours very truly,

/s/ HAL O. WILLIAMS

Hal O. Williams,  
Director of Law

HOW:lah

Exhibit No. 2

August 13, 1941

To the Executive Committee:

Due to the number of Trustees out of the city, there was no meeting of the Library Board on August 12.

Since this is the last month of the fiscal year, and the accountant will soon come to audit the books of the Library, it is recommended that bills be paid by approval of the Executive Committee without delay. The bills amounting to \$6,093.67 are covered by Voucher No. 180, checks Nos. 1414-1508 inclusive.

We wish approval also to draw up an additional report about August 20, to close the fiscal year. These payments will be for books, Film Project, etc., up to \$3,000, and any special items, as Kaufman-Straus roof \$4,292, and delivery truck to replace present six-year-old machine, approximately \$1,000.

If these expenditures meet with your approval, please sign below.

Yours very truly

/s/ HAROLD F. BRIGHAM

Secretary and Librarian

Approved:

/s/ H. CECIL POWELL

/s/ POPE McADAMS

/s/ J. J. KAVANAGH

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees October 14, 1941

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, October 14, 1941 at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire, Mrs. Radford, Messrs. Hartstern, Hume, Kavanagh, McAdams, Powell, Rauch, Smock, Asst. City Attorney Lawrence S. Poston, and the librarian.

The minutes of the meeting of September 9 were read and approved.

Miss Clara L. Behrens, Head of the Order Department, presented the fourth in the series of staff reports, covering the work of the Order Department.

Communications:

The librarian presented two letters from Mr. I. W. Bernheim signed by Mr. Robert Paul his secretary and dated September 18 and September 24 relative to plans for framing and hanging the Bernheim collection of paintings. Dr. Rauch suggested the desirability of increasing the number constituting the Special Committee in whose hands this matter rests with power to act, namely Messrs. Kavanagh and Rauch supplemented by Mr. Poston as legal consultant. No action was taken on the suggestion.

Reports:

The report and recommendations of the Library Committee coming out of the meeting of October 13, 1941 were read by the librarian and action taken as follows:

1. Disposition of duplicate and discard materials:

A statement of policy and procedure prepared by Mr. Poston in cooperation with the librarian was presented and discussed. Exhibit No. 1.

It was voted unanimously to approve the statement and recommend its adoption by the Board.

ACTION: Mr. McAdams moved that the statement be approved and adopted with substitution of the following in place of the final paragraph of the statement, namely  
"The Library Committee shall refer to the Board for final action any questions which call for the advice or approval of the Board."

Seconded by Mr. Powell and carried unanimously.

2. Annual magazine renewal order:

The following bids were reported received:

Hanson-Bennett Magazine Agency, Chicago	\$ 2,051.15
G. E. Stechert & Co., New York	2,591.00
F. W. Faxon Co., Boston	no bid

On recommendation of the librarian it was voted to approve the bid of the Hanson-Bennett Magazine Agency in the amount of \$2,051.15.

ACTION: On motion by Mr. Hartstern, seconded by Dr. Hume, it was voted unanimously to adopt the committee recommendation.

3. Salary question:

The librarian outlined a situation affecting the entire personnel of the library created by increased living costs and announcement of general salary increases to be granted all city employees receiving less than \$2,500., and to be granted WPA workers receiving less than \$100 per month. A plan of general salary increases was presented which would involve a total addition to the annual payroll of \$12,321.16, or \$8,214.10 in the present fiscal year if the increases were made effective with December salaries payable January 1.

After full discussion it was voted unanimously to recommend to the Board that the proposal be approved and appropriate action be taken, namely to effect a general adjustment of salaries as presented, involving an increase in the annual payroll of \$12,321.16.

ACTION: Following discussion, Mr. Smock moved that the Board approve the committee recommendation, with the proviso that approval is contingent on receipt of a 4¢ tax levy from the City and with the understanding that nothing in this action shall become effective until the City tax rate has been set and until the library budget has been revised and acted upon by the Board. Seconded by Mr. McAdams and carried unanimously.

4. Retirement question:

The committee discussed the question of enforcing the Board's action of October 9, 1940 establishing age 70 as the retirement age for library employees.

It was agreed that the action of the Board should be accepted as instruction to be carried out with reasonable promptness, and that the librarian should carry on discussions with individuals affected with a view to bringing about appropriate arrangements for the retirement of these employees.

ACTION: Following discussion it was moved by Mr. Smock, seconded by Mrs. McGuire, and voted unanimously, that the action of the Board October 9, 1940 shall be adhered to by the librarian.

On recommendation of the librarian it was voted to approve continuing the present arrangement with Miss Susan B. Shane in lieu of retirement, namely half-time work at half pay for the present fiscal year.

After disposition of the committee report Mr. Kavanagh reported that bills for the month of September in the total amount of \$4,840.80 had been audited and moved that they be approved for payment. Seconded by Mr. Powell and carried. A list of these bills is recorded in Record Book 1, pages 130-134 inclusive.

Mr. Powell read the report of the Building Committee covering its meeting of October 10, 1941 (copy on file) dealing with the consumption of water, the need of a new roof on the Highland Branch Library, fluorescent lighting installations, and renewal of the lease on the property located at 113 South Third St. and occupied by the WPA Newspaper Filming Project.

The question of lease included a proposal to sub-lease a portion of the same property to the U.S. Government for the use of a WPA Defense Project.

On motion by Mr. McAdams, seconded by Mr. Powell, it was voted unanimously to approve renewal of the lease with the United Distributors Company, expiring November 30, 1941 and covering the property located at 113 So. Third Street, and to authorize the Secretary to execute a new lease, with the understanding that



the renewal be, if possible, for a period of six months with option to renew for an additional six months, but, if that arrangement is not possible, that the renewal may be for a full year.

On motion by Mr. Kavanagh, seconded by Mr. Powell, it was voted unanimously to approve the sub-letting of a portion of the property located at 113 So. Third Street to the United States Government at the rental of \$90 per month, as recommended by the librarian, and to authorize the Secretary to execute this sub-lease on behalf of the Board of Trustees.

Mr. Poston examined the sub-lease proposed to be executed with the Government and gave his approval thereof.

Mr. Powell reported the completion of payments for the new roof on the Fourth Street (Kaufman-Straus) property.

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

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

New business:

The librarian recommended that full appointment as members of the library staff be granted the following with full privileges of sick leave, vacation, etc. but without change in salary, namely

Mrs. Ina B. Ebinger, sub-professional assistant  
Miss Agnes Cheatham, clerical assistant

The recommendation was approved.

Mrs. Radford offered the suggestion that some meetings of the Board be held in the Branch Libraries so that Board members may become better acquainted with library properties and operations. It was the concensus of members present, without vote, that the suggestion be tried experimentally, and that the librarian proceed with arrangements in his discretion and with the advice of the president.

The meeting adjourned at 5:50 p.m.

MINUTES APPROVED:

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Joseph R. Paul President  
Harold J. Wigham Secretary

Exhibit No. 1.

DISPOSAL OF DUPLICATE AND DISCARD MATERIALS

BE IT RESOLVED BY THE Board of Trustees of the Free Public Library of Louisville, Kentucky, that:

WHEREAS, there is, and will be from time to time, an accumulation of books, magazines, minor museum pieces and other service materials, which have served their purpose and are no longer necessary, used nor useful, nor needed for library purposes, owing to obsolescence, wear and tear, duplication, inactivity, or other cause, either similar or dissimilar, some of which have

little or no value, intrinsic or otherwise, and some of which may have some value, intrinsic or otherwise, but all of which should be discarded, and

WHEREAS, such articles and materials occupy a great deal of space which the Library needs for the proper carrying on of its affairs,

NOW THEREFORE BE IT FURTHER RESOLVED by the Board of Trustees of the Free Public Library of Louisville, Kentucky, that when in the opinion of the Librarian there are on hand books, magazines, minor museum pieces, or other articles, or materials, of similar or dissimilar kind or nature, which have served their purpose and are no longer necessary, used or useful, nor needed for library purposes, owing to obsolescence, wear or tear, duplication or inactivity, or other cause similar or dissimilar, and which have little or no value, intrinsic or otherwise, and Librarian is hereby authorized to discard same and make disposition thereof as in his discretion may be deemed proper regardless of whether such was acquired by purchase or gift.

Disposition of such materials and articles may take the form of exchange with other libraries or gift to other libraries, or other appropriate institutions, such as hospitals, orphanages, prisons, or military posts, or other worthy institutions, or they may be sold at a fair value, either as waste or otherwise.

In making disposition to other libraries or other institutions, preference shall be given first to libraries and other institutions in Louisville and Jefferson County, second, to those located within the State of Kentucky, before disposition thereof outside of the State.

If such material or articles come within the class above described, except that they may have more value, either intrinsic or otherwise, than hereinbefore indicated, or if questions of policy or precedent are involved, the Librarian shall refer to the Library Committee the question of disposition along the general lines hereinbefore indicated.

The Library Committee may refer to the Board for final action any questions which in the judgment of the Committee call for the advice or approval of the Board.

Resolution approved with last paragraph changed to read as follows:

The Library Committee shall refer to the Board for final action any questions which call for the advice or approval of the Board.

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## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees November 11, 1941

The regular meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, November 11, 1941 at 4:15 p.m. in the Crescent Hill Branch Library.

Present: Mrs. Meguire, Mrs. Radford, Messrs. Kavanagh, McAdams, Powell, Rauch, Smock, Welch, Asst. City Attorney Lawrence S. Poston and the librarian.

Dr. Rauch presided.

The minutes of the meeting of October 14 were approved as distributed, by vote.

Miss Marguerite Terrell, Crescent Hill Branch Librarian, presented the fifth in the series of Staff Reports, dealing with the history and work of the Crescent Hill Library.

A message of greeting was read from Mr. Dillman A. Rash, absentee Board member serving with the U.S. Army in Fort Leavenworth, Kansas.

Reports:

Mr. Kavanagh reported that bills for the month of October in the total amount of \$5,483.57 had been audited by the Library Committee and moved that they be approved for payment. Seconded by Mr. Powell and carried. A list of these bills is recorded in Record Book 1, pages 135-140 inclusive.

Mr. Powell reported on projects in the hands of the Building Committee, namely that the lease on the property at 113 So. Third Street used by the W.P.A. Film Project had been renewed for one year from December 1, calling for a rental of \$160 per month; that a sub-lease had been executed with the Federal Government for a portion of the same property to be used by the Government for \$90 per month, beginning October 1; that the installation of new lighting fixtures in the Parkland Branch was nearing completion; that the Committee was proceeding to advertise for bids on a new roof for the Highland Branch; and that insurance on library properties was falling due for renewal in December, namely 13 policies on library buildings proper and 8 policies on the Fourth Street property for a total of approximately \$350,000.00.

Dr. Welch moved that the Board approve renewal of the insurance expiring in December under the plan in effect. Seconded by Mr. McAdams and carried.

The Treasurer's report for the month of October was received and filed by vote.

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

The librarian referred to the continued decline in circulation and to an increase in demand for certain classes of non-fiction, particularly technical and vocational books. The chairman referred to the Library Committee for study the question whether there is need for spending a larger proportion of book funds for technical books; also the question of delivering new books more quickly to Branches.

The librarian reported a new Federal undertaking relating to Post-Defense Planning of public works and public services including libraries and focusing in an

agency designated as The Public Work Reserve. The state headquarters of this agency was reported to have been established just recently in Louisville, and the City authorities were beginning a compilation of future possible projects designed to absorb workers employed in Defense activities when Peace comes. This matter was referred to the Library Committee for study in cooperation with the librarian.

The annual audit of the library was reported completed by the City Comptroller and Inspector, and the following questions were raised by Mr. John Engelhard in conference with the librarian, namely (1) Should the library request the Kaufman-Straus Co. to furnish the annual audit of the Company since the rent is based on volume of business? and (2) Should the library consider adding insurance to protect its rental income against loss due to serious damage that might be caused by a break in the sprinkler system?

The president referred question (1) to the Finance Committee for study, and question (2) was referred to the Building Committee.

Unfinished business:

It was reported that the I. W. Bernheim collection of paintings had been completely framed, and hung in the East Wing of the corridor, second floor, and that Mr. Bernheim had been notified.

New business:

The Board then discussed the advantages and disadvantages of holding Board meetings away from the Main Library. No conclusion seemed possible, therefore Dr. Welch offered the motion, seconded by Mrs. Radford and carried, that the December meeting of the Board be held at the Main Library and that the question be put on the agenda for discussion at that meeting.

The meeting adjourned at 5:40.

MINUTES APPROVED:

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Joseph Rowland President  
Harold F. Brigham Secretary

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees December 9, 1941

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, December 9, 1941 at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire and Messrs. Hume, McAdams, Powell, Rauch, Smock, Welch, Asst. City Attorney Lawrence S. Poston and the librarian.

Dr. Fauch presided.

The minutes of the November 11 meeting were approved as distributed by vote.

Miss Edna J. Grauman, Head of the Reference Department, presented the sixth in the series of Staff Reports, dealing with the history and work of the Reference Department.

Communications:

The Secretary reported a letter from the library's insurance consultant, Barret, Robinson, Dickey and Swope, under date of November 21, calling attention to the fact that the library is carrying Rent insurance on \$60,000 whereas our rental income has been substantially greater than that amount. The chairman referred the question to the Building Committee for study and recommendation.

Reports:

The Building Committee reported bids on replacing the roof of the Highland Branch, with the recommendation that the Board accept the lowest regular bid, namely that of J. F. Wagner's Sons Co. for \$2,412., provided that funds can be made available for this purpose.

Mr. McAdams moved that the recommendation be approved and that the Committee be authorized to proceed with the work at once. Seconded by Mr. Powell and carried unanimously.

It was reported that, in the absence of members of the Library Committee, Mr. McAdams and Mr. Powell had audited the bills for the month of November in the total amount of \$10,169.70. Mr. Powell moved that the bills be approved for payment. Seconded by Dr. Hume and carried.

Mr. McAdams presented the Treasurer's report for the month of November. A typographical error was noted involving the transposition of figures for the preceding fiscal year. This was ordered corrected before filing the report.

Mr. McAdams mentioned that the Finance Committee had received an inquiry about the possibility of refinancing outstanding library bonds but that the committee doubted there could be advantage in doing this. No action was taken.

The statistical report of the librarian for the month of November was distributed and ordered on filed.

The librarian reported in addition as follows:

1. That an unusual delay was to be noted in arrangements by city authorities to have hearings on the proposed budgets of Outside Agencies.
2. That hours for closing libraries for the Christmas and New Year's holidays was

to be considered, with the recommendation that the same plan be adopted as was approved last year.

It was voted, on motion by Mr. Powell seconded by Mrs. Meguire, that the 1941 plan be approved, namely that all libraries, including the Main and West Colored Branch, be closed for Christmas from 2 p.m. December 24 to 9 a.m. December 26, and for New Year from 5 p.m. December 31 to 9 a.m. January 2.

3. That the librarian be authorized, if possible, to attend the conference of the American Library Association in Chicago December 28-31 at library expense, recognizing as official business of the library the following matters: (a) service ratings for library employees (b) plans for the National Book Drive for the benefit of soldiers and sailors, and (c) library war services as they relate to Louisville.

Dr. Welch moved that this recommendation be approved including the official business indicated. Seconded by Mr. Powell and carried.

Unfinished business:

Mr. Poston reported progress in determining the probable exemption of the library from payment of new Federal Excise Taxes.

The Board then discussed the question of holding some of its meetings in Branch buildings. After extended discussion it was voted, on motion by Dr. Welch seconded by Mr. McAdams, that meetings of the Board be held at such times and places as the President in his discretion may determine.

New business:

The librarian recommended that the libraries of the Louisville system participate in the national observance of the 150th Anniversary of the Bill of Rights on December 15 by remaining open from 9 to 10 p.m. for a special nationwide radio broadcast to include an address by the President. This was approved by consent, and the chairman delegated to the librarian full authority to proceed, with the understanding that all Branch Libraries would be included in the plans.

The meeting adjourned at 5:30 p.m.

MINUTES APPROVED:

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Joseph Rawls President  
Harold F. Brigham Secretary

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## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees January 13, 1942

The Board of Trustees of the Louisville Free Public Library met in regular monthly session on Tuesday, January 13, 1942 at 4:15 p.m. in the librarian's office.

Present: Mrs. Radford, Messrs. Hartstern, Hume, Kavanagh, McAdams, Powell, Rauch, Smock, Asst. City Attorney Lawrence S. Poston and the librarian.

Dr. Rauch presided.

The minutes of the meeting of December 9, 1941 were read and approved.

Miss Alma St. Clair, librarian of the Shawnee Branch Library, presented the seventh in the series of Staff Reports, dealing with the work of the Shawnee Branch.

Communications:

A letter from the City Department of Law was read, dated December 23 and signed by the Director, Richard H. Hill, outlining the procedure for requesting opinions or advice involving legal questions. Exhibit No. 1.

Reports:

Mr. McAdams presented the financial report for the month of December. This was ordered on file.

Mr. McAdams presented the Revised Budget for the present fiscal year as approved and recommended by the Finance Committee at its meeting December 22, 1941. It was noted that this budget included the general increase in salaries and wages as tentatively approved by the Board on October 14, recognizing that the loss of income from City Taxes is offset by additional rental income assured this year.

Mr. McAdams moved that the Board approve the Salary Budget as now proposed, in line with its action of October 14. Seconded by Mr. Powell and carried unanimously.

It was moved by Mr. McAdams, seconded by Mr. Smock and carried unanimously, that the Revised Budget as presented be approved. A copy of the budget is attached to these minutes. Exhibit No. 2.

The chairman ruled that the action adopting the revised budget carried authorization of book purchasing for the balance of the year within the amount allocated for this purpose.

Mr. Hartstern suggested that the library request a copy of the audit of the Kaufman-Straus Co. for its record inasmuch as rental income is determined by this audit. It was reported that Mr. Harry W. Schacter, president of the Kaufman-Straus Co. will appear before the Board in February to report on the added rent due the library and the outlook for the coming year.

Mr. Kavanagh reported on behalf of the Library Committee that bills for the month of December in the amount of \$7,458.19 had been audited, and moved that they be approved for payment. Seconded by Mr. Powell and carried. A list of these bills is recorded in Record Book 1, pages 148-153 inclusive.

Mr. Powell reported satisfactory progress on the roof construction at Highland Branch.

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

The librarian reported benefits derived from the conference of the American Library Association in Chicago, December 28-31, particularly in the matter of a Service Rating Plan for the Louisville Library and in emergency problems confronting this library as a result of the War, such as War Library Services and the Victory Book Campaign, redirection of the Work Projects Administration program since the declaration of War, and local cooperation with Federal Agencies in the provision of emergency information services through libraries.

The librarian recommended that full appointment be granted Mrs. Margaret Walker Lewis, a substitute in the Jefferson Branch, as sub-professional assistant, Grade 2, without salary change. It was voted to refer the recommendation to the Library Committee with power to act.

The Secretary read a letter from Mr. W.P. Offutt, Jr., dated Nov. 14, 1941 concerning use of the libraries by Negroes. Exhibit No. 3.  
The Board then went into Executive Session to consider the question of service to Negroes.

Recent experience was reviewed relating to the question of use of white libraries by Negro patrons, including a visitation to the Main Library on December 15, the Bill of Rights Sesquicentennial.

Mr. Poston read a letter of January 8 from the City Department of Law discussing the legal aspects of the question, with the request that the letter be used for advice only and not for public record. Exhibit No. 4.

Dr. Rauch summarized the discussion as involving two major questions, namely services of the library and commingling of the races, the latter being a general community problem.

After full discussion the motion was offered by Dr. Hume, seconded by Mr. Smock and carried unanimously,

THAT present policies be continued in the administration of library services for Negroes.

The meeting was adjourned at 6:50 p.m. to January 16 at 4:15 p.m. to consider the matter of proposed library legislation.

MINUTES APPROVED:

Joseph Rauch President  
Harold F. Brigham Secretary

Exhibit No. 1.

Dec. 23, 1941

To: All Directors of Departments, and  
All Heads of other Municipal Agencies  
From: Richard H. Hill, Director of Law

Re: Office Procedure.

In order to obviate any conflict in opinions rendered or given by the staff of the Law Department, and to preserve a record of all such opinions, May I request that in the future, so far as possible, all requests to this De-



LOUISVILLE FREE PUBLIC LIBRARY  
Suggested Revision of Request Budget 1941 - 42

<u>Receipts</u>	Budget 1940-41 (Jan. rev.)	Actual Income 1940-41	Req. Budget 1941-42 (Jul. Orig.)	Possible Revision Budget 1941-42
Balance-General	\$ 46.82	\$ 46.82	\$	\$ 1,134.50
" -Bond refund (lighting)	2,651.13	2,651.13	1,178.00	1,159.48
" -Extra rent			8,207.76 a)	12,757.28
" -Courier-Journal Filming				750.00
City Taxes	147,000.00	148,964.01	147,000.00	159,705.00
Jefferson County	9,000.00	9,000.00	9,000.00	9,000.00
Fines, etc.	5,000.00	6,192.53	5,500.00	5,500.00
Rent Kaufman-Straus (reg. & extra)	60,000.00	72,757.28	75,000.00 b)	85,000.00
Gifts & refunds		389.84		
Courier-Journal Filming		750.00		3,250.00
Gov. sub-lease				360.00
<b>Total</b>	<b>\$223,697.95</b>	<b>\$240,751.61</b>	<b>\$245,885.76</b>	<b>\$258,616.26</b>
<u>Expenditures</u>				
Library Operating Expenses				
1) Pay Roll Staff	112,639.00	111,801.10	116,150.00	123,275.00
2) Books	21,560.95	26,453.59	30,200.76	28,944.26
Periodicals	3,200.00	3,173.91	3,400.00	3,400.00
3) Binding, Rebinding & Filming	4,000.00	4,010.22	4,000.00	4,200.00
4) Library Supplies	3,150.00	2,932.44	3,400.00	3,500.00
5) Printing	1,350.00	1,120.27	1,600.00	1,600.00
Incidentals	750.00	794.70	750.00	750.00
6) Transportation	1,000.00	1,887.73	2,500.00	1,500.00
Telephone	1,550.00	1,554.63	1,600.00	1,600.00
Postage	1,000.00	953.25	1,000.00	1,000.00
Interest on Loans	150.00	138.78	150.00	150.00
7) Furniture & Fixtures	1,500.00	726.04	3,800.00	2,400.00
<b>Total</b>	<b>\$151,849.95</b>	<b>\$155,546.66</b>	<b>\$168,550.76</b>	<b>\$172,319.26</b>
Building Maintenance Expense				
8) Pay Roll: Janitors	17,903.00	17,819.81	18,920.00	20,200.00
9) Janitor Supplies	1,800.00	2,050.49	2,450.00	2,600.00
10) Repairs & Improvements	9,000.00	7,279.66	12,000.00	17,037.00
11) " " - Shop	1,000.00	762.39	600.00	600.00
12) Rent	875.00	633.00	950.00	950.00
13) Heat	5,000.00	4,546.74	5,000.00	5,500.00
14) Light	4,665.00	4,284.68	4,200.00	4,200.00
Insurance	2,900.00	2,838.14	2,800.00	2,800.00
15) Incidentals	765.00	515.21	815.00	850.00
<b>Total</b>	<b>\$ 43,908.00</b>	<b>\$ 40,530.12</b>	<b>\$ 47,735.00</b>	<b>\$ 54,737.00</b>
<b>Total Operating &amp; Bldg. Maintenance</b>	<b>\$195,757.95</b>	<b>\$196,076.78</b>	<b>\$216,285.76</b>	<b>\$227,056.26</b>
16) W. P. A. Film Project	2,340.00	3,313.57	4,000.00	6,000.00
<b>Total</b>	<b>\$198,097.95</b>	<b>\$199,390.35</b>	<b>\$220,285.76</b>	<b>\$233,056.26</b>
17) Mortgage Sinking Fund	25,600.00	25,560.00	25,600.00	25,560.00
<b>TOTAL</b>	<b>\$223,697.95</b>	<b>\$224,950.35</b>	<b>\$245,885.76</b>	<b>\$258,616.26</b>

December 22, 1941

At time of Board approval of this budget it was understood by the Finance Committee that anticipated income would call for two changes, namely, income from City would be approximately \$5,000 less, or \$134,627; and income from rent would be probably \$7,000 more, or \$92,000.

BUDGET NOTES 1941-42

- a) Total balance of extra rent carried forward. Kaufman-Straus roof repairs actually paid in this fiscal year (\$4,637).
- b) \$60,000 regular rent; \$25,000 extra anticipated to be paid February - August.
- 1) Original budget figure of \$116,150 included approximately \$5,000 for (a) adjustments of several salaries under C. A. P. Plan (b) at least three added clerical people to replace W. F. A. and H. Y. A. workers (c) \$250 for sick time substitutes and adjustment of Sunday pay. The revised figure of \$123,275 includes an additional \$7,125 for general salary increases, as tentatively approved by Board, for 8 months retroactive to Dec. 1. (This last could be for 7 months, if necessary, saving \$891; and the \$5,000 can probably be reduced by about same amount since clerical workers have not yet had to be employed.)
- 2) Added funds needed because of rising cost of books; also need of more technical books, and to provide more adequately for extension of services required by increase in population.
- 3) and 4) allowance included for price increases.
- 5) Increase included for additional printed materials planned, and for price increases.
- 6) Transportation reduced from amount in original request because new truck was purchased at end of last fiscal year when extra income was assured.
- 7) \$500 for general needs, including chairs; \$500 for film filing cabinets; \$1,000 for drinking fountains; \$400 to replace ice boxes.
- 8) Revised figure includes \$1,404 additional for general pay increases, as tentatively approved by Board, for 8 months retroactive to Dec. 1. (This could be for 7 months if necessary, saving \$175). See also (1) above.
- 9) Allowance included for price increases.
- 10) \$5,000 for general repairs; \$2,400 for new roof at Highland, \$3,500 for fluorescent lights in Reference Room and 5 Branches; \$4,637 for new roof on Kaufman-Straus bldg. paid for in this fiscal year; \$500 for badly needed lawn work (reduced from \$500) and \$1,000 for new floor covering in 2 Branches.
- 11) Quantity purchases for stock of Shop at \$50 per month.
- 12) Present rentals plus Clarksdale at \$25 per month.
- 13) Includes allowance for increase in coal prices.
- 14) With installation of additional fluorescent lighting this could be reduced.
- 15) \$500 general; \$350 balance due for restoring library's own paintings. (This latter should be increased if more paintings are to be restored; and further increased if we may need or wish to pay Col. Beckner another honorarium.)
- 16) For continuation of W. F. A. newspaper filming project: \$160 per month for rent; \$100 per month for supplies; approx. \$3,000 for film. Against these expenses is to be counted the income due from the Courier-Journal; namely \$3,250, and income from Government sub-lease \$360.
- 17) \$2,125 per month plus bank service charge.

December 22, 1941

Exhibit No. 3

2309 West Chestnut St.  
Louisville, Kentucky  
November 14, 1941

Mr. Harold F. Brigham  
Library Office  
Louisville, Kentucky

Dear Mr. Brigham:

I will attempt to state in simplest terms the problems of Negroes as the result of being denied the use of the Louisville Free Public Library, at Library Place. Your attention is here in called to the fact that the present system does not meet the needs of all its citizenry.

The library at 10th and Chestnut Streets has been an active agency in the community. It has always been willing to assist in meeting civic needs, educational as well as social, but it has not supplied the facilities for making the proper investigations into special fields of interest.

Some of the many handicaps are as follows:

1. By not being allowed the use of the Reference Department of the Main Library, we are denied the part of the system that is charged especially with the task of aiding readers particularly in their use of the resources and books within the library walls.
2. By not having access to the card catalog we can not be kept acquainted with the new works on the special subjects or fields as they are added to the collection.
3. The Shelf List: This discriminatory practice prohibits the Negroes from using the list of books in the library arranged in the order in which they stand on the shelf.

I believe the mores of the people of Louisville have undergone the type of changes that will enable the Main Library to assume its rightful place in the community for all its citizens by giving them the same opportunities. For example, the Southern Baptist Seminary, of which I am a student allows all the students both white and Negro equal opportunities by using the same library.

I will appreciate your giving this matter your careful consideration

Yours very truly

(signed) WALTER P. OFFUTT, Jr.

Walter P. Offutt, Jr.

C O P Y

CITY OF LOUISVILLE  
Kentucky

Department of Law

January 8, 1942

Louisville Free Public Library  
4th & York Sts.  
Louisville, Ky.

Attention: Mr. Brigham

Gentlemen:

Referring to the several letters which you have received recently relative to the matter of the use of the Main Library by our colored citizens, it would appear that some of our colored residents are not satisfied with the service that has been rendered them for a number of years.

We have examined into the matter and we find:

a. That you maintain a free public library

for the use and benefit of the residents of the City with such branches and stations as you may from time to time deem proper or necessary

All the uses and privileges of the Library shall forever be free and equal to all residents of the City subject only to the rules and regulations established by the Board (K.S. 2801b-1).

b. You are given the power to make rules and regulations for the control, management, and use of your property as you deem proper, not however in conflict with the act, or with the Constitution, or laws of this State or of the United States (K.S. 2801b-3)

Constitutional provisions, statutory enactments and rules and regulations segregating or separating the white and the colored races have very generally been recognized by the courts of the several states, including our own, and the Supreme Court of the United States, as a proper constitutional exercise of the police power, provided there is due regard to equality of rights, opportunities and accommodations. This has been shown in the various provisions in regard to separate schools and separate coaches for white and colored persons. The service rendered may be separate, but it must be equal.

In the case of Warley vs Board of Park Commissioners, 233Ky. 688, 26 S.W. (2) 554, the Court of Appeals held that our Board of Park Commissioners could make rules and regulations for the reasonable and proper use of parks, including the designation of some portions for exclusive use of white people and other portions of the park system for the exclusive use of colored people, in which case it was not shown that equal facilities were not furnished each race.

In Davis County Board of Education vs Johnson, 179 Ky. 34, 200 S.W.313, our Court of Appeals held that it is not necessary that the rights or privileges

of white and of colored persons be identical, but they must be equal.

In *Chiles vs C. & O. Rwy. Co.*, 125 Ky. 299, U.S. 71, the court upheld the validity of the regulation of the Company segregating white persons from colored persons, altho in inter-state commerce. Therein the court referred to the case of *Plessy vs Ferguson*, 163 U.S. 540, where the Supreme Court of the United States had upheld the validity of the Louisiana Separate Coach Bill and justified as reasonable the distinction between the races and therein uses this language:

"regulations which are induced by the general sentiment of the community for whom they are made and upon whom they operate cannot be said to be unconstitutional."

In the case of *Berea College vs Commonwealth* 123 Ky. 209, 94 S.W. 623, the question before the court was, Is it a fair exercise of the police power to prohibit the teaching of the white and negro races together? The answer to which was yes, and in the course of the opinion our court said:

"The separation of the races under certain conditions is therefore enforced, where it is believed that their mingling would tend to produce the very conditions which is found, it lies at the base of the trouble.

In its application it becomes all the more necessary that the over-mastering principles included in the police power of the government be firmly recognized, so that a clashing of race prejudice, or race destruction may be lawfully averted."

Legislation of this character, says the court:

"has two great objects one, the preservation of the identity and purity of the races; the other, the avoidance of clashes between the races by preventing their most fruitful sources."

This was affirmed by the Supreme Court of the United States, 211 U.S. 45.

The decisions established the principle that the differences in the races are natural, and classification based thereupon is reasonable; that segregation in services is permissible, but the service must be equal.

The cases support your general principle of segregation by maintaining separate library buildings for the separate races, but the service must be equal. It would appear from the correspondence, however, that there are some records or books or systems that cannot be sent out to the branch libraries, and which can be used only in the main buildings. As to such, some provision must be made whereby those records, cards and systems are made available for the use of all of our citizens, and you should endeavor to work the matter out along those lines. This, however, need not break down your general principle of segregation.

Very truly yours,

/s/ LAWRENCE S. POSTON

Lawrence S. Poston  
Ass't Director of Law

LSP/MCD

partment, for opinions or advice involving legal questions be submitted in writing and directed to the Director of Law, accompanied by a statement of sufficient facts to enable the Department to give an intelligent answer?

Your cooperation in this matter will be greatly appreciated.

With the Season's Greetings and best wishes, I am

Sincerely yours,

/s/ RICHARD H. HILL

Richard H. Hill  
Director of Law

RHH/W

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, Adjourned Meeting, January 16, 1942

An adjourned meeting of the Board of Trustees of the Louisville Free Public Library was held on Friday, January 16 at 4:15 p.m. in the librarian's office.

Present: Messrs. Hartstern, Hume, Kavanagh, McAdams, Powell, Smock and Welch, Asst. City Attorney Lawrence S. Poston, and the librarian.

Dr. Welch was named chairman pro tem in the absence of the president and the vice-president.

The proposed Library Code "An Act Relating to Free Public Libraries", previously distributed to members of the Board, was presented for discussion. A copy, dated January 3, 1942, is on file.

A letter by Mr. Kavanagh addressed to Mr. R. H. Hill, City Director of Law, dated January 15, was read. Exhibit No. 1.

In the discussion, under the leadership of Mr. Poston and Mr. Kavanagh, the following principal objections to the Code, as it related to the Louisville Library, were voiced, namely

1. The Louisville Library would lose its present status as a corporation including the power to make mortgages and to issue bonds
2. Section 11 calls for examination of its accounts by the State
3. Section 8 calls for appointment of trustees "with the consent of the legislative body"
4. Section 8 provides for removal of trustees in a manner to discourage service
5. Section 9 (3) emphasizes control over employment of personnel by a state body, the Certification Board.
6. Section 11 places custody of library funds in the hands of the Treasurer of the governmental unit
7. Section 12 calls for mandatory submission of annual report to a State Agency.

In general it was felt that the proposed legislation threatened to deprive the Louisville Library of important powers and to impose a considerable degree of state control.

Mr. Kavanagh expressed unqualified disapproval of the Bill on the principal ground that it imposed state control on a local tax-supported institution.

The librarian expressed confidence in the framers of the Bill, namely the Legislative Committee of the Kentucky Library Association, and confidence in its purpose, namely to improve the status of public libraries over the state as a whole. He suggested the importance of Louisville's part in efforts to improve library service over the state.

Mr. Hartstern offered the motion that the Board go on record as opposing the proposed Act in its present form. The motion was seconded by Mr. Kavanagh and, after full discussion, carried unanimously. (See revision of this action in minutes of special meeting, January 27)

The discussion recognized the desirability of provision for the retirement of library employees, proposed in the Act. Mr. Kavanagh presented the motion, seconded by Mr. Hartstern and carried, that it is the sense of this meeting that the Law Department of the City be requested to prepare a Retirement Act applicable to cities of the First Class, as an amendment to the present law governing cities of the First Class, to be submitted to the Executive Committee of the Board for approval before introduction in the Legislature.

The chairman summarized the Board's reasons for opposing the proposed Library Code as three in number, namely:

1. Inconsistencies
2. Inaccuracies
3. Imposition of state control.

The meeting adjourned at 5:40 p.m.

MINUTES APPROVED:

\_\_\_\_\_

Joseph Kaul President  
Harold F. Brigham Secretary

Exhibit No. 1

January 15, 1942

Mr. Richard H. Hill  
 Director of Law  
 City Hall  
 Louisville, Kentucky

Dear Mr. Hill:

This letter is written in compliance with your request of last Tuesday that those seeking information on any legal proposition concerning a city institution should do so in writing addressed to you.

A meeting has been called for Friday, January 16 at 4:15 p.m. of the Library Trustees to discuss the Proposed Codification of Public Library Laws - An Act Relating to Free Public Libraries.

This bill was sent to my office about a week ago but I have had no time to study it and have read it rather casually.

If the Library Act is simply for the purpose of a codification of the



library law, and favored by the city, I would naturally be for it.

- (a) What is the City's attitude to this bill?
- (b) Does the proposed act place the Louisville Public Library under any control or management of the State or any body of the State, or does it permit it to remain as a purely local institution?

A quick reading of the proposed act in conjunction with the certification statutes leads me to believe that the real control of the Louisville Free Public Library system is passing to the State and away from this municipality.

The Louisville Free Public Library was created forty years ago for the sole purpose and enjoyment of the citizens of this city and has been supported ever since by city tax allocations or rental from its own property. I am not convinced it is proper to destroy local self government, to create new centralization of power and to place a municipal institution of learning local to this community, under the domination, in whole or in part, of any other body except this city. The State has never made any contribution to our public library system.

I cannot see how the proposed act simplifies the present library statutes relating to our library, quite to the contrary, as the present statutes are far clearer and more understandable than the laws proposed. A hasty disposition might do irreparable harm. I believe that all action should be suspended until there is a thoro and complete understanding of the present act.

Tho I am not authorized at all to speak for the Library Trustees I am sure they would appreciate your opinion on the serious questions involved.

Respectfully

/s/ J. J. KAVANAGH

Trustee, Louisville Free  
Public Library

JJK/C

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees, Special Meeting, January 27, 1942

A special meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, January 27, 1942 at 4:15 p. m. in the librarian's office.

Present: Messrs. Hartstern, Hume, Kavanagh, McAdams, Powell, Rauch, Smock, Welch, Assistant City Attorney Lawrence S. Poston, and the librarian.

Dr. Rauch presided.

The meeting was called for the purpose of considering proposed library legislation.

Minutes of the adjourned meeting of January 16 were read.

The intent of the action of January 16 as recorded, declaring opposition to the proposed Library Code, was questioned by Mr. Kavanagh. It was the recollection and conviction of Mr. Kavanagh that the action taken was a complete repudiation of the proposed Act without implication that it might be made acceptable to the Louisville Library.

Mr. Hartstern stated that his motion was meant to register objection to the proposed Act as it relates to Louisville without intending objection to legislation which might benefit other libraries of the State.

Mr. Kavanagh expressed strong personal adherence to the principle of home rule and local self-government in Louisville, declaring the proposed Act to be dangerous legislation in that it places the Louisville Library under state control.

Mr. Kavanagh's letter of January 15 addressed to City Director of Law, Richard H. Hill, was read. His letter of January 20 addressed to the librarian was also referred to. Following discussion, the motion was offered by Mr. Kavanagh, seconded by Mr. McAdams and carried unanimously:-

THAT the minutes of January 16 be corrected to show that the action relating to the proposed Library Code was intended as a repudiation of the entire Code as it relates to Cities of the First Class.

Mr. Poston reported a conversation with Mayor Wilson Wyatt in which the Mayor stated he would endeavor to have libraries in Cities of the First Class eliminated from the Bill.

The librarian suggested the possibility of a misunderstanding concerning Louisville's interest in general efforts to improve library conditions over the state. Dr. Rauch proposed that the librarian be authorized to make a statement to the effect that it is the first concern of the Louisville Board of Trustees to safeguard the interests of the Louisville Library, but parallel with this is a genuine concern for, and willingness to support, anything which will benefit other libraries so long as it is not considered to be at the expense of the Louisville Library. This was approved by consent.

Copies of the second draft of the proposed Code were distributed. This draft was dated January 24 and incorporates changes made by the Legislative Committee of the Kentucky Library Association in an effort to make the Bill acceptable to Louisville.

Mr. Poston presented and read a proposed enabling act to permit libraries in Cities of the First Class to provide pensions for employees. A copy is appended to these minutes. Exhibit No. 1.

Mr. Poston stated that the City Director of Finance had indicated his objection to special legislation of this kind benefiting special groups of employees.

Following discussion, it was agreed that the president discuss the proposed pension bill with the Mayor, with the understanding that further action be conditioned on approval of the proposal by the Mayor.

The meeting adjourned at 5:45 p.m.

MINUTES APPROVED:

\_\_\_\_\_

Joseph R. Auld President  
Harold J. Brigham Secretary

see next page for

Exhibit No. 1

Exhibit No. 1AN ACT RELATING TO FREE PUBLIC LIBRARIES  
IN CITIES OF THE FIRST CLASS, PERMITTING  
THEM TO ESTABLISH A RETIREMENT SYSTEM FOR  
EMPLOYEES

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE COMMONWEALTH OF  
KENTUCKY:

The Board of Trustees of a Free Public Library in any city of the first class wherein there is established and maintained, or hereafter may be established and maintained, a free public library, may provide a system for the retirement of its employees with annuities, and may adopt the American Library Association Retirement Plan, or such other plan not inconsistent herewith as such Board may deem proper.

The said Board of any such library may appropriate and pay the board's portion provided in such system or plan as may be adopted, out of the funds received to the credit of such board by taxation or otherwise, the said board contributing not more than an amount equal to five (5) percent of each individual's salary. In applying such benefits the said board may classify its librarians, assistants and employees on the basis of age, salary or length of service, and make contributions for such classifications as the available funds will permit.

Each employee of such library is to be included in any system of retirement adopted and shall contribute to the retirement fund not less than three (3) percent of his or her salary from the time of his or her eligibility to join the retirement system to the time of his or her retirement, to be deducted from each pay check.

If a group retirement plan is adopted by such board, not less than fifty (50) percent of the cost of such retirement shall be borne by the employees included in such plan.

The said board may make such rules and regulations, not inconsistent herewith, as may be necessary and proper to effectuate the purposes of this act.

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees February 10, 1942

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, February 10, 1942 at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire, Mrs. Radford and Messrs. Hume, McAdams, Powell, Rauch, Smock, Mayor Wilson W. Wyatt, Asst. City Attorney Lawrence S. Poston and the librarian.

Dr. Rauch presided.

The minutes of the meetings of January 13, 16 and 27 were read and approved with amendment as recorded in the minute book.

The eighth in the series of Staff Reports, prepared by the Head of Catalog Department, Mary C. Foley, was read by Mrs. Radford.

Communications:

A note of thanks from the Staff Association was presented, expressing appreciation of the increase in salaries.

The following letter from Mrs. George Stanton Tiffany was read offering a gift to the Museum

Hotel Windsor  
New York - Feb. 7, 1942

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

Gentlemen:

Pursuant to a conference which my brother, Judge Muir Weissinger, held with your Mr. Brigham at my request, I hereby offer in memory of my beloved husband, Colonel George Stanton Tiffany, United States Army, the heads of six animals shot by him in British Columbia and Alaska in 1925. Also a collection of horns of animals shot by him in Tanganyika, Africa in 1928.

This trophy, I hope you will do me the honour to accept as a gift to your Museum.

Sincerely yours,

/s/ Isabelle W. Tiffany  
(Mrs. George Stanton Tiffany)

Dr. Hume offered the motion, seconded by Mr. Powell, that the gift of Mrs. Tiffany be accepted with grateful thanks. Carried unanimously.

The librarian reported receipt of a communication from the City Department of Law under date of January 23, 1942 establishing the library's exemption from payment of the new Federal excise taxes. The letter was ordered on file.

Reports:

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

Mrs. Radford reported that bills for the month of January in the amount of \$3,894.79 had been audited on behalf of the Library Committee. On motion duly seconded it was voted unanimously to approve payment of these bills as listed in Record Book No. 1, pages 154-158 inclusive.

Mr. Powell reported progress in various repair and improvement projects as reviewed in a Building Committee meeting February 9, in particular the proposal to prepare and submit to the Board at its next meeting a program for installation of fluorescent lights and new floor coverings in several library buildings within the appropriation provided in the revised budget.

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

Unfinished business:

The Board then proceeded to an extended discussion of proposed pension legislation.

Mayor Wyatt expressed his interest in providing pensions for library employees and other employees of the City, but noted first that it was the obligation of the City to consider all groups; second that financial limitations presented a very serious problem since the City had reached its legal tax limit of \$1.50 for all general purposes; third that the existing pension plans of the Police and Fire Departments were both inadequate and actuarially unsound. He stated, moreover, that other pending legislation though holding promise of financial benefit to Louisville would not supply funds that could be used for pensions.

Dr. Rauch suggested that a commission be named to study the whole problem without delay, looking to the preparation of legislation which might be presented to the Legislature in 1944 if the study justified such action. It was suggested that the proposed study take into consideration the possible extension of Federal Social Security to include local public employees.

The matter was left with the understanding that the library should take the initiative in undertaking a study of its own pension problem and presenting a request to the Mayor that the study be extended to cover other groups of City employees.

New business:

Mr. Harry W. Schacter, President of the Kaufman-Straus Company, then appeared before the Board to present a report on the business of the Company for its fiscal year ending January 31 and on the additional rent due the library under the terms of the lease. Mr. Schacter reported that the library would receive in addition to the \$60,000 guaranteed, an additional rental income of \$34,077.30. A copy of Mr. Schacter's statement is appended to these minutes. Exhibit No. 1.

The President expressed the gratification of the Board.

The meeting adjourned at 5:50 p.m.

MINUTES APPROVED:

\_\_\_\_\_

Joseph Rauch President  
Harold F. Brigham Secretary

Exhibit next page

Exhibit No. 1

KAUFMAN\*STRAUS COMPANY

February 10, 1942

Gentlemen:

March 1st, 1942 will mark the tenth year of my service as President of the Kaufman-Straus Company. In view of this, I am taking the liberty of re-viewing the relationship between your Board and our Company during these past ten years.

It is generally recognized these days that the economic health of a landlord is only as good as that of his tenant. In the case of a Department store, this is dependent on the soundness and honesty of its merchandising policy, on the morale of its employees, and on the condition of its building and equipment.

It is common knowledge that in this decade, the merchandising condition of our store and its reputation in the Community has substantially improved. As evidence of this, I cite the following official Federal Reserve Figures to show:

- (a) That in these ten years our store has increased its volume slightly more than 100%.
- (b) That our increase has been close to 50% better than that of the other stores of Louisville combined.
- (c) That in percentage of increase over the ten year period, our store has comparably ranked 1st in all of the 51 Department Stores in the seven States of the 8th Federal Reserve District.

The morale of our store, which was at low ebb ten years ago, is easily on a par with that of any other institution in the city. This is due not only to our determined effort to make our store "A happy Place to Work", but also to the fact that ours is one of the few stores in the Country where every one who works in it is there because of merit, and merit only.

The physical condition of our store, thanks to our mutual co-operation, is far better today than it was ten years ago, even though our store is ten years older. We ourselves have, during this period, spent approximately \$225,000 on improvements. Your Board has spent close to \$100,000. and, in addition, we have jointly installed a complete air-conditioning system.

It is interesting to note that, during the two years since we have had air-conditioning, our store has made the greatest progress in the entire ten years. However, I would not for a moment have you believe it was entirely, or even substantially, due to the air conditioning - but there can be no doubt that this played a real part in the improvement.

Up to January 27, 1942, we have paid back \$17,000. in Principal and Interest on the \$75,000. Bond Issue, and every payment was met on due date.

Last year the Library Board received approximately \$13,000. over the minimum rental of \$60,000. For the year ending January 31, 1942, our Volume was \$3,135,910. The Library Board will, in addition to the \$60,000. already received, be paid \$34,077.30 as per the Lease. This means that in these last two years, we will have paid \$64,000. above our minimum rent, in excess rent and amortization. We invite you to send your Auditors, or any Committee of your Board to check our books as to these figures.

76902

I might add that this is the largest volume our store has ever enjoyed in its 62 years, and exceeds by one-half million dollars the former largest volume back in 1927.

I would like, at this point, to caution the Library Board very earnestly not to make plans on similar volume and similar receipts for next year. While we are still in the flush days of the buying wave, it will not be very long before serious shortages in many lines will make themselves felt, with adverse effect on our retail volume. Many problems will arise in the next year or two, as a result of this. If they will be approached in the same spirit as other problems have been in the past, I am sure we will jointly come through satisfactorily during this trying period.

I enter my second decade as President of the Kaufman-Straus Company with the full knowledge that hard days are ahead. I feel confident, however, that with our position in the Community assured, with our employees' morale high, with the physical condition of our building better than ever, and finally with the very cordial relationship existing with the Library Board, we will give as good account of ourselves as the times and circumstances will permit.

I want particularly at this time to pay a tribute to Mr. Brigham for his sympathetic and helpful understanding of our problems these past ten years. The mutual faith and trust which we have enjoyed is something indispensable in a joint business relationship, and something which has meant a great deal to me personally. I hope it may be given to us to work together for many years to come.

Respectfully submitted

/s/ HARRY W. SCHACTER

Harry W. Schacter

P/S. - Again I request of the Board that the figures cited here be kept strictly confidential for obvious reasons.

The Library Board  
Louisville Free Public Library,  
Library Place  
Louisville, Ky.

P.P.S. - One-seventh of the \$34,077.30 Excess Rent is due on February 10th. Check for this amount, totaling \$4,868.18 is herewith enclosed.

H.W.S.



## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees March 10, 1942

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, March 10, 1942 at 4:15 p.m. in the librarian's office.

Present: Mrs. Meguire, and Messrs. Hume, Kavanagh, McAdams, Powell, Rauch, Smock, Assistant City Attorney Lawrence S. Poston and the librarian.

Dr. Rauch presided.

The minutes of February 10 were approved as read. Dr. Rauch suggested the desirability of naming the special commission proposed at the last meeting of the Board to study the retirement question. No action was taken.

The ninth in the series of Staff Reports was presented by Miss Laura Jefferis, librarian of the Parkland Branch, dealing with the history and work of that branch.

Communications:

The librarian reported the receipt of a check for \$50.00 from the Falls City Medical Society designated for books for the August Schachner Memorial Library. The librarian suggested the need for consultation between the library and the Society to discuss plans for developing the materials and promoting the use of the Schachner Library. The matter was referred to the Library Committee.

The librarian presented a communication under date of March 3 from the Work Projects Administration giving notice that WPA assistance would have to be withdrawn from all library activities "which cannot be justified as definitely and directly contributing to the war effort", but that such assistance may be continued in connection with activities, both old and new, which do have such justification. The librarian reported tentative plans for re-directing the work of the library involving WPA assistance, including new project proposals identified with the war effort. It was noted, however, that the withdrawal of WPA assistance from a number of service points presented the necessity of choice between engaging extra assistance to continue work now being done and reorganizing or perhaps discontinuing such work. This matter was also referred to the Library Committee for study in cooperation with the librarian.

The librarian reported another communication from the Work Projects Administration offering to complete the revision of the History of the Louisville Library, provided the library can give assurance that the work will be published. It was noted that the original draft of the manuscript was the work of Mr. E. A. Jonas and that the History of the Library was designed to be a readable work of general public interest. Mr. McAdams offered the motion, seconded by Mr. Smock and carried, that the Work Projects Administration be urged to complete the manuscript with the understanding that the library will assume responsibility for publication in book form provided that the manuscript meets with the approval of the Library Committee of the Board.

A communication from the American Library Association under date of

March 4 was reported suggesting that the library make application for Federal financial aid under an emergency appropriation for community services in defense areas, for the purpose of extending library service to defense housing areas and workers in defense industries. Following discussion, it was moved by Mr. Smock, seconded by Mr. McAdams and carried, that the matter be referred to the Library Committee with power to act.

The secretary read a letter from Mr. R. C. Ballard Thruston, dated February 17 suggesting that an effort be made to complete the rehabilitation of the Egyptian mummy damaged in the flood and offering financial assistance to that end. It was noted that the mummy is still being kept for the library in The Filson Club and that coffin is in another location awaiting the restoration of its decorations by the artist Paul Childers. Mr. Powell moved that a committee be named to confer with Mr. Thruston, with power to act. Seconded by Mr. McAdams and carried. The chairman named Mr. Kavanagh and Mr. Powell as chairmen of the Library Committee and Building Committee respectively to serve with the cooperation of the librarian and Colonel Lucien Beckner.

A communication was reported from artist Lawrence Robison offering to frame the five large paintings which he has just renovated and restored for the total amount of \$261.00. It was felt that the cost of the work should be checked and Mr. Powell was named a committee of one to obtain other proposals and make report and recommendation to the Board.

Reports:

Mr. Powell read the report of the Building Committee covering its meeting of March 6, and including its recommendation, namely

"That the Committee approve the program of improvements proposed by the librarian, in the total estimated amount of \$4,220.00, and that this program be presented to the Board with the understanding that favorable action should carry complete agreement with the views of the Committee as to the wisdom of the proposed action at the present time."

Mr. Powell explained the committee's conviction that the materials involved, particularly lighting fixtures and asphalt tile floor covering, were to be had without involving interference with the supply of critical war materials. After full discussion it was moved by Mr. McAdams seconded by Mr. Smock and carried unanimously

That the program of improvements be approved as presented by the Building Committee, and that the Board authorize the committee to proceed with the execution of the program.

A copy of the report of the Building Committee as presented is appended to these minutes. Exhibit No. 1.

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

Mr. McAdams reported on behalf of the Finance Committee that the financial statement of the Kaufman-Straus Co. for the year ending January 31, 1942 had been examined and that this examination had verified the amount of rental due the library for the year ending January 31, 1941, namely \$72,757.26, as well as the rental due the library for the year ending January 31, 1942 namely \$94,077.30.

The report, bearing date of March 3, was received and ordered on file.

Mr. Kavanagh, reported on behalf of the Library Committee that bills for the month of February in the amount of \$5,346.45 had been audited and moved that they be approved for payment. The motion was seconded by Mr. Powell and carried. A list of the bills is recorded in Record Book 1, pages 159-164 inclusive.

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

The librarian reported receipt of the major portion of the library of the distinguished local authors, Mr. Cale Young Rice and the late Mrs. Alice Hegan Rice. It was noted that Mr. Rice wished some of the books to go to the Colored Department and he was pleased with the suggestion that some of the more personal items might be added permanently to the Kentuckiana collections. It was stated also that Mr. Rice had included in the gift a large number of copies of his own published works with the request that the library make free distribution of these books to other libraries in its own discretion.

The disposition to be made of the Rice gift was referred to the librarian and the Library Committee.

Dr. Hume offered the motion, seconded by Mr. Powell and carried, that the grateful thanks of the Board of Trustees be extended to Mr. Cale Young Rice for his valued gift to the library.

The librarian told about the Victory Book Campaign, a nation-wide effort to collect gifts of books for men in the Armed Forces, in which he is serving as State Director for Kentucky. He reported that approximately 25,000 books had been collected in Louisville alone.

Unfinished business:

Receipt of the gift to the Museum from Mrs. George Stanton Tiffany was reported, with high commendation of its excellence. The gift was made up of the following items, all received in good condition, namely:

5 large animal heads	1 crank handle
4 smaller animal heads	1 brass knob
2 battle axes	19 animal horns
1 lock and key	2 spears
2 swords	1 wooden handle
4 animal tails	

Mr. Poston reported that library legislation pending in the Legislature had not been pressed by its sponsors, in view of objections to it, and failed to come to final vote. It was understood that the proposed Library Code would be presented to all libraries during the next two years for study and discussion, with the thought of obtaining support for such legislation in the next session of the Legislature.

New business:

The librarian reported the resignation of Mr. John Worth as supervisor of the WPA Newspaper Microfilm Project and the consequent change in administration and direction of the project. It is expected that satisfactory arrangements can be made for the continuation of the work.

It was noted that the Annual Meeting of the Board will take place in April and that the Executive Committee will serve, under the By-Laws, as Nominating Committee for the election of officers.

The meeting adjourned at 5:50 p.m.

MINUTES APPROVED:

\_\_\_\_\_ Joseph R. ... President  
Harold F. Brigham Secretary

Exhibit No. 1.

Meeting of the Building Committee  
 March 6, 1942; 4:30 p.m.

Present: Mrs. Meguire, Mr. Powell, Dr. Hume, also Mr. E. T. Stewart, Miss C. L. Behrens, and the librarian.

The following business was transacted:

1. Mr. Stewart reported that the new roof at the Highland Branch lacked only the last coat of paint to be entirely finished.
2. It was voted to accept the proposal of H. P. Krauth to repair the roof of the Eastern Colored Branch for the sum of \$110.00.
3. The librarian presented the following program of improvements, within the appropriations provided in the revised budget, namely:

A. Fluorescent lights:	Estimated cost	
Main Reference Room	\$ 1,200	
Main Library lobby (partial installation)	100	
East. Colored Branch	500	
Shelby Park Branch	420	
Portland Branch	400	2,620
<hr/>		
B. Floor covering:		
Portland Branch	240	
Shelby Park Branch	270	
Jefferson Branch	290	800
<hr/>		
C. Lawn work: Shawnee Branch		100
<hr/>		
D. Chair replacements		700
<hr/>		
Total . . .		\$ 4,220

A full discussion followed. The librarian presented comments received from Mr. Hartstern by telephone, namely, that the library should consider possible

criticism from the public for any extensive buying that appeared to be in conflict with the conservation of essential war materials, but that benefits to be derived particularly from the purchase of lighting fixtures appeared to outweigh this disadvantage, and any purchasing that did not call for the exercise of priority claims could probably be justified.

Mr. Powell summarized the discussion as follows:

1. It is the patriotic duty of the library to avoid any possible interference with war activities.
2. It is the feeling of the committee, however, that the materials in question are available at present without involving such interference; that the improvements proposed represent serious library needs; that the money is available just now to meet these needs; and that this may be the library's last opportunity in many years to make the improvements proposed.

Dr. Hume offered the motion, seconded by Mrs. Meguire and carried, that the Committee approve the program of improvements proposed by the librarian in the total estimated amount of \$4,220, and that this program be presented to the Board with the understanding that favorable action should carry complete agreement with the views of the Committee as to the wisdom of the proposed action at the present time.

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## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees April 14, 1942

The annual meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, April 14, 1942 at 4:15 p.m. in the librarian's office.

Present: Mrs. Radford and Messrs. Hartstern, Hume, Kavanagh, McAdams, Powell, Rauch, Smock and the librarian. Assistant City Attorney Lawrence S. Poston was also present.

Dr. Rauch presided.

It was voted to postpone action on the minutes of March 10.

The tenth in the series of Staff Reports was presented by Miss Florinne C. Kammerer, Head of the Extension Department, outlining the history and work of the department.

Communications:

A letter was presented from the U.S. Procurement Division under date of March 28 notifying the library of the cancellation of the sub-lease on a portion of the property located at 113 S. Third Street used by the Work Projects Administration for purposes of its own not related to the library's WPA microfilm project.

Reports:

Mr. Kavanagh reported on behalf of the Library Committee that bills for the month of March in the amount of \$7,787.98 had been audited, and moved that they be approved for payment. The motion was duly seconded and unanimously carried. A list of the bills is recorded in Record Book 1, pages 165-170 inclusive.

The librarian read the reports and recommendations of the Library Committee, recording its meetings of March 18 and April 9. Copies are attached to these minutes. Exhibits 1 and 2. The following action was taken:

1. It was voted to approve the action of Messrs. Powell and Kavanagh in authorizing the framing of five large paintings at a cost of \$261.
2. An extended discussion dealt with the recommendation to employ Col. Lucien Beckner -  
"to complete as much of the Museum rehabilitation work as possible by the end of the present fiscal year; that employment be on the basis of a contract in the amount of \$900, effective on April 15; and that the contract include an agreement as to the work proposed to be done."

It was agreed that a detailed specification of work proposed to be done was probably not called for. Mr. Hartstern offered the motion, seconded by Mr. Smock and unanimously carried:

THAT, Col. Beckner be asked to continue his services in connection with the Museum, on a full-time basis from April 15 to August 31, at a compensation of \$900; that he be allowed freedom to use the time in accordance with the best interests of the Museum; and that the Board record its full confidence in Col. Beckner's ability and responsibility.

3. Dr. Hume made the motion, seconded by Mr. Hartstern and carried, that formal appointment be granted five employees, without salary change, as follows:

Margaret Walker Lewis	Sub-Prof. Grade 2 - Jefferson Branch
Betty Jane Delius	Clerical, Grade 1 - Circulation Dept.
Mary June Alton	Clerical, Grade 1 - Catalog Dept.
Geneva Sizemore	Clerical, Grade 1 - Order Dept.
Dorothy Skeeters	Clerical, Grade 1 - Order Dept.

4. Mrs. Radford moved that the Board approve the recommendation to grant Miss Ruth More a leave of absence of three months without pay. Seconded by Mr. Smock.

Mr. Hartstern questioned the policy of granting leaves of absence to enable an employee to try out another job. Following discussion, the motion was voted and carried. Dr. Hume then moved

THAT it be the policy of the library hereafter to limit to not more than 30 days any leave of absence that may be granted where an employee takes another position.

This motion was seconded by Mr. Smock and carried.

5. Mr. Hartstern moved to adopt the following recommendation, seconded by Dr. Hume, and carried:

THAT Miss Susan B. Shane be retired from active service but that her present pay of \$55.00 per month (for half-time service) be continued to the end of the present fiscal year.

6. Dr. Hume offered the motion, seconded by Mr. Smock and carried,

THAT the Board approve the joint proposal of the librarian and the Staff Association to provide for the purchase of Defense Bonds by voluntary deductions from payroll.

7. Following discussion of the recommendation to appropriate \$2,000 of unallocated funds for the purchase of books it was agreed that the appropriation be limited to \$1,000 and so voted on motion by Dr. Hume, seconded by Mr. McAdams.
8. Mrs. Radford then moved that the report of the Library Committee as a whole be accepted and its recommendations as modified be concurred in. Seconded by Mr. McAdams, and carried.

The report of the Building Committee covering its meeting of April 10 was presented by Mr. Powell. A copy is appended to these minutes. Exhibit No. 3.

It was regularly voted to approve the actions of the committee, and to concur in its recommendation that the committee be authorized to proceed in negotiating the annual coal contract with power to act.

Mr. Powell suggested the wisdom of purchasing additional fluorescent lighting fixtures if delivery may be had at the favorable contract price, inasmuch as the total amount of the contract was substantially less than the estimated cost. The matter was referred to the Building Committee with power to act, on motion by Mr. Powell, seconded by Mrs. Radford.

Mr. Hartstern reported an unofficial communication from an interested party, that the brick work of the Kaufman-Straus building was in serious need of tuck-pointing. The matter was referred to the Building Committee for study and recommendation.

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

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

Unfinished business:

Mr. Powell reported on a meeting of March 20 of a special committee to deal with library paintings, composed of Mr. Kavanagh, the librarian and himself, as follows:

1. That five large paintings had been framed as noted previously, and had been delivered today, namely

Title	Artist
Storm on Laramie Peak	Albert Bierstadt
Pilgrims attacked by Indians while at church	Clarence Boyd
Forest Sanctuary	Carl Bremner
Herring boats preparing for sea	Harry Chase
The Last Sacrament	Henry Mosler

2. That the committee recommended proceeding with the restoration and renovation of ten (10) additional paintings at a cost of \$350, these paintings having been selected with the help of the J.B. Speed Memorial Museum with special regard to their importance and the seriousness of their condition (as a result of flood damage)
3. That the Speed Museum had requested the library to take back its entire collection of more than sixty paintings, and the committee recommended that this be done as soon as a suitable storage cabinet could be provided.

Mr. Kavanagh moved that the report of the committee be approved and the recommendations be concurred in. Seconded by Mr. McAdams and carried.

Annual Election

The Board then proceeded to the election of officers for the coming year.

Mr. Kavanagh reported that the Nominating Committee offered the following slate for re-election, namely:

For President	Dr. Joseph Rauch
For Vice-President	Mrs. Walter A. Radford
For Secretary and Librarian	Mr. Harold F. Brigham
For Treasurer	The Kentucky Title Trust Co.



Mr. Kavanagh moved that the nominations be approved. Seconded by Mr. McAdams.

Mr. Smock moved that the nominations be closed and the secretary cast one ballot. Seconded by Mr. Hartstern and carried unanimously.

The Chair declared the officers named duly elected.

The meeting adjourned at 6:10 p.m.

MINUTES APPROVED:

\_\_\_\_\_

Joseph R. Rauch President

Arnold F. Brigham Secretary

Exhibit No. 1

Meeting of Library Committee - March 18, 1942

Present: Mrs. Radford, Messrs. Kavanagh, Rauch, Welch and the librarian.

Mr. Kavanagh presided.

The following business was transacted:

I. Framing five paintings

The librarian presented the request of Mr. Powell for advice as to assuming authority to proceed with the framing in order to take advantage of the price offered, although the Board had asked that he report back. The President proposed that Mr. Powell and Mr. Kavanagh assume the responsibility, with the understanding that they have authority to act.

II. Proposal to employ Col. Beckner in the Museum

The attached letter from the State Director of the Work Projects Administration Mr. George H. Goodman was read.

Dr. Rauch reported conversations with Mr. Goodman and the librarian and his own views that special effort should be made to continue Col. Beckner in the Museum to bring the rehabilitation work nearer completion, but that the amount the library can and should pay be determined in the light of salaries paid other employees and in the light of the library's policy with reference to retiring older employees.

It was the concensus of the committee that an offer of \$125 per month for the services of Col. Beckner be considered but that the amount should not exceed \$150 per month.

It was agreed that the President and the librarian confer with Col. Beckner and report back to the Committee.

### III. Formal appointments

The librarian recommended that formal appointment be granted to the following employees without change of salary. It was stated that all had proven satisfactory and that official appointment gave these workers full standing as members of staff with regular sick leave and vacation benefits, viz:

Margaret Walker Lewis	Sub-Prof. Grade 2 - Jefferson Branch
Betty Jane Delius	Clerical, Grade 1 - Circulation Dept.
Mary June Alton	Clerical, Grade 1 - Catalog Dept
Geneva Sizemore	Clerical, Grade 1 - Order Dept.
Dorothy Skeeters	Clerical, Grade 1 - Order Dept.

Dr. Welch offered the motion seconded by Mrs. Radford and carried, that the recommendation of the librarian be approved, and that formal appointment be granted the five employees named.

### IV. Leave of absence: Ruth More

The request of Miss Ruth More for a leave of absence of three months without pay was presented.

The librarian explained that Miss More has accepted a position with the State Department in Washington and wishes to protect herself until she has established herself in the new position. He recommended that the request be granted.

It was voted to grant the request of Miss More for a leave of absence of three months without pay.

### V. Retirement from active service: Susan B. Shane

The librarian recommended that Miss Susan B. Shane be retired from active service but that her present pay of \$55.00 per month be continued to the end of the fiscal year.

It was voted to approve the recommendation.

### VI. WPA "redirection"

The librarian reported progress in plans for redirection of the library's work involving WPA assistance in accordance with the new WPA requirement that such assistance must be identified with the war effort. He was not prepared to report definitely on the affect of discontinuing some work but indicated the probable need of engaging some extra clerical help to be paid by the library. He requested authorization to prepare a statement and request for assistance to be transmitted to the WPA officially in the name of the library.

It was voted to authorize the librarian to prepare and transmit such a statement and request for WPA assistance.

### VII. Defense Bond Purchase Plan

The librarian reported that the Mayor's Office had urged all departments and agencies of the City Government to set up a plan for the purchase of Defense Bonds by employees on a payroll deduction basis.

Following discussion, it was Agreed to approve the use of payroll deductions in the library for this purpose in so far as employees may specifically request this method as a convenience to them; it being understood that promotion of the plan shall be on a wholly voluntary basis without any implications of compulsion.

Exhibit No. 2

Meeting of Library Committee - April 9, 1942

The Committee met in Temple Adath Israel on April 9, 1942 at 4:00 p.m.

Present: Mrs. Radford, and Messrs. Kavanagh, Rauch, Welch and the librarian.

Mr. Kavanagh presided.

The following business was transacted:

I. Proposal to employ Col Lucien Beckner in the Museum

Dr. Rauch reported his interview with Col. Lucien Beckner on March 30 to arrive at an understanding regarding the possible employment of Col. Beckner by the library to carry forward the work of rehabilitating the Museum after his release from the employ of WPA.

Dr. Rauch stated that the WPA will release Col. Beckner April 15; that he had indicated the library's appreciation of the excellent work that had been done under the Colonel's direction and its wish to complete that work as far as possible; that he had suggested as a possible basis of remuneration \$150 per month but not more because of the relation of this pay to other salaries paid by the library and because the library had adopted a retirement provision affecting its employees. He noted that the Colonel looked on himself as a technical specialist not to be compared with regular employees, and that he, Col. Beckner, would expect the library to offer remuneration to compare with that he had been receiving from the WPA, or not less than \$200 per month; that in return the Colonel would not only undertake to complete the essential work of physical rehabilitation but also assume responsibility for maintaining the museum hours of opening for public service, including the engaging of a temporary assistant, acceptable to the librarian, on such occasions as he might have to be absent.

Dr. Rauch stated further that he had made it clear that any arrangement that might be entered into could apply only to the present fiscal year without any commitment whatever beyond August 31.

The librarian reported a conference with Col. Beckner earlier today in which the Colonel had indicated a willingness to prepare a specific program of work that he might reasonably expect to complete by August 31, to serve as a guide for himself and as a check for the library. It was suggested that such a program might include the setting up of the two major displays still not organized, namely Shells and Fossils, and the completion of work on the Butterfly display. It was uncertain whether time would permit execution of the final job of reorganizing the Museum collections as a whole to improve the scientific grouping of materials and to obtain the most effective plan of displaying them.

The librarian reported that Col. Beckner felt sure he could obtain volunteer workers to assist him, as from schools and local scientific organizations.

Dr. Rauch proposed a plan of remuneration suggested by the librarian to differentiate the status of Col. Beckner, if he is engaged, from the status of regular employees, namely, to contract with the Colonel as a technical expert to do a designated piece of work for a named fee, the fee to be paid in amounts spread over the present fiscal year but these amounts to be payable less frequently than once a month.

The librarian spoke in favor of a fee based on the rate of \$200. a month, or \$900 total, recognizing that the money is available in present unallocated funds; that only  $4\frac{1}{2}$  months remain in the present fiscal year; and that the effort to meet the Colonel's wishes now would show appreciation of the invaluable services he had rendered the library over several years. The librarian called attention to the fact, for purposes of comparison, that the restoration and framing of five paintings will have cost the library \$761.00.

After full discussion it was moved by Dr. Welch seconded by Dr. Rauch and carried unanimously:

THAT the Committee recommend to the Board the employment of Col. Lucien Beckner to complete as much of the museum rehabilitation work as possible by the end of the present fiscal year; that employment be on the basis of a contract in the amount of \$900, effective on April 15; and that the contract include an agreement as to the work proposed to be done.

#### II. Additional book purchases

Dr. Welch suggested that the remaining unallocated funds should be used for the purchase of books. He expressed the view that recent expenditures for purposes not strictly identified with regular library services, as for example the restoration and framing of paintings, diverted funds needed for regular library purposes and invited serious criticism.

Dr. Rauch offered the motion, seconded by Dr. Welch and carried unanimously:

THAT the Committee recommend to the Board that at least \$2,000 of unallocated funds be appropriated for the purchase of books.

#### III. Board meetings in Branch Libraries:

Mrs. Radford urged that an early meeting of the Board be held in a Branch Library, recognizing that such meetings are a great benefit to members of the Board and also to the staff of the library.

Dr. Rauch authorized the librarian to arrange the May meeting of the Board in an appropriate Branch Library.

See next page for  
Exhibit No. 3.

Exhibit No. 3

Meeting of Building Committee - April 10, 1942

Present: Mrs. Meguire, Messrs. Hartstern, Hume, Powell, the librarian, and Mr. E. E. Stewart.

Mr. Powell presided.

I. Lighting Fixtures

Bids to furnish fluorescent lighting fixtures were opened and recorded as follows:

	Branch Fixtures		Main Lib.	Fixtures
	4-40's (each)	4-20's (each)	4-40's (each)	4-20's (each)
General Elec. Supply Corp.	\$ 17.25	\$ 15.00	\$ 44.82	\$ 22.72
Louisville Lamp Co.	15.25	12.03		
Graybar Elec. Co.	22.00	11.20		
	19.65	14.60	47.75	23.25
Brecher Co.	17.88	16.06	46.50	22.50

The representative of the Louisville Lamp Co. was called in to display his product, and it was inspected.

Mr. Hartstern moved that the low bid of the Louisville Lamp Co. for Branch Fixtures, and the low bid of the General Electric Supply Corporation for Main Library Fixtures, both in accordance with specifications, be approved and contracts be awarded. Seconded by Mrs. Meguire and carried.

II. Floor Covering

Bids to furnish and install asphalt tile floor covering were opened and recorded as follows:

	Shelby	Jeff.	Portland	If all 3
V.C.Glass Carpet Co.	\$ 270.	\$ 243.	\$ 216.	\$ 675.
Maintenance Supply Co.	220.	190.	170.	560.
Hubbuck Wall & Floor Corp	259.	231.50	193.	675.
Carrell-Rogers Co.	284.	241.	193.	630.

Mr. Hartstern moved that the low bid of the Maintenance Supply Co. in the total sum of \$560.00 be approved and the contract be awarded. Seconded by Dr. Hume and carried.

III. Coal Contract

The librarian reported that best advices had urged the wisdom of negotiating the annual contract for coal as early as possible this year. It was agreed to ask the Board to authorize the Building Committee to proceed at once in this matter, with power to act.

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees May 12, 1942

The Board of Trustees of the Louisville Free Public Library met in regular monthly session on Tuesday, May 12, 1942 at 4:15 p.m. in the Jefferson Branch Library, 1718 West Jefferson Street.

Present: Mrs. Starling Fagin and Messrs. Hartstern, Powell, Rauch, Smock, Welch, Leo T. Wolford and the librarian. Assistant City Attorney Lawrence S. Poston was also present.

Dr. Rauch presided.

The chairman announced the appointment to the Board by Mayor Wilson W. Wyatt of Mrs. Starling Fagin and Mr. Leo T. Wolford and the reappointment of Mr. Fred J. Hartstern, all for terms of four years expiring in 1946. The new members were cordially welcomed to the Board.

The minutes of the regular meetings of March 10 and April 14 were approved as distributed without objection.

Miss Helen H. Cooper, librarian of the Jefferson Branch, presented the eleventh in the series of Staff Reports covering the history and services of the Jefferson Branch.

Communications:

A communication was presented from Dr. O. L. Ballard, dated May 6, welcoming the suggestion that representatives of the Falls City Medical Society (colored) and representatives of the library meet to discuss plans for development of the August Schachner Memorial Library and promotion of its use.

The librarian presented a letter, dated April 24, from Mr. W.P. Offutt, Jr. (colored) requesting a hearing before the Board to discuss the matter of library service to Negroes. The letter follows:

2309 West Chestnut Street  
Louisville, Kentucky  
April 14, 1942

Mr. Harold F. Brigham  
Library Place  
4th and York Streets  
Louisville, Kentucky

Dear Sir:

I have been directed by a committee of Negro citizens, jointly representing several groups of colored Louisvilians, to secure a meeting with the Library Board, at its earliest convenience, in order that we might discuss together frankly and constructively the library situation as it applies to Negro citizens here.

I, therefore, request that you will be kind enough to serve us by arranging such a meeting as soon as it is possible. We shall be very much obliged to you.

Very truly yours,

/s/ W. P. OFFUTT, Jr.

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A similar letter was also presented bearing date of May 4 from Mr. S. A. Burnley, president of the Louisville Branch, National Association for the Advancement of Colored People.

Dr. Rauch reported efforts to arrange a special meeting of the Board without delay at a time when the Mayor could be present, but delay was unavoidable. It was agreed that a special meeting be called for May 20 at 4:30 p.m. in the Main library for the purpose of hearing representatives of Negro organizations in accordance with their request.

A communication was presented from Mr. Elbert P. Stone under date of April 23 reporting the salvaging of the original financial records of the Louisville Free Public Library, dating from the establishment of the library to 1929 (in five manuscript volumes), these records having been in the hands of the Louisville Trust Company, former Treasurer of the library, and offering to restore these records to the library. The librarian reported receipt of the records referred to. He was requested to extend the grateful thanks of the Board to Mr. Stone.

Reports:

Mr. Powell presented the report of the Building Committee covering its meeting of May 7, including reports of progress on Lighting Fixtures and Floor Covering; renewal of the W.P.A. (government) sub-lease on a portion of the rental property at 113 S. Third St.; recommendation not to undertake the proposed pointing of brick work of the Kaufman-Straus building; and accepting of coal bids for next year. A copy of the report is appended to these minutes. Exhibit No. 1.

Mr. Smock moved that the report be accepted and actions of the Committee be approved. Seconded by Mr. Wolford and carried.

Mr. Powell reported that bills for the month of April in the amount of \$5,732.50 had been audited in behalf of the Library Committee and moved that they be approved for payment. The motion carried without objection. A list of the bills is recorded in Record Book 1, pages 171-175 inclusive.

The report of the Treasurer for the month of April was distributed and ordered on file.

The librarian's statistical report for April was likewise distributed and ordered on file.

The librarian reported that approximately two-thirds of all employees had voluntarily accepted the pay roll deduction plan of the Staff Association for purchase of Defense Bonds; that three-fourths of the professional and clerical staff had completed the Red Cross course in First Aid; and that a proposed Service Rating Plan, formulated with the cooperation of the administrative staff and the Staff Association, was ready to be submitted to the Library Committee of the Board for its consideration.

The librarian recommended that damaged picture frames at present stored in the J. B. Speed Memorial Museum be disposed of as having no salvage value. It was noted that Mrs. Radford had inspected the frames with the librarian and concurred in the recommendation. Discussion centered around the question whether to attempt to restore one or more of the frames as examples of art work which appears to be passing. Mr. Hartstern was asked to look at the frames and report on the feasibility of the suggestion.

The librarian referred to the need of prompt action in making request for County appropriation for the county fiscal year beginning July 1. The matter was referred to the Finance Committee with power to act, including contacting County authorities.

The meeting adjourned at 5:30 p.m.

MINUTES APPROVED:

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Joseph R. Powell President

Harold F. Bingham Secretary

Exhibit No. 1.

Building Committee meeting - May 7, 1942

Present: Mr. Powell, Mr. Hartstern, the librarian and Mr. Stewart, maintenance man.

The following business was transacted:

1. Fluorescent light fixtures

The librarian reported the delivery of fixtures for three branches under the recent contract; also the ordering of additional fixtures at the same contract price, as agreed by telephone, these fixtures to be installed in the Western Colored Branch at a cost of less than \$400.

It was also reported that the contract for special fixtures for the Main Reference Room, at first cancelled by the G.E. Supply Co., had just been confirmed by the Company and shipment was assured on or before May 16.

2. Floor covering

It was reported that old floor covering had been removed in the three branches concerned, and installation of new awaited delivery of material.

3. Government Sub-lease

The librarian reported that the U.S. Procurement Office had withdrawn its cancellation of the sub-lease on the building occupied by the W.P.A. Film Project, extending the former sub-lease on behalf of the State W.P.A.

4. Kaufman-Straus Bldg.

Both Mr. Hartstern and Mr. Stewart reported inspecting the condition of the brick work of the Kaufman-Straus building to determine the necessity for tuck-pointing. Mr. Stewart referred to an estimate of \$1,400 for the



work from a contractor who examined the building with him. Mr. Hartstern reported an earlier estimate of approximately \$900.

Following discussion, it was agreed that conditions were not sufficiently serious to call for action at the present time.

5. Coal bids

Five bids for coal to supply the Branches were opened and tabulated as follows:

	$\frac{1}{4}$ " stoker	4x2 egg	storage	5x3 egg	2" nut	Btu
Atlas Coal Co.	6.75	6.45	.50			Egg 14630 St. 14430
Pacific Coal Co.		5.24	.35			14150
Pittsburgh Fuel Co.	5.75		.50	5.75	5.20	14227
Stearns	5.85	5.30	.50			Egg 14021 St. 13926
Richardson	6.45	5.75	.35			14600

The contract specifications were reviewed, as shown on the attached sheet.

It was unanimously agreed to accept the two low bids and to authorize execution of contracts, namely:

Pittsburgh Fuel Co.	Stoker coal	\$5.75	- 50¢ storage
Pacific Coal Co.	4" x 2" egg	5.24	-35¢ storage

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees May 20, 1942

A special called meeting of the Board of Trustees of the Louisville Free Public Library was held on Wednesday, May 20, 1942 at 4:30 p.m. in the librarian's office.

Present: Mrs. Fagin and Messrs. Hartstern, Kavanagh, McAdams, Powell, Rauch, Smock, and the librarian. Asst. City Attorney Lawrence S. Poston was also present.

Dr. Rauch presided.

The purpose of the meeting as indicated in the call was (1) to consider the matter of Negro library service with representatives present from Negro organizations of the city and (2) to consider the question of disposing of picture frames.

A delegation of sixteen Negro citizens appeared before the Board, representing ten Negro organizations. The names of these delegates and of the organizations represented appear below in the petition presented to the Board. The spokesman of the Negro group was Mr. Walter P. Offutt, Jr., representing the Louisville Branch of the National Association for the Advancement of Colored People.

Mr. Offutt stated that the representatives present wished to discuss with the Board the question of library service to Negroes, in particular "the results of being denied the use of the Main Library." He referred to his letter of November 14, 1941 addressed to the librarian. This letter appears in the minutes of the January 13, 1942 meeting.

Mr. Offutt then read the following petition bearing the signatures of the delegates present:

May 20, 1942

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

Greetings:

This memorandum refers to the policy of the Louisville Public Library in the matter of Library service to the Negro citizens of Louisville. We understand from the statements in the resolution adopted by the Board of Trustees on May 13, 1941 that Negroes are expected to use only the Branch Libraries located at 10th and Chestnut Sts., and Hancock and Lampton Sts., respectively, and the sub-station in the section known as Parkland. On several occasions during the past few years it has been necessary for Negroes to use the facilities of the main Library. This privilege was denied them because of the expressed policy governing the Library.

We recognize and appreciate the effort that has been made to provide

Library service for Negroes, but we do not consider the service now available adequate to meet our increasing needs for Library material. Representatives of several civic and cultural organizations have frequently discussed this situation, and recently agreed to submit the following request:

That the present policy of the Public Library which restricts Negroes to the use of the facilities now available to them be so revised as to allow them full and complete access to the total Library System of the city of Louisville.

We shall appreciate your prompt consideration of this request.

<p>The Committee (signed) S. A. Burnley J. A. Thomas Geo. F. Robinson, Sr. F. Yolanda Barnett R. S. Stout Peter G. Crawford J. H. Walls Walter P. Offutt, Jr. Murray A. Walls (Mrs. J.H.) Blyden Jackson G. D. Wilson Wm. O. Willis Lyman T. Johnson Frances M. Parrish Leah W. Stout Ruth Edwards</p>	<p>Respectfully submitted,  Louisville Branch, N.A.A.C.P. Louisville Urban League Pan-Hellenic Council Women's Civic League Citizens of Parkland Community Peter Salem Post - American Legion Education Equalization Committee Louisville Association of Teachers Baptist Ministers and Deacons Meeting Ministers' Alliance</p>
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The delegates presented their views in free discussion. Some of the highlights of the discussion follow:

- G.D.Wilson: The Negro citizens claim "not only library service but manhood rights under our Democracy." They have selected library service to be one area in which to make a beginning.
- Blyden Jackson: Negro citizens face the problem of paying taxes for restricted and partial public services, and often for services from which they were excluded altogether.
- Lyman Johnson: Made the request that members of the Library Board join in the discussion.
- S.A.Burnley: The library law names no restrictions against Negroes. Will the City, the Library Board or the Librarian give the legal basis for the restrictions now enforced?
- J.H.Walls: Asked the question "What are the objections to granting the request of Negroes?" - so that they may be discussed from both sides.

G.F. Robinson: "After this War, will the majority group continue to deny the minority their just dues?"

Miss F.Y. Barnett: Described difficulties experienced in attempting to use the Main Library in connection with the preparation of a thesis as a graduate student. Asked what is the library's policy in extending such services to Negroes.

Dr. Rauch: "The Library has accepted prevailing regulations and been guided by legal advice."

J.A. Thomas: Referred to an inter-racial meeting arranged by white leaders, to be held in the Main Library, and the necessity of cancelling it because it was to include Negroes.

P.G. Crawford: Negroes need to have access to all library materials because they "need to know what is going on in the world, so upset by war - this is necessary for the common security and safety."

Lyman Johnson: "I am teaching my students Civics - freedom, equality and democracy - but I cannot send my students out to find these things in their own city."

J.H. Walls: "Is the library under the Board of Education (and therefore subject to the school law)? Answer: "No."

Mrs. J.H. Walls: Referred to her letter of April 7, 1941 addressed to Dr. Rauch, and the subsequent action of the Library Board, May 13, 1941, which action, she felt, lacked sympathy and understanding.

W.P. Offutt, Jr.: Referred to the Baptist Theological Seminary which grants him, as a student, unrestricted use of the Seminary library, although it cannot admit him to regular classes under the school law.

"Discriminations which lower the standards of Colored people always lower the standards of White people also."

He compared America's treatment of the Negro with Nazi Germany's treatment of the Jew. He declared the hope "that leaders in charge of institutions that serve the public will take the lead in eliminating discrimination."

P.G. Crawford: Regretted the failure of Library Trustees to join in the discussion. Expressed the hope the Board will consider the whole matter earnestly.

Wm. Willis: Spoke as a veteran of the last war, after which "the Negro was relegated back to economic and social slavery." He questioned the patriotism of white people who would refuse Negroes their rights.

G.D. Wilson: Requested, when the Board reaches its decision, that reasons for the decision be given.

Wm. Willis: Requested that access be granted to the full Minutes of the Board when the decision is reached.

S.A. Burnley: Requested the legal basis of the conclusion when reached by the Board.

The Board then went into executive session.

In the brief discussion which followed, Dr. Rauch expressed the view that the Library owed Negroes library service; that Negroes had faced difficulties in use of library facilities for research purposes, and that the Board should take this up squarely and courageously.

It was agreed to consider the matter when a larger attendance of members could be on hand, including in particular the Mayor.

\* \* \* \* \*

Mr. Hartstern reported inspecting the picture frames at the J.B. Speed Memorial Museum, with the librarian and Mr. Lawrence Robison, and recommended that two frames be saved and restored, namely the frames for "Herring Boats Preparing for Sea" by Chase, and "Cold and Gray" by Bolmer.

On motion by Mr. Hartstern, duly seconded, it was voted:

THAT the Board approve holding the two frames referred to and obtaining prices on restoring these frames; that the several other frames judged to be worthless be disposed of; and that all remaining frames not yet inspected shall be examined and reported on at a later date.

The meeting adjourned at 6:00 p.m.

MINUTES APPROVED:

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Joseph R. ... President  
Harold F. Brigham Secretary

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees June 9, 1942

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, June 9, 1942, at 4:15 p.m. in the librarian's office.

Present: Mrs. Fagin, Mrs. Radford, Messrs. Kavanagh, McAdams, Powell, Rauch, Welch, Mayor Wyatt and the librarian. Asst. City Attorney Lawrence S. Poston was also present.

Dr. Rauch presided.

The minutes of May 12 were approved as distributed without reading by vote. The minutes of the special meeting, May 20, were read and approved.

The secretary read the list of committee appointments for the coming year, as made by the president, namely:

<u>Building Committee</u>	<u>Finance Committee</u>	<u>Library Committee</u>
H. C. Powell, Chrm.	Pope McAdams, Chrm.	J. J. Kavanagh, Chrm.
Mrs. Starling Fagin	M. A. Erskine	Mrs. Walter Radford
Fred J. Hartstern	Wendell M. Smock	Charles W. Welch
	Mayor Wilson Wyatt	Leo T. Wolford
	Dillman Rash (on leave)	
	<u>Executive Committee</u>	
	Joseph Rauch, Chrm.	
J. J. Kavanagh	Pope McAdams	
H. C. Powell	Wilson Wyatt, ex-officio, or consulting	

The twelfth in the series of Staff Reports was presented by Mrs. Lillie Price, covering the history and work of the Eastern Colored Branch Library. The report was received with commendation.

Communications:

The following communications were presented by the secretary and action taken as noted:

1. A letter requesting retirement from active service, dated May 28, from Mrs. Rachel D. Harris, Head of the Colored Department.  
Referred to the Library Committee for recommendation.
2. A letter from Mrs. Charles J. Bader on behalf of the Melbourne Heights (Jefferson County) Parent-Teacher Association and several other organizations of the Outer Highlands, requesting the extension of library service to the Melbourne Heights section.  
Referred to the Library Committee and Finance Committee for consideration.
3. A letter from Mayor W.W. Wyatt, dated June 8, requesting a list of proposed library projects to be incorporated in the city's six year capital improve-

ment budget under the Federal Works Reserve program.

Mayor Wyatt commented on the necessity and importance of planning for the immediate future and for the period following the war.

The librarian was instructed to prepare and submit a list of projects as requested.

Reports:

1. Finance Committee: Mr. McAdams presented the report of the Finance Committee covering its meeting of May 29 and offering two recommendations: a) That the County authorities be requested to increase their library appropriation from \$9,000 to \$12,000, and, b) That the budget of the library for the present fiscal year carry a balance of \$6,000 to \$8,000 to apply on next year's budget, in view of extraordinary income received from rent this year which cannot be expected next year.  
  
Dr. Welch moved that the report of the Finance Committee be received and that the Board concur in its recommendations. Seconded by Mr. Kavanagh and carried.
2. Building Committee: Mr. Powell reported progress in the installation of fluorescent light fixtures, and new floor covering; also the replacement of chairs; and renewal by the Government of its sub-lease on a portion of 113 South Third Street to November 30, 1942.
3. Library Committee: Mr. Kavanagh reported that bills for the month of May in the amount of \$4,419.49 had been audited, and moved that they be paid. Seconded by Mr. McAdams and carried. A list of these bills is recorded in Record Book No. 1, pages 176-180.
4. Treasurer: The treasurer's report for the month of May was presented by Mr. McAdams and ordered on file.
5. Librarian: The statistical report of the librarian for the month of May was distributed and ordered on file.

The librarian referred to the immediate need of finding a new Head of the Colored Department. The matter was referred to the Library Committee for recommendation in cooperation with the librarian.

The librarian reported he was seriously considering the offer of another position and would reach an early decision. He also requested authorization to attend the annual conference of the American Library Association in Milwaukee, designating as official library business inquiries concerning possible candidates for the position of Head of the Colored Department and information to assist in organizing a War Information Center in the Louisville library.

Mayor Wyatt offered the motion, seconded by Mr. Powell and carried, that the librarian be authorized to attend the conference of the A.L.A. on official library business at library expense.

Unfinished business:

The Board then proceeded to consider the question of service to Negroes in

the light of the special Board meeting and hearing of May 20.

The chairman introduced the subject with a statement declaring that the library is under obligation to provide full service for negroes, and such service, under the law, must be equal to that provided white people. He indicated that in one particular, namely reference and research service, equality of service for negroes under present arrangements may be open to question. With this in mind, he said, a suggested proposal had been arrived at in a conference earlier today between the Mayor, the President of the Library Board, the Librarian, and W.P. Offutt, Jr. as spokesman of the several negro groups recently heard. The proposal was presented as a recommendation, namely

THAT Negroes be expected to use first their own libraries, as in the past; that when these facilities proved inadequate for reference or research purposes then negroes be granted unrestricted use of the public catalog and the Main Reference Room in the Central Library.

It was noted that the proposed arrangements differs from the existing arrangement in that negroes do not now have access to the Main Reference Room; they are given work space in a separate room when they come to the Main Library and materials are brought to them by the staff; they do, however, now have direct access to the public catalog.

An informal vote was taken, and the recommendation as proposed was rejected, four opposed and three in favor.

Mr. Kavanagh expressed the view that the negro petitioners are less interested in obtaining library service as such than in making use of the library situation to advance larger race issues. He proposed that the library should choose between granting unrestricted use of the entire library system on the one hand and continuing present arrangements without change, rather than accept a compromise arrangement as proposed. Mr. Kavanagh recommended that the Board reaffirm its policy statement of May 13, 1941.

The librarian suggested the possibility of a survey to determine the need for extending additional services to negroes and to devise a plan for doing so in accordance with the need.

After full discussion the motion was made by Dr. Welch:

THAT when the resources of the Colored libraries are inadequate for reference and research purposes, then unrestricted access be granted (a) to the main public card catalog, and (b) to the shelves of the Main Reference Room, but that separate study room facilities be maintained for negroes as at present. ✓

The motion was seconded by Mr. Powell and carried with one dissenting vote. Mr. Kavanagh asked to be recorded in the negative.

The meeting adjourned at 6:50 p.m.

MINUTES APPROVED:

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Joseph R. and President

\_\_\_\_\_ Secretary



## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of Special Meeting - Board of Trustees  
June 18, 1942

A special, called meeting of the Library Board of Trustees was held on Thursday, June 18, 1942 at 4:15 p.m. in the librarian's office.

Present: Mrs. Fagin, and Messrs. Hartstern, Kavanagh, McAdams, Powell, Rauch, Smock, Welch, Wolford, Mayor Wyatt and the librarian.

Dr. Rauch presided.

The purpose of the meeting, as contained in the call, was "to consider plans and procedure for filling the vacancy caused by the resignation of the librarian, also the vacancy in the position of Head of the Colored Department."

Mr. Brigham presented his formal resignation in writing.

Mr. McAdams offered the motion, seconded by Mr. Powell and carried, that the resignation be accepted with regret, and that the usual vacation time be granted with pay.

Dr. Welch moved that the chairman be requested to write to the Board of the Indiana State Library expressing the esteem of the Louisville Board for the librarian. Carried.

Following discussion as to plans and procedure for naming a successor to the librarian, also a successor to the retiring Head of the Colored Department, it was moved by Dr. Welch, seconded by Mr. McAdams and carried unanimously:

THAT a committee of five be appointed by the chairman to nominate a librarian and a Head of Colored Department, and that the chairman of the Board himself be one of the five and serve as the chairman of the special committee.

Mr. Kavanagh suggested that it be the policy of the library, in filling both positions, to consider first the possibility of finding qualified persons within the library system, then Louisville and Kentucky candidates, and finally candidates from outside the state if this is necessary. This procedure was endorsed by Mayor Wyatt and concurred in by the Board.

Mr. Powell and Mr. Hartstern reported on water damage in the basement of the Kaufman-Straus store caused by the settling of a retaining wall under the pavement on Fourth Street. The tenant had requested repair as the responsibility of the owner. The matter was referred to the Building Committee for study and recommendation, with the understanding that the committee is authorized to employ competent consultation service if necessary.

The meeting adjourned at 5:15 p.m.

MINUTES APPROVED:

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Joseph Rauch President  
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Secretary

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees July 14, 1942

The monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, July 14, 1942 at 4:15 p.m. in the librarian's office.

Present: Mrs. Fagin, Messrs. Hartstern, Kavenagh, McAdams, Powell, Rauch, Smock, Wolford, Mayor Wyatt and the librarian.

Dr. Rauch presided.

The minutes of the regular meeting of June 9 and of the special meeting June 18, previously distributed, were revised and approved as recorded in the Minute Book.

The thirteenth in the series of staff reports was read by Miss Marcella Tobe, librarian of the Iroquois Branch dealing with the history and work of that library. The report was received with appreciation and thanks.

Communications:

The following letter referring to recent Board action on service to Negroes was read. No action was taken.

"To the Board of Trustees  
Louisville Free Public Library  
Louisville, Kentucky

Dear Sirs:

Your letter of June 11 setting forth the recently adopted policy of the Board of the Louisville Public Library has been received and given careful consideration by the Citizens' Committee which met with your Board on May 20.

The Committee has been considerably shocked by your stand in view of the position taken by the members of the Board who were at the conference in the Mayor's office on June 9 when a compromise formula was worked out by which Negroes would have full and unrestricted use of the Main Library. This proposed compromise was accepted by the Citizens' Committee because it appeared to be the first and logical step toward the unrestricted use of the complete library system. The policy of the Board as regards the use of the Main Library is satisfactory except that it does not grant use of the full facilities of the library including use of the regular reading rooms and the privilege of withdrawing books.

The Committee had hoped that the fine calibre of individuals as represented on the Library Board would take a stand which would afford Negroes a fuller realization of their basic community rights. For this reason the Committee states with regret that the policy as set forth by the Board is

not entirely satisfactory. The Committee has gone on record as favoring the pressing of this matter until a satisfactory policy is adopted.

The Committee, therefore, respectfully requests that the Board reconsider its action on its former resolution of May 20, 1942.

Respectfully yours,  
CITIZENS' COMMITTEE

Signed by Walter P. Offutt, Jr., Chairman

Copy sent to Mayor Wilson W. Wyatt and Dr. Joseph Rauch."

. . . . .

The librarian presented a letter from Lawrence Robison proposing to frame ten (10) paintings which he had cleaned and restored for the sum of \$207, and recommended favorable action.

On motion by Mr. Kavanagh, seconded by Mr. McAdams, it was voted to authorize the framing of ten pictures as proposed for the sum of \$207.

A letter was read from the "U.S. Office of Strategic Service" requesting that the library rent or sell one of its Microfilm reading machines. The librarian indicated that the old model machine first purchased by the library might be offered.

Mayor Wyatt offered the motion, seconded by Mr. McAdams:

THAT the librarian be authorized to dispose of the film reader mentioned, subject to the determination (1) that the U.S. Office Strategic Service is an authorized agency of the Federal Government and (2) that the library has the legal right to make such disposition of property.  
Carried.

#### Reports:

Dr. Rauch reported progress in the work of the Special Committee on Appointments, indicating that the committee was not yet prepared to exercise a judgment either in the matter of the librarianship or in that of the Head of the Colored Department.

Mr. Wolford moved that the Board approve the recommendation of the committee, namely that an expenditure not to exceed \$500 be authorized and placed at the disposal of the Special Committee to meet the expenses of several selected candidates for the librarianship who may be invited to Louisville for interview. The motion was seconded by Mayor Wyatt and carried.

#### Library Committee

Mr. Wolford reported that bills for the month of June in the total amount of \$7,345.76 had been audited. Mr. Kavanagh moved that these bills be approved for payment. Seconded by Mr. Wolford and carried. A list of these bills is recorded in Record Book 1, pages 181-186.

The librarian reported on behalf of the Library Committee which had met just preceding the meeting of the Board,

1. that a Six Year Program of construction and service projects had been prepared and submitted to the Mayor in accordance with his request

2. that the History of the Library, being written by the Work Projects Administration, had reached a stage assuring its satisfactory completion and presumably its publication this Fall.
3. that the committee offered two recommendations on salary arrangements relating to the retirement of two members of staff, namely:
  - a) Mrs. Rachel Harris: That Mrs. Harris continue as Head of the Colored Department until September 30 at present salary, retiring from active service at that time, and that an allowance of \$100 per month be continued thereafter for six months, or to April 1, 1943.
  - b) Mrs. Esther Williams: That Mrs. Williams be asked to continue in her present position until December 31, 1942, retiring from active service at that time, and that an allowance of half her present salary, namely \$70, be continued thereafter for six months, or to July 1, 1943.

On motion by Mr. McAdams, seconded by Mr. Kavanagh, it was voted to approve the recommendation concerning Mrs. Harris.

Mr. Hartstern moved that the Board approve the recommendation concerning Mrs. Williams. Seconded by Mr. Wolford and carried.

The library's Six-Year-Program was discussed in the light of the fact that it lacked official endorsement by the Board. The librarian was asked to refer the matter to the appropriate committee or committees of the Board for study and report.

#### Finance Committee

Mr. McAdams reported that the Finance Committee had met on July 13 and transacted the following business:

- a) Request Budget for 1942-43: The committee had approved and recommended to the Board a budget for the year beginning September 1, 1942 in the total amount of \$255,780.00

The proposed budget was presented in detail to the Board; a copy is appended to these minutes. Exhibit No. 1.

- b) County Funds: The committee had had a favorable hearing before the County Fiscal Court on June 15, giving assurance of an increase of \$2,000 in the County appropriation, or \$11,000 in place of \$9,000, with the expectation that \$1,000 more may possibly be had from other county sources.

A copy of the resolution <sup>adopted</sup> by the Fiscal Court is appended to these minutes. Exhibit No. 2. ^

Mr. McAdams moved that the proposed budget be approved as read and that the committee be authorized to transmit it to the Board of Aldermen. Seconded by Mr. Smock and carried.

Mayor Wyatt requested to be recorded as not voting on the motion.

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

Building Committee

Mr. Powell read the report and recommendations of the Building Committee covering its meeting of July 13, a copy of which is on file. The following actions were taken:

- a) War Damage Insurance: The committee recommended that such insurance be carried, for the present, only on the Kaufman-Straus building with 90% coinsurance, involving a cost of \$546.39.

Full discussion followed in which it was reported that similar insurance on the Main Library, building and contents, with 80% coinsurance, would cost \$376.60, and on the Branch libraries \$324.97.

Mr. Powell offered the motion, seconded by Mr. Smock, that the Board adopt the committee recommendation to take out War Damage Insurance in the amount of \$546.39 on the Kaufman-Straus building. Carried.

Mr. Kavanagh made the motion, seconded by Mr. McAdams, that War Damage Insurance be taken out in addition on all library properties in the amount of \$701.57. The motion was carried by a vote of four to three.

- b) Kaufman-Straus sidewalk repair: The committee recommended that the Board request the City Department of Public Works to make the repair as proposed, at a cost not to exceed \$200, with the understanding that the library shall be notified before proceeding further if the work is found to involve a larger cost.

Mr. Smock moved that the Board approve the foregoing recommendation. Seconded by Mr. McAdams and carried.

- c) Salary of E.T. Stewart, maintenance man: The committee recommended that Mr. Stewart's salary be increased from \$135 to \$150 effective as of July 1, 1942.

Mr. McAdams moved that the Board concur in the foregoing recommendation. Seconded by Mr. Smock and carried.

- d) Contract with the Weissinger-Gaulbert Co. for heat and light: The committee recommended that the present contract be allowed to take automatic renewal, if possible, the terms of which were considered as favorable as the library can expect under existing conditions.

Mr. Smock moved concurrence in this recommendation. Seconded by Mr. McAdams and carried.

Librarian's Report:

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

The librarian reported briefly on the conference of the American Library Association, in particular that he had personally interviewed fourteen candidates or prospective candidates for the Louisville librarianship and that

the credentials of most of these were on file for the consideration of the Special Committee.

The librarian also reported that the W.P.A. Newspaper Microfilm Project was being suspended by action of the Work Projects Administration because it could not be given status as a war-related project, but that the Work Projects Administration had offered to donate the use of its equipment if the Library would proceed with the work. It was reported that continuation of the work would make possible the filming of files back to and including the last World War, giving a complete film record from 1914 to the present date; also that the Couranal-Journal Co. had indicated its willingness to share the costs equally with the Library, and that total costs would be substantially under \$6,000.

Mr. Wolford spoke for the importance of this work and moved that the Board give approval and its authorization that the Film Project be continued, in the discretion of the librarian, provided that the financial help of the Courier-Journal is assured as indicated. The motion was seconded by Mr. Kavanagh and carried.

Unfinished business:

Dr. Rauch read the following letter which he had addressed to the chairman of the Indiana State Library and Historical Board, at the request of the Louisville Library Board, as a tribute to Mr. Brigham:

June 22, 1942

"Mr. Daniel S. Robinson, Librarian  
Indiana Library and Historical Board  
Indiana State Library  
Indianapolis, Ind.

My dear Mr. Robinson:

You and your board are to be congratulated on securing our librarian, Mr. Harold F. Brigham, to assume the executive position of librarian of the Indiana Library and Historical Board of the Indiana State Library.

You will find, as we have, that in Mr. Brigham you have gotten an exceptionally able man to direct the work of an ever expanding library service; that in addition to being a highly competent man in his chosen field he possesses an attractive personality, with an amazing gift of getting on with people. Mr. Brigham is likewise public spirited. No one in our city has in so short a time made his influence felt in so many diverse civic spheres. In aducational, patriotic, religious and philanthropic circles he has made telling contributions.

I am in a peculiarly advantageous position to know Mr. Brigham. I was the one who went to Nashville to interview him before we invited him to come to Louisville. During my first meeting with him I sensed his ability, his charm and his executive talents. Ten years of close association with him have corroborated these early impressions.

Mr. Brigham goes to Indianapolis richer in experience and more mature in judgment than when he came here. Being open-minded he is constantly learning. All this will be at the disposal of your institution and your city.

On personal as well as official grounds I regret exceedingly Mr. Brigham's

going but I can do nothing about it. Frankly, if I could, Indianapolis would not get him but things being as they are I congratulate you on securing so splendid a man and so able a librarian as is Mr. Brigham. May our keen loss be your great gain.

I am sure that what I have said above is the view not only of the Trustees of the Louisville Free Public Library but of the citizenry at large.

Respectfully yours,  
 (Signed) Joseph Rauch  
 President of Board of Trustees  
 Louisville Free Public Library"

The librarian expressed his deep appreciation and gratitude.

The meeting adjourned at 6:00 p.m.

MINUTES APPROVED:

\_\_\_\_\_

Joseph Rauch President  
 \_\_\_\_\_ Secretary

Exhibit No. 1 - faces this page

Exhibit No. 2

FISCAL COURT OF JEFFERSON COUNTY

June 15, 1942

On motion duly made, seconded and unanimously adopted:

IT IS RESOLVED: That whereas, Mr. Pope McAdams, Chairman of the Finance Committee of the Louisville Free Public Library, Mr. M.A. Erskine, member of said Finance Committee, and Mr. Harold F. Brigham, Librarian, have this day appeared before the Fiscal Court on behalf of the Louisville Free Public Library and have requested the Fiscal Court to increase the appropriation for the fiscal year beginning July 1, 1942, from \$9,000 to \$12,000.00, and, in support of said request, have submitted a written statement showing the necessity of and basis for an increased budget, and,

Whereas, the Fiscal Court is of the opinion that other governmental agencies located in Jefferson County, Kentucky, besides the City of Louisville and Jefferson County, receive direct benefits from the diversified services furnished by the Louisville Free Public Library, and that all said other governmental agencies have separate budgets from which appropriations could be made to the Louisville Free Public Library.

The four members of the Fiscal Court express themselves in favor of amending the budget for the fiscal year beginning July 1, 1942, after said <sup>budget</sup> is adopted, by transferring from the Contingent Appropriation Fund to the budget unit fund for the Louisville Free Public Library the sum of \$2,000.00, providing the other governmental agencies in Jefferson County, referred to above, will make appropriate and reasonable appropriations to the Louisville Free Public Library for use by the Louisville Free Public Library during the twelve months' period ending June 30, 1943. "Carried."

EXHIBIT NO. 1

LOUISVILLE FREE PUBLIC LIBRARY  
REQUEST BUDGET 1942-43

August 5, 1942

	Budget 1941-42 Jan. revision	Actual 1941-42 inc. Jl. & Ag. est.	Proposed 1942-43
a) Balance on hand - General Fund	\$ 1,134.50	\$ 1,134.50	10,000.00
b) " " " - Bond Refund	1,159.48	1,159.48	
c) " " " - Extra Rent	12,757.28	12,757.28	
d) " " " - C.-J. Filming	750.00	750.00	
e) Balance for printing History of Library			800.00
f) Receipts: City Taxes	134,627.00	135,300.00	149,767.89
g) Jefferson County	9,000.00	9,000.00	11,500.00
h) Fines, etc.	5,500.00	6,650.00	6,000.00
i) Rent: Kaufman-Straus Co.	94,077.26	94,077.26	75,000.00
j) Gifts & Refunds		234.45	
Total	\$259,005.52	\$261,062.97	\$253,067.89
k) Government sub-lease (3rd St.)	360.00	936.00	270.00
l) Courier-Journal Filming	3,250.00	954.59	2,442.11
Total	\$262,615.52	\$262,953.56	\$255,780.00
<b>Library Operating Expense:</b>			
1) Pay Roll: Staff	123,275.00	119,300.00	130,000.00
2) Books (originally \$28,944.26)	29,944.26	32,000.00	30,000.00
3) Periodicals	3,400.00	3,400.00	3,400.00
4) Binding, Rebinding, Filming	4,200.00	3,000.00	3,000.00
5) Library Supplies	3,500.00	3,800.00	4,000.00
6) Printing	1,600.00	1,300.00	2,300.00
7) Incidentals	750.00	560.00	750.00
8) Transportation	1,500.00	1,220.00	1,500.00
9) Telephone	1,600.00	1,650.00	1,600.00
10) Postage	1,000.00	1,000.00	1,000.00
11) Interest on Loans	150.00	114.58	150.00
12) Furniture & Fixtures	2,400.00	1,850.00	1,000.00
Total Operating Expense	\$173,319.26	\$169,194.58	\$178,700.00
<b>Building Maintenance Expense:</b>			
13) Pay Roll: Maintenance	20,200.00	19,600.00	22,500.00
14) Janitor Supplies	2,600.00	2,100.00	2,500.00
15) Repairs & Improvements	17,037.00	15,200.00	8,000.00
16) " " - Shop	600.00	500.00	500.00
17) Rent	950.00	923.00	950.00
18) Heat	5,500.00	5,275.00	5,700.00
19) Light	4,200.00	4,000.00	4,000.00
20) Insurance	2,800.00	a) 3,764.47	3,850.00
21) Incidentals	850.00	b) 1,375.00	520.00
Total Building Maint.	\$54,737.00	\$52,737.47	\$48,520.00
Total Opr. & Bldg. Maint.	\$228,056.26	\$221,932.05	\$227,220.00
22) Film Project	6,000.00	6,400.00	3,000.00
23) Mortgage Sinking Fund	25,560.00	25,560.00	25,560.00
Total	\$259,616.26	\$253,892.05	\$255,780.00
Unallocated (Orig. \$3,999.26)	2,999.26		
	\$262,615.52		

*Resumption after that they name*

*120,000.00*  
*85,000.00*

*246,000.00*

*- 2,500*  
*- 5,000*

a) 3,764.47  
b) 1,375.00

*at Budget Hearing Mr. F. made note that it may reasonably be expected to yield \$105,000.00 and the K.S. figures & date might give 85,000.*

a) Normal insurance \$2,516.51; War Damage Insurance on all properties \$1,247.96  
b) Includes restoring and framing 15 flood-damaged paintings \$961.00.



LIBRARY REQUEST BUDGET 1942-43

Notes

- a) A balance of \$10,000 is possible because of extra rental income. It will be needed to offset the anticipated decline in rental income next year (see item i) and will reduce the amount required from the city to balance the new budget.
  - b) Last year a balance of bond money was carried over, \$1159.48, which was required to be spent for improvement to property. It was so used.
  - c) Last year \$12,757.28 was carried over from the preceding year by agreement with the City. This corresponds with the \$10,000 noted opposite (a) above.
  - d) For total contribution of the Courier-Journal for the Microfilm Project see also item (1). This item of \$750 was carried over from 1940-41.
  - e) The library has a standing commitment with the W.P.A. to publish a history of the library on which the W.P.A. has expended a large sum in the research and writing involved over two years.
  - f) The amount indicated, \$149,767.40, is the amount required from the City to balance the budget for 1942-43.
  - g) \$11,500.00 represents an increase of \$2500 in County funds. It will meet the cost of increased county services caused by the increase in county population.
  - i) All indications point to a decline in rental income from the all-time high of 1941-42. The estimate of \$75,000 includes \$15,000 more than the guaranteed minimum of \$60,000.
  - ) The W.P.A. sub-leases a portion of the building rented by the library for the Newspaper Microfilm Project, paying \$90 of the total rent of \$160 per month. The leases expire Dec. 1, 1942.
  - 1) The Courier-Journal has been giving substantial financial assistance in carrying on a W.P.A. Project to Microfilm back files of the local newspapers as the only means of saving them from total loss. It is proposed to continue this work, to include the files of the last World War, ending the project by January 1943. Of the \$3,000 required, one-half is to be contributed by the Courier-Journal. In addition the Courier-Journal will owe \$942.11 for work completed in August. (See also item 22 of the budget).
- \* \* \* \* \*
- 1) \$130,000 includes general salary increase granted in the middle of present year to cover the full year 1942-43; also \$500 for adjustments under library's Classification and Pay Plan; also \$1,000 for clerical workers to replace W.P.A. and N.Y.A. workers, \$1200 for a museum attendant, \$500 for War Information Alcove, \$1225 for position of Head of Colored Department (to retire present incumbent and engage a new person); also \$2500 as an emergency fund to meet problem of serious turnover in staff as a whole due to the war.
  - 6) \$2300 includes \$800 for printing W.P.A. History of the Library (item e above).
  - (13)  
) \$22,500 includes 1942 general pay increases to cover the full year; also \$1500 as an emergency fund to meet problem of serious turnover in janitors due to the war.
  - 15) \$8,000 provides \$5,000 for general maintenance and repairs; \$1,000 for floor coverings in three branches; \$1,500 for fluorescent lights, \$500 for lawn work. These last three items are included in Mayor's Six Year Program.

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees September 8, 1942

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, September 8, 1942, at 4:15 p.m. in the librarian's office.

Present: Mrs. Fagin, and Messrs. Erskine, Hartstern, Kavanagh, McAdams, Powell, Rauch, Smock, Welch, Wolford and Mayor Wyatt.

Dr. Rauch presided.

The chair stated that if there were no objections the minutes of the July 14 meeting, previously distributed, would stand approved without reading.

For the record it was stated that no meeting was held in August due to lack of quorum.

It was also mentioned that the next in the series of staff reports, that of Miss Hutchings, was postponed to the October meeting.

Communications:

Letters of July 28 and July 31 from Barret, Robinson, Dickey and Swope were read, referring to articles not covered under the War Damage insurance policies recently taken out by the Library, and also calling attention to the rate of coverage for such articles. On motion, duly seconded, the question of considering additional coverage was referred to the Finance Committee. Carried.

Reports:

Library Committee: Mr. Kavanagh reported that bills for the month of August totaling \$3,485.51 had been audited and moved that they be approved for payment. Seconded by Mr. Wolford and carried. A list of the bills is to be found in Record Book 2, pages 1-4 inclusive.

It was also moved and seconded to approve the action of the Executive Committee in authorizing payment of the July bills in the total amount of \$4,569.75. Carried. A list of these bills is recorded in Record Book 1, pages 187-191 inclusive.

At Mr. Kavanagh's request Mrs. Diefenbach read the librarian's recommendations to the Library Committee, under date of August 27, approved by the Library Committee. The Committee presented the report as follows:

It is necessary to meet an emergency caused by an extraordinary number of resignations in August and September, namely

	Salary
Dorothy Goodwin Wooldridge, Asst. Dept. Libn. Cir. Dept. (Marriage)	\$125
Marirose Hoffman, asst. in Circ. (defense)	85
Thelma H. Love, Asst. in Cres. Hill Branch (marriage)	85
Carolyn Mudroch, Asst. in Highland Branch (defense)	75

We recommend the following arrangements, with the understanding that they be effective on September 1 but that designations and salaries are of course

subject to the approval of the Library Committee and of the Board.

1. That Pauline Starks be advanced within the Circulation Dept. to Asst. Dept. Libn. and her salary be increased from \$110 to \$120.
2. That Helen Frantz and Alene Christine be advanced within the Circulation Dept. as follows:  
Miss Frantz to Senior Libn. salary from \$105 to \$110  
Mrs. Christine to Junior Libn. salary from \$90 to \$95
3. That Thelma Schmidt be transferred from Parkland Branch to Circulation Dept., salary from \$75 to \$80.
4. That Miss Betty Boller be named to Circulation Dept. as Junior Library Clerk, salary \$70, (It is further recommended that Miss Boller be advanced to Senior Clerk and salary increased to \$75 Jan. 1 if arrangement proves successful)
5. That Clara Chamberlain be named to Parkland Branch as Senior Library Clerk, salary \$75.
6. That Madge Whitehouse be named to Crescent Hill as sub-professional, grade 1, salary \$80.
7. That Francis Melton Bell be named to Highland as sub-professional, Grade 2, salary \$85.

The total effect on the payroll of the foregoing arrangements is a saving of \$35.00 per month, namely \$750 compared with \$715. If Miss Boller's salary is increased from \$70 to \$75 in January as recommended, there will still be a monthly saving of \$30.00.

It is hoped that the Library Committee can take action on the proposals made in time to fix the salaries before the end of September if possible. The committee will determine whether it is necessary to make recommendations to the Board at its meeting on September 8.

Signed - HAROLD F. BRIGHAM  
Librarian

On motion by Mr. Powell seconded by Mr. McAdams it was voted to approve the recommendations in full.

The report of the meeting of the Library Committee of July 29, 1942 was considered a little farther on in the meeting due to an oversight but is recorded in the minutes here for consistency.

Mrs. Diefenbach read the recommendations as follows, which were acted on by the Board seriatim:

Library Committee meeting - July 29, 1942  
Present: Messrs. Kavanagh, Welch, Wolford and the librarian

1. Retirement of Mrs. Esther Williams:  
The librarian presented the request of Mrs. Williams for reconsideration of the terms of her retirement as adopted by the Board on July 14.

These were: that Mrs. Williams be asked to continue in her present position until December 31, 1942 and that she be retired from active service at that time, with an allowance of half her present salary for six months, or until July 1, 1943.

Mrs. Williams requested that she continue in her present position at full pay for the full year to June 30, 1943 and that she then retire. It was understood that no allowance would be expected after retirement.

The librarian expressed the view that Mrs. Williams' request was acceptable from the viewpoint of the service and recommended that it be approved in recognition of her long service and her professed need.

The committee voted to recommend to the Board favorable consideration of Mrs. Williams' request.

BOARD ACTION: Mr. Hartstern moved and Mr. Wolford seconded the motion to concur in the Committee's recommendation. Carried.

## 2. Proposed "Service Rating Plan"

The librarian explained a proposal to have the work of each employee rated at least once a year to provide a sound basis for salary adjustments, advancement in position, etc. using a special report form for this purpose. The proposal was represented as an integral part of the Classification and Pay Plan adopted by the Board a year ago. It was also noted that the Service Rating Plan as well as the Classification and Pay Plan had been developed by a committee of the Staff Association working in cooperation with the librarian over the past three years.

The librarian recommended that the committee approve the experimental use of the service rating report form with the understanding that the committee review the Service Rating Plan after it has been tried out for at least a year.

Discussion recognized the need of great care in a matter that involved personal relations between employees, and that involved now a new librarian. Mr. Brigham expressed the view that the Service Rating Plan was recognized by the staff as a part of the Classification and Pay Plan and already had staff acceptance, and therefore that its experimental use is appropriate. He felt that the new librarian would welcome freedom to proceed with the Rating Plan as a necessary help to him, agreeing that he should direct its application. It was agreed to approve the experimental use of the Service Rating Plan, subject to the endorsement of the new librarian.

BOARD ACTION: Mayor Wyatt moved that the proposed Service Rating Plan be tried out, with no extra cost to the library. The motion was seconded by Mr. McAdams and voted unanimously.

## 3. Museum

a) Col. Beckmer's status: It was noted that present arrangements with Col. Beckmer terminated August 31, 1942, and that the proposed budget for next year included only the provision of \$100 a month for a museum attendant.

The librarian suggested two alternatives, namely:

- (1) That the termination of Col. Beckner's services be accepted, with the understanding that the Board take time to study the museum situation in the light of the budget and determine whatever course of action seems appropriate
- OR
- (2) That Col. Beckner be given the refusal of the post of museum curator at \$100 per month after Aug. 31, with the understanding that the museum situation would be given further study.

The librarian was authorized to approach Col. Beckner with reference to the second alternative and report back to the committee. (Col. Beckner agreed. His letter of August 13 is on file).

The librarian presented a statement on the status of work in the museum prepared by Col. Beckner. It was agreed that copies be made and sent to members of the Library Committee.

BOARD ACTION: On motion by Mr. Hartstern, seconded by Mr. Smock, it was voted to approve the employment of Col. Lucien Beckner at a salary of \$100 per month beginning September 1, 1942.

b) Miss Susan B. Shane's status: It was noted as a matter of record that present arrangements with Miss Shane, retired curator of the Museum, terminated September 1, 1942 - specifically that Miss Shane will receive her final monthly allowance of \$55.00 on September 1.

The librarian reported that Miss Shane was aware of the situation and had indicated acceptance of it.

#### 4. Salary questions

The librarian reported he had been making a last study of staff salaries to determine whether there may be any extraordinary cases which he should call to the attention of the Library Committee before leaving the library.

It was agreed that the librarian might put on paper any specific recommendations he wished to offer for the consideration of the committee.

BOARD ACTION: No action necessary. It was the consensus [of opinion] to hold until the new librarian assumes his duties.

Finance Committee: The treasurer's report for the month of August was read by Mr. McAdams and ordered on file.

Mr. Erskine reported that Mr. Smock and he had gone with the librarian, Mr. Brigham, before the Finance Committee of the Board of Aldermen on August 17 for a hearing on the library budget for 1942-43.

The Chair requested that a written report of the budget hearing be prepared by Mr. Erskine and Mr. Smock and submitted at the next Board meeting.

Mr. McAdams reported that no progress had been made on the question of appropriation from the County Board of Education and Shively, and asked for further time until the October meeting of the Board.

72207

Building Committee: At the request of Mr. Powell Mr. Hartstern reported for the Building Committee that the repairs to the sidewalks at Kaufman-Streus building had not been made as the City Engineer's estimate was above the maximum fixed by the Library Board. Mr. Wilson's letter of July 28, 1942 was read.

On motion by Mayor Wyatt, duly seconded, it was voted to authorize the Building Committee to proceed with the repairs.

The librarian's statistical reports for the months of July and August were received and ordered filed.

Special Committee on Appointments: Dr. Rauch called on Mr. Hartstern to give the report of the Special Committee on Appointments.

It was reported that there were 33 applications received, 16 of which were local applicants, and 4 from Kentucky outside of Louisville.

The concensus and recommendation of the committee was that Mr. C.R. Graham be given first consideration. Mr. Graham's letter of application was read by Dr. Rauch, as well as several letters of endorsement.

Dr. Rauch reported that the committee meeting of September 7 was originally planned to meet in Mrs. Radford's home but had to be changed later to meet in his study. Dr. Welch, Mr. Hartstern and Dr. Rauch were present. Dr. Rauch reported that he had talked to Mrs. Radford after the Committee meeting and stated that the report represented the recommendation of four members of the Committee.

At this point Mr. Kavanagh stated that the report was inconsistent with previous meetings and it was his understanding that the Committee would submit to the Board the names of Willard Rouse Jillson, C. R. Graham and Joe K. Hall and possibly invite all three to appear before the Board.

Dr. Rauch replied that the meeting the week before was not considered the final meeting of the Committee and that at the September 7 meeting the Committee voted to nominate a single name - that of Mr. Graham.

After discussion Dr. Welch moved that the Board give favorable consideration to the report of the Committee and ask Mr. Graham to pay the Board a visit at library expense, and recommended that the candidate be asked to accept the position at a salary of \$4,500.

The Mayor stated that he felt the Committee had made a thorough study of the question and that the majority of the Board had talked with Mr. Graham when he was in Louisville in August, and that he (the Mayor) was ready to vote on the question.

Dr. Welch stood ready to accept the suggestion of Mayor Wyatt and have his motion amended to ask that the report and recommendation of the Committee be accepted and that Mr. Graham be offered the position at \$4,500.

Mr. Wolford expressed appreciation for the work of the Committee as well as Mr. Kavanagh's feeling in the matter, but since the Board has a man who wants to come back to Louisville who offers the qualifications desired, he suggested the question should be cleared as soon as possible.

Dr. Welch made the motion, seconded by Mr. Smock, that the position of librarian of Louisville be offered to Mr. Graham at a salary of \$4,500 per annum. The vote was called for and the motion carried.

A letter from the Staff Association to the Board (copy of which had been sent to each member) was ordered filed without reading. It dealt with the staff's views regarding the appointment of a librarian.

The Special Committee stated it preferred to wait until the new librarian assumes his duties before making a choice for the Head of Colored Department.

Mr. Powell raised the question of continuing the traffic man, Mr. Cartwright, on the library driveway, whose duties were to discontinue September 15. On motion duly seconded it was voted to continue Mr. Cartwright to October 15 and to ask that a study of the parking problem be made.

It was moved and seconded that Mr. H. Cecil Powell be authorized to sign vouchers and checks for the library until the new librarian reports for duty. Carried.

The meeting adjourned at 6:10 p.m.

MINUTES APPROVED:

\_\_\_\_\_

Joseph A. ... President  
James S. Wiefenbach Secretary  
pro tem

7220

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees October 13, 1942

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, October 13, 1942 at 4:15 p.m. in the librarian's office.

Present: Mrs. Fagin, and Messrs. Kavanagh, McAdams, Powell, Rauch, Smock, Welch and C.R. Graham, the librarian.

Dr. Rauch presided.

It was moved by Dr. Welch that the librarian be named Secretary of the Board with authority to sign checks and papers. Seconded by Mr. Powell. Carried.

The minutes of the September 8 meeting were approved as distributed, without reading.

The following letter to Mr. Graham, under date of September 28, 1942 was read:

September 28, 1942

Mr. C. R. Graham  
National College of Education  
Evanston, Illinois

My dear Mr. Graham:

At a special meeting of the Board of Trustees of the Louisville Free Public Library held September 28 that part of your letter which reads "Will the Board appropriate any funds to defray the unplanned and extra budgetary expenses of moving me to Louisville? While the matter is not of paramount importance, you can readily understand that it involves a major expenditure for me which cannot be met out of current income," was carefully considered.

I know you will be pleased to learn that the Board has appropriated the sum of \$150.00 to cover your expenses of moving from Evanston to Louisville.

We are all anticipating eagerly your coming to us and to take charge of the library system.

Yours very truly

(signed) JOSEPH RAUCH

President, Board of Trustees

JR/D

On motion, duly seconded, it was voted to accept this letter in lieu of minutes for the special called meeting of September 28, 1942.



Miss Winifred Hutchings presented the next in the series of Staff Reports, giving the history and work of the Circulation Department.

Communications:

The Secretary presented for Miss Bernice Bell a resolution on legislation adopted at a joint meeting of the Executive and Legislative Committees of the Louisville Library Club. This was submitted to the Board for approval.

It was moved by Dr. Welch that Mr. Kavanagh be asked to study the Bill and make report to the Board. The motion was seconded by Mr. Powell and carried.

Dr. Rauch suggested that Mr. Kavanagh and the librarian be asked to represent the Louisville library at the Kentucky Library Association meeting in Frankfort, October 17, when this legislation is to be discussed, and that their expenses be paid by the library. The suggestion was made a motion by Mr. Powell, seconded by Mrs. Fagin, and carried.

Reports:

Library Committee: The report of the Library Committee meeting of September 16 concerning the establishment of a sub-branch in the Outer Highlands was read by the librarian. The librarian was requested to secure additional information as to people who were requesting such service.

Mr. Kavanagh reported that bills for the month of September in the amount of \$3,037.39 had been audited and moved that they be paid. The motion was seconded by Dr. Welch and bills were ordered paid. A list of the bills is recorded in Record Book 2, pages 5-9 inclusive.

Finance Committee: Mr. McAdams read the treasurer's report for the month of September. The report was ordered on file.

Mr. McAdams presented a check for \$800 from the County Board of Education to supplement the Jefferson County appropriation for library services. He reported that he had acknowledged the check but requested that the librarian also make acknowledgment.

Mr. Smock reported for the Finance Committee on the budget hearing held in the Mayor's office, August 17. The city tax levy of  $3\frac{1}{8}\%$  for library purposes will necessitate some revision in the Request Budget for 1942-43, as presented in July. Some leeways had been made in the pay roll accounts in the Request Budget and these were immediately deducted, as well as \$5,000 from the book account, and it was stated that if further reductions were necessary the only account that might be changed would be the book account.

Building Committee: Mr. Powell suggested that the traffic attendant, Mr. Cartwright, be retained until November 15 in order to allow time for the librarian to study the parking problem. This was acceptable to the Board.

Mr. Powell read the minutes of the meeting of the Building Committee of October 6, regarding sidewalk repairs at Kaufman-Straus, Shawnee Branch entrance changes, and personnel problem relating to janitors.

Mr. Powell submitted two bids from I. Bush and Son, contractors, agreeing to repair the sidewalk at Kaufman-Straus for a sum not to exceed \$425.00, and offering to remodel the entrance to Shawnee Branch for the sum of \$287.00. Mr. Hartstern, in a letter to Mr. Powell, had stated these bids were fair and reasonable.

Mr. Smock moved that the bids be accepted, seconded by Mr. McAdams and voted unanimously.

The Board concurred in the Committee's recommendation to allow Mr. Graham to handle the personnel problem relating to janitors.

The librarian's statistical report for the month of September was submitted and ordered filed.

It was moved by Mr. McAdams, seconded and carried, that the librarian be asked to obtain a statement from the City Law Department on the application of the new Kentucky State Tax on churches, public buildings, etc., as it may affect the library.

Unfinished business:

Dr. Rauch, chairman, stated that a meeting of the Committee on Appointments would be called very soon to consider the question of a new Head of Colored Department.

Mr. McAdams was asked to bring in a recommendation concerning additional war damage insurance.

New business:

Dr. Rauch and Mr. Kavanagh brought to the attention of the Board the opportunity of increasing the present library services to military camps and defense industries. The librarian was asked to learn the proper officers to contact from Fort Knox and Bowman Field so that the Board might ask them to attend a future meeting to discuss the problem.

Dr. Rauch also asked the librarian to have a record kept of the number of persons visiting the library on Mondays from 9 a.m. to 12:30 noon.

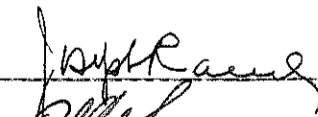
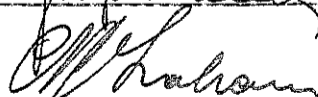
The librarian raised the question of what may be done, if anything, in the matter of the number of staff members leaving the library for better pay in defense activities. He was instructed to prepare recommendations for Board action.

The librarian asked for information concerning the limit of his authority in disposing of library and museum materials no longer used or needed by the library. He was instructed to present to the Board for approval a list of such items before they are discarded.

The meeting adjourned at 6:15 p.m.

MINUTES APPROVED:

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 \_\_\_\_\_ President  
  
 \_\_\_\_\_ Secretary

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees November 10, 1942

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, November 10, 1942 at 4:15 p.m. in the librarian's office.

Present: Mrs. Fagin, and Messrs. Hartstern, Kavanagh, McAdams, Powell, Rauch, Smock and the librarian.

Dr. Rauch presided.

Mr. Kavanagh moved, seconded by Mr. Smock, that the minutes of the October 13 meeting be approved as distributed, without reading.

Mrs. Marion W. Stoner presented the next in the series of Staff Reports, giving the history and work of the Highland Branch Library.

Communications:

A communication from George W. Crenshaw under date of October 20 commending the new lighting system in the Main library, was read. The Board expressed its appreciation of the letter.

A letter from Assistant City Attorney L. S. Poston, under date of November 5, 1942 was read, giving the opinion of the City Law Department that the Kaufman-Straus property is exempt from taxation.

Reports:

Library Committee: The minutes of the joint meeting of the Library and Finance Committees, held October 27, were read by the Secretary. It was moved by Mr. Kavanagh and seconded by Mr. Powell that the action of this joint committee be approved. Carried. This gives the librarian authority to secure suitable quarters for the St. Matthews sub-branch in the Farmers and Depositors Bank Building, at a cost not to exceed \$15. a month. The committee action also authorized the librarian to find suitable quarters for the proposed Outer Highlands sub-branch.

Mr. Kavanagh reported that bills for the month of October in the amount of \$5,229.71 had been audited and moved that they be paid. The motion was seconded by Mr. Smock and bills were ordered paid. A list of the bills is recorded in Record Book 2, pages 10-14 inclusive.

Finance Committee: Mr. McAdams read the treasurer's report for the month of October. The report was ordered filed.

Building Committee: Mr. Powell read the minutes of a meeting of the Building Committee of November 5. The Board approved the committee's suggestion that because of the decrease in traffic on the library driveway and the prospect of even greater decrease when gas rationing goes into effect, the traffic attendant be discontinued. The librarian's suggestion that Mr. Cartwright be transferred temporarily to the Newspaper Alcove, which until now has been manned by WPA assistants, was approved.

The Board voted to approve the committee's suggestion that the maintenance shop be moved from its present location in Jefferson Branch to the Eastern Colored Branch, where much more room is available for the purpose.

Mr. Hartstern stated there was a need for the Building Committee to make a survey of library properties and buildings so that repairs could be scheduled on the basis of a long-term plan and so that budget provision could be made for such needs. The suggestion was approved and the Building Committee instructed to make the survey.

Librarian's report: The librarian's statistical report for the month of October was submitted and ordered filed.

The librarian reported receipt of the auditor's report for the fiscal year ending August 31, 1942.

He also reported that the libraries would be closed at 6 p.m. on November 11 by action of the Executive Committee of the Board.

The librarian reported a meeting with WPA Film Project representatives. It was stated that the Work Projects Administration will be responsible for rental of the property at 113 South Third Street until the film work is completed and that the library would have no further expense after November 30, 1942. A letter was read from Mr. Donald P. Brown, Section Supervisor, WPA War Services Section, confirming the conversation. Exhibit No. 1.

The librarian was instructed to notify the United Distributors, Inc. that we would not renew the present lease after November 30, 1942 and that the Work Projects Administration would assume the rental of the property as of December 1.

At the librarian's suggestion, Col. Beckner was given authority to give to the government scrap collection, or otherwise dispose of one 9.2" steel shell and 5 old damaged Springfield army rifles from the Museum collections.

The librarian raised the question of whether this library might make application for aid under the Lanham Act. This was referred to the Library Committee for study with power to act.

Special Committee on Appointment: Dr. Rauch gave the report of the committee. The committee was unanimous in suggesting the name of Mrs. Naomi Lattimore to succeed Mrs. Rachel Harris as Head of the Colored Department of this library, at a salary of \$160.00 per month. It was moved by Mr. McAdams and seconded by Mr. Kavanagh that the report of the committee be approved and that Mrs. Lattimore be employed. Carried unanimously.

The meeting adjourned at 5:45 p.m.

MINUTES APPROVED:

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Joseph Rauch President  
Chas. H. Cochran Secretary

see exhibit next page

Exhibit No. 1 -

November 16, 1942

Mr. Clarence R. Graham, Librarian  
Louisville Free Public Library  
Louisville, Kentucky

Dear Mr. Graham:

Confirming our conversation of November 9th the Work Projects Administration will not request the Louisville Free Public Library to continue the rental of the premises of 113 South Third Street beyond November 30th.

It is our plan to deliver microfilming for the Louisville Courier Journal covering the years 1925 through 1937, in satisfactory condition. While the filming of these years has been completed we will, of course, be willing to check all such film, and, if necessary, to refilm any portions which may not be satisfactory.

Yours very truly

WORK PROJECTS ADMINISTRATION

/s/ Donald P. Brown

Donald P. Brown, Section Supervisor  
War Services Section  
Service Division

DPB:ht

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees December 8, 1942

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, December 8, 1942 at 4:15 p.m. in the librarian's office.

Present: Mrs. Fagin, and Messrs. Hartstern, McAdams, Powell, Rauch, Wolford, and the librarian. Mr. Kavanagh had signified his intention to be present but a telephone call of 4:30 revealed that he was out of the city. Hence the meeting proceeded without a quorum present. It was stated that business transacted at this meeting would be subject to approval at the next meeting of the Board.

Dr. Rauch presided.

No action was taken on the minutes of November 10, 1942.

Miss Margaret Gilligan presented the last in the series of Staff Reports, giving the history and work of the Shelby Park Branch Library.

Communications:

The librarian reported the receipt of letters from Marguerite Parke, Maude E. Brown and Cary Lewis commending the Board in its selection of Mrs. Naomi Lattimore as Head of the Colored Department of the library.

He also reported a communication from Col. William W. Southard, Director of the Nichols General Hospital, expressing appreciation of the librarian's offer to help in establishing a library at the new Army hospital.

Letter from the Quartermaster Depot in Jeffersonville, signed by Capt. O. B. Andrews, Jr. was also submitted. Captain Andrews expressed appreciation for the work of the Reference Department in assisting Dr. David S. Hill in compiling the history of Clark County, Indiana, and Jefferson County, Kentucky.

Dr. Rauch reported that in the absence of the Chairman of the Library Committee he and Mr. McAdams had audited the bills for November amounting to \$8,552.97 and recommended that they be paid. Upon motion of Mr. Powell, seconded by Mr. Hartstern, bills were ordered paid. A list of the bills is recorded in Record Book 2, pages 15-20 inclusive.

The treasurer's report for the month of November was distributed and ordered filed.

Building Committee: Mr. Powell read the report of the meeting of the Building Committee, held in the librarian's office on December 3, 1942, to discuss the need of a new roof at the Western Colored Branch.

It was recommended by the Building Committee that a new tin roof be placed on Western Colored Branch and the old cornice be removed and a new tin gutter installed. It was moved by Mr. McAdams, seconded by Mr. Wolford, that the Building Committee's recommendations be accepted. The motion was carried.

Librarian's report: The librarian asked for action concerning Christmas and New Year closing of the libraries.

Mr. Powell moved, seconded by Mrs. Fagin that the libraries be closed on Thursday, December 24 at 5 p.m. to remain closed until regular hours of opening on Monday, December 28. Carried.

It was moved by Mr. Hartstern, seconded by Mr. McAdams that the libraries be closed on Thursday, December 31 at 5 p.m. and open regular hours on Saturday, January 2 for the New Year holiday.

The librarian reported that Mr. Wendell M. Smock, trustee, had left the city for War service.

It was also reported that Bowman Field authorities had asked for cooperation from this library in establishing a library and choosing personnel for the Bowman Field library. The Louisville Library was asked to aid in supervising the Bowman Field library as if it were a branch of our system, with personnel and book stock, supplies, etc. furnished by the Army.

The librarian also reported that in answer to Dr. Rauch's letter offering help and advice to the Board of Trustees of the newly established Shively Free Public Library, several members of this Board had paid a visit to the librarian's office seeking advice in ordering books and asking for suggestions on other matters pertaining to the establishment of their library.

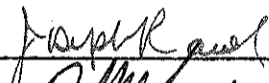
The librarian's statistical report for the month of November was submitted and ordered filed.


The librarian was requested to prepare a comprehensive study of circulation statistics after discussing the matter with the entire staff and to present the analysis to the next Board meeting.

The meeting adjourned at 5:30 p.m.

MINUTES APPROVED:

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 \_\_\_\_\_ President

  
 \_\_\_\_\_ Secretary

## LOUISVILLE FREE PUBLIC LIBRARY

## Minutes of the Board of Trustees January 19, 1943

The regular monthly meeting of the Board of Trustees was not held on January 12, 1943 due to lack of quorum, but at the request of the President a meeting was held January 19 to take its place.

Present: Mrs. Fagin, Mrs. Radford and Messrs. Kavanagh, McAdams, Powell, Rauch, Wolford and the librarian.

Dr. Rauch presided.

It was moved and seconded that the minutes of November 10, which had not been approved because of lack of full quorum at the December 8 meeting, now be approved. Carried.

It was moved and seconded that the business transacted at the meeting of December 8 as shown in the minutes distributed be approved. Carried.

Communications:

The librarian read a letter of December 29, 1942 from Director of Finance John Lindsay stating that the  $3\frac{1}{2}\%$  tax levy would net the library \$137,462.00 for the present fiscal year. This was ordered filed.

Letter from Harry W. Schacter, President of Kaufman-Straus Co., under date of December 31, requesting postponement of the February meeting to the third Tuesday instead of the second so that he could be present, was read. The Board agreed to hold its February meeting on the 16th instead of the 9th.

The librarian read a letter from the Work Projects Administration under date of January 18 offering an indefinite loan of approximately 1900 books. The Board accepted the loan and authorized Dr. Rauch and the librarian to sign the agreement.

Reports:

Library Committee: The librarian read the minutes of the Library Committee meeting of January 7, 1943. The committee had approved the librarian's suggestion to move the Newspaper Alcove on the balcony to the Henry Watterson Room so that the present staff of the Kentucky Room could supervise the newspapers at a saving of approximately \$1,000. a year. Approval, subject to the agreement of the Finance Committee that money was available in the current budget, was given to a list of persons recommended by the librarian for increases in salary to remove the irregularities left from the establishment of Classification and Pay Plan and to care for those who had removed the educational conditions which prevented their receiving a higher classification when the Plan was started. After discussion and a statement by Mr. McAdams, Chairman of the Finance Committee, that funds for these salary adjustments were available, it was moved by Mr. McAdams and seconded by Mr. Powell that the entire report be approved by the Board.

Mr. McAdams reported that he and Mrs. Fagin had audited the bills for the month of December before the Chairman of the Library Committee arrived and recommended that the bills in the total of \$7,096.92 be paid. Mrs. Fagin seconded. Approved. A list of the bills is recorded in Record Book 2, pages 21-26 inclusive.



Finance Committee: Mr. McAdams read the Treasurer's report for the month of December. This was ordered filed.

The Chairman of the Finance Committee was authorized to invite any other members of the Board of Trustees to assist in the revision of the budget.

Building Committee: Mr. Powell reported progress in the negotiations for construction of a new roof on the Western Colored Branch, approval for which had been given previously. He reported that in the opinion of the Committee the outside doors to the Main Library should be changed to open outward instead of in. Mrs. Radford moved, seconded by Mr. McAdams that the Building Committee be empowered to change the doors.

Librarian's report: The statistical report of circulation and registration was received and ordered filed.

The librarian reported that the analysis of circulation trends, in Louisville and in 14 comparable cities, will be ready for the February meeting.

The death of Anna Ray Tydings, member of staff of the Shelby Park Branch, on December 19, 1942, was reported.

The invitation of the American Library Association to the librarian to attend a National Institute on War and Postwar Issues in Chicago, January 30 through February 1, was submitted, and the librarian's assignment as chairman of a regional institute to organize a regional institute on war and postwar issues was reported. It was moved by Mr. Powell seconded by Mrs. Radford that the librarian be asked to represent the library at the National Institute in Chicago, with expenses paid.

The librarian asked the Board for a statement of policy on granting leaves of absence to staff members who may wish to join W.A.A.C. or the W.A.V.E.S. It was moved by Mr. McAdams, duly seconded, that the Chairman appoint a committee to study this problem and report to the Board at its next regular meeting.

The librarian reported receipt of a manuscript of the WPA History of the Louisville Library and stated that the WPA had reported it was ready for publication. Dr. Rauch appointed Mrs. Radford and Mr. Kavanagh to read the manuscript and report to the Board their opinion as to whether the manuscript was ready for publication.

The librarian was requested to write to Harold F. Brigham, former librarian, as to whether he had finished a critical reading of the manuscript.

The meeting adjourned at 5:50 p.m.

MINUTES APPROVED:

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Joseph B. Boyd President  
W. McAdams Secretary

76002

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees February 16, 1943

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, February 16, 1943 at 4:15 p.m. in the librarian's office.

Present: Mrs. Fagin, Mrs. Radford and Messrs. Kavanagh, McAdams, Powell, Rauch, Welch, Wolford and the librarian.

Dr. Rauch presided.

The minutes of the January meeting were approved as distributed.

Communications:

Letter under date of February 15 signed by Thomas P. Lynch, State Supervisor, Project Service Section of W.P.A., was read. Mr. Lynch stated that the equipment used by Col. Beckner in the rehabilitation of the Museum under the W.P.A. project which was sponsored by the Library Board would be lent to the library if the library would make a formal request. The property requested has a valuation of approximately \$1,200 but this valuation may be reduced by annual re-appraisal.

It was moved by Mr. Wolford, seconded by Mr. Powell that the Secretary make a formal request for the loan of this property and that he take such steps as may be necessary for the protection of said property by fire or theft. Carried.

Reports:

Finance Committee: Mr. McAdams read the financial statement for January which was ordered filed.

Mr. McAdams then presented the revised budget for approval of the Board. After discussion it was moved by Mrs. Fagin, and seconded by Dr. Welch, that the suggested revised budget be approved and that the approval carry with it the authority for payroll adjustments, for building renovation and repairs, and other projects included in the revision. Carried unanimously. A copy of the revised budget, with explanatory notes, is appended to these minutes as Exhibit No. 1.

Library Committee: Mr. Kavanagh reported that bills for the month of January in the amount of \$4,799.31 had been audited and moved that they be paid. Upon motion bills were ordered paid. A list of the bills appears in Record Book 2, pages 27-31 inclusive.

Building Committee: Mr. Powell outlined the difficulties and explained the delay in roofing the Western Colored Branch library. The low bidder failed to negotiate the performance and completion bond. It was the opinion of the Building Committee that the Secretary request immediate negotiation of the bond by Mr. Lockwood and explain to him that failure to furnish such bond would be taken as evidence of his inability to do the work and that the contract would be awarded to another company. Carried.

At this time Mr. Harry W. Schacter, President of Kaufman-Straus Company, appeared before the Board to make a report on the results of the Company's fiscal year ending January 31, 1943 and to make a statement about the amount of next year's rental over and above the \$60,000 guaranteed rental. A copy of Mr. Schacter's letter of February 16 is appended to these minutes. Exhibit No. 2.

Mr. Wolford, chairman of the Special Committee on Granting Leaves of Absence for Service in the U. S. Armed Forces reported the Committee's recommendation that those members of the regularly appointed library staff who wish to enter the armed services of the United States be restored to their original positions at the time of their discharge from government service. During discussion it was emphasized that this recommendation included only those regularly appointed members of staff who had passed the probationary period and had been regularly appointed by the Board. The recommendation was approved by the Board.

Mrs. Radford reported for the Special Committee on the Publication of the WPA History of the Louisville Free Public Library that she and Mr. Kavanagh had read the manuscript and had suggested some minor corrections. The Committee recommended that the manuscript be published. Mrs. Radford moved and Mr. McAdams seconded that the Committee make plans for the publication and report back to the Board for approval.

The librarian's statistical report for the month of January was received and ordered filed.

The librarian gave a brief account of the National Institute on War and Post-War Issues held in Chicago which he attended and outlined tentative plans for the Regional Institute to be held in Louisville in the near future.

New business: Dr. Rauch presented a request from the American Red Cross for use of library facilities in the preparation of surgical dressings. After discussion it was moved by Dr. Welch, seconded by Mr. McAdams that the request, when and where possible, be granted. Carried unanimously. Dr. Welch then spoke informally on the desirability of the Library Board taking a more active part in the encouragement of literary and artistic discussions in the library. He suggested that possibly too much of the time of the Board was taken up in purely business and physical matters and that it would be worth while to attempt to work out some plan whereby the Board could take a more active part in making policies for the encouragement of literary and artistic endeavors of the library. The statements were agreed to by members of the Board and Dr. Rauch asked Dr. Welch to formulate a plan for such action.

The meeting adjourned at 6:15 p.m.

MINUTES APPROVED:

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Joseph Rauch President  
J. W. McAdams Secretary

February 15, 1943

LOUISVILLE FREE PUBLIC LIBRARY  
Suggested Revised Budget

	<u>Receipts</u> <u>1941-42</u>	<u>Tentative Budget &amp;</u> <u>Oct. Revision</u>	<u>Budget</u> <u>1942-43</u>
Balance on hand - General Fund	\$ 1,134.50	\$ ( 10,800.00	\$ ( 9,147.75
" " " - Bond Refund	1,159.48	{	{
" " " - Extra Rent	12,757.28	{	{
" " " - C.J.-Filming	750.00	{	{
Receipts: City Taxes	135,412.24	130,767.89	1) 137,462.00
Jefferson County	8,250.00	11,500.00	2) 12,550.00
Pines, etc.	6,781.59	6,000.00	6,000.00
Rent: Kaufman-Straus Co.	94,077.31	85,000.00	105,000.00
Gifts & Refunds	234.45		5.00
<u>Total</u>	<u>\$260,556.85</u>	<u>\$244,067.89</u>	<u>\$270,162.75</u>
Courier-Journal Filming	1,208.64	2,442.11	3) 1,100.00
Gov. Sub-lease		270.00	4) 360.00
<u>Total</u>	<u>\$261,765.49</u>	<u>\$246,780.00</u>	<u>\$271,624.75</u>
	<u>Spent</u> <u>1941-42</u>	<u>Tentative Budget</u> <u>with Oct. Revisions</u>	<u>Recommended</u> <u>1942-43</u>
Library Operating Expense:			
Pay Roll: Staff	\$119,229.93	\$127,500.00	5) \$126,600.00
Books	32,209.79	25,000.00	6) 35,000.00
Periodicals	3,315.14	3,400.00	3,500.00
Binding, Rebinding, Filming	2,614.84	3,000.00	7) 4,500.00
Library Supplies	3,594.04	4,000.00	4,000.00
Printing	1,119.24	2,300.00	8) 2,300.00
Incidentals	510.40	750.00	750.00
Transportation	1,204.20	1,400.00	1,400.00
Telephone	1,636.73	1,600.00	1,600.00
Postage	925.70	1,000.00	1,000.00
Interest on Loans	114.58	150.00	150.00
Furniture & Fixtures	1,780.46	700.00	9) 500.00
<u>Total</u>	<u>\$168,254.05</u>	<u>\$170,800.00</u>	<u>\$181,300.00</u>
Building Maintenance:			
Pay Roll: Maintenance	19,615.17	21,000.00	10) 20,900.00
Janitor Supplies	1,943.90	2,500.00	2,500.00
Repairs & Improvements	15,365.03	8,000.00	11) 15,500.00
" " - Shop	463.35	500.00	400.00
Rent	924.66	1,450.00	12) 1,300.00
Heat	6,260.85	5,700.00	5,700.00
Light	3,910.83	4,000.00	4,000.00
Insurance	3,764.47	3,850.00	13) 3,850.00
Incidentals	1,309.08	420.00	400.00
<u>Total</u>	<u>\$52,557.34</u>	<u>\$47,420.00</u>	<u>\$54,550.00</u>
Total Opr. & Bldg. Maint.	\$220,811.39	\$218,220.00	\$235,850.00
W. P. A. Film	6,246.35	3,000.00	1,100.00
Mortgage Sinking Fund	25,560.00	25,560.00	25,560.00
<u>Total</u>	<u>\$252,617.74</u>	<u>\$246,780.00</u>	<u>\$262,510.00</u>

*Rate 1/1/43*

February 15, 1943

BUDGET NOTES

- 1) In August, the City estimated receipts for the Library would net \$130,000. The statement received December 23 stated the amount would be \$137,462.
- 2) The County appropriation authorized in July was \$11,000. In addition we received this fiscal year back payment of \$750.00 not paid in August. The County Board of Education made payment of \$800.00 toward placement of books in County Schools, making a total of \$12,550 this fiscal year.
- 3) The August budget recommended \$3,000. Due to change in national setup of W.P.A., the project was carried thru November 30 only. Since that time expense for corrective work is carried by W.P.A. only.
- 4) The Procurement Office owes four months rent for part of floor space at 113 S. Third.
- 5) \$126,600. represents present pay roll plus \$940 Classification and Pay Plan adjustments, \$2,670 for \$5.00 per month increase to entire staff beginning February (payable March 1) and 5 per cent increase to pages for the same period. The August budget called for \$127,500, including \$500 C & P P, \$1,000 to replace W P A and N Y A clerical workers, \$500 War Information Alcove and 12 months salary of Librarian at \$5,000.
- 6) The August budget called for \$30,000. The fund was later reduced to \$25,000 when cut in City appropriation was announced.
- 7) Includes \$1,500 for filming back files of newspapers 1914-1925.
- 8) Includes \$800 for printing of W.P. A. History of the Library.
- 9) Reduced because of difficulty in purchasing files, etc.
- 10) Includes adjustments amounting to \$120 for length of service and merit, and an increase of \$1.00 per week to all janitors beginning February 6.
- 11) General \$5,000 plus \$2,150 floor covering Main Children Room, Office, Order and Catalog Departments, Parkland and East Colored branches; \$3,000. roofs Portland and West Colored; \$3,770 painting at branches, \$600 shelving and furniture at branches, \$200 changing of doors.
- 12) Includes 6 months Outer Highlands at \$35.00.
- 13) If War Risk Insurance is not renewed, will release \$1,247.96 to general fund.

Exhibit No. 2  
Meeting of February 16, 1943

KAUFMAN-STRAUS COMPANY

February 16, 1943

The Library Board  
Louisville Free Public Library  
Louisville, Ky.

Gentlemen:

I would like to report to you the results of our Fiscal Year ending January 31, 1943, and to thank the Library Board for postponing their meeting to enable me to present this Report to the Board in person.

In the past year, the Kaufman-Straus Company enjoyed the largest volume of business in the entire 64 years of its history. The volume for the year was \$3,547,885.29 which entitles the Library Board to an excess rental, over and above the \$60,000. it has already received, of \$46,436.54.

According to the contract, this excess amount is payable in seven equal monthly installments. We are attaching, herewith, check for \$6,633.79 representing in full the first of these seven installments.

The Board might like to know the status of the Air Conditioning Loan. The principal was \$75,000. and interest for the 15 years approximately \$18,000., making a total of \$93,000. To date we have repaid, in principal and interest, \$24,700.04, representing all the installments due.

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

Year 1940	\$12,757.28
" 1941	34,077.31
" 1942	46,436.54
Total . . . . .	<u>\$ 93,271.13</u>

It is interesting to note that the Excess Rental alone for the three year period totaled slightly more than the total obligation of principal and interest on the Air Conditioning Loan. I don't for a moment want to imply that this excess rent was due entirely to the Air Conditioning, but that it played a substantial part, there can be no doubt.

The Board might also be interested in the rental ratio to volume as between the Stewart Dry Goods Company, our chief competitor, and ourselves. Last year, on an estimated volume of \$6,000,000. Stewart's paid a rental of \$102,500. Our rental on a volume of \$3,500,000. approximates \$106,500 - \$4,000. more than Stewart's. I cite this merely to indicate to the Board how favorable to them is our Rental Arrangement.

The Board will also be interested to know that, from a Management standpoint, our business has given an excellent account of itself. According to Federal Reserve figures, our volume increase ran approximately 15% ahead of the other stores of Louisville.

The Board is, I am sure, interested in knowing the prospects for 1943. During the first half of the year, I believe that the volume will be satisfactory. However, combination of merchandise shortages, rationing, heavy taxes and loss of man-power will, in my judgment, have a serious effect on volume for the second half of the year. The outlook is so serious that it is simply not possible to predict, at this time, what the volume outcome will be. I urge the Library Board to exercise the utmost caution in their budgeting of excess rental.

I want to thank the Board for its consideration this past year, as in all previous years, and to assure them and Mr. Graham, your new Librarian, our wholehearted co-operation in the troubled times ahead.

Respectfully submitted

/s/ HARRY W. SCHACTER

Harry W. Schacter

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

70002

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees - March 9, 1943

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, March 9, 1943 at 4:15 p.m. in the librarian's office.

Present: Mrs. Fagin, Mrs. Radford and Messrs. Kavanagh, McAdams, Powell, Rauch, Welch, Wolford, McDaniel and the librarian.

Dr. Rauch presided.

Dr. Rauch welcomed Mr. McDaniel as a new member of the Board and introduced him to the other members.

The minutes of the February 16 meeting were approved as distributed.

Reports:

Mr. McAdams read the financial statement for February which was ordered filed.

Library Committee: Mr. Kavanagh reported that bills for the month of February in the amount of \$4,744.20 had been audited and moved that they be paid. Mr. McAdams seconded the motion and bills were ordered paid. A list of the bills is recorded in Record Book 2, pages 32-37 inclusive.

Dr. Welch moved, and Mrs. Radford seconded, to eliminate auditing the bills each month by the Library Committee and to substitute for the Committee's audit an affidavit by the librarian that he and the Head of the Order Department had done a careful audit.

Building Committee: Mr. Powell gave a progress report of repairs being undertaken by the Building Committee.

Mrs. Radford gave the report of the Special Committee on Publication of the History of the Library and stated that she and Judge Kavanagh and the librarian had gone over the manuscript and had suggested minor changes.

Mrs. Radford moved and Mr. Powell seconded that this Committee see to the publication of the manuscript by a process suggested by the Hobson Press.

Librarian's report: The librarian announced that quarters had been secured for the Outer Highlands part-time branch and that opening date had been set for March 12. Dr. Rauch asked that the Library Committee make plans for the opening ceremonies.

The librarian reported that Miss Florinne C. Kammerer, Head of the Stations and Extension Department, had enlisted in the W.A.A.C. He announced approval of the Library Committee to make Mrs. Marethal B. McIntosh, present first assistant in this department, Acting Head with increase in salary from \$125 to \$150 a month for the period she is Acting Head.

Mrs. Radford moved and Dr. Welch seconded that this suggestion to name Mrs. McIntosh as Acting Head of Stations and Extension Department be approved. Carried.



The resignation of Miss Virginia Woodson from the Reference Department was announced. Miss Woodson resigns to take the position of librarian at the Dental School of the University of Louisville.

Upon learning that Anderson Ezzard, chauffeur, had been offered another position but would stay in the employ of the library for \$2.50 increase in salary per week, the Board ordered his salary increased from \$24.00 a week to \$26.50, after a motion by Dr. Welch, seconded by Mrs. Radford.

The librarian announced tentative plans for the Regional Institute on War and Post War Issues to be held in Louisville March 31 and April 1.

The meeting adjourned at 5:10 p.m.

MINUTES APPROVED:

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Joseph B. and President  
Callahan Secretary

77902

## LOUISVILLE FREE PUBLIC LIBRARY

## Minutes of the Board of Trustees April 1943

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, April 13, 1943 at 4:15 p.m. in the librarian's office.

Present: Mrs. Fagin, Mrs. Radford and Messrs. Kavanagh, McAdams, McDaniel, Powell, Rauch, Sullivan, Wolford and the librarian.

Dr. Rauch presided.

Dr. Rauch welcomed Mr. Sullivan as a new member of the Board and introduced him to the other members.

Dr. Rauch announced the reappointment of Messrs. McAdams, Powell and Welch.

The minutes of the meeting of March 9 were approved as distributed.

Communications:

The Secretary read two communications from the Work Projects Administration in Kentucky stating that new instructions from the Washington, D.C. office of WPA makes it impossible for the Louisville Library to receive the loan of 1900 books which had been previously offered and also some equipment for the Museum.

Reports:

Mr. McAdams read the report of finances for March which was ordered filed.

Library Committee: Mr. Kavanagh read the certification that the bills for the month of March amounting to \$6,017.88 had been audited, and moved that they be paid. Mrs. Radford seconded the motion and bills were ordered paid. A list of the bills appears in Record Book 2, pages 38-43 inclusive.

Mr. Wolford then read the report of the Library Committee meeting of April 12. The committee recommended that the Board approve certain staff readjustments which were made necessary by a vacancy in the Extension Department and two in the Circulation Department. It was moved by Mr. Powell, seconded by Mr. McAdams that the recommendations of the Committee be approved.

The Committee recommended to the Board that the Museum be opened on Sunday the same hours as the rest of the building. It was moved by Mr. McDaniel, seconded by Mr. McAdams that the Museum be opened on Sunday from 2 to 6 p.m. and that Mr. Wolford and the librarian draft notices to be placed in the Service men's centers and in the bus stations to advertise that the library and the Museum are open on Sunday.

The Library Committee recommended to the Board that its ruling on compulsory retirement of library employees at age 70 be interpreted in the case of Col. Lucien Beckner, Museum curator (age 70, Dec. 20, 1942) as follows: That in view of the fact that Col. Beckner has not finished the project of renovating the museum, and because he possesses unique qualifications for the position, and his

retirement would mean a vacancy which would be hard or impossible to fill at the salary he commands, and further, that his position is that of a specialist and not that of a regular library employee, the committee recommends that he be retained for the present. It was moved by Mr. McAdams and seconded by Mr. Powell that this recommendation be approved. Carried.

Building Committee: Mr. Powell gave a report of progress on the repairs being undertaken by the Building Committee. It was reported that retaining walls around area ways on the east and west sides of the Main library building were giving way and should be replaced. It was moved by Mr. Kavanagh and seconded by Mrs. Radford that the Building Committee be authorized to make the necessary repairs. Carried.

It was reported that one of the rental insurance policies by the Board on the Kaufman-Straus property had been renewed before the expiration date of December 1, 1943 at the suggestion of our insurance consultant, Mr. C. E. Swope, in order to avoid an increase in rate. This action of the committee in saving approximately a hundred dollars was approved.

Librarian's report: The librarian called to the attention of the Board the considerable use being made of part-time branches of the library system. He emphasized that the part-time branches served as an efficient and very economical means of book distribution.

It was reported that the library was cooperating with the Louisville Home Economics Club in the inaugurating of a Homemakers' Clinic to be held in the Main library building on Mondays from 1 to 9 p.m. The project will furnish a consultation service to individuals on all home economics problems.

After a general discussion of book selection routines the Library Committee was asked by Dr. Rauch to formulate a statement of policy governing the subject of book selection, with particular reference to the relation of branches to the Main library.

After discussion it was decided to hold the next meeting of the Library Board at the Iroquois branch.

The Board then proceeded to the election of officers for the coming year.

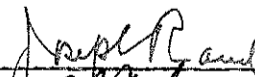

Mr. Kavanagh reported that the Nominating Committee offered the following slate for re-election, namely:

For President	Dr. Joseph Rauch
For Vice-President	Mrs. Walter Radford
For Secretary & Librarian	Clarence R. Graham
For Treasurer	Kentucky Title Trust Co.

It was moved by Mr. Wolford and seconded by Mr. McAdams that the nominations be closed and the Secretary cast one ballot. Carried unanimously. The Chairman declared the officers named duly elected.

The meeting adjourned at 5:30 p.m.

MINUTES APPROVED:

  
 \_\_\_\_\_ President  
  
 \_\_\_\_\_ Secretary

## LOUISVILLE FREE PUBLIC LIBRARY

Board of Trustees meeting June 8, 1943

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, June 8, 1943 at 4:15 p.m. in the Iroquois Branch Library.

Present: Mrs. Fagin, Mrs. Radford and Messrs. Kavanagh, McAdams, McDaniel, Powell, Rauch, Sullivan, Wolford and the librarian.

Mrs. Radford presided.

The minutes of the April 13 meeting were approved as distributed.

After motion, duly seconded, approval was given to the action of the Executive Committee in paying bills for the month of April in the amount of \$9,620.58 and approving the acceptance of the Pacific Coal Company's bid to furnish coal. This action of the Executive Committee was necessary when lack of quorum prevented a meeting of the Board in May.

Communications:

The librarian read a letter from Carl A. Eberhard, pastor of the Concordia Evangelical Lutheran Church thanking the Board for the use of the auditorium during the period in which he taught a first aid class and also commending the head janitor, Charles Glass, for his willing service.

The Board expressed appreciation of this communication.

The librarian also read a communication from James Van Toor, executive director of the Council on Books in Wartime, expressing appreciation of this library's part in taking part in the Tenth Anniversary of the Burning of the Books.

A request of Mr. Edwards, former principal of the WPA Colored night school for the use of the auditorium at West Colored Branch to carry on classes in adult education was referred to the Library Committee for study. It was moved by Mr. Powell, seconded by Mr. McAdams that the Library Committee be given power to act on this request.

Reports:

Finance Committee: Mr. McAdams reported on the meeting with the Jefferson County Fiscal Court at which he, Mr. McDaniel and the librarian presented the request for an appropriation of \$12,000 from the County for library services. He reported that the request was granted and that this constitutes a \$1,000 increase over the appropriation of the present year. Mr. McAdams read the report of finances for the month of May, which was ordered filed.

Library Committee: Mr. Kavanagh read the certification that bills for the month of May had been audited and that they amounted to \$9,127.71. Mr. Kavanagh moved and Mr. McAdams seconded that these bills be ordered paid. A list of the bills appears in Record Book 2, pages 50-55 inclusive.

Mr. Kavanagh asked the Secretary to read the minutes of the Library Committee meeting of Wednesday, May 19, as follows:

"Present: Judge Kavanagh, Dr. Welch, Dr. Rauch and the librarian.

The Committee discussed the question of retirement of Mrs. Esther Williams, now connected with the Reference room of the library.

The minutes of the library show that on September 8, 1942 the librarian presented a request from Mrs. Williams for reconsideration of the terms of her retirement as adopted by the Board on July 14, 1942. These were:

'That Mrs. Williams be asked to continue in her present position until December 31, 1942 and that she be retired from active service at that time, with an allowance of half her present salary for six months, or until July 1, 1943.

'Mrs. Williams requested that she continue in her present position at full pay for the full year to June 30, 1943 and that she then retire. It was understood that no allowance would be expected after retirement.'

The Library Committee granted this request for extension to June 30, 1943.'

The question again arose by reason of Mrs. Williams' request of May 11, 1943 that she be continued in her present position.

The Library Committee feels that it has gone as far as it may properly do so under the resolution for retirement without being inequitable to others who have been retired because of the age limit, and therefore recommends that Mrs. Williams' services be discontinued as of June 30, 1943. Mrs. Williams is 72 years of age, 2 years beyond the time prescribed by the rules and regulations of the Board concerning the retirement from service.

While Mrs. Radford was unable to attend this meeting she has discussed the question involved and has read this report and concurs in the conclusions."

BOARD ACTION: Dr. Rauch moved that the report of the Library Committee be accepted and that the librarian notify Mrs. Williams of the decision of the Board. Seconded by Mrs. Fagin. Carried unanimously.

After considerable discussion on the subject of pensions for library employees Dr. Rauch moved that it be the sense of the Library Board that the Finance Committee make a study of the question of pensions for members of the staff who have reached the age of 65 and served a minimum of 15 years. It was seconded by Mr. Wolford and carried.

The librarian read a testimonial of appreciation for the contributions of the Wednesday Morning Musical Club for the music collections of the Louisville Library, which Mr. Kavanagh and he had prepared for Board approval. The Board approved the wording of the testimonial and ordered that it be suitably framed and hung in the proper place in the Open Shelf Room.

Building Committee: Mr. Powell gave the report of the Building Committee meeting on May 7, at West Colored Branch. It was reported that bids were opened from the coal companies and it was found that only one company had made a bid, due to the uncertainties of coal prices because of war and labor conditions. It was agreed to recommend that the Board accept this bid from the Pacific Coal Co. As reported above because of lack of quorum for the May meeting this bid was accepted by action of the Executive Committee.

Approval of the purchase of a bench saw and joiner to replace the one lent to the library was given when it was reported that there were funds for this equipment in the furniture and equipment fund.

The Committee agreed not to follow Mr. Lockwood's suggestion to repair the cornice but to ask him to follow the original specifications, namely, to remove the present cornice and install a hanging gutter.

Mr. Powell then read the report of the Building Committee meeting of Wednesday, June 2, at 4:30 p.m.

Mr. Powell expressed the sorrow of the Building Committee at the death of Mr. Stewart, maintenance man.

It was reported that the Committee and the librarian were taking immediate steps to fill the vacancy but that they were encountering grave difficulty due to the manpower shortage.

Due to difficult problems connected with the changing of the doors on the Main library and Portland Branch it was recommended that this work be postponed until a new maintenance man has been employed.

The successful completion of a project to beautify the Shawnee Branch library lawn in cooperation with the Shawnee Business and Professional Men's Club was reported and the committee expressed its pleasure for the splendid cooperation given the library by this civic-minded group.

A progress report on the various projects undertaken by the Committee was given by Mr. Powell.

Mr. Powell presented the recommendation of the Building Committee that War Damage insurance policies covering the library and Kaufman-Straus building be renewed as follows: That the policy on the Kaufman-Straus building for \$467,000 be kept intact and renewed; that the library schedule be changed so as to renew only the coverage on the Main library building for premium of \$376.60 by eliminating coverage on the branch library buildings, at a saving of \$324.97.

Dr. Rauch moved and it was seconded by Mr. McAdams that these recommendations of the Building Committee be accepted. Carried.

Mrs. Fagin moved, seconded by Dr. Rauch, that the secretary compose a letter to be sent to Mrs. Stewart expressing the sorrow of the Board for Mr. Stewart's death and its keen sense of loss.

Librarian's report: After the librarian had expressed his gratification for the cooperation of the Shawnee Business and Professional Men's Club for their work in beautifying the lawn of the Shawnee Branch Library, it was moved by Mrs. Fagin, duly seconded, that the secretary express the Board's appreciation in a letter to the officers of the Club.

The librarian reported the substantial increase in the use of the War Information Center due to publicity appearing on the front page of the Louisville Times and also newspaper articles and radio announcements. This publicity was a result of "close cooperation between the library and the Office of Civilian Defense, the Office of Price Administration, the Office of War Information. The

heads of these four organizations have been appointed a committee to coordinate all war information for the Louisville metropolitan area.

The librarian also reported on the part that the library agencies had played in cooperating with the OPA to serve as information centers and to assist in filling out applications for Ration Book 3.

He also reported on the increased use of the Museum on Sundays and attributed this increase to the distribution of signs in all the soldiers centers and at Fort Knox and Bowman Field.

The meeting adjourned at 5:55 p.m.

MINUTES APPROVED:

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_____	<i>Ernest Paul</i>	President
_____	<i>W. H. Johnson</i>	Secretary

20837

## LOUISVILLE FREE PUBLIC LIBRARY

Board of Trustees meeting July 13, 1943

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, July 13, 1943 at 4:15 p.m. in the librarian's office.

Present: Mrs. Fagin, Mrs. Radford and Messrs. Kavanagh, McAdams, McDaniel, Powell, Rauch, Wolford and the librarian.

Dr. Rauch presided.

The minutes of the June 8 meeting were approved as distributed.

Communications:

The librarian read a communication from Mayor Wilson Wyatt, inviting the library to participate in a survey to bring out the salary pay plan and job classification of all departments and allied agencies of the city. It was moved by Mr. McAdams and seconded by Mr. McDaniel that the library participate in this survey and pay its share of the cost, which would be approximately \$2.25 per employee. This was carried unanimously.

The librarian then read a communication from Mr. F. D. Burdorf commending the service of the library. The Board expressed appreciation of this communication.

Reports:

Finance Committee: Mr. McAdams gave the report of the Finance Committee. It was recommended to the Board that the anticipated unexpended balance of \$4,882.25 be allocated to repairs and improvements in order to complete in full the Building Committee's plans which otherwise might have to be curtailed due to low original estimates on paint, lumber, labor, etc. Mr. Wolford moved, Mr. Kavanagh seconded that this recommendation be accepted. Carried unanimously.

Mr. McAdams then read the report of the finances for the month of June. It was ordered filed.

It was recommended to the Board that this regular meeting be adjourned for a called meeting later in the month to discuss the proposed budget for 1943-44. This was agreed to.

Library Committee. Mr. Kavanagh read the certification that bills for the month of June had been audited and that they amounted to \$9,739.82. Mr. Kavanagh moved, seconded by Mr. Powell that these bills be ordered paid. This was carried. A list of the bills appears in Record Book 2, pages 56-61 inclusive.



Building Committee: Mr. Powell gave the report of the Building Committee. He reported that at a meeting in the librarian's office on June 28, 1943, the librarian had been authorized to employ Charles E. Hall, on trial basis, as maintenance supervisor, at a salary of \$150 per month with a \$25 per month car allowance. It was agreed to review the salary question at the end of approximately three months. It was moved by Mrs. Radford, seconded by Mr. Wolford, that this action of the Committee be approved.

After discussing the question of War Damage Insurance, upon motion by Mr. McAdams, seconded by Mr. McDaniel, it was unanimously agreed that the Board rescind its action of June 8, and cancel all War Damage insurance.

After some discussion of the situation prevailing on the lawns of the Main Library at night, the librarian was instructed to have lights installed to illuminate the dark lawns.

Mr. Powell gave a progress report on the various projects which the Committee was carrying on, and reported that at a meeting in the librarian's office on July 12, 1943, it was decided the Committee would make a study of the problem relating to the 80 per cent co-insurance clause on the insurance carried by the Board of Trustees on its property, and attempt to arrive at an adequate valuation of the library properties so that it could be determined how much insurance we should be carrying.

It was moved by Mrs. Radford, seconded by Mr. Wolford, that this report of the Building Committee be accepted. Carried.

Librarian's report: The librarian reported continued increasing use of the War Information Center with visits to this center by representatives of the Office of Civilian Defense from Washington and Cleveland, and also a visit from a member of the Headquarters Staff of the American Library Association in Chicago, who asked for information on the War Information Center. This later appeared in the July issue of the American Library Association Bulletin.

The librarian reported on work with the War Information Committee of the Louisville Defense Council and explained the project to survey the 16mm. film projectors in the Louisville area and a plan to file this information in the War Information Center for the use of the War Information Committee and the general public.

The librarian reported on a project with the Nichols General Hospital in which the library had taken the initiative to cooperate with the University of Louisville professors to furnish a course in modern literature and thought.

It was reported that the summer reading program for children was having unusual success and was also in operation with the children at Fort Knox through the special services officer at Fort Knox.

The librarian reported the increased use of the part-time branches and that the trend called attention to previously, continues, namely that

use of part-time branches seems to increase more rapidly than the use of full-time permanent branches.

After much discussion in which the librarian called attention to the problem, it was moved by Mr. Powell, seconded by Mrs. Fagin, that it be the policy of the library not to purchase space or advertise in year books, house organs, and publications of various associations.

New business:

Mr. McDaniel brought up the problem relating to the prolonged illness of the janitor at Iroquois Branch library and Dr. Rauch appointed Mr. McDaniel and the librarian as a Committee to study the problem and bring in recommendations.

The meeting adjourned at 5:55 p.m.

MINUTES APPROVED:

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J. Rauch President  
C. F. ... Secretary

LOUISVILLE FREE PUBLIC LIBRARY

Board of Trustees meeting August 4, 1943

The meeting adjourned from July 13 meeting of the Board of Trustees of the Louisville Free Public Library was called for August 4, 1943 at 4:15 p.m. in the librarian's office to discuss the proposed budget for the fiscal year of 1943-44.

Present: Mrs. Fagin, Mrs. Radford and Messrs. McAdams, Powell, Rauch, Wolford, Wyatt and the librarian.

Dr. Rauch presided.

Dr. Rauch explained the purpose of the meeting and called upon Mr. McAdams to present the proposed budget as recommended by the Finance Committee.

Mr. McAdams explained in detail the budget of \$261,314.75. After discussion it was moved by Mr. Wolford, seconded by Mrs. Radford that the proposed budget as recommended by the Finance Committee be approved for transmission to the Director of Finance of the City. Carried unanimously.

The Board agreed that because of the difficulty in securing a quorum the regular meeting of the Board on August 10 be dispensed with, and that the Executive Committee authorize the payment of bills for the month.

Meeting adjourned at 4:55.

MINUTES APPROVED:

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Joseph Rauch President  
Clifford Secretary

LOUISVILLE FREE PUBLIC LIBRARY  
Board of Trustees Meeting, September 14, 1943

The regular monthly meeting of the Board of Trustees was held on Tuesday, September 14, 1943 at the Portland Branch Library.

Present: Mrs. Fagin, Mrs. Radford and Messrs. McAdams, McDaniel, Powell, Rauch, Sullivan, Welch, Wolford, Wilson and the librarian.

Dr. Rauch presided.

Dr. Rauch introduced Atwood S. Wilson and welcomed him to membership on the Board.

The minutes of July 13 and August 4 meetings were approved after motion by Dr. Welch, seconded by Mr. Wolford.

Mr. Wolford moved, seconded by Mr. Powell, that approval of Executive Committee action in ordering bills paid when no regular meeting could be held in August because of lack of quorum, be voted. It was carried.

The librarian read a communication from Prentiss Terry requesting that the Board take official action to record its approval of the proposed amendment to remove the limitation of \$5,000 salaries for public officials in the State of Kentucky. Dr. Welch moved that no action be taken. Motion was seconded by Mrs. Radford and carried unanimously.

Reports:

Library Committee: Mrs. Radford read the certification that bills for the month of August amounting to \$3,655.60 (voucher No. 76, checks Nos. 3725-3802) had been audited and moved that they be paid. Mr. McDaniel seconded the motion and bills were ordered paid. A list of the bills is to be found in RecordBook 2, pages 67-71 inclusive.

Mrs. Radford then read the report of the Library Committee meeting of September 13. It was moved by Mr. Powell, seconded by Mr. Wolford, that the Library Committee's recommendation be approved as follows:

1. Mrs. Emlyn C. Bode be appointed to sub-professional Grade 2 in the Children's Department at a salary of \$95 per month.
2. Miss Clara Chamberlain be appointed to clerical Grade 2 at Parkland Branch at a salary of \$85 per month.
3. Miss Madge Whitehouse be appointed to sub-professional Grade 2 at Crescent Hill Branch at a salary of \$95 per month.
4. Mrs. Eleanor S. Mellichamp be promoted from professional Grade 2 to Professional Grade 3 with the title of Assistant Department Librarian in the Reference Department, at a salary of \$135.00 per month.

These appointments and promotions take effect as of September 1.

Mr. Wilson moved, seconded by Mr. Powell that the Board approve the Library Committee's recommendation that the Librarian's salary be increased from \$4,500 a year to \$5,000 beginning October 1, 1943. This was carried.

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

Mr. McAdams also read a letter from John R. Lindsay, Director of Finance, City of Louisville, which stated that the Board of Aldermen Finance Committee had tentatively allocated to the library  $3\frac{1}{2}$  cents of the tax levy for the fiscal year beginning September 1, 1943.

Building Committee: Mrs. Fagin read the report of the Building Committee for the meeting on September 9. The Board approved the Committee's recommendation that the salary of Charles E. Hall, maintenance supervisor, which had been \$150. plus \$25. for car allowance on a three months trial basis, be now set at \$175. a month with car allowance as heretofore. It was stated that the Committee had given approval for the Secretary to sign the renewal of the contract with Weissinger-Gaulbert Co. for heat and light for the Main building at the same rates.

It was moved by Mr. Powell and seconded by Mr. Wilson and carried that approval be given to the Committee's recommendation to install electric wiring and plumbing work at Portland Branch Library.

Librarian's report: The librarian reported the completion of the 16mm. sound projector survey undertaken in cooperation with the War Information Committee of the Metropolitan Defense Council and asked for Board approval to accept the duration loan of a projector from Brown-Williamson Tobacco Company and to take out adequate insurance on this machine. It was moved by Mr. McAdams and seconded by Mr. McDaniel that the Board accept this loan and purchase adequate insurance.

The librarian reported continued cooperation with the O.P.A. by distributing home front pledges in all the library agencies of the system.

After discussion, initiated by Dr. Welch on the subject of a series of meetings concerned with book reviews and other cultural matters which would be held in the library to bring the library before the public in the city, it was moved by Mr. McAdams and seconded by Mrs. Fagin that the Library Committee be authorized to arrange a program to discuss some phase of literature, open to the public without cost, and that this program be considered as a series of meetings. This was carried unanimously.

Board approval was given for granting a four months' leave of absence with pay to Miss Winifred Hutchings.

The meeting adjourned at 5:45 p.m.

MINUTES APPROVED:

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Joseph Gaud President  
John McAdams Secretary

## LOUISVILLE FREE PUBLIC LIBRARY

Board of Trustees meeting, October 12, 1943

The regular monthly meeting of the Board of Trustees was held on Tuesday, October 12, 1943 in the librarian's office.

Present: Mrs. Fagin, Mrs. Radford and Messrs. McAdams, Pitt, Powell, Rauch, Smith, Welch, Wilson, Wolford and the librarian.

Dr. Rauch presided.

Dr. Rauch introduced Father Pitt and Mr. Hunt Smith and welcomed them to membership on the Board.

The minutes of the meeting of September 14 were approved as distributed.

Reports:

Library Committee: Mrs. Radford read the certification that bills for the month of September amounting to \$2,909.80 had been audited and found correct. She moved that bills be ordered paid. Mr. McAdams seconded the motion, which was carried. A list of the bills appears in Record Book 2, pages 72-75 inclusive.

Mrs. Radford also read the Library Committee's approval of the librarian's recommendation to advance Dorothy Skeeters from Clerical Grade 1 to Clerical Grade 2 in the Order Department, with salary increase from \$75 to \$80 and Agnes Cheatham from Clerical Grade 1 to Clerical Grade 2 in the Circulation Department, with salary increase from \$75 to \$80.

It was moved by Mr. Powell, seconded by Mr. McAdams that these recommendations be accepted and promotions made.

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

At Dr. Welch's request Mr. McAdams then explained for the benefit of new members details about the library's Kaufman-Straus property, the air-conditioning sinking fund and mortgage.

Building Committee: Mr. Powell read the report of the Building Committee meeting of October 11, 1943. The Board approved the Committee's recommendation that the original program for the installation of fluorescent lighting fixtures be now completed as soon as possible. It was stated that fixtures had been bought and were on hand. The Board also approved the Committee's recommendation that the fluorescent lighting fixtures already installed be inspected. The Board concurred in the Committee's belief that valuations on the library properties for insurance purposes are at present approximately correct. It approved the Committee's recommendation that the amount of insurance carried in our general schedule be unchanged and that present policies be renewed as in the past. The Board also approved the Committee's decision not to purchase boiler insurance in conjunction with other departments of the City of Louisville. Mr. Powell also read a report of major items of maintenance work which had been done in the past month.

Mrs. Radford moved, seconded by Mr. Wilson, that the report of the Building Committee as a whole be accepted. This was carried.

The librarian's annual report for the fiscal year ending August 31, 1943 was discussed. It was moved by Dr. Welch, seconded by Mrs. Fagin, that this report be received and approved. After some discussion it was moved by Mr. Powell, seconded by Mr. Wilson that the report be mimeographed for circulation among the Board of Aldermen and other libraries selected by the librarian.

Dr. Rauch called attention to the extraordinary amount of work done by the Children's Department as shown in the librarian's report. The Board requested that the Secretary transmit to Miss Bell in the name of the Board an appreciation of the fine record.

Dr. Rauch called attention to the need for a study of the location of part-time branches and stations to determine if these agencies were in the right location to best serve the changing population in the city of Louisville and Jefferson County. It was stated that there was a possibility that some agencies should be eliminated and other new ones established at different localities. It was moved by Dr. Welch, seconded by Mrs. Radford that the Library Committee and the librarian make a survey and recommend to the Board any changes which the survey shows to be needed. Carried.

The librarian read a communication from Captain Alter Weiss, U.S. Army Nichols General Hospital, reporting the establishment of the reading project for bed patients in cooperation with the library.

The librarian mentioned an interesting article written by Miss Bernice Bell, Head of the Children's Department, which appeared in the Library Journal of October 1, 1943.

There being no other business the meeting adjourned at 5:05.

Joseph Rauch President  
Miss Bell Secretary

## LOUISVILLE FREE PUBLIC LIBRARY

Board of Trustees Meeting, November 9, 1943  
Shelby Park Branch

The regular monthly meeting of the Board of Trustees was held at the Shelby Park Branch Library on Tuesday, November 9, 1943 at 4:15 p.m.

Present: Mrs. Fagin, Mrs. Radford, and Messrs. McAdams, McDaniel, Pitt, Powell, Smith, Sullivan, Welch, Wilson, Wolford and the librarian.

Mrs. Radford presided.

The minutes of October 12 were approved as distributed without reading.

Reports:

Librarian: The librarian reported that through cooperation of the City Recreation Department and the Library a plan was being worked out to begin recreation programs under supervision of the Recreation Department in several of the branch libraries.

The librarian announced an interesting project originated by the Children's Department in the Main library - a model airplane builders club, which has been functioning very successfully.

A report on the Nichols General Hospital project was given by the librarian who announced the cooperation of the hospital with the library and the public schools and the University of Louisville in furthering this work.

The following committee appointments were announced: Father Pitt to the Library Committee; Atwood Wilson to the Building Committee; Hunt Smith to the Finance Committee.

The librarian announced that the annual audit of the books had been completed by the City Comptroller and copies of the report had been sent direct to members of the Library Board.

Library Committee: Mrs. Radford read the certification that the bills for the month had been audited, and moved that they be paid. It was moved by Mr. Powell, and seconded by Mr. Smith, and subsequently carried that the bills be ordered paid. A list of the bills appears in Record book 2, pages 76-80 inclusive, in the sum of \$3,974.00.

It was reported that the librarian's recommendation that the libraries be closed on Thanksgiving Day had been approved by the Committee and was recommended to the Board. It was moved by Mr. McDaniel, seconded by Dr. Welch, and carried, that the libraries be closed on Thanksgiving Day.

It was reported that the Chairman of the Library Committee had approved the librarian's suggestion that the library accept the bid of the Hanson-Bennett Company of Chicago to furnish our magazine and newspaper subscriptions for the sum of \$2,453.90. It was stated that this was the only bid received.



Mrs. Radford reported that on Thursday, November 4 other members of the Library Committee being out of town, she, together with the librarian and the head of the Extension Department, visited the following part-time branches: Highland Park, Taylor Blvd., East Louisville, Eastern Parkway Baptist Church, and Neighborhood House. Each of these agencies was surveyed in the light of its book collection, hours of opening, circulation of books, registration and as to its location in the community. These inspections were made as part of the committee's project to attempt to determine whether the agencies of the library were following changes in population and population trends in the city and county. It is hoped that at the end of the survey the Library Committee will be able to state whether in its opinion certain agencies are located at strategic points as far as density of population is concerned and whether certain other agencies are in an area whose population is decreasing to such an extent that the agency should be moved. It is the intention of the Committee to visit each agency of the library system and to make a study of population trends and changes in order to submit a comprehensive report to the Board. It was impressed upon the minds of those making the inspection that certain of the agencies were very inadequate as far as working space was concerned.

Mrs. Radford reported that the Committee hopes to make further reports at subsequent meetings of the Board.

Building Committee: Mr. Powell gave a report of the Building Committee meeting of Friday, November 5, 1943. He reported that the Committee had decided not to accept a proposal of the Western Waterproofing Company to correct the damp conditions in the basements of Western Colored, Parkland and Shelby Park branches, and the Main library, by their patented waterproofing process.

The committee decided to give further study to the matter before recommending a course of action.

He also reported the committee wished to give further study to the problem of insulation at Iroquois Branch.

Mr. Powell reported the results of a study of insurance for books and furniture in the part-time branches of the library. He reported that for the approximate evaluation of \$7,053.25 for books and an approximate \$1,200 for furniture by including an 80% co-insurance clause in the policy the library could purchase insurance coverage on the basis of three years for about \$186.45.

It was moved by Mr. McAdams, seconded by Mr. Smith that this insurance be purchased. Motion carried.

Mr. Powell gave a progress report on the maintenance work which had been completed during the month.

Finance Committee: Mr. McAdams read the report of finances for the month of October. After motion by Mr. Wolford, seconded by Mr. Wilson, the report was ordered approved and filed.

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

MINUTES APPROVED:

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Joseph R. Boyd President  
C. M. Graham Secretary

## LOUISVILLE FREE PUBLIC LIBRARY

Board of Trustees Meeting, December 14, 1943

The regular monthly meeting of the Board of Trustees was held on Tuesday, December 14, 1943 at 4:15 p.m. in the librarian's office.

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

Dr. Rauch presided.

It was moved by Mrs. Radford, seconded by Mr. McDaniel that the minutes of November 9 be approved as distributed. Motion carried.

Reports:

Librarian: The librarian reported that through lack of full time pages the burden of page work falls on professional staff members. He reported that the professional staff were cooperating splendidly and he commended this cooperation. A report on the use of the library buildings as community centers was given and as examples of the fine use being made of the assembly rooms, the librarian reported that at Iroquois Branch library during the month of November there were 61 meetings with an attendance of 1,073 and at the Highland Branch library 32 meetings during the month with an attendance of 1,068. The librarian reported receipt of the position classification plan prepared by the Public Administration Service and he was asked by the Board to send them copies of that part which applies to the library.

Library Committee: Mrs. Radford read the certification that the bills for the month of November were audited and found correct, and it was moved by Dr. Welch, seconded by Mr. Wilson that the bills be ordered paid. A list of the bills amounting to \$9,925.11 is to be found in Record Book 2, pages 81-86 inclusive.

Mrs. Radford read the Library Committee's recommendation that all library buildings be closed the same as last year, that is at 5 p.m. on Christmas Eve and remain closed until the regular hours Monday, December 27, and that they close on New Year Eve at 5 p.m. and open regular hours Monday, January 3. It was moved by Mr. McDaniel and seconded by Mr. Wolford that the Library Committee's recommendation in regard to the closing for the holidays be approved. Carried.

Mr. Wolford then gave a preliminary report on the tentative library code recommended by the Legislative Committee of the Kentucky Library Association and a revision of the present Kentucky State Library Laws. He brought out the fact that several sections of the tentative code have particular significance for the Louisville Free Public Library, and mentioned particularly section 7 having to do with funds and suggested that serious study be given to this section in the light of our financial arrangements with the Kaufman-Straus Company.

Dr. Rauch requested the Finance Committee to place itself at the dis-

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees September 11, 1945

The regular monthly meeting of the Board of Trustees was held on Tuesday September 11, 1945 at 4:15 p.m. in the Librarian's office.

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

Father Pitt presided.

It was moved by Mrs. Fagin, seconded by Mr. McDaniel that the minutes for the regular meeting of July 10 and for the special called meeting of July 24 be approved as distributed. The motion carried.

Father Pitt explained that because of the lack of a quorum no regular Board Meeting was held in August, and that the Executive Committee had, on August 10, authorized the payment of bills in the amount of \$3,829.63.

It was moved by Mr. Powell, seconded by Mr. McDaniel, and carried, that this action of the Executive Committee be approved.

Communications:

The Secretary read a communication from Mr. W. C. Fisher of the Liberty National Bank and Trust Company forwarding a check for \$200 which represents a bequest under the will of Sol Levy and specifying that this money be expended for books dealing with Jewish History.

It was moved by Mr. Wilson and seconded by Mr. Powell that this bequest be accepted under the conditions stipulated in the will, and that the Secretary notify members of the family of Sol Levy of the Board's acceptance and thanks. This motion was unanimously carried.

The Secretary then read a communication from Julius Miller asking the Board if it contemplated selling its Fourth Street property.

It was moved by Mr. Powell, seconded by Mr. McDaniel that this matter be referred to the Finance Committee. The motion carried.

The Secretary then read a communication from Mrs. J. T. Wahl, President of the Louisville Chapter of the American War Mothers, requesting that this organization be given permission to refund to the library the purchase price of a Dogwood tree on the lawn of the Shelby Park Library and to dedicate that tree to the memory of the late Franklin Delano Roosevelt.

It was moved by Mr. Smith, seconded by Mr. Wilson, and carried, that this request be granted.

Reports:

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$2,336.14 had been audited and found correct.

She moved and it was seconded by Mr. Sullivan that the bills be ordered paid. A list of the bills appears in Record Book 3, pages 10-13 inclusive.

Building Committee: Mr. Powell gave a report of the work of the Building Committee. He explained that a mistake had been made by the low bidder on the Museum lighting project which resulted in the company making the low bid requesting that its new bid be considered. Mr. Powell stated that the Committee suggested that all bids be rejected and that the Board advertise for new proposals at a later date. The Board agreed to this suggestion.

Mr. Powell also explained the delay in repairing the sidewalk in front of the Kaufman-Straus building and stated it to be his opinion that the Board should now go ahead with the work, which it had previously authorized.

After some discussion it was moved by Mr. McDaniel, seconded by Mr. Sullivan that the Committee undertake to receive proposals on all of the concrete work throughout the system that needed to be done. The motion carried.

Mr. Powell then gave a report on the electrical conversion work going on in the main building and explained that the delay was due to slowness of the delivery of material.

Then the Chairman of the Committee brought up the question of the items which had been unobtainable during the war because of shortages, and which the Committee thought might possibly be available soon. The Board had allocated \$33,598 in its request budget of 1945-46 for the purchase of these items when they became available.

After some discussion, it was moved by Mr. McAdams, seconded by Mrs. Fagin that the Building Committee be given authority to make purchase of these items when and if they were available. The motion carried.

Mr. Powell then gave a report of the maintenance work which had been finished through September 1, 1945.

Finance Committee: Mr. McAdams read a report of the finances for the month and distributed a report of the finances for the preceding month, during which no meeting was held. These were ordered filed.

Mr. McAdams then reported on the program that the Joint Committee had made in considering the proposal of the Kaufman-Straus Company for remodeling the building. As part of his report Mr. McAdams stated that, in his opinion, experts to make a complete survey of the proposal could not be engaged for the sum of \$500 which was originally appropriated by the Board for this purpose.

After considerable discussion it was moved by Mr. McDaniel, seconded by Mr. Smith, and carried, that the original sum of \$500 be increased by \$1,000 to make a total of \$1500 for the cost of making a preliminary survey of the Kaufman-Straus property, and that the Joint Committee be authorized to spend any amount up to this total.

Librarian's Report: The Librarian reported that the Kentucky Library Association would meet in Louisville during the first week of November and that it was the custom for the host library to appropriate some sum to furnish some entertainment for the Association. He stated that this entertainment for the Association usually took the form of a tea and reception, and that in the past the Board had appropriated a sum of \$30.

Mrs. Fagin stated that due to the rise in prices it was doubtful if \$30 would cover the expenses of a tea.

She therefore moved, and it was seconded by Mr. Powell, that the Librarian be authorized to spend up to a total of \$50 for this purpose. The motion carried unanimously.

The Librarian then announced the death of Mrs. Lizzie Price, Librarian of the Eastern Branch Library for a number of years. This announcement was received with regret.

It was also announced that Miss Florinne Kammerer had returned from service in the W.A.C. and had assumed her former position as head of the Extension Department.

The Librarian then reported Dr. Rauch's illness and the fact that his condition had greatly improved. The Board voted to request the Secretary to write a note to President Rauch sending the Board's best wishes for a speedy recovery.

Unfinished Business:

Mr. Wilson reported that the Special Committee to suggest new names for the colored branch libraries had not met due to the fact that most of the members of the Committee had been out of the city during the summer and, also, due to the fact that it was the desire of the members of the Committee to postpone the matter until Dr. Rauch could be present.

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

MINUTES APPROVED:

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*Joseph Rauch* President  
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*W. H. Graham* Secretary

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees October 9, 1945

The regular monthly meeting of the Board of Trustees was held on Tuesday October 9, 1945 in the Board of Directors room First National Bank.

Present: Mrs. Fagin, Messrs: McAdams, McDaniel, Powell, Sullivan, Welch, Wilson, Wolford, and the Librarian.

Mr. Wolford presided.

It was moved by Mrs. Fagin and seconded by Mr. McAdams that the minutes be approved as distributed. The motion carried.

Reports:

Library Committee: Dr. Welch read the certification that bills for the month of September amounting to \$3,849 had been audited and found correct and it was moved by Dr. Welch seconded by Mr. McDaniel and carried that this certification be approved and that the bills be ordered paid.

Dr. Welch also gave a report of the Library Committee meeting in the Librarian's office on Monday October 8 at which time Mrs. Fagin, Messrs. Welch, Pitt, Wolford and the Librarian were present. It was stated that Mrs. Pauline Barra had presented her resignation from her position as assistant in the Children's Department and that the Committee had voted to accept this resignation with regret.

It was reported that the Committee had voted to recommend to the Board that it accept the gift of a Kentucky State Flag from the John Marshall Chapter of the Daughters of the American Revolution.

It was reported that Mr. Lester C. Brock who had recently leased the McQuady Drug Store at 4441 Park Boulevard had requested that the library vacate the part of the building which was now occupied by the Highland Park Part-Time Branch. He had stated that this space was required so that he could increase his selling space in the drug store. It was reported that the Committee had voted to recommend to the Board that a Special Committee made up of a representative from the Library Committee, Finance Committee and the Building Committee be appointed to study this matter and make recommendations to the Board for action.

It was moved by Dr. Welch and seconded by Mr. McAdams that the Library Board approve this report of the Library Committee and concur in its recommendations. The motion carried.

Building Committee: Mr. Powell reported on a meeting of the Building Committee October 5 in the Librarian's office. He stated that bids for the new sidewalk for the Kaufman-Straus building were opened and the Committee voted to award the contract for this work to the Shickli Contracting Company in view of its low bid of \$1783. It was stated that this work previously authorized by the Board had been postponed at the request of the Kaufman-Straus Company and that after postponement the original successful bidder stated he could not do the work for the original price because of increased labor cost. It was, therefore, necessary that new bids be taken with the result that the Shickli Contracting Company was

the low bidder of the five bids submitted. It was reported that the Committee had authorized the Librarian to instruct Mr. E. T. Hutchings, the architect in charge, to issue work orders to the Shickli Company and to proceed at once with the work.

It was stated that the Committee had voted to accept a bid from Ale Bornstein, contractor, to install new front doors at the Main Building for the sum of \$175.

The Committee had voted also, it was stated, to consult Mr. Fred Hartstern, architect, concerning the advisability of going ahead with the installation of a new elevator which had previously been authorized by the Board in its plan for complete electrical conversion to alternating current.

It was moved by Dr. Welch seconded by Mr. McAdams that the Board accept the report of the Building Committee and concur in its recommendations. The motion was carried.

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

Mr. McAdams then gave a report on the work of the Special Committee to study the Kaufman-Straus building proposals. He read to the Board the following letters:

September 14, 1945

Mr. Pope McAdams,  
Chairman, Finance Committee,  
Library Board,  
Louisville, Kentucky.

Dear Mr. McAdams:

I have given your letter of September 12 careful consideration, and I have checked on the space with Mr. E. T. Hutchings. The following are the space acquisitions that Mr. Hutchings tells me we can gain by our structural changes:

North & South Offsets;	-	7,680 sq. ft.
4 upper floors at 1,920 sq. ft.		
East Offset -	-	2,880 sq. ft.
all 6 floors at 480 sq. ft.	-	
Mezzanine - on part first floor	-	10,000 sq. ft.
New 6th floor	-	27,600 sq. ft.
	TOTAL	<u>48,180 sq. ft.</u>

In addition to the structural work above, we would have to add the following items:

4 new passenger elevators  
1 new freight elevator  
Air-Conditioning on 5th & 6th floors



All of the above is, of course, outside of the re-fixturing of the entire store.

I discussed with Mr. Hutchings the question of cost. It is almost impossible to get any reasonable estimate, of course, without a comprehensive survey, and without drawing up at least rough specifications.

Before any of this is done, however, I feel that we and the Library Board ought to reach an agreement on the principle of including the fixtures in the re-payment. Our thinking on the subject is as follows:

Re-fixturing and structural changes are part and parcel of one objective - to make a newer and bigger store, which will produce bigger volume and, in turn, will produce bigger income both for the Library Board and for ourselves. Doing the structural job without the re-fixturing is, of course, an impossibility, as it is the other way around. At the end of the period, the fixtures would certainly be of no value to us, but could be of very definite value to the Library Board.

In the last 20 years, we have put in close to a half million dollars in improvements in this building. In addition to that, the Library Board is receiving a rental today of about 15% of what seems to be a fair value of the Land and Building, and this is at least 50 % higher than the usual accepted standard of 8% to 10%

In view of the fact that the additional volume will be engendered by a combination of structural work and new fixturing, it seems to us that payment for all of this should come from that additional volume. I want to stress that without the combination of structural work and fixturing, this additional volume cannot be achieved, and the Library Board would be no better off than they were before and, perhaps, worse off.

I would appreciate it very much if your two Committees would give careful consideration to these facts.

Sincerely yours,  
/s/ Harry W. Schacter

CC to Hunt C. Smith	Cecil Powell
G. Walter McDaniel	Charles Farnsley
Wilson W. Wyatt	Dan Sullivan
Prof. Atwood Wilson	

September 18, 1945

Mr. Harry W. Schacter, President  
Kaufman-Straus Company  
427 So. Fourth Street  
Louisville, Kentucky

Dear Harry:

A committee appointed by the President of the Library Board, consisting of the Finance Committee and the Building Committee, met here at the bank yesterday afternoon and have considered your request for certain improvements to the Kaufman-Straus building.

While the committee came to no decision and is not ready to make any commitment as to what it will recommend to the Library Board, it did give careful consideration to the improvements asked for by you, and I am able to give you some information as to what the committee might recommend.

In the first place, I am sure you understand that the committee is faced with the fact that the improvements contemplated by you will not produce any additional rent for the Library Board for a number of years. As a matter of fact, the rent will most likely be reduced during the term of the bond issue necessary for the financing.

There is also the fact to be considered that if there should be any additional rent from the building over the present rental, most likely the benefit would be lost to the Library because of the tendency of the city of Louisville to reduce its appropriation accordingly.

The committee decided definitely on two items of your proposition. First, that it would not be justified in paying back to Kaufman-Straus amounts expended for store fixtures; also, that the additional space which would be provided by bringing the north and south offsets and the east offset of the building flush with the other walls would be too small to justify the expense of the alterations.

The committee is, however, willing to consider the following suggestions made by you:

- Converting the fifth floor into two floors
- Extending the air-conditioning
- Building a mezzanine floor
- Enlarging the basement
- Installation of new elevators

This is not to be considered a commitment at all, but only an indication to you that that committee will consider the cost of these items in connection with the space added by them on the basis of the following schedule of rents:

The base rental of \$90,000.00 plus interest and principal payments upon whatever increase in the 15 year bond issue is necessary to finance the improvements agreed upon. In other words, the guaranteed rent would be the base of \$90,000.00 plus the annual interest and principal payments on the increase of the bond issue, and the total rent to be paid to the Library would be on a basis of 3% of the volume, which latter is what the present lease provides.

As to the last twenty years of the proposed thirty-five year lease, our committee thought that there should not be a set rent named, but that the rental should be 3% of volume up to a named amount, and a smaller percent on volume in excess of that amount. The lease should contain a guaranteed rent, of course. We have not arrived at any figures on this, but I am simply mentioning the idea we had in order that you might give it some thought and let me know what you think about it.

Because the committee has no idea whatever of what the alterations and additions would cost, it is very difficult to come to any definite conclusion as to what

it would be willing to do. However, we expect to have an architect make a survey and give us some idea of the cost of same and we will hold another meeting as soon as we get this information. In the meantime if you care to come over and see me for further discussions prior to your going to New York to meet your associates, I will be glad to see you at any time that is convenient for both of us.

Yours very truly,

Pope McAdams

PMcA:S

Dear Pope:

I thought that you and the other Members of the Finance and Building Committee of the Library Board would be interested in the following paragraphs from the Annual Statement, dated April 16, 1945, of the Associated Dry Goods Corporation, which owns the Stewart Dry Goods Company. The underscoring is mine.

"Much time and thought has been given by our executives to making plans for the future development of our store, designed to improve each store's position in its community. In November a lease was signed with the Louisville Realty Association, the owners of the property occupied by our store in Louisville, which calls for the acquisition of property adjoining the store on Walnut Street and the erection of a substantial addition to the present building as soon as conditions permit. Additional vertical transportation, including escalators, will be provided together with other improvements in the main store property, and it is expected that on completion we will have one of the most efficient and attractive stores in the South. An expenditure of more than \$1,000,000 by the property owners is provided for in the lease, which runs for thirty years."

This will give you some idea of what we will be up against in the way of competition.

Sincerely yours,

Harry W. Schacter

Mr. McAdams then reported that under authority previously granted by the Board he had engaged Mr. Fred Hartstern, architect, to make a survey for the Board as to the cost and architectural advisability of the Kaufman-Straus proposals.

Mr. McAdams then stated that it was the feeling of some members of the Special Committee that another architect in addition to the one jointly employed by Kaufman-Straus and the Library Board should be employed if any of the work in the Kaufman-Straus proposals would be undertaken.

After considerable discussion, it was moved by Dr. Welch, seconded by Mr. Powell, that this report of the Board Committee be approved and accepted and that the committee be given authority to decide the question of employing an additional architect. The motion carried unanimously.

Mr. McAdams then brought up the point that if any of this work were to be undertaken there would be need for State legislation to raise the present limit on the Board's borrowing power. After discussion it was brought out that the Board might well request legislation to raise the legal limit of the present city levy for library purposes and authority to establish a retirement pension plan at the same time it was requesting legislation to increase its power to borrow.

It was moved by Mr. McAdams seconded by Mr. Powell and carried unanimously that the chairman of the Board appoint a committee consisting of Mr. Wolford and two other members to work with the Mayor's Legislative Committee on new legislation, particularly with respect to (1) increasing the Library's debt limit, (2) the question of appropriations by the city (3) the question of pension and retirement plan.

Librarian's Report: The Librarian reported that the Kentucky Library Association was meeting in Louisville November 8,9,10 and announced that all members of the Board were cordially invited to attend as many sessions as possible.

He also reported that the library had been unable to acquire any needed equipment from surplus properties for sale by the United States Government. He reported that the Business Manager of the Board of Education and the City Buyer had also stated that they had had no success in acquiring material.

It was stated that the vacancies on the staff were still serious and that the situation was complicated because of the fact that when substitutes from the Order and Catalog Department were sent to agencies where vacancies still existed that the work of the Order and Catalog Department was seriously handicapped.

The Librarian reported that the Main Library had closed October 9 for the day and that there was a possibility that it would be necessary to remain closed October 10 due to the repairs on the steam lines of the Weisinger-Gaulbert heating plant. The Board authorized the Librarian to use his judgment in the matter of closing the Main building until this situation was remedied.

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

MINUTES APPROVED:

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Joseph R. ... President

Chas. ... Secretary

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees November 13, 1945

The regular monthly meeting of the Board of Trustees was held on Tuesday November 13, 1945 in the Librarian's office.

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

Dr. Rauch presided.

It was moved by Mrs. Fagin and seconded by Mr. Powell that the minutes be approved as distributed. The motion carried.

Communications:

The Librarian read a communication from Mrs. H. J. Burt of the Beechmont Woman's Club requesting that the club be allowed to use meeting rooms of the Iroquois Branch Library as headquarters for a sewing project.

It was moved by Mr. Powell, seconded by Mrs. Fagin that the Board grant this request and that the Secretary be asked to notify the club and to state the Board's pleasure in the fact that the Beechmont Woman's Club had shown such an interest in the library. The motion carried.

Reports:

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$9,953.10 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 gave the report of the Building Committee. He read a communication from Mr. Harry Schacter stating that the repairs to the interior of the Kaufman-Straus building had been completed and that an excellent job had been done. Mr. Powell also read a communication from Mr. Schacter stating that the sidewalk repairs had been completed and that the Kaufman-Straus company was highly pleased with the job done. A report on the maintenance work completed to November 1 was also given.

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

Librarian's Report: The Librarian reported on the project sponsored jointly by the Junior League of Louisville and the City Division of Recreation and the Library and explained that children's play groups will be conducted in branch libraries for children between the ages of 3 and 10 inclusive. The group will meet for two hours once a week under the leadership of two volunteers. He stated that a training course for volunteer workers was being conducted.

The Librarian also announced the theme for children's book week, "Music - a Universal Language" and announced that this would be the theme upon which

the work of the Children's and School Department would be focused for the coming year. He announced a program for adults interested in Children's Literature to be held in the parent's room November 13 at which the Librarian would introduce the subject of parent's and children's music books, followed by talks by Mr. Robert Whitney, Conductor of the Louisville Philharmonic Orchestra, Sister Clara Frances, SVN, who is Community Supervisor of Elementary Schools, Miss Helen Foswell, Supervisor, Louisville Public School Music, Mrs. David Castleman and Mrs. William E. Whaley, Jr., Junior League of Louisville. Miss Bernice Bell, Head of the Children's and School Department, would preside at the program.

The Librarian called attention to the fact that circulation statistics showed a welcome gain of 23,983 for the year so far.

The Librarian then gave a detailed summary of a public opinion survey entitled "Do People Use Their Public Libraries?", conducted in cooperation with 17 other city libraries and the American Library Association, by the National Opinion Research Center, University of Denver.

The Librarian pointed out that one very definite finding of this survey was that the Louisville Library, in common with the libraries of the other cities surveyed, was definitely in need of a modern, efficient, public relations policy and department.

After the discussion which followed it was moved by Mr. Wilson, seconded by Mr. Powell, and carried, that a copy of this report be made available to each department and branch as well as to the members of the Board of Trustees; and that the administrative officers of the library give serious study to the findings of the survey.

Unfinished Business: Mrs. Fagin asked Mr. McDaniel to report for the special committee on the Highland Park Part-Time Branch. Mr. McDaniel reported that he had spent much time looking over possible sights for the library which had to be moved because the new owners of the building wanted the space presently occupied by the library. He reported that he had not been successful in finding a suitable place.

In the discussion which followed the point was brought out that it might be necessary to close that library temporarily until a place could be found.

It was moved by Father Pitt, seconded by Mr. Smith that the committee be empowered to meet any emergency in relation to the moving or closing of the Highland Park Part-Time Branch.

The motion was carried unanimously.

Special Committee on Legislation: Mr. Wolford reported that his Special Committee had met with a subcommittee of the Mayor's Legislative Council and had presented a request that the committee approve and work

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for the passage of three items of Legislation at the coming session of the State Legislature. Mr. Wolford reported that these items consisted of (1) raising the statutory limit of the library's borrowing power to \$1,000,000 from its present \$500,000, (2) that the present statutes be revised so as to specifically enable the library to set up a retirement-pension plan if it were financially able, (3) to change the present law which limits the annual city levy to a tax of not less than  $2\frac{1}{2}\%$  nor more than 4% to one which limits the tax to not less than  $3\frac{1}{2}\%$  nor more than 10%.

Mr. Wolford reported that the subcommittee had unanimously approved the motion to report these three items favorably to the full committee of the Mayor's Legislative Council.

New Business: Father Pitt stated that he had received several complaints regarding nocturnal nuisances committed on the library property. After some discussion this matter was referred to the Building Committee.

Mr. Powell brought up the problem of full dependency on the Weissinger-Gaulbert company for heating at the Main Library. After some discussion of this point it was referred to the Building Committee for study and recommendation.

There being no further business the meeting adjourned at 5:50 p.m.

MINUTES APPROVED:

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Joseph Raul President  
W. Whelan Secretary

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees December 11, 1945

The regular monthly meeting of the Board of Trustees was held on Tuesday December 11, 1945 in the Librarian's office.

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

Dr. Rauch presided.

It was moved by Mr. McAdams, seconded by Mr. Wilson and carried that the minutes be approved as distributed.

Reports:

Library Committee: Mrs. Fagin read the certification that bills for the month of November 1945 amounting to \$18,283.24 had been audited and found correct. A list of these bills will be found in record book 3, pages 25-30 inclusive.

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

Mrs. Fagin then gave a report of a meeting of the Library Committee held in the Librarian's office December 10, at which time Mrs. Fagin, Messrs. Pitt, Wolford, and the Librarian were present and at which meeting Mr. Wolford presided.

It was stated that Miss Arita Ware, Assistant in the Children's Department, had tendered her resignation effective January 15, 1946 to accept a position with the Louisville Public Schools. The Committee had voted to accept this resignation with regret.

In the discussion which followed this vote the Librarian stated that it was becoming increasingly difficult to keep professionally trained assistants due to the fact that the University of Louisville and the Public Schools offered working conditions and hours, as well as salaries, which compared to the Library's were much more favorable to the individual employee. He compared Miss Ware's position with the Public Schools with the one she was leaving and stated that she would receive approximately the same salary for ten months with the schools that she would receive at the Library for twelve months, and in addition her working day with the schools ended at 3:30 with no Saturday work and considerably longer holiday periods during the year.

It was reported that the Committee had authorized the Librarian to study the whole salary problem with the intention of recommending to the Library Committee increases wherever and whenever possible.

The Board voted to approve this recommendation of the Library Committee and asked the Librarian to report on the salary question as soon as possible.



The Board voted to approve this recommendation of the Library Committee and asked the Librarian to report on the salary question as soon as possible.

Mrs. Fagin then reported that the Library Committee had voted to close the Library on Sunday, December 23 through Christmas Day, December 25 and, also, Sunday, December 30 through New Year's Day, January 1.

The Board approved this action of the Committee.

It was reported that the Library Committee had approved the Librarian's recommendation that the salaries of four employees be increased by \$5 per month: Miss Marcella Tobe, Librarian, Iroquois Branch, from \$175 to \$180; Miss Margaret Gilligan, Librarian, Shelby Park Branch, from \$175 to \$180; Miss Clara Behrens, Head of the Order Department, from \$230 to \$235; Miss Louise Seewer, Assistant to the Librarian, from \$155 to \$160.

It was moved by Mr. Wilson, seconded by Mr. Smith and carried, that the Committee's recommendation for these salary increases be approved.

It was also 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 December 27 to 30 at the Library's expense.

The Board approved this recommendation.

Mrs. Fagin then reported that the Committee had voted to answer the groups of interested Negro citizens of the Parkland area in their request for a large Branch Library for the Southeastern area of Parkland by stating that the financial condition of the Library at present made it impossible to undertake any large building project, but that these groups were invited to cooperate with the Library Committee in surveying the possibility of finding a location where the present facilities and services could be enlarged and improved.

Building Committee: Mr. Powell gave the report for the Building Committee and stated that the new motor for the heating unit was now installed and was working well.

He reported also that the electrical conversion to alternating current had been almost completed, except for minor clean-up jobs. He reported that while this work was going on it had been found that several circuits were grounded at different points and these grounds had been eliminated. It was estimated that this had been enough to cause considerable reduction in the electrical bill.

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

At this point Mrs. Fagin asked Mr. McDaniel to give a report on what had been accomplished in the location of quarters for the Highland Park part-time branch. Mr. McDaniel reported that search for new quarters had been unsuccessful and that the Committee had decided that the better course would be to accept a new lease on the present quarters with a \$15 per month increase in rent, bringing the monthly rental to the figure of \$45.

The Board thanked Mr. McDaniel for the considerable amount of time and effort he had put in this work and voted to approve the action of the Committee.

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

Mr. McAdams then read the report of the work of the Joint Committee to consider the Kaufman-Straus request for improvements to the building occupied by the Kaufman-Straus Company. This report is appended to these minutes. Appendix I.

Then Mr. McAdams asked Mr. Wolford to report on the Legislation which the Library Board had requested the Mayor's Legislative Council to approve and to introduce at the coming session of the State Legislature.

Mr. Wolford reported that only the first item relating to raising the Library's borrowing power on the Kaufman-Straus property to \$1,000,000 had been approved, and that the other two items relating to changing the limits of the tax levy and legislation to enable the Library to establish a retirement-pension plan had not been considered at the meeting of the Mayor's Council due to a misunderstanding. He reported that he had received assurance that these two items would be considered at the next meeting and that in all likelihood they would receive approval.

Mr. McAdams then called in Mr. Fred Hartstern, architect, who gave a summary of his written report stating that the requested improvements in the Kaufman-Straus building were safe and could be installed without structural alterations to the building. A copy of his report is appended to these minutes. Appendix II.

At this point Mr. Frost of Stein Brothers & Boyce and Mr. Burkholder representing Almstedt Brothers came into the meeting in order to submit a proposal for the refinancing of the Library's bond issue. Mr. Frost stated that several brokers in the city had met and had gone over the history of the library's refinancing, and that after the meeting they had agreed upon a set of proposals. These proposals are appended to the minutes. Appendix III.

After considerable discussion it was moved by Mr. McAdams, seconded by Mr. Smith that the report presented by the Joint Committee and the proposal presented by Messrs. Frost and Burkholder be made a part of the minutes of the meeting.

The motion carried unanimously and Messrs. Hartstern, Frost, and Burkholder left the meeting after having received the thanks of the Board.

Librarian's Report: The Librarian reported on the success of the exhibits of reproduction of Latin American art received on loan from the Pan-American Union. He also called attention to the Christmas displays in the Main Lobby.

70937

He reported also on the many favorable comments in letters acknowledging the receipt of Libraries and Lotteries, the history of the Louisville Free Public Library.

He also reported letters from a variety of organizations thanking the Library for the use of auditorium facilities and noted a definite increase in the use of these facilities since the end of the war.

It was reported that the Library's questionnaire and also the Public Opinion Survey were being multigraphed and would be distributed to the Board members and to the Staff as soon as duplicating had been completed.

New Business

At this time Mr. Wolford suggested that his Special Legislative Committee was accomplishing its work successfully by obtaining approval of the Mayor's Legislative Committee for the items which the Library desired to be introduced at the coming session of the State Legislature. He stated that what was needed now was a Committee which could be called a Steering Committee to take steps to facilitate the passage of these bills through the State Legislature.

He moved and it was seconded by Father Pitt and carried unanimously that Mr. Fernsley be appointed Chairman of such Steering Committee.

There being no further business the meeting adjourned at 8:30 p.m.

MINUTES APPROVED:

\_\_\_\_\_

Joseph Rauch President  
W. M. ... Secretary

December 11, 1945

TO THE PRESIDENT AND BOARD OF TRUSTEES  
OF THE LOUISVILLE FREE PUBLIC LIBRARY:

Gentlemen:

At a special called meeting of the Board of Trustees of the Library on July 24, 1945, Leo T. Wolford, Vice President of the Board, presided. Harry W. Schacter, President of Kaufman-Straus Company, appeared in person before the Board and read a written request made by the Kaufman-Straus Company for certain improvements to the building owned by the Library and occupied by Kaufman-Straus Company. Mr. Schacter requested straightening out the offsets to the building on the north, east, and south sides and adding an additional selling floor to the building by putting in an extra floor between the present fifth floor and the attic. He estimated that these alterations would provide 48,000 sq. ft. of selling space, or more than 50% of the present capacity of the building. He also requested new elevators and adequate fire escapes, and proposed that the Kaufman-Straus Company entirely re-fixture the store at a cost of approximately \$250,000.00. His proposition was that the Kaufman-Straus Company would advance the cost of the new fixtures but would expect the Library to refund out of the rent the cost of these fixtures over a period of 15 years.

At this meeting on July 24th it was moved, seconded and carried that a committee be appointed to discuss and study the alterations requested by Mr. Schacter and to report to the Board of Trustees of the Library with the committee's recommendations. An appropriation of \$500.00 for the expenses of the committee was authorized. Vice President Wolford, in the absence of Dr. Rauch, the President of the Board, appointed as members of this committee the Finance Committee and the Building Committee of the Library Board with Pope McAdams as Chairman. Your Committee has had several meetings, two to discuss matters with Mr. Schacter, and several where Mr. Schacter was not present. In the beginning the committee decided that it would not recommend the straightening out of the offsets to the building nor would it consider the repayment to the Kaufman-Straus Company of its outlay for fixtures, and so notified Mr. Schacter, who then requested that we consider his other requests.

No meeting of this committee was held in August, but on September 17th the committee met and discussed the improvements wanted and notified Mr. Schacter that it would consider,

- Converting the fifth floor into two floors
- Extending the air conditioning
- Building a mezzanine floor
- Enlarging the basement
- Installing new elevators

Prior to this meeting of your committee a partial report was made to the Library Board at its meeting on September 11th, Rev. F. N. Pitt

presiding in the absence of the President. At that time Mr. McAdams reported that the committee felt that proper consideration of the Kaufman-Straus Company request would necessitate that an architect be employed to go over the building and report to the committee whether or not, in his judgment, the improvements could be made and the approximate cost of same. Mr. McAdams also reported that in the committee's opinion it was necessary for a realtor to be employed for a discussion of the lease and its terms, and that the appropriation of \$500.00 for expenses of the committee authorized at the meeting of July 24th be increased \$1,000.00 for a total of \$1,500.00.

No further meeting of the committee was held until Wednesday, November 28th, at which time Mr. Fred Hartstern presented his report on the examination of the building, which report stated that in Mr. Hartstern's opinion the present foundation and cast iron supports between the floors were sufficient to carry the increased load made necessary by the proposed alterations including the sixth floor which would be created by the alterations. Copy of Mr. Hartstern's report to the committee is attached hereto.

Another meeting of the committee was held on Wednesday, December 5th, and this meeting was attended by Messrs. Arthur Almstedt and Milton Trost, local bond dealers, Mr. Fred Hartstern, Architect, and Mr. I. Sidney Jenkins, Realtor. At this meeting Mr. Hartstern again said that the building would stand the alterations and additions without reinforcement to the present cast iron columns, and Mr. Jenkins reported that in his judgment an equitable lease on a basis of 35 years should be  $3\%$  of gross volume not exceeding \$6,000,000.00 and 2 or  $2\frac{1}{2}\%$  of the gross volume in an amount exceeding \$6,000,000.00. Mr. Trost and Mr. Almstedt were of the opinion that the present bond issue could be refinanced on a 15, 20, or 25 year basis of amortization at an interest rate, in Mr. Trost's opinion, of  $2\frac{1}{2}\%$ , and in Mr. Almstedt's opinion, of  $2\frac{1}{2}\%$ . The committee then had a general discussion with all present taking part in same and it was unanimously voted by the members of the committee present to recommend the improvements set forth in Mr. Hartstern's report at a cost not to exceed \$400,000.00, provided that the Legislature increased the legal debt limit of the Library to an amount sufficient to carry the new issue, and that the Legislature increased the minimum appropriation from the City from  $2\frac{1}{2}\%$  of the tax dollar to  $3\frac{1}{2}\%$  and the maximum appropriation from  $4\%$  of the tax dollar to  $10\%$ , with the further condition that the Kaufman-Straus Company install new fixtures to be paid for by the Company with no lien to be ahead of the lien to the building as security for the rent.

The committee has not discussed the terms of the lease with Mr. Schacter and awaits instructions from the Library Board as to how to proceed further. It does recommend the increase of the bond issue and the expenditure of the money needed for the improvements as stated herein, provided, of course, that the proper lease can be secured. In making this report the committee is loath to recommend such a substantial increase in the bond issue on the Kaufman-Straus building, but it is convinced that in order to protect the Library's property the Kaufman-Straus store must be kept in a position to maintain its present position as the principal competitor of the Stewart Dry Goods Company, and that it can only do this by having a modern store and the maximum amount of selling space.

The committee feels that there is some question that the Kaufman-Straus Company could be prevented from sub-leasing the store, even though the lease does not permit it without the Library's approval, unless the Library's cooperation was reasonable in this respect.

The committee also recognizes the obligation of the Library to the Kaufman-Straus Company, who have contributed in the form of rent very substantially to the revenues of the Library over a period of years. The committee feels, however, that unless the City appropriation is fixed at an amount at least equal to its present contribution of  $3\frac{1}{2}\%$  of the tax dollar, and the maximum is increased at least substantially above the present  $4\%$  of the tax dollar, it could not recommend the alterations requested nor could it approve of the increase in the bond issue.

The committee also recommends that we employ expert outside legal advice and secure the approval of the Legal Department of the City of Louisville to supplement the advice of authorities on real estate and finance who have already been consulted.

In submitting this report we have constantly in mind the welfare of the Library and the City of Louisville as well as our obligation to the Kaufman-Straus Company.

<u>Frank Smith</u>	<u>Don Sullivan</u>
<u>Guinness</u>	<u>Charles Lantry</u>
<u>H. Cecil Powell</u>	<u>Robert S. Davis</u>
<u>Attwood Wilson</u>	Chairman

November 21, 1945

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

Mr. Pope McAdams - Chairman.

Gentlemen:

The Kaufman-Straus Building was completed and occupied in 1903. The upper floors were used for the Library, Reading Rooms and Museum. The remainder of the building was used for the manufacture of clothing. Mason Maury was the Architect.

Briefly, the building construction consists of masonry exterior bearing walls and cast iron interior columns supporting steel beams which carry the wood floor joists.

After the 1937 Flood the footings supporting the cast iron columns settled several inches. The columns were jacked up and new concrete footings replacing the old brick footings were installed. The old footings were 4'-6" square and the new concrete footings are 5' x 8'. The bearing capacity of the new footings is approximately 100% more than that of the old footings. Mr. E. T. Hutchings, Architect, was in charge of this work.

In analyzing the structure in order to determine the possibility of installing a new Sixth Floor between the present Fifth Floor and Roof, and installing a Balcony around a portion of the First Floor, a thorough investigation of the cast iron columns was made. A representative number of columns on each floor were drilled to determine the thickness of the metal. This drilling revealed the following:

Basement	-	12" diameter	1-1/2" metal
1st Floor	-	12" diameter	1-1/2" metal
2nd Floor	-	11" diameter	1" metal
3rd Floor	-	10" diameter	7/8" metal
4th Floor	-	9" diameter	5/8" metal
5th Floor	-	8" diameter	3/4" metal

Projected into the proposed alterations the following total uniform live load on every square foot of floor area can be carried by the columns:

1st Floor	-	108 pounds per square foot
Balcony	-	108 " " " "
2nd Floor	-	108 " " " "
3rd Floor	-	108 " " " "
4th Floor	-	108 " " " "
5th Floor	-	88 " " " "
6th Floor	-	88 " " " "

The above distributed live loads are above the recommended live load of 75 pounds per square foot for this



type of building as established by the more modern building codes and generally accepted in engineering practice. We are entirely satisfied that the Balcony and Sixth Floor can be installed without structural alterations to the building.

In addition to the installation of the Balcony and Sixth Floor it is proposed that five new elevators be installed in one of the Light Courts. The four present passenger elevators were installed by Abell Elevator Company, in 1918. The attached drawing shows the new elevators in the South Light Court, but they can be installed in the North Light Court if this would be more desirable. We recommend that a new stairway be installed from the basement to the top floor.

The above changes would result in the following additional floor area:

	Deduct	Add
Basement	160	
1st Floor	160	
Balcony (New)		9,000
2nd Floor		730
3rd Floor		730
4th Floor		730
5th Floor		730
6th Floor (New)	<u>          </u>	<u>22,500</u>
Total	320 sq. ft.	34,420 sq.ft.
New Addition		34,100 sq. ft.

The following ceiling heights would prevail:

1st Floor Under Balcony	10'
1st Floor Outside Balcony	20'
Balcony	8'-10"
5th Floor	11'- 7"
6th Floor	12'

The remaining floors will have their present ceiling heights, which are:

Basement	13'-9"
2nd Floor	14'
3rd Floor	12'
4th Floor	12'

It is proposed to suspend an insulated ceiling from the present roof rafters to form a ceiling for the new Sixth Floor, the present attic beams must remain. These beams will be approximately 7' above the new Sixth Floor. The Sixth Floor will not be desirable for a sales floor, but will be entirely satisfactory for offices and stock rooms.

It is proposed to make the necessary revisions to the present air conditioning system to accommodate the Balcony and to install a new system for the Fifth Floor. The Sixth Floor will not be air conditioned.

Our estimate of cost based on the present day market, is as follows:

Construction

Balcony	\$ 57,000	
6th Floor	112,500	
Stairway	12,000	
Miscellaneous	<u>5,000</u>	
Sub-Total		\$186,500
Air Conditioning		<u>35,000</u>
Total		\$221,500

New Elevators

Construction	\$ 50,000	
Elevators (5)	<u>110,000</u>	
Sub-Total		<u>160,000</u>
GRAND TOTAL		\$381,500

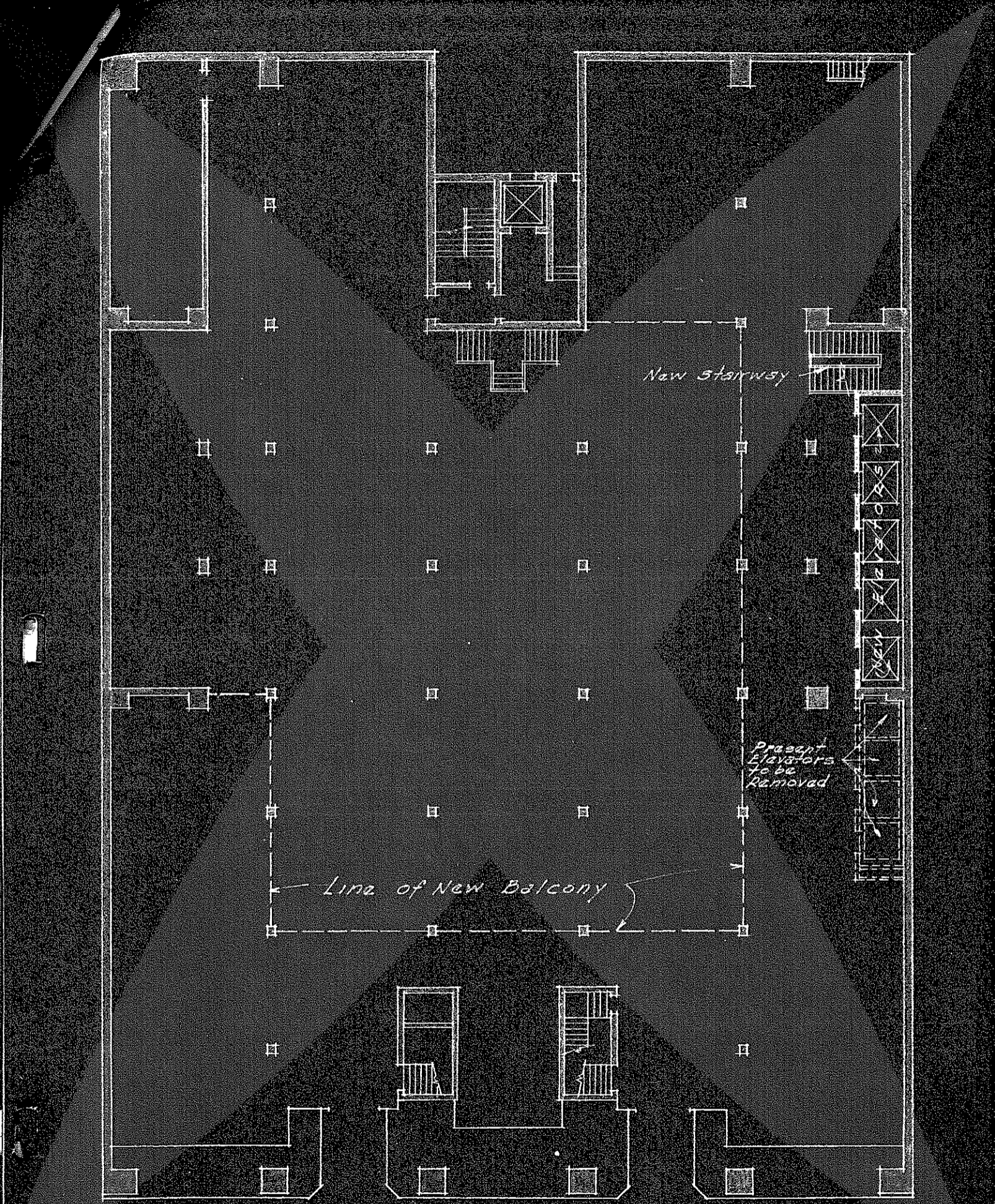
We have condensed this report to contain what we consider the pertinent information required at this time.

We will be pleased to supply you with any additional information in connection with the Planning, Engineering or Estimate of Costs that you may request.

Respectfully submitted,

*F. J. Hartstern*  
F. J. Hartstern

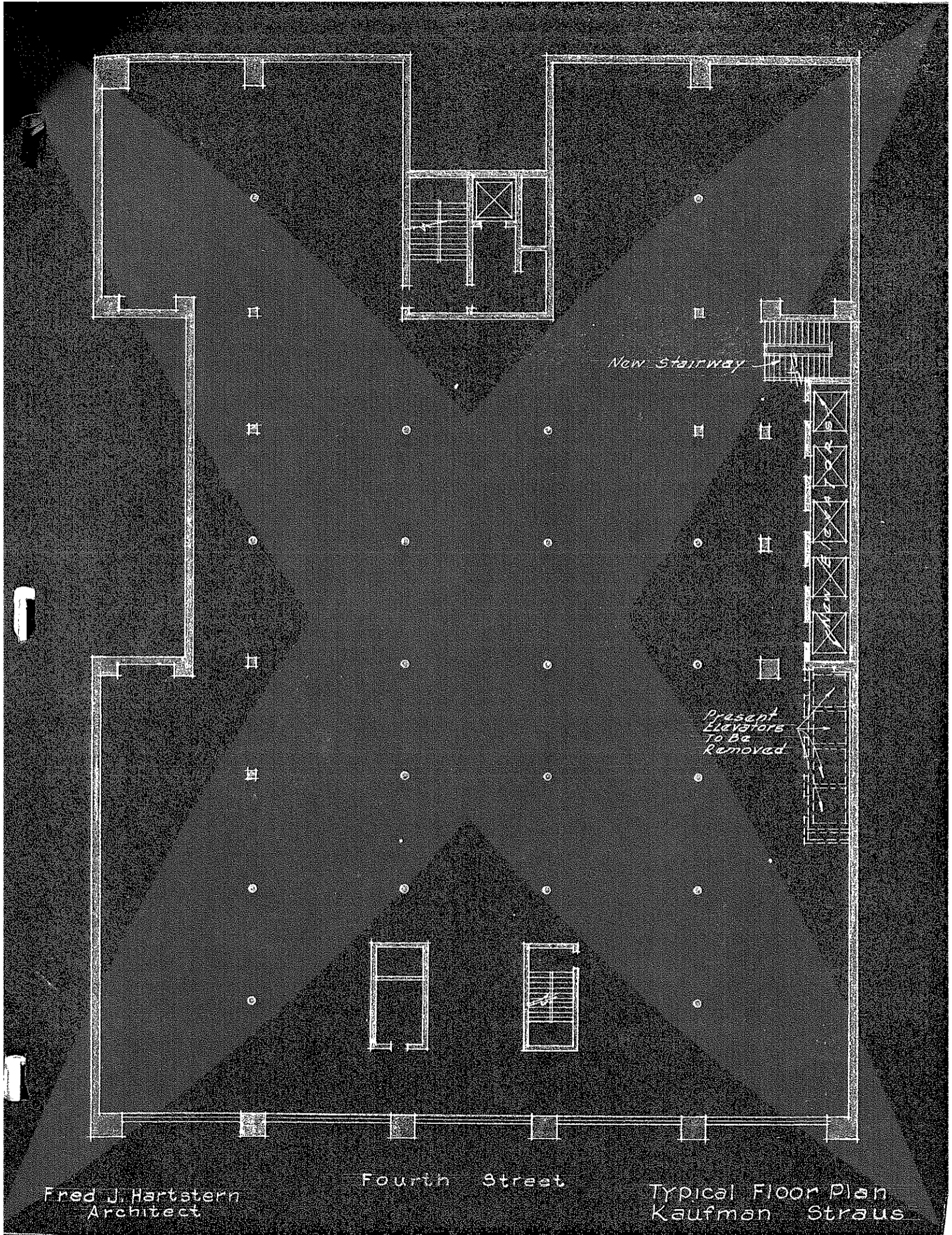
FJH:EO



Fred J. Hartstern  
Architect

Fourth Street

First Floor Plan  
Kaufman Straus



Fred J. Hartstern  
Architect

Fourth Street

Typical Floor Plan  
Kaufman Straus

## STEIN BROS. &amp; BOYCE

ESTABLISHED 1893

STARKS BUILDING ARCADE  
FOURTH AND WALNUT STS.

LOUISVILLE, KY.

## 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  
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HENRY C. EVANS  
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C. NEWTON KIDD  
FITZHUGH J. JOHNSON  
ROBERT S. LANSBURGH  
EUSHA RIGGS JONESMILTON S. STROST  
RESIDENT PARTNER, LOUISVILLE

December 1945

Hon. 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 an issue 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 shall bear interest with a coupon rate of 2 1/2%, such interest being payable semi-annually, and the bonds to mature according to a schedule of maturities to be mutually agreed upon after taking into consideration the revenue of the building which will be available each year over the 20-year period. The amount of bonds to be sold shall be determined after the plans have been approved by the Library Board and the amount set by the contract after it is let for the construction of the improvements. Also the amount of bonds to be sold shall be mutually agreed upon after taking into consideration the funds available to pay principal and interest of the present bonds outstanding, together with the monies in the Sinking Fund.

In order to make the increased financing possible, it is our understanding that a new lease or an extension of the present lease will be made with provisions that there shall be a minimum guaranteed rental of \$100,000 per annum, and additional provisions - the main one being that there shall be additional rental paid of approximately 3% on sales above \$5,333,333. Our proposition is contingent, therefore, that the new lease or extended lease be made which is satisfactory to both the Library Board and our attorneys, and subject to there being a clause in the mortgage which requires 25% of the excess rentals received in excess of the minimum \$100,000 be placed in the Sinking Fund with the Trustee of the mortgage, which amount shall be used for the retirement of bonds over and above the stated maturities, either by purchase in the open market or by call by lot.

The provisions covering the callability of said bonds shall be as follows: Callable on any interest date on thirty days' published notice at 102 1/2 for the first 10 years; 101 1/2 for the next 9 years; and at 100 for the next year. Bonds shall be called in inverse order.

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 Notices 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, except that the Library Board is to furnish at its own expense, abstracts of title to the property involved which are to be satisfactory to our attorneys. 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 guarantee a bid to the Louisville Free Public Library Board of Trustees of at least \$1,020 plus accrued interest per one thousand dollars

# STEIN BROS. & BOYCE

ESTABLISHED 1853

STARKS BUILDING ARCADE  
FOURTH AND WALNUT STS

LOUISVILLE, KY.

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

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

MILTON S. TROST  
RESIDENT PARTNER, LOUISVILLE

Hon. Chairman and Board of Trustees - Page 2

principal amount of bonds, for bonds bearing a coupon rate of 2 1/2%. We shall be allowed a sum equal to 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 Stein Bros. & Boyce and Almstedt Brothers 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% 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.

This proposal is subject to said bonds being approved as to legality by our attorneys, who are to be named by us and which will be a well known firm of attorneys, and is subject to the delivery of said bonds being made to a successful bidder not later than March 1, 1916. If said bonds are not so sold and delivered not later than March 1, 1916, 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 a coupon rate of 2 1/2%, we shall be entitled to a sum equal to 2% of the par value of the bonds sold regardless of what coupon rate said bonds sold may bear. Also subject to the interest on this type of bond not being subjected to Federal or Kentucky income taxation prior to the delivery date of said bonds to the successful bidder.

Stein Bros. & Boyce and Almstedt Brothers will agree that all Louisville dealers who handle municipal bonds shall be included in this proposal and that the two firms mentioned above shall be allowed a nominal step-up out of the fee for handling the details. It shall also be understood that the present Library Board Bonds shall be called and the amount of the new issue shall be increased by the amount of monies for such improvements, together with the two issues of Library Board Bonds outstanding against the present Kaufman-Straus Company Building. It shall also be understood that the Board of Trustees of the Louisville Free Public Library, created by an Act of the Kentucky Legislature in 1922, shall take immediate steps to obtain necessary enabling legislation to increase the indebtedness from \$500,000 to approximately \$800,000.

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.

Yours very truly,

STEIN BROS. & BOYCE,



ALMSTEDT BROTHERS

BY 

Accepted:

LOUISVILLE FREE PUBLIC LIBRARY BOARD

By

Chairman.

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees January 8, 1946

The regular monthly meeting of the Board of Trustees was held on Tuesday, January 8, 1946 in the Librarian's office.

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

Dr. Rauch presided.

After motion, duly seconded, the Board approved the minutes as mailed out.

Reports:

Library Committee: The Librarian read the certification that bills for the month of December 1945 amounting to \$8,173.91 had been audited and found correct. A list of these bills will be found in Record Book 3, pages 31 to 36 inclusive.

It was moved by Mr. Powell, seconded by Mr. Wilson, and carried that these bills be ordered paid.

Building Committee: Mr. Powell gave the report for the Building Committee and stated that he and Mr. Sullivan and the Librarian had met with the representative of Warren and Ronald Company and Mr. Markel, the electrical contractor, to make the final inspection of the electrical work converting to alternating current.

He reported that the job was complete and that the Committee was satisfied with the work done.

He also reported that the Committee had authorized the Librarian to obtain estimates of the cost for the installation of a handrail on the rear steps to the library.

Mr. Powell then reported that due to the fact that one section of the skylight was sagging to such a degree as to represent a serious hazard the Librarian had employed the Bloom Ornamental Glass Company to remove that section. He had obtained two estimates to repair and brace the skylight. Bloom Ornamental Glass Company estimated the job at \$625. The Louisville Art Glass Company estimated the completed job, strengthened by three T Irons, at \$380.

After discussion with Mr. Powell the Librarian had asked Mr. Fred Hartstern, Architect, to give his recommendations. Mr. Hartstern recommended that the skylight be removed and that the opening be plastered over and accoustical tile installed. He based his recommendation on the following factors:

1. Removal of a continuing hazard, 2. Sound conditioning and the possibility of much more adequate lighting for the lobby, 3. Economy in heating, 4. The room above the skylight, if floored, could very easily



be made into a stack room for the housing of the library's bound newspaper files which would furnish considerable badly needed space in the main stack room.

After considerable discussion, in which it was brought out that the Committee agreed with Mr. Hartstern's recommendation, it was moved by Mr. Wilson, seconded by Mr. Sullivan that the Committee employ Mr. Hartstern to make estimates and preliminary rough drawings according to his recommendations. The motion carried unanimously.

In discussing the attice storage space, Mr. Powell reported a need for electrical work to improve the lighting situation. It was stated that Mr. Markel had estimated this work to cost not more than \$200.

It was moved by Mr. Powell, seconded by Mr. Wilson that the Board approve the Committee's recommendation to undertake this work. The motion carried.

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

Finance Committee: The Librarian then read a report of the finances for the month. This was ordered received and filed.

Librarian's Report: The Librarian called to the attention of the Board the great amount of time which various Board members had devoted to the library during the past two months. Mr. McAdams, Mr. Wolford, Mr. Powell, and Mr. Sullivan as well as all the members of the Joint Committee had given very considerable amounts of time and effort to the Kaufman-Straus proposals and to the Legislative work of the library. The Librarian thanked these Board members on behalf of the library.

The Librarian asked for an opinion from the members of the Board as to the advisability of holding the next meeting on February 12, a legal holiday. The members of the Board decided to have the meeting on its regularly scheduled day regardless of the fact that this day was a legal holiday.

The Librarian reported considerable use being made of the microfilm reading machines in the Kentucky division.

He reported increasing daily demands by returned veterans for college catalogs and information on accredited and special schools.

It was reported that a toy lending project had been resumed under the auspices of the Council of Jewish Women at Portland Branch Library.

The Librarian also reported the Junior League handicraft and story telling groups had had very successful beginnings in several of the branch libraries.

He reported that in cooperation with the Louisville Times the libraries would act as collection centers for those individuals who wished to donate their old Christmas cards for use by the children in the various hospitals of the Louisville area.

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

MINUTES APPROVED:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees February 12, 1946

The regular monthly meeting of the Board of Trustees was held on Tuesday February 12, 1946 in the Librarian's office.

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

Dr. Rauch presided.

After motion duly seconded, the Board approved the minutes as mailed out.

At this point Mr. Harry Schacter, president of the Kaufman-Straus Company, came before the Board to present his annual report on the volume of business and the rental received by the Library Board from his company. He reported that the volume of business for his company for the year was \$5,276,627.50 which entitled the Library Board to an excess rental of \$98,298.83, in addition to the \$60,000 minimum guarantee.

He presented the check for \$14,042.69 representing the first of seven equal installments as called for in the lease. A copy of this report is appended to these minutes. Exhibit A.

Communications:

The Librarian read a communication from Mrs. D. G. McGill, of the Beechmont Garden Club, requesting use of the auditorium of the Iroquois Branch Library for a lecture on Flower Arrangement by a paid speaker, admission to which lecture would be by ticket only.

The Board voted to answer this request by stating that the Beechmont Garden Club was welcome to use the auditorium as long as tickets were not required for admission and if the meeting were open and free to the public.

Reports:

Library Committee: Mr. Wolford read the certification that bills for the month of January 1946 amounting to \$8,748.31 had been audited and found correct. A list of these bills will be found in Record Book 3, pages 37-43 inclusive.

He moved and it was seconded by Mr. McDaniel that these bills be ordered paid.

The motion carried unanimously.

Building Committee: Mr. Powell read the report of the Building Committee stating that the Librarian had been authorized to accept the proposal of the Champion Wire and Iron Works to install two iron pipe railings on the rear steps of the Main Library for the sum of \$89.50.

It was reported that the Committee was studying the need for lighting the grounds around the Main Library advocated by the Outdoor Art League and that the Librarian had been asked to consult with the Library's electrical contractor as to possible improvements.

Mr. Powell also gave a report on the maintenance work completed during the month.

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

Mr. McAdams then gave a report of the Joint Committee studying the Kaufman-Straus building proposals. He reported that the members of the Joint Committee had voted unanimously to recommend to the Board that the Library undertake the program of improvements as outlined and according to the terms as set forth in the report of the Joint Committee appended to these minutes as Exhibit B.

Mr. McAdams moved and it was seconded by Mr. Wilson that the Board approve this report of the Joint Committee. The question was called for and the motion carried unarimously.

Librarian's Report:

The Librarian called attention to the increase in circulation throughout the entire system.

The Librarian stated that in a communication from the Jefferson County Fiscal Court, Commissioner Torstrick had been designated the one-man committee on the Public Library. The communication also requested that the Library first discuss with Commissioner Torstrick any Fiscal Court matters before going to the Fiscal Court.

The Librarian reported that definite results of the story appearing in the Foto Magazine of Sunday, January 27 had been a very noticeable increase in telephone calls for information in the Reference Department, unusually heavy Museum attendance on the Sunday which the article appeared, and continued increase in attendance since. He also stated that many patrons who had never been to the Library before mentioned the fact that they were coming because they had read the article.

It was announced that the presentation of the Kentucky State Flag by the John Marshall Chapter of the Daughters of the American Revolution would be held in the Kentucky Room at 3:30 p.m. Thursday, February 14.

The Librarian announced receipt of microfilm copies of the Courier-Journal for seven years and stated that this made the Library's file of microfilm copies of the Courier-Journal complete from the current issue back through January 1906.

New Business:

At this point a delegation representing negro groups of the South Parkland area came into the meeting. This delegation consisted of Miss Carroll, Reverend Ledbetter, and Reverend Tellington. They requested more adequate library facilities for the Southwestern area of Parkland as outlined in the statement appended to these minutes as Exhibit C.

There was considerable discussion concerning this request during which it was stated that the members of the Board were very sympathetic to the needs of the negro groups of this area for better library facilities.

The members of the delegation were asked to request the groups which they represented to give the Library Board help and cooperation in its attempt to find more suitable quarters. Several individual members of the Board volunteered to look into certain aspects of the situation and to report back at the next Board meeting. The request was referred to the Library Committee for study and recommendation.

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

MINUTES APPROVED:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary



**KAUFMAN STRAUS COMPANY**  
INCORPORATED

OFFICE OF THE PRESIDENT

LOUISVILLE 2, KENTUCKY

February 11, 1946.

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

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 the fiscal year ending January 31, 1946, the Kaufman-Straus Company enjoyed the largest volume of business in its entire 67 years. The volume for the year was - \$5,276,627.50, which entitles the Library Board to an excess rental of \$98,298.83 - \$15,328.47 more than the unprecedented \$82,970.36 excess amount which the Library Board received as rental last year.

According to our Lease, this excess amount is payable in seven (7) equal monthly installments. We are tendering you, herewith, our check for \$14,042.69 representing in full the first of these seven installments.

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 \$43,895.88, representing all the installments due. Thus, over 47% of the Principal and Interest has been paid.

**KAUFMAN STRAUS COMPANY**  
INCORPORATED

OFFICE OF THE PRESIDENT

LOUISVILLE 2, KENTUCKY

The Library Board, No. 2.

February 11, 1946.

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

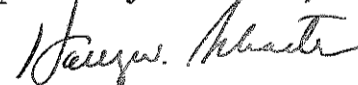
Year 1940	\$12,757.28
Year 1941	34,077.31
Year 1942	46,436.54
Year 1943	64,135.58
Year 1944	82,970.36
Year 1945	98,298.83
TOTAL.....	<u>\$338,675.90</u>

The Excess Rental alone for the six year period averages approximately \$56,446. per year, and the Library Board averaged approximately \$116,446. in rent for each year of the six year period.

And now, we are on the threshold of a new era. It is my earnest hope that we will be able to consummate the arrangements for our Post-War expansion, which I feel will have a very salutary result both for the Library Board as well as for the Kaufman Straus Company.

Just a week ago today, I was elected President of the Kaufman-Straus Company for the 15th consecutive year. These past 14-years have been interesting and satisfying ones. One of the things that has made the job so satisfying to me, has been the wholehearted co-operation that I have received from the Library Board. I feel confident that that co-operation will continue in the years to come. I want to assure you in return of our wholehearted co-operation in all of our joint undertakings.

Respectfully submitted,



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.

To the President and Board of Trustees of the  
Louisville Free Public Library:

On July 31, 1945, Dr. Rauch, President of the Board, appointed a Committee to study the request of Kaufman-Straus Company for alterations and additions to the building owned by the Library and leased to Kaufman-Straus Company.

The membership of this committee was made up of the following members of the Finance and Building committees of the Library Board.

Finance Committee

Mr. Hunt C. Smith  
Mr. G. Walter McDaniel  
Charles P. Farnsley  
Pope McAdams

Building Committee

Mr. H. Cecil Powell  
Mr. Daniel J. Sullivan  
Dr. Atwood S. Wilson

Mr. Pope McAdams is Chairman of the Joint Committee.

Acting under authority of the Library Board, the Committee retained the following gentlemen for consultation and advice in studying the questions before it:

Mr. J. Verser Connor,	Attorney
Mr. Fred J. Hartstern,	Architect
Mr. I. Sidney Jenkins,	Realtor
Mr. Lawrence J. Posten,	Assistant City Attorney.

The questions before the Committee, especially the financial and legal ones were also discussed with Hon. Wilson W. Wyatt, Mayor of Louisville until January 1, 1946; Hon. Leland Taylor, present Mayor of Louisville; Mr. C. Paul Downard, President of the Board of Aldermen of the City of Louisville, and also with several members of the Board of Aldermen and numerous business and financial men of the city all of whom expressed themselves in favor of making the alterations and additions requested by the Kaufman-Straus Company.

The Committee has held numerous meetings, all the members being furnished with copies of the attached memorandum setting forth reasons for and against the project, suggested by different members of the committee, and now makes its report and submits its recommendations; viz:

1. That the Library Board authorize the increase of its bonded indebtedness from its present total of approximately \$300,000.00 to a total of \$750,000.00 of which amount \$700,000.00 bonds be issued at this time.
2. That the Library Board authorize the expenditure of not exceeding \$400,000.00 for the cost of the improvements set forth in the report of Fred J. Hartstern, Architect.



3. If the cost exceeds \$400,000.00 then such excess shall be paid by Kaufman-Straus Company, the Library Board to reimburse Kaufman-Straus Company for such excess expenditures up to, but not to exceed a total of \$50,000.00, by permitting the Kaufman-Straus Company to deduct from the agreed rental the amount of said excess payments in ten equal annual installments, without interest.
4. That Kaufman-Straus Company continue to pay to the Library Board \$5,000.00 per year and interest, on the remaining indebtedness due on the bond issue outstanding on the cost of installing air conditioning in the Kaufman-Straus store. This payment being in addition to the rent and to continue until the balance of \$40,000.00 is paid at the rate stated.

All the above being conditioned on the following:

1. Passage of the bill now before the Legislature of Kentucky authorizing the increase in the appropriation of the city to the Library of minimum of  $2\frac{1}{2}$  cents of the tax dollar to a minimum of  $3\frac{1}{2}$  cents, and an increase of the maximum appropriation from the city to the Library from 4 cents to 10 cents of the tax dollar. And, in the same bill, an increase of the legal debt of the Library from \$500,000.00 to \$1,000,000.00.
2. Kaufman-Straus Company to enter into a new lease on the property which will extend the term of the present lease twenty years.
3. The new lease to be on a basis of 3% of volume of sales up to \$6,000,000.00 and 2% on volume of sales in excess of \$6,000,000.00, and carrying a guarantee of \$100,000.00 per year rent.
4. That the Kaufman-Straus Company agree to entirely refixture the store at its own expense, the new fixtures to carry no lein and to be subject to the lease rental.
5. That the present net current worth of the Kaufman-Straus Company of approximately \$800,000.00 not be reduced by the purchase of fixtures, and that new capital required for the expenditures of the Kaufman-Straus Company be in the form of capital and not notes or debentures or any other type of debt.
6. That the terms of the new lease be substantially the same as the terms of the present lease, except that the lease will prohibit the operation by Kaufman-Straus Company, or its affiliates, of any competing business in the downtown district of Louisville.

The Committee further recommends that E. T. Hutchins and Fred J. Hartstern, Architects, be employed by the Library Board at the proposed fee of \$20,000.00 to draw the plans and specifications of the additions and alterations and to supervise all work done on the building. The Committee also feels that these architects, if employed, should agree on one of the two who will have contact with the Library Board for all discussions pertaining to the work and suggest that the two architects agree among themselves as to what amount each one will receive of the fees.

The Committee feels that the proposal of Stein Bros & Boyce and Almstead & Company, for the financing of the new bond issue, is not acceptable principally because of the stipulation that 25% of the rent in excess of the \$100,000.00 guarantee be placed in the sinking fund for the redemption of the bonds and recommends that steps be taken to secure a new proposition for the financing of the work.

Respectfully submitted,

Guernsey  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dean Sullivan  
Atwood Wilson  
Lucile Powell  
Thomas Adams  
Chairman

Attached papers:

- Request of Kaufman-Straus Company
- Legal opinion, J. Verser Conner
- Realtors opinion, I. Sidney Jenkins
- Architects opinion, Fred J. Hartstern
- Proposition of Stein Bros. & Boyce and Almstedt Bros.
- Statement of information furnished members of the Committee  
by Pope McAdams, Chairman

**KAUFMAN STRAUS COMPANY**  
INCORPORATED

OFFICE OF THE PRESIDENT

LOUISVILLE 2, KENTUCKY

July 16, 1945.

To the Library Board:

We believe that the time has come to give serious consideration to the Post War plans of the Kaufman Straus Company. It is obvious that we cannot stand still, for that means that we will surely go behind -- to the detriment of both the Library Board and of ourselves. This will be particularly true since it is well known to you that another store in Louisville is planning a seven-story addition to its building, with a substantial expansion of all of its facilities.

We have the choice either of erecting a building of our own on our Parking Lot, and to use part of this for warehousing and part for selling, or to try to secure the additional selling space that we need, within the confines of our present building.

At present, we have approximately 88,000 square feet of selling space. We are informed by Mr. F. T. Hutchings, your Architect, that we might add an additional 48,000 square feet of selling space by straightening out the offsets to our building on the North, East and South sides, and to add an additional selling floor to our building by putting in an extra floor between the present fifth floor and the attic.

This 48,000 additional square feet of selling space would give us more than a 50% increase on our present capacity and would, in our judgement, provide sufficient space for the necessary expansion of our business in the foreseeable future. If this can be done structurally, it would mean a complete relocation of every department in the store, with complete re-fixturing. It would also be necessary to have four (4) new elevators (the present ones are over 30 years old) located in a different part of the store, as our present elevators are badly located.

We would also have the opportunity, while we were doing this, of installing proper and adequate fire escapes.

**KAUFMAN STRAUS COMPANY**  
INCORPORATED

OFFICE OF THE PRESIDENT

LOUISVILLE 2, KENTUCKY

The Library Board, No. 2.

If all of the above were done, we would have an enlarged building, a safe building, and inside of the building, a completely new store in every respect. The Library Board would have a far more valuable asset, and we would be able to expand our business substantially.

In this expansion we contemplate the following NEW Departments:

Men's Clothing	A Complete Bargain Basement
Men's Hats	Office Equipment & Furniture
Men's Shoes	A complete Photographic Dept.
Candy Department	A Fine Foods Department
Drug Department	A Wallpaper Department
Sporting Goods Dept.	Piano Department

And several others.

We estimate that these new departments alone will give us an increase of about \$1,750,000. per year. It does not include possible additional volume both through the expansion of our regular departments and through the growth of Louisville. At 3% Rental, that would mean an increase of upwards of \$50,000. a year to the Library Board's income.

We estimate roughly that the total cost of the structural work and of the re-fixturing and the Elevators would be in the neighborhood of \$750,000. We believe - and this is the heart of our Proposal - that this entire \$750,000. can be paid for over a 15-year period, not by the Library Board, but by Kaufman Straus Company as a result of the increased business from new departments only. Obviously, without this additional selling space we could have no new departments and there would be no new income from this source. Therefore, this would be a self-liquidating project.

The problem of financing the \$750,000. will require the co-operation of the Library Board for the following reasons:

Our total net working capital is today approximately \$750,000. The maximum that we feel would be safe for us to pledge toward this work would be about \$250,000. or about one-third of our net working capital. Any Banker will agree that, as a rule, 25% of the net work-

**KAUFMAN STRAUS COMPANY**  
INCORPORATED

OFFICE OF THE PRESIDENT

LOUISVILLE 2, KENTUCKY

The Library Board, No. 3.

ing capital should be maximum borrowing of a company. When it is realized that in addition to this \$250,000. we would still have to borrow money for our normal seasonal operations, you can see that we would be stretching our participation to the limit.

Our Proposal, therefore, is as follows:

1. That we cancel the present lease which still has 15 years to go, and enter into a new lease for 35 years, that is, until January 31, 1980.
2. That for the next 15 years, ending January 31, 1960, we raise our minimum rental from \$60,000. to \$90,000.
3. That the Library Board secure legislation to increase its bonded indebtedness by \$500,000. and that it sell \$500,000. worth of bonds toward meeting this cost. A reliable Louisville Broker informed us that the \$500,000. of Bonds of the Library Board could be sold at an interest rate of 2%. This \$500,000. together with the \$250,000. that we would advance, would pay for the entire work to be done.

If there were anything left of the \$750,000. we would refund it to both participants proportionately. If there were any costs beyond this \$750,000., Kaufman's would agree to advance the money.

4. That for the 15-year period ending January 31, 1960, we continue on a 3% rental basis, and that the sums derived from this rent be allocated as follows:
  - (a) The first \$90,000. each year to go to the Library Board to cover the minimum rental.
  - (b) The next \$50,000. of the percentage rental, plus the interest on the entire \$750,000. or balance outstanding thereof, to be used toward retiring the \$750,000. indebtedness incurred for the above work, repaying both the Library Board and Kaufman's in proportion to the amounts they had advanced.

KAUFMAN STRAUS COMPANY  
INCORPORATED

OFFICE OF THE PRESIDENT

LOUISVILLE 2, KENTUCKY

The Library Board, No. 4.

- (c) All sums during this period earned in excess of the above amount would go to the Library Board as additional rent.
- (d) For the 20-year period beginning February 1, 1960, the 3% rate should continue, with a \$90,000. minimum and with a maximum of \$150,000. per year.

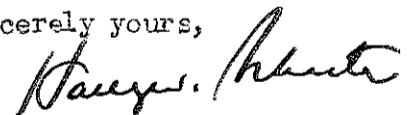
The results, in substance, of this Proposal are as follows:

1. In the long run, this entire project would not cost the Library Board anything, since it would be paid for by the rentals on additional sales, which we could never have without undertaking this expansion.
2. The Library Board would have a building that would be worth substantially more than it is at present.
3. This would be a timely and logical opportunity for the expansion that the Kaufman Straus Company needs for its economic health, and which would certainly be profitable to the Library Board.

I know that in a Proposal of this magnitude, a good deal of time is necessary for investigation. I do feel, however, that time is running short and that we ought to have a determination of this Proposal within the next two to three months, at the latest.

I hope that you will promptly give this matter the serious consideration that it deserves, and that you will afford us the opportunity of meeting with your Board in the near future for a further discussion of this project.

Sincerely yours,



Harry W. Schacter.

S:K.

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

January 26, 1946

Mr. Pope McAdams,  
First National Bank,  
Louisville, Kentucky.

Dear Sir:

I have your letter of January 25th, inquiring whether, in my opinion, the Library Board is obligated to replace the present elevators in the Kaufman Straus building, assuming that they need replacement.

I have examined the original lease, dated April 1st, 1936, the Agreement concerning the air-conditioning equipment, dated November 22, 1939, the amended Indenture of Lease, dated the 13th day of March, 1940, and the opinion of Mr. Pendleton Beckley, dated November 16, 1917.

Paragraph 10 of the original lease provides:

"The party of the second part (Kaufman) is to take good care of the premises and to make all repairs necessary for its proper preservation and use, and first party shall be put to no expense whatever for the repair, maintenance or operation of the building, including the roof and sidewalk."

The clause in the lease, which Mr. Beckley was interpreting, reads as follows:

"The party of the second part is to take good care of the property and make all repairs necessary for its proper preservation and use, except that first party shall keep the roof and the sidewalks in front of such building in repair, but first party shall be put to no other expense whatever for the repair, maintenance, or operation of said Building."

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

January 26, 1946

Mr. Pope McAdams-----#2

It is obvious that that provision, so far as presently pertinent, is identical with the provision in the present lease.

If it could be said that there was any reasonable doubt about the proper construction of paragraph 10 in the present lease concerning replacing the elevators, it would seem that the construction that the parties have heretofore put upon the same language in the prior lease would be conclusive.

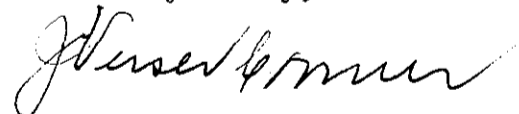
After Mr. Beckley construed the former language requiring the tenant to "make all repairs necessary for its proper preservation and use" as requiring the tenant to replace the elevators when necessary, Kaufman concurred and installed elevators. Thereafter the parties made another contract using the same language. It seems to me that we need not now pause to inquire whether the word "repairs" necessarily, and in all circumstances, covers "replacements".

The parties have indicated by their conduct that they used the word "repairs" to mean replacement of these very elevators. It seems to me, therefore, that the Board is without obligation to do anything to the elevators.

I am returning herewith the original documents.

Yours very truly,

enclosures





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

January 4, 1946

Mr. Pope McAdams,  
Louisville, Kentucky.

Dear Sir:

In summary, I think that the answers to the three questions which you have asked me about your Kaufman Straus lease are as follows:

I. The lessor is not required to permit an assignment of the lease to a tenant unless that tenant be in fact "acceptable" to the lessor; or unless the lessor is actuated by whim, caprice or dishonest motives.

II. I do not think that the lessee can transfer a substantial part of its business to a neighboring building, for which the leased premises furnish the entrance and with the result of reducing the percentage rent.

III. The lessee may not, without the consent of the lessor, connect such neighboring building with the leased premises.

I.

The provision of the lease relevant to the first question provides that if the lessee "shall desire to assign its lease upon the premises it may do so, provided the proposed tenant is acceptable to the party of the first part, and it consents thereto in writing....but second party shall not assign or underlet the premises, or any part of them, for any purpose more hazardous than that of a department store..."

It would be a strained construction to say that the lease requires two separate conditions; (1) that the assignee be acceptable, and (2) that the lessor consent in writing. If the assignee is acceptable, I take it that the lessor must consent.

Several legal principles, which are well established, bear upon this question:

KRS 383.180 provides that in the case of leases for less than two years, an assignment is void unless the landlord consents thereto in writing.

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

January 4, 1946

Mr. Pope McAdams-----#2

Conversely, although the Statute says nothing about it, if there is no prohibition in the lease against assignment, it is assignable.

A provision in a lease absolutely prohibiting its assignment without the written consent of the lessor, is valid and enforceable.

Hill vs. Rudd, 99 Ky. 178, 35 S. W. 270,  
32 Am. Jur 305 (343)

"In the absence of anything to the contrary expressed by the terms of a contract restricting the lessee's right to make assignments unless the lessor consents thereto, the lessor has the full and arbitrary right to refuse to give his consent to an assignment, irrespective of the character of the proposed assignee and although he is actuated by mere caprice or whim....."

It is obvious that none of the above principles governs this lease, which specifically provides that if the lessee desires to assign it, "it may do so, providing the proposed tenant is acceptable to the party of the first part, and it consents thereto."

What does "acceptable" mean? Does it mean that if the proposed tenant, measured by objective standards, is as good as the lessee, that the lessor must find that tenant acceptable, or does it mean that the tenant is acceptable within the meaning of the provision if it would be acceptable to a reasonable man; or does it mean that the tenant must be in fact acceptable unless the lessor's failure to find it acceptable is not in good faith, or is the result of a mere whim or caprice?

32 Am. Jur. 305 (343), reads in part as follows:

"....Also, it would seem that if the right is given the lessee to assign to a person 'acceptable' to the lessor, the lessor's refusal to consent will have to stand on something better than mere caprice or whim."

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

January 4, 1946

Mr. Pope McAdams-----#3

The only authority cited for that proposition is Underwood Typewriter Co. vs. Century Realty Co., 220 Mo. 522, 119 S. W. 400, 25 L. R. A. N. S. 1173, which did not involve the point directly. Under a lease providing that the lessee might assign to an assignee acceptable to the lessor, the lessee sued the lessor, alleging that he had produced a tenant that was acceptable; that the landlord had refused to accept the tenant, and that the lessee had suffered damages, since the assignee was to pay more rent to the lessee than the lessee was obligated to pay to the lessor.

The case went off on the sufficiency of the pleading, which alleged that the tenant was acceptable. The lessor argued that the question of whether a lessee was "acceptable" to a particular person was not susceptible of judicial determination and that the lease was not, therefore, enforceable.

The court held that it was not required to decide whether the landlord must act reasonably in finding the tenant unacceptable because the pleading said he was acceptable, but the court did say that very likely the landlord could not act arbitrarily or whimsically in finding a particular lessee not acceptable.

In Burke vs. Daughters of the Most Holy Redeemer, 344 Pa. 460, 26 Atl. (2) 460, a borrower agreed to pay a loan broker a commission "upon the procurement of a commitment which we consider acceptable."

The court held that "acceptable" is the same as "satisfactory"; that the question is not whether the borrower should be satisfied, but whether it was satisfied, though "any dissatisfaction on his part must be genuine and not prompted by caprice or bad faith."

No cases in Kentucky have been found directly in point.

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

January 4, 1946

Mr. Pope McAdams-----#4

Humble & McLendon vs. Wyatt, 168 Ky. 597,  
182 S. W. 610

Humble agreed to sell cross ties to Wyatt, but the contract provided that it should be null and void if the ties were not "satisfactory", and the purchaser declined to accept the ties on the ground that they were not satisfactory. The petition alleged that they ought to have satisfied a reasonable man, but the court held that not to be the test, saying:

"(1,2) The weight of authority is to the effect that the parties must stand to their contract as they have made it, and, if the one party has agreed to do something that shall be satisfactory to the other, he constitutes the latter the sole arbiter of his own satisfaction, at least so long as he acts in good faith, and his dissatisfaction is real, and not feigned or a mere subterfuge. It is further held that the application of this principle is not now limited to transactions involving personal taste and preference. In such cases the question for determination is not whether the one complaining ought to be satisfied, but whether, in declaring his dissatisfaction, he acted in good faith....."

In the case now under consideration, there is much room for a difference of opinion as to whether a particular tenant is satisfactory. The reputation and whole future of the building might be depreciated, even though it would be occupied by a certain type of tenant operating a department store. The volume of sales to be anticipated directly controls payments to be received by the landlord. Merely to show solvency of the assignee does not answer the question. Other intangible, though highly important considerations, are involved.

While it cannot be said that the word "acceptable" leaves the landlord wholly free to reject any tenant,

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

January 4, 1946

Mr. Pope McAdams-----#6

with or without cause, the lessee, in my opinion, in order to require the lessor to accept an assignee, would have to prove much more than that the assignee was a solvent and successful department store operator. The proof would have to go to the point of showing that the lessor's refusal to assent amounted either to bad faith or whim or caprice, unsupported by any considerations of substance.

Williston on Contracts, 675A, discussing the question of the validity of a contract providing that the performance must be to the "satisfaction" of the other party, says: ".....Such a promise is generally considered as requiring a performance which shall be satisfactory to him in the exercise of an honest judgment....."

Perhaps this summarizes the rule as definitely as can be done in the present state of the authorities.

## II.

The conclusion that the lessee may not erect a building on neighboring premises, connected with the building leased, and then divert sales to the neighboring premises so as to reduce the percentages payable to the lessor, is founded upon well settled legal principles, though the time elapsing prior to your meeting of Monday, January 7th, 1946, is too limited to permit me to make an exhaustive examination of the law on that question.

Certainly it is true that the percentage rentals were an important consideration in the mind of the lessor in making the lease. Those rentals could be kept at a maximum only if the lessee, in good faith, conducted a department store business on those premises. The lease provides that "the property is to be used by the lessee, as hereinafter described, viz: a dry goods and department store only."

While it might be possible to construe that term as a mere limitation on the right of the lessee as to

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

January 4, 1946

Mr. Pope McAdams-----#6

the character of business to be conducted, I think it is more reasonable, in view of the percentage arrangement to construe that provision as a definite agreement by the lessee to conduct a department store in these premises for the term of the lease.

Be that as it may, a fair construction of the lease would imply an obligation on the part of the lessee to conduct a department store in these premises.

The legal principle involved is stated by Williston on Contracts, 1293, thus:

"Since the governing principle in the formation of contracts is the justifiable assumption by one party of a certain intention on the part of the other, the undertaking of each promisor in a contract must include any promises which a reasonable person, in the position of the promisee would be justified in understanding were included.

"Where, therefore, a contract cannot be carried out in the way in which it was obviously expected that it should be carried out, without one party or the other performing some act not expressly promised by him, a promise to do that act must be implied."

The rather small fixed rental and the substantial amount of rental payable under the percentage agreement are conducive to the conclusion that the parties in making this contract contemplated an obligation on the part of the lessee to operate its department store business in these premises.

Suppose that there had been no rental except a percentage rental. Surely an obligation would have been implied to operate a department store in these premises.

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

January 4, 1946

Mr. Pope McAdams-----#7

In the case of Jackson vs. Pepper Gasoline Company, 280 Ky. 226, 133 S. W. (2) 91, a lease of a gasoline station provided for a rental of one cent per gallon on the gasoline sold. It was contended that the lease was invalid, since lessee did not undertake to sell any gasoline. The court held the lease valid. An obligation to sell gasoline was obviously implied.

Assuming, then, that there is an obligation to make the percentage provision effective, there is a corresponding obligation on the lessee to do nothing that would impair the value of that percentage arrangement.

Williston on Contracts, 1293A, refers to several cases.

".....Where one, owning a play, subject to a contract to pay another a share of the profits from its production on the stage, sells to a moving picture company the right to produce a 'talkie', thereby rendering slight the chance of profit from the production on the stage, the hindrance was held a breach of implied duty. It was not a risk naturally and properly to be anticipated."

While the contract there referred to was not comparable, it seems to me that the principle is directly applicable. There is an implied agreement that the lessee will do nothing to reduce the value of the lessor's percentage contract. We need not pause to consider the limits on the applicability of that doctrine to this situation. Probably it would not prevent the tenant from establishing a competing business at a point remote from this location. It would, I think, prevent the lessee from making use of the very building rented as a passageway or facility for diverting the business from this store to premises in the rear. Those premises would have substantially no rental value, except as they were made

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ATTORNEY AT LAW  
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LOUISVILLE, KY.

January 4, 1946

Mr. Pope McAdams---#8

accessible, because of the location of the rented store. To permit the rented store to be rented as a department store and on a percentage basis, and then to have its use diverted, in whole or a substantial part, from that of a department store to that of an entrance to another building, in which the department store business is conducted, would not only violate the implied obligations, to which I have referred, but would amount to a sort of commercial trickery, or sharp dealing, that, in my opinion, the law would not countenance.

III.

Your third question seems to be answered by paragraph 13 of the lease, which provides in part:

"Before any alterations or improvements are made in or upon the building, written consent of the first party shall be obtained."

I know of no reason to suppose that that clause is not valid, or to suppose that the landlord is under any obligation to consent to a substantial alteration, the effect of which would be to permit the tenant to evade the implied obligations mentioned under Point II.

The date of this letter is somewhat confusing. The first draft of the earlier part of it was written on January 4th, but those earlier parts have been revised in some particulars; other sections were written on later dates, and it is now being completed on January 7th.

Perhaps the conclusions, particularly as to Point II, should be supported by a more exhaustive consideration of the decided cases. You will note that I refer to no lease cases under Point II, but the principle there involved seems to me to be clearly sound



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

January 4, 1946

Mr. Pope McAdams-----#9

and applicable to this situation, though I am not prepared to express an opinion at this time on the full extent of the application of that principle to other situations not presently presented. At any rate, there has not been sufficient time to go further into the matter and still meet the deadline required by the meeting of your Board today.

If you would like the question to be investigated further at this time, let me know, and I will make such additional investigation.

Yours very truly,

*J. Verser Conner*

"COMPLETE REAL ESTATE SERVICE"

# I. SIDNEY JENKINS & Co.

## REALTORS

APPRAISALS  
PROPERTY MANAGEMENT  
SALES  
GENERAL INSURANCE

PHONE WABASH 7321

506 W. JEFFERSON STREET  
LOUISVILLE 2, KY.

MEMBER  
AMERICAN INSTITUTE OF  
REAL ESTATE APPRAISERS  
REFERENCES  
FIRST NATIONAL BANK  
THE LOUISVILLE TRUST CO.  
AND  
ANY OTHER BANK OR TRUST  
COMPANY IN LOUISVILLE

December 10, 1945

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

Dear Mr. McAdams:

You have asked me to make a study of the proposed addition and improvements to be made to the Kaufman-Straus building at 427 South Fourth Street, in connection with the new lease to be executed and the financing of the improvements.

It has been stated that the proposed additions and improvements will result in creating approximately 33,000 square feet of additional selling space and the installation of five new modern passenger elevators at a cost of \$400,000. This will necessitate increasing the present mortgage indebtedness of \$305,000. to \$700,000.

It is proposed that the present lease which will expire in fifteen years is to be cancelled and a new lease entered into for a period of thirty-five years. Under this new lease Kaufman-Straus is to pay a minimum rental of \$100,000. per annum which is an increase of \$40,000. over the present minimum guarantee. Kaufman's rent is based upon 3% on gross sales up to \$6,000,000. and 2% in excess of \$6,000,000.

In consideration for the execution of the new lease Kaufman-Straus has agreed to install new modern store fixtures throughout the entire building at an estimated cost of \$200,000.

These proposed improvements and new lease present to me three problems:

1. The proper rental to be paid by Kaufman-Straus under the new lease.
2. The effect of increasing the mortgage indebtedness on the property to \$700,000.
3. The matter of maintaining the value of the property.

I

You have furnished me figures representing gross sales and rentals paid during the past six years which are as follows:

<u>Year</u>	<u>Approximate Gross Sale</u>	<u>Approximate rent Paid</u>
1940	\$ 3,000,000.	\$ 90,000.
1941	3,500,000.	105,000.
1942	4,000,000.	120,000.
1943	4,500,000.	135,000.
1944	4,800,000.	144,000.
1945 (Estimated)	5,100,000.	153,000.

The estimated sales for 1945 are equivalent to about \$58. per square foot of actual selling space. The proposed new space is an increase of 38 $\frac{1}{2}$ % over the present space and if the 1945 volume could be increased in proportion to the increased space the sales would be increased to approximately \$7,000,000. per annum.

It appears that Kaufman-Straus has done a fine job during the past five years but it must be taken into consideration that during that period the Louisville trade area has not only been over populated but there has been a lot of cash in the hands of the buying public and in addition to that the value of each unit sale has materially increased. It would, therefore, be conservative to disregard the 1945 volume projected to the additional space and figure on a more normal volume of business. For example, take the year 1941 in which the volume was \$3,500,000. This year reflected the sales of the store without the additional population to the City and before there was a considerable increase in the value of the unit sales. If we project the volume of that year on the basis of the additional 38 $\frac{1}{2}$ % of selling space we arrive at a volume of approximately \$4,850,000. and I would use this figure in estimating the rental returns under this lease. It can, however, be expected that during the next five years the volume will be considerably higher.

Stewart Dry Goods Company, Kaufman-Straus' chief competitor, has just secured a new lease on their building for a period of thirty years with a provision that a new addition, seven stories and basement, is to be erected on the old Pendennis Club lot, 108 $\frac{1}{2}$  feet on Walnut Street with a depth of 100 feet. This will increase the gross area of Stewart's building to approximately 294,600 square feet. While no figures are available upon how much of this space is actual selling space by comparison, Kaufman-Straus' gross floor area is 170,000 square feet. In other words, the capacity of the Stewart building, after the addition is made will be approximately 57.7% larger than the Kaufman building. It is said that Stewart's gross sales for the year 1944 were \$10,000,000. By increasing their space 41.3% it can be expected that their volume will be materially increased. Under Stewart's new lease it is provided that the owner of the property will spend \$1,100,000. in purchasing the lot (which cost \$250,000.) and the improvements. Stewart's guaranteed rental is based upon a rental of \$83,500. on the present building plus 6 $\frac{1}{2}$ % on the \$1,100,000. improvements and, in addition they are to pay taxes and insurance and maintenance. All of this amounts to approximately \$210,000. which is equivalent to 3% on sales up to \$7,000,000. Stewart's lease is based upon 3% on the first \$7,000,000. and 2% in excess of that amount. There is a variation in the amount on which 3% is paid which is based upon any increase in the cost of the new building. For every \$100,000. in excess of the cost of the land and building the amount of sales on which 3% is to be paid is to be increased to \$250,000. In other words, if the land and building cost \$1,400,000. instead of \$1,100,000. then Stewart is to pay 3% on sales up to \$7,750,000. and then 2% on the excess.

There should be some incentive to Kaufman-Straus to strive to reduce their cost of sales by increasing their volume and it seems to me that \$6,000,000. should be the maximum for which the 3% should apply. Unquestionably Stewart's location, being a corner location and with more outside space is a better one than Kaufman's and it might be well to reduce the rental to 3% on \$5,000,000., then 2½% on the next \$1,000,000. and 2% in excess of \$6,000,000. This rental, in my opinion, would be fair to the Library.

## II

The present indebtedness of \$305,000. calls for a principal reduction of \$120,500. within the next five years which will mean that at the end of that period the mortgage on the property will be reduced to \$184,500. Obviously, this reduction will be the same regardless of the volume done by Kaufman-Straus or the rental paid as the \$60,000. guaranteed rental is more than ample to take care of the present debt service.

If, in order to make these improvements and the proposed new lease, an additional \$400,000. is required a new loan of \$700,000. will have to be secured. It is indicated that such a loan, bearing interest at the rate of 2½% and maturing over a period of twenty years can be secured. The principal reduction required for the first five years under such a loan would be \$141,000. leaving the balance at that time of \$559,000. Kaufman's sale volume during these next five years and the rental paid could in no way change these figures. The total debt and interest requirements is \$44,000. per annum. It, therefore, seems practical that during the next five years some part of the rental over and above the guaranteed \$100,000. a year should be used to amortize the bonds, effecting a greater reduction of the debt at the end of five years at which time the expected period of business activity may materially decline.

It has been suggested by the bankers who are considering the financing of the proposed new mortgage that 25% of the rental in excess of \$100,000. a year be put into a sinking fund to mature bonds over and above the stated maturities.

If my predictions hold true, the rental to be paid upon the volume of \$4,850,000. represent \$145,500. and an additional \$11,375. per year would be applied to the reduction of the mortgage or a total of \$44,375. which would reduce the debt at the end of five years to \$502,125. If Kaufman's volume reaches \$7,000,000. the rental as suggested by me (3% on the first \$5,000,000., 2½% on the next \$1,000,000., and 2% in excess of \$6,000,000.) would amount to \$195,000. per annum and the amount to be put in the sinking fund for bond retirement would be \$23,750. per annum, or a total of \$118,750. for the period and the mortgage indebtedness at the end of five years would then be \$440,250.

It, therefore, might seem unwise to invest an additional \$400,000. into this property for the purpose of securing the expected additional rental. Obviously, the smartest deal to be made would require Kaufman to put up a substantial part of the proposed improvements, to be repaid them annually as a credit on their rental. However, if such an arrangement cannot be worked out and the risk appears to be doubtful then, consideration should be given to the third subject of my report, that is, the preservation of the value of the property.

## III

Up to the present time Kaufman-Straus has kept pace with its chief competitor

December 10, 1945

Stewart Dry Goods Company, when there is taken into consideration the difference in value of the two locations, the fact that Stewart has more light and air, and more floor space. Its chief competitor is now about to increase its floor space by approximately 41.3% and to make such improvements as will give them one of the finest equipped department stores in the South. In the meantime, another competitor has come into the picture, in the firm of Sears-Roebuck and Company, who at this time are making substantial additions and improvements to its store, and it can be expected that they will be real competition to Kaufman-Straus.

There is another factor that should be considered and that is that it is generally thought that Louisville needs another department store which can offer as good or better merchandise as offered by Stewart Dry Goods Company. The old post office site at Fourth and Chestnut, presently owned by the Government will undoubtedly be disposed of in the near future as it is definitely Surplus Property to the Government. This location, considering the size of the lot, would be a most attractive one for a new department store. If such a store becomes an addition to Louisville, Stewart Dry Goods Company is going to feel the competition but probably not as much as will Kaufman-Straus.

The City of Louisville, through the Louisville Free Public Library have a valuable asset in the Kaufman property. Retail business has during the past thirty years shifted Southwardly from Market Street to Liberty Street and the Kaufman property is in the block farthest North. Kaufman-Straus is one of the main factors in retaining values in this block. If its volume declines and the rental paid the Library Board correspondingly decreases there will be a material reduction in the value of this property and a corresponding reduction in the amount of rental which can be secured at the expiration of the present Kaufman lease in 1960.

Kaufman-Straus has, under its present management, done a good job in merchandising. At one time they had difficulty in meeting their rental obligations. It would seem wise to provide a firm who has shown good management the additional space necessary to keep pace with its competitors.

It is my conclusion that a new lease should be negotiated on the basis of the rental suggested in paragraph I, and the present debt increased to the extent of the \$400,000., the estimated amount required to make the proposed additions and improvements.

It is my suggestion that consideration be given to the following conditions in the event the new lease is consummated.

a. A thorough study should be made to determine if the proposed five new passenger elevators are of such size or of such speed as will amply serve the proposed enlarged store and that further consideration be given to the installation of an Escalator from the basement to the second floor.

b. It is important that the Library Board in some way retain control of the new fixtures to be installed by Kaufman-Straus for the full term of the new lease. This could be accomplished by Kaufman-Straus executing a chattel mortgage to the library board to secure the terms of the lease. I suggest this because, should there be a default in the lease and the Library Board take over

December 10, 1945

the building and then own the fixtures, it would be easy to secure a new tenant. You may recall the unfortunate situation that arose in connection with a default of the lease on the Herman-Straus building at 418 West Market Street some fifteen years ago.

c. No less than 25% of the annual rent in excess of \$100,000. should be put into a sinking fund for the retirement of additional bonds.

Respectfully submitted,

  
I. Sidney Jenkins, M.A.I.

FRED J. HARTSTERN

ARCHITECT  
REALTY BUILDING  
LOUISVILLE 2, KY.

*Report of Fred J. Hartstern on Kaufman-Straus Building*

November 21, 1945

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

Mr. Pope McAdams - Chairman.

Gentlemen:

The Kaufman-Straus Building was completed and occupied in 1903. The upper floors were used for the Library, Reading Rooms and Museum. The remainder of the building was used for the manufacture of clothing. Mason Maury was the Architect.

Briefly, the building construction consists of masonry exterior bearing walls and cast iron interior columns supporting steel beams which carry the wood floor joists.

After the 1937 Flood the footings supporting the cast iron columns settled several inches. The columns were jacked up and new concrete footings replacing the old brick footings were installed. The old footings were 4'-6" square and the new concrete footings are 5' x 8'. The bearing capacity of the new footings is approximately 100% more than that of the old footings. Mr. E. T. Hutchings, Architect, was in charge of this work.

In analyzing the structure in order to determine the possibility of installing a new Sixth Floor between the present Fifth Floor and Roof, and installing a Balcony around a portion of the First Floor, a thorough investigation of the cast iron columns was made. A representative number of columns on each floor were drilled to determine the thickness of the metal. This drilling revealed the following:

Basement	-	12" diameter	1-1/2" metal
1st Floor	-	12" diameter	1-1/2" metal
2nd Floor	-	11" diameter	1" metal
3rd Floor	-	10" diameter	7/8" metal
4th Floor	-	9" diameter	5/8" metal
5th Floor	-	8" diameter	3/4" metal

Projected into the proposed alterations the following total uniform live load on every square foot of floor area can be carried by the columns:

1st Floor	-	108 pounds per square foot
Balcony	-	108 " " " "
2nd Floor	-	108 " " " "
3rd Floor	-	108 " " " "
4th Floor	-	108 " " " "
5th Floor	-	88 " " " "
6th Floor	-	88 " " " "

The above distributed live loads are above the recommended live load of 75 pounds per square foot for this



2f

type of building as established by the more modern building codes and generally accepted in engineering practice. We are entirely satisfied that the Balcony and Sixth Floor can be installed without structural alterations to the building.

In addition to the installation of the Balcony and Sixth Floor it is proposed that five new elevators be installed in one of the Light Courts. The four present passenger elevators were installed by Abell Elevator Company, in 1918. The attached drawing shows the new elevators in the South Light Court, but they can be installed in the North Light Court if this would be more desirable. We recommend that a new stairway be installed from the basement to the top floor.

The above changes would result in the following additional floor area:

	Deduct	Add
Basement	160	
1st Floor	160	
Balcony (New)		9,000
2nd Floor		730
3rd Floor		730
4th Floor		730
5th Floor		730
6th Floor (New)		<u>22,500</u>
Total	320 sq. ft.	34,420 sq. ft.
Net Addition		34,100 sq. ft.

24

The following ceiling heights would prevail:

1st Floor Under Balcony	10'
1st Floor Outside Balcony	20'
Balcony	8'-10"
5th Floor	11'- 7"
6th Floor	12'

The remaining floors will have their present ceiling heights, which are:

Basement	13'-9"
2nd Floor	14'
3rd Floor	12'
4th Floor	12'

It is proposed to suspend an insulated ceiling from the present roof rafters to form a ceiling for the new Sixth Floor, the present attic beams must remain. These beams will be approximately 7' above the new Sixth Floor. The Sixth Floor will not be desirable for a sales floor, but will be entirely satisfactory for offices and stock rooms.

It is proposed to make the necessary revisions to the present air conditioning system to accommodate the Balcony and to install a new system for the Fifth Floor. The Sixth Floor will not be air conditioned.

26

Our estimate of cost based on the present day market, is as follows:

Construction

Balcony	\$ 57,000
6th Floor	112,500
Stairway	12,000
Miscellaneous	<u>5,000</u>

Sub-Total \$186,500

Air Conditioning 35,000

Total \$221,500

New Elevators

Construction \$ 50,000

Elevators (5) 110,000

Sub-Total 160,000

GRAND TOTAL \$381,500

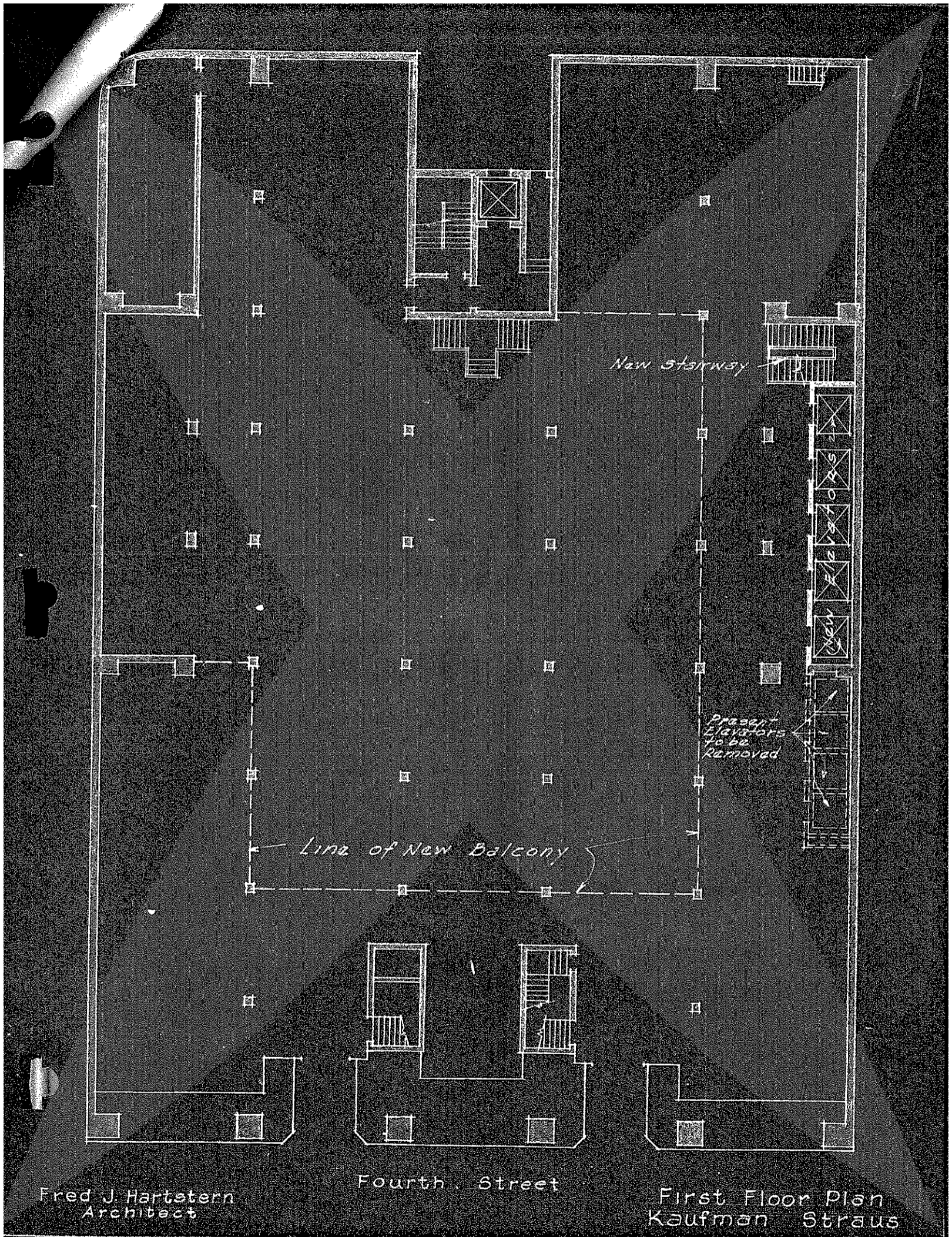
We have condensed this report to contain what we consider the pertinent information required at this time.

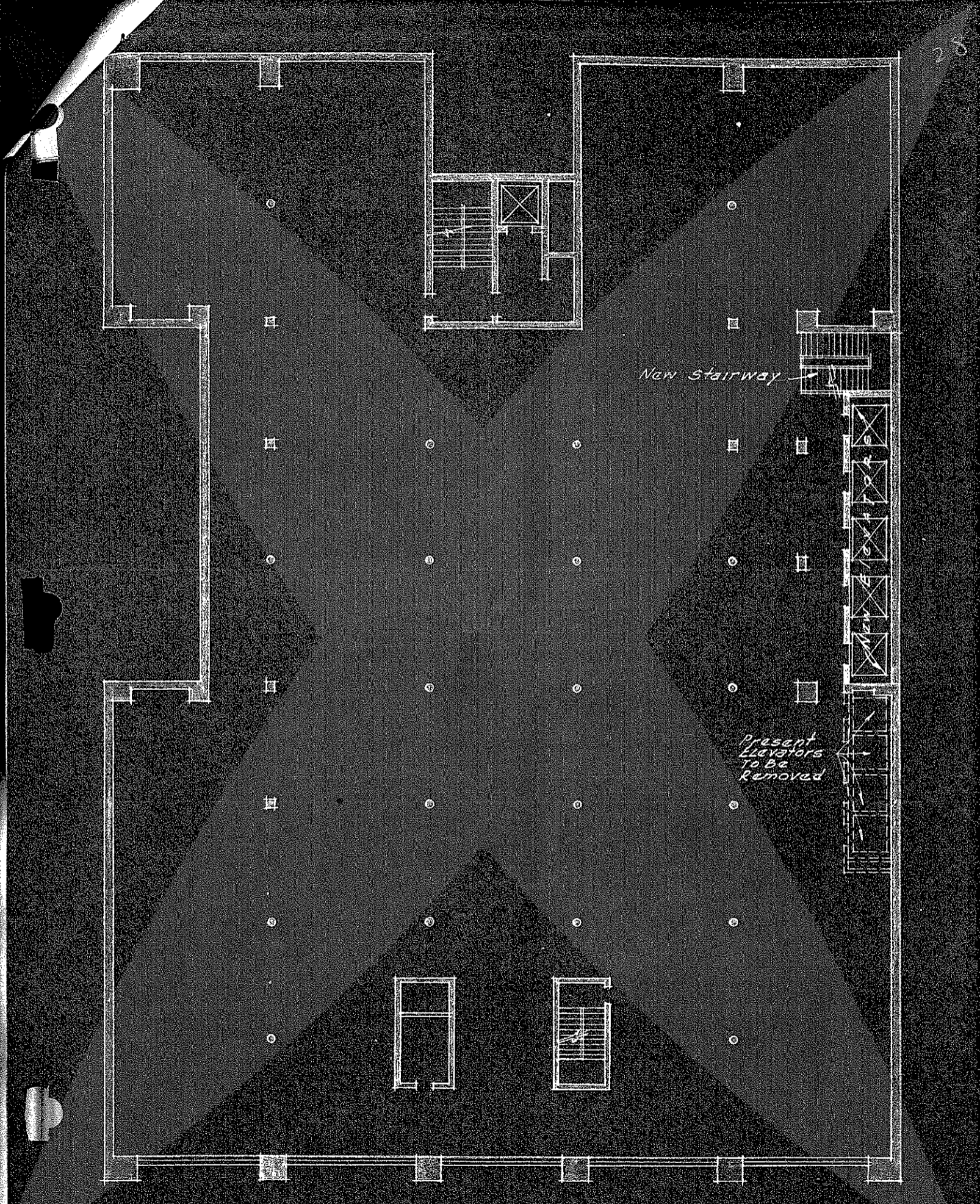
We will be pleased to supply you with any additional information in connection with the Planning, Engineering or Estimate of Costs that you may request.

Respectfully submitted,

*F. J. Hartstern*  
F. J. Hartstern

FJH:EO





23

New Stairway

Present Elevators to be removed

Fred J. Hartstern  
Architect

Fourth Street

Typical Floor Plan  
Kaufman Straus

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

## STEIN BROS. & BOYCE

ESTABLISHED 1853

STARKS BUILDING ARCADE  
FOURTH AND WALNUT STS.

LOUISVILLE, KY.

December 1945

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

MILTON S. TROST  
RESIDENT PARTNER, LOUISVILLE

Hon. 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 an issue 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 shall bear interest with a coupon rate of 2 1/2%, such interest being payable semi-annually, and the bonds to mature according to a schedule of maturities to be mutually agreed upon after taking into consideration the revenue of the building which will be available each year over the 20-year period. The amount of bonds to be sold shall be determined after the plans have been approved by the Library Board and the amount set by the contract after it is let for the construction of the improvements. Also the amount of bonds to be sold shall be mutually agreed upon after taking into consideration the funds available to pay principal and interest of the present bonds outstanding, together with the monies in the Sinking Fund.

In order to make the increased financing possible, it is our understanding that a new lease or an extension of the present lease will be made with provisions that there shall be a minimum guaranteed rental of \$100,000 per annum, and additional provisions - the main one being that there shall be additional rental paid of approximately 3% on sales above \$3,333,333. Our proposition is contingent, therefore, that the new lease or extended lease be made which is satisfactory to both the Library Board and our attorneys, and subject to there being a clause in the mortgage which requires 25% of the excess rentals received in excess of the minimum \$100,000 be placed in the Sinking Fund with the Trustee of the mortgage, which amount shall be used for the retirement of bonds over and above the stated maturities, either by purchase in the open market or by call by lot.

The provisions covering the callability of said bonds shall be as follows: Callable on any interest date on thirty days' published notice at 102 1/2 for the first 10 years; 101 1/2 for the next 9 years; and at 100 for the next year. Bonds shall be called in inverse order.

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 Notices 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, except that the Library Board is to furnish at its own expense, abstracts of title to the property involved which are to be satisfactory to our attorneys. 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 guarantee a bid to the Louisville Free Public Library Board of Trustees of at least \$1,020 plus accrued interest per one thousand dollars

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

## STEIN BROS. & BOYCE

ESTABLISHED 1853

STARKS BUILDING ARCADE  
 FOURTH AND WALNUT STS.

LOUISVILLE, KY.

MILTON 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  
 CUMBERLAND

Hon. Chairman and Board of Trustees - Page 2

principal amount of bonds, for bonds bearing a coupon rate of 2 1/2%. We shall be allowed a sum equal to 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 Stein Bros. & Boyce and Almstedt Brothers 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% 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.

This proposal is subject to said bonds being approved as to legality by our attorneys, who are to be named by us and which will be a well known firm of attorneys, and is subject to the delivery of said bonds being made to a successful bidder not later than March 1, 1946. If said bonds are not so sold and delivered not later than March 1, 1946, 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 a coupon rate of 2 1/2%, we shall be entitled to a sum equal to 2% of the par value of the bonds sold regardless of what coupon rate said bonds sold may bear. Also subject to the interest on this type of bond not being subjected to Federal or Kentucky income taxation prior to the delivery date of said bonds to the successful bidder.

Stein Bros. & Boyce and Almstedt Brothers will agree that all Louisville dealers who handle municipal bonds shall be included in this proposal and that the two firms mentioned above shall be allowed a nominal step-up out of the fee for handling the details. It shall also be understood that the present Library Board Bonds shall be called and the amount of the new issue shall be increased by the amount of monies for such improvements, together with the two issues of Library Board Bonds outstanding against the present Kaufman-Straus Company Building. It shall also be understood that the Board of Trustees of the Louisville Free Public Library, created by an Act of the Kentucky Legislature in 1922, shall take immediate steps to obtain necessary Enabling Legislation to increase the indebtedness from \$500,000 to approximately \$800,000.

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.

Yours very truly,

STEIN BROS. & BOYCE,

By 

ALMSTEDT BROTHERS

By 

Accepted:

LOUISVILLE FREE PUBLIC LIBRARY BOARD

By \_\_\_\_\_  
 Chairman.

To the President and Board of Trustees  
Louisville Free Public Library.

Gentlemen:

At the request of Mr. Harry W. Schacter, President of Kaufman-Straus Company, a special meeting of the Board of Trustees of the Louisville Free Public Library was held in the office of the Librarian on Tuesday afternoon, July 24th, 1945.

Dr. Rauch, not being present on account of illness, Mr. Leo T. Wolford, Vice President of the Board, presided.

At this meeting Mr. Schacter read a letter to the Board in which he presented the post-war needs of the Kaufman-Straus Company and requested certain improvements and additions to the building owned by the Library and occupied by Kaufman-Straus Company.

After hearing Mr. Schacter's request, the Board authorized the President to appoint a committee to study the Kaufman-Straus proposition and submit its conclusions and recommendations, and the committee was authorized to expend up to \$500.00 for legal advice, and services performed by an architect and a realtor. On September 11, 1945, this authorization for expenses was increased to a limit of \$1,500.00.

On July 31st., 1945, Dr. Rauch appointed the members of the Library Board Finance and Building Committees, under the Chairmanship of Mr. Pope McAdams, to serve as a Special Committee to study the question. The members of this special committee are Mr. Pope McAdams, Chairman, and Mr. Hunt C. Smith, Mr. C. Walter McDaniel, Mr. Charles P. Farnsley, Mr. Cecil Powell, Mr. Daniel J. Sullivan and Dr. Atwood S. Wilson.

In order that the Board may have all the data studied by the Committee Mr. Schacter's letter is attached to this report. In brief, however, he asked that improvements estimated to produce an additional 48,000 square feet be installed at a cost of about \$500,000.00, and that the money be spent for the following purposes:

Straightening out the offsets on the North, East and South sides of the building;

Putting in an extra floor between the present fifth floor and the attic;

Installing proper and adequate fire escapes;

Install four new elevators.

He stated that the Kaufman-Straus Company would spend about \$250,000.00 to completely refixture the store, but asked that the Library repay the cost of these fixtures to Kaufman-Straus Company over a period of years.



At a later date Mr. Schacter added his request that the Board put in a balcony between the first and second floors.

Mr. Schacter pointed out that the additional selling space would enable the store to increase its sales volume about \$1,750,000.00, and that the 3% on this increased volume would pay for the improvements ask, but in the same letter he asked for a ceiling of \$150,000.00 on the rent. His letter suggested however that the present guaranteed rent of \$60,000.00 be increased to \$90,000.00, "with the next \$50,000.00 of the percentage rental, plus the interest on the entire \$750,000.00, or balance outstanding thereof, to be used towards retiring the \$750,000.00 indebtedness incurred for the work, repaying both the Library Board and Kaufman's in proportion to the amounts they had advanced."

Kaufman-Straus offered in return for these improvements to the building to extend the present lease for a period of twenty years the lease to then have a maturity of February 1st. 1930, the 3% rate to continue from February 1st. 1960 with a \$90,000.00 minimum and a maximum of \$150,000.00 per year.

The Committee held several meetings to discuss Mr. Schacter's request and on September 17, 1945 instructed its Chairman to advise Mr. Schacter that:

It would not consider straightening out the offsets.

It would not consider paying Kaufman-Straus for the new fixtures installed.

The letter to Mr. Schacter indicated though that it would consider the following:

- Converting the fifth floor into two floors
- Extending the air conditioning
- Building a mezzanine floor
- Enlarging the basement
- Installation of new elevators

Mr. McAdams' letter to Mr. Schacter continued:

This is not to be considered a commitment at all, but only an indication to you that the committee will consider the cost of these items in connection with the space added by them on the basis of the following schedule of rents:

"The base rental of \$90,000.00 plus interest and principal payments upon whatever increase in the 15 year bond issue is necessary to finance the improvements agreed upon. In other words, the guaranteed rent would be the base of \$90,000.00 plus the annual interest and principal payments on the increase of the bond issue, and the total rent to be paid to the Library would be on a basis of 3% of the volume, which latter is what the present lease provides."

"As to the last twenty years of the proposed thirty-five year lease, our committee thought that there should not be a set rent named, but that the rental should be 3% of volume up to a named amount, and a smaller percent of volume in excess of that amount."

Mr. Schacter was requested to advise Mr. McAdams if the Committee should consider his request on the basis indicated, and he phoned that it should.

Mr. Schacter was informed early in the discussions between him and the Committee that the improvements requested by him were not possible unless and until legislation could be secured:

To increase the debt limit of the Library from its present limit of \$500,000.00,

And to increase the Library's portion of the tax dollar from its present limitation of a minimum of two and one half cents and a maximum of four cents, to a minimum and a maximum considered necessary by the Committee for it to recommend the improvements asked, and the resultant increase in the mortgage on the Kaufman-Straus Building.

Therefore, it was necessary to secure the approval of the then Mayor of Louisville, Honorable Wilson W. Wyatt, and to have the approval of the Mayor's Legislative Committee for a bill to be introduced in the next Legislature.

Mayor Wyatt asked that the Kaufman-Straus request be given full and sympathetic consideration.

Honorable E. Leland Taylor, present Mayor of Louisville, asked the same consideration by the Committee and he was present at the meeting of his Legislative Committee which approved legislation on both the legal limit and the increase in the city contribution to the Library.

Feeling that the Board of Aldermen President should be informed fully of the Kaufman-Straus request, including the information about the increased possible contribution from the city to the Library budget, Mr. McAdams discussed the whole proposition with the Honorable C. Paul Downard, President of the Board of Aldermen, pointing out that in the event that Kaufman-Straus not being able to pay rent sufficient to protect the Library budget, the city might be called upon for a maximum contribution, and Mr. Downard promised co-operation as far as he could at this time.

The City Attorney's Office was also contacted by Mr. McAdams, and Mr. Lawrence Posten and Mr. Harry Hill promised their co-operation in the early preparation of the necessary bills to be presented to the 1946 Legislature.

Soon after its appointment, Mr. McAdams, with the Committee's approval, employed Fred Hartstern, Architect and former member of the Library Board, to make a survey of the Kaufman-Straus building for the purpose of ascertaining whether or not the columns supporting the several floors would carry the increased load of the new proposed sixth floor, and whether the foundations of the building were sufficient for the extra load. Mr. Hartstern's employment was deemed necessary before any consideration of the Kaufman-Straus request was possible. He was also told of the limitation of the Committee's authority to pay for his services.

Mr. Hartstern has given a great deal of time to his survey, working at nights after the store closed, he has drilled practically every supporting column in the building in order to ascertain its peak carrying load, and his report states that the columns will carry the load of the new floor, and he also reports that the building is a good building, well built and in splendid condition.

The Committee, through Mr. McAdams, has also employed I. Sidney Jenkins, Realtor, for the purpose of studying the proposed new lease of the Kaufman-Straus Company, and also for the purpose of comparing it with the new lease of the Stewart Dry Goods Company and Department store leases in other cities, and for advice to the Committee as to the terms of a new lease should the Committee recommend that the requested improvements be made.

Mr. Jenkins was also informed about the Committee's limit for its expenses, and replied that he would charge only a nominal fee.

Mr. Jenkins will also advise the Committee as to his idea of the property value of the building if improvements are not made, and also if they are made.

Members of the Committee have also consulted with other realtors and leading citizens as to what the Library should do about the Kaufman-Straus request.

On December 20th, 1945, Mr. Hunt Smith and Mr. McAdams met with Mr. Schacter who made the following request:

That we provide an escalator between the first and third floors, and, if that is not possible, between the first and second floors. He stated that one elevator would be saved, and that an escalator would carry about twenty times the number of people an elevator could carry.

Mr. Schacter stated, in answer to our question about the additional capital to be put in the business by Kaufman-Straus to take care of the new fixtures, that his company would secure from its parent company not less than \$300,000.00 additional capital, and that the new fixtures required by the store would cost at least that amount.

This statement was prompted by Mr. McAdams' question about the net worth of Kaufman-Straus Company, and if the expenditure for new fixtures by the company would be paid for out of present current assets, which we are advised are about \$800,000.00 above current debt.

The Committee and the Library Board of course understand that the improvements requested by Kaufman-Straus Company cannot be made unless the Legislature passes a bill increasing the debt limit of the Library to an amount which will permit the Library to offer a new bond issue sufficient to pay off the existing bonds and provide funds for the improvements. It is also true that no bond issue can be considered by the Library unless the legal contribution from the city to the Library is raised substantially from its present legal limits. Assuming that both of these necessary bills will be passed by the Legislature, the Library Board should make its decision promptly in order that the Kaufman-Straus Company will know whether or not to plan and order the new fixtures it needs.

#### KAUFMAN STRAUS LEASES ON THE BUILDING IT OCCUPIES:

The Louisville Public Library leased its Fourth Avenue property to Kaufman-Straus Company February 1, 1903 for a term of ten years.

On January 1, 1913, a new lease was made for a term of fifteen years, at a rental of \$36,000.00 per year. This lease expired on January 31, 1928.

In May 1924 the Louisville Free Public Library and Kaufman-Straus Company agreed to have the property appraised, and that the rent be based on this appraisal.

On January 31, 1928 the property was leased to the Kaufman-Straus Company for a term of twelve years at a rental of \$71,947.62 per year.

During the depression years rental reductions were agreed to by the Library as follows:

September 1, 1932 to August 31, 1933	rental of \$50,000.00
September 1, 1933 to August 31, 1934	rental of 50,000.00
September 1, 1934 to August 31, 1935	rental of 50,000.00
September 1, 1935 to August 31, 1936	rental of 56,000.00

- In April 1936 a new 20 year lease was signed, maturity January 31, 1960, with payments of rent as follows:

For the first four years, beginning February 1, 1936, and ending January 31, 1940, the sum of \$56,000.00 per annum.

For the remainder of the lease term, beginning February 1, 1940, and ending January 31, 1960, the sum of \$60,000.00, plus 3% of gross sales in excess of \$2,000,000.00

In 1937 the Kaufman-Straus Company was allowed an abatement of \$3,750.00 because of damage to the store and stock by the flood of that year.

In order that the Board may have the pre-war and the war figures of sales volume by the Kaufman-Straus Company from 1935 to date, the gross sales of the company and the rent received by the Library are given below:

Year ended Jan. 31,	Sales	Rent
1935	\$1,728,331.00	\$56,000.00
1936	1,867,556.00	56,000.00
1937	1,922,257.00	52,000.00
1938	1,974,195.00	56,000.00
1939	2,025,335.00	56,000.00
1940	2,087,012.00	60,000.00
1941	2,425,123.00	72,757.78
1942	3,135,778.00	94,077.30
1943	3,547,885.00	106,436.54
1944	4,137,852.00	124,133.94
1945	4,765,678.00	142,970.36
1946 (Estimated)	5,250,000.00	157,500.00

As can be seen from the above volume of sales of the Kaufman-Straus Company for the five years preceding the War period increased gradually from \$1,728,331.00, for the year ended January 31, 1935, to \$2,025,335.00 for the year ended January 31, 1939, or a per year average of sales of \$1,876,833.00. The rental at this period of the lease was \$56,000.00 per year, or approximately 3% of volume.

Beginning with 1940 and continuing down to the present time the sales of the company increased materially each year, probably due to defense plant wages and the abundance of money in the hands of its customers, and also due to a

certain amount of inflation which lessened the buying power of the dollar from 30% to 35%.

The Committee does not feel that it is competent to look into the future and predict how long department store sales will be stimulated by inflation, and by the abnormal need of merchandize by the consumer, but it believes that this condition will continue for some three to five years, and the Library will profit, through rents received, accordingly.

However, in considering this Committee's report, and its action on the Kaufman-Straus request, the board of Trustees should take notice that the present volume of sales of the Kaufman-Straus Company are due in a great part to war conditions and the inflated dollar, and that the increased volume of sales may not continue when times become normal again.

At the meeting on December 20th, 1945, when Mr. Schacter discussed the proposed new year with Mr. Smith and Mr. McAdams, Mr. Schacter stated that he personally did not object to the guaranteed rent of \$100,000.00, but that his principals thought that \$90,000.00 should be the figure. However, he said that he would endeavor to convince his associates that \$100,000.00 be used in the new lease.

At this same meeting Mr. Schacter asked that the rent in the new lease be set as follows:

On the first \$5,333,333.00, 3%, to produce \$160,000.00  
On the excess to \$6,333,000, 2%, to produce 20,000.00  
On the excess to \$8,000,000, 1%, to produce 16,670.00  
And the ceiling set at \$8,000,000 volume.

Under this schedule of rents the maximum rent to be received by the Library would be \$196,670.00.

The Kaufman-Straus store now has 88,000 square feet of selling space, and, if the store does a volume of \$5,250,000.00 in the year ended January 31, 1946, it would have sold approximately \$60 of merchandize for each square foot of selling space.

If the requested improvements are installed, the store would have about 124,000 square feet of selling space, and if its volume increased to \$8,000,000.00 it would be necessary for the store to sell \$64.50 of merchandize for each square foot of selling space.

Therefore, in the opinion of the committee, it is unlikely that the 124,000 square feet of selling space could, or would, produce a volume of more than \$60 per square foot, or a total volume of more than \$7,440,000. Should this surmise prove true, the maximum rent would not exceed \$190,670.00.

The following additional stipulations shall be declared a part of this Lease:

1. If the party of the second part shall desire to assign its Lease upon the premises, it may do so, provided the proposed tenant is acceptable to the party of the first part and it consents thereto, in writing, and, provided, that the same conditions as to acceptability and written consent shall apply to any second or subsequent assignment of said Lease; and, if the party of the second part shall desire to underlet any part of the premises, herein leased, it shall have power to do so, but second party shall not assign or underlet the premises, or any part of them, for any purpose more hazardous than that of department store, and, should any change in the building be necessitated by such underletting, then, at the termination of this Lease, or any renewal thereof, said second party shall restore said building to the same condition as before such underletting unless said first party shall waive such provision.

Should party of the second part, or its assignee, assign said Lease without consent of party of the first part, as above provided, party of the first part shall have the right at its option to treat the whole Lease as determined and proceed to recover the property at once.

2. The Lessee shall not at any time, use the premises, or permit them to be used, in such manner as to increase the rate of insurance.

3. In case of a violation of Clause 2 on the part of the Lessee, it agrees to pay the Lessor, as damages, the increased insurance; and in case the premises are so used that the Lessor cannot effect insurance thereon, the Lessee agrees to become the insurer thereof.

4. The lessee covenants to comply with the City laws and ordinances in regard to nuisances, in so far as the premises are concerned, and that it will not, by act of itself, or sub-tenants, if any, render the Lessor liable therefor, and that it will make good, or pay at the end of this Lease, or any renewal thereof, or on the vacation of the property, for all glass broken in the windows, doors, etc., also put in proper repair all locks or keys to same, if lost, or pay for same at a fair valuation.

It will be noted from the above quotation from the present lease that the Library must approve any assignment of the present lease upon the premises, but the committee should have competent legal advice as to whether or not the Library would have to accept a responsible sub-tenant in case the Kaufman-Straus Company would be permitted under its lease to sublet the premises now occupied to a responsible renter and enter into a new contract for a lease on a building to be built for them by any other owner at a location considered more suitable for its purposes.

For instance, the Kaufman-Straus Company might be able to make a lease on a building to be erected at Fourth and Chestnut Streets or on Broadway in case the Library Board declines to make the repairs and alterations to its present building.

This is submitted for what it is worth, and the committee has no idea that anything of the sort is contemplated, but legal advice as to the rights of the Kaufman-Straus Company under the present lease in a situation like this should be obtained.

The Kaufman-Straus Company, or one of its affiliates, now owns a lot facing on Third Street, the rear end of which lot is just across the alley from the rear of the Kaufman-Straus store, and has considered the purchase of another lot adjoining this property for the purpose of either a parking lot for the use of the store or for a building to be occupied by a warehouse in connection with the store. There has been some discussion of the likelihood of Kaufman-Straus Company erecting a building on these two lots which would, or could, be used for a warehouse and selling space also in connection with their present premises. However, for any practical use of this property for warehousing or selling purposes it would be necessary to connect the present Kaufman-Straus building with the building across the alley by a tunnel and by bridges from the second floor of the present Kaufman-Straus building to the addition. It might be that it would be to the advantage of the Kaufman-Straus Company to acquire additional selling space in this manner. Mr. Schacter has not indicated any desire to do this, but, of course, it is a possibility that his Company might purchase the additional lot on Third Street and build a building for the purposes mentioned.

In case the Kaufman-Straus Company did have something of this kind in mind the question arises as to whether the present Kaufman-Straus lease would be affected by the volume of business done in the new building. If bridges and a tunnel under the alley were used, it would be difficult to separate the volume of sales done in the old store and in the new, but it is possible, of course, to arrange the lease so that the Library would receive a percentage of the total volume of the two buildings.

In some cities buildings have been built across the alley from quarters occupied by a store and patrons of the main store building would pass through a door in the rear of that building, walk across the alley, and enter the new annex.

This is a legal question on which we will have to have competent advice.

#### FINANCIAL RESPONSIBILITY OF THE KAUFMAN-STRAUS COMPANY

The Committee realized that the Library Board is asked to increase the mortgage on its property to the extent of probably \$400,000.00 to \$450,000.00, and that the financial responsibility of the lessor is very important. With this thought in mind, Mr. Schacter was asked for information as to the amount of net current assets of his company, and also if these current assets would be reduced materially by the store's expenditure for new fixtures.

Mr. Schacter's reply to this question was that the Kaufman-Straus Company now has current assets, over current liabilities of about \$800,000.00 and that if the building is improved as requested, his company would supply the necessary funds for fixtures to the extent of \$300,000.00 to \$350,000.00. It is understood, of course, that the additional capital supplied would be in the form of capital funds, and that the fixtures would not be encumbered, but would be subject to the lien that the lease would require, for the protection of the Library.

Mr. Schacter has delivered to the Committee audits of his company for the past ten years, prepared by Ernst & Ernst, and the last audit, for the year ending January 31, 1945, shows net current assets of \$719,000.00. The audit shows also, as a current liability, rents due, (over the guaranteed \$60,000.00) and payable in equal installments for seven months, beginning February 1, 1946.

Mr. Schacter advised Mr. McAdams that, as of November 1, 1945, his Company's net current assets were \$783,000.00, and that by the end of his fiscal year on January 31, 1946, the net would not be less than \$800,000.00.

The audit of January 31, 1945, shows net worth of the Company to be \$1,448,050.57, but this figure includes asset of "Good Will" of \$419,343.80 and "Equipment and Improvements" of \$227,907.53, which your Committee disregards in its breakdown of the balance sheet. With these two items thrown out, for our purpose the net worth of the Company at the close of its year on last January 31, is about \$800,000.00.

Report of I. Sidney Jenkins, Realtor,  
on proposed new Lease

December 10, 1945

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

Dear Mr. McAdams:

You have asked me to make a study of the proposed addition and improvements to be made to the Kaufman-Straus building at 427 South Fourth Street, in connection with the new lease to be executed and the financing of the improvements.

It has been stated that the proposed additions and improvements will result in creating approximately 33,000 square feet of additional selling space and the installation of five new modern passenger elevators at a cost of \$400,000. This will necessitate increasing the present mortgage indebtedness of \$305,000, to \$700,000.

It is proposed that the present lease which will expire in fifteen years is to be cancelled and a new lease entered into for a period of thirty-five years. Under this new lease Kaufman-Straus is to pay a minimum rental of \$100,000 per annum which is an increase of \$40,000 over the present minimum guarantee. Kaufman's rent is based upon 3% on gross sales up to \$6,000,000 and 2% in excess of \$6,000,000.

In consideration for the execution of the new lease Kaufman-Straus has agreed to install new modern store fixtures throughout the entire building at an estimated cost of \$200,000.

These proposed improvements and new lease present to me three problems:

1. The proper rental to be paid by Kaufman-Straus under the new lease.



2. The effect of increasing the mortgage indebtedness on the property to \$700,000.

3. The matter of maintaining the value of the property.

I

You have furnished me figures representing gross sales and rentals paid during the past six years which are as follows:

<u>Year</u>	<u>Approximate Gross Sale</u>	<u>Approximate rent Paid</u>
1940	\$ 3,000,000.	\$ 90,000.
1941	3,500,000.	105,000.
1942	4,000,000.	120,000.
1943	4,500,000.	135,000.
1944	4,800,000.	144,000.
1945 (Estimated)	5,100,000.	153,000.

The estimated sales for 1945 are equivalent to about \$58 per square foot of actual selling space. The proposed new space is an increase of 38 $\frac{1}{2}$ % over the present space and if the 1945 volume could be increased in proportion to the increased space the sales would be increased to approximately \$7,000,000 per annum.

It appears that Kaufman-Straus has done a fine job during the past five years but it must be taken into consideration that during that period the Louisville trade area has not only been over populated but there has been a lot of cash in the hands of the buying public and in addition to that the value of each unit sale has materially increased. It would, therefore, be conservative to disregard the 1945 volume projected to the additional space and figure on a more normal volume of business. For example, take the year 1941 in which the volume was \$3,500,000. This year reflected the sales of the store without the additional population to the City and before there was a considerable increase in the value of the unit sales. If we project the volume of that year on the basis of the additional 38 $\frac{1}{2}$ % of selling space we arrive at a volume of approximately \$4,850,000. and I would use this figure in estimating the rental returns under this lease. It can, however, be expected that during the next five years the volume will be considerably higher.

Stewart Dry Goods Company, Kaufman-Straus' chief competitor, has just secured a new lease on their building for a period of thirty years with a provision that a new addition, seven stories and basement, is to be erected on the old Penderis Club lot, 108 $\frac{1}{2}$  feet on Walnut Street with a depth of 100 feet. This will increase the gross area of Stewart's building to approximately 294,600 square feet. While no figures are available upon how much of this space is actual selling space by comparison, Kaufman-Straus' gross floor area is 170,000 square feet. In other words, the capacity of the Stewart building, after the addition is made will be approximately 57.7% larger than the Kaufman building. It is said that Stewart's gross sales for the year 1944 were \$10,000,000. By increasing their space 41.3% it can be expected that their volume will be materially increased. Under Stewart's new lease it is provided that the owner of the property will spend \$1,100,000 in purchasing the lot (which cost \$250,000) and the improvements. Stewart's guaranteed rental is based upon a rental of \$83,500 on the present building plus 6 $\frac{1}{2}$ % on the \$1,100,000 improvements and, in addition they are to pay taxes and insurance and maintenance. All of this amounts to approximately \$210,000 which is equivalent to 3% on sales up to

\$7,000,000. Stewart's lease is based upon 3% on the first \$7,000,000 and 2% in excess of that amount. There is a variation in the amount on which 3% is paid which is based upon any increase in the cost of the new building. For every \$100,000 in excess of the cost of the land and building the amount of sales on which 3% is to be paid is to be increased to \$250,000. In other words, if the land and building cost \$1,400,000 instead of \$1,100,000 then Stewart is to pay 3% on sales up to \$7,750,000 and then 2% on the excess.

There should be some incentive to Kaufman-Straus to strive to reduce their cost of sales by increasing their volume and it seems to be that \$6,000,000 should be the maximum for which the 3% should apply. Unquestionably Stewart's location, being a corner location and with more outside space is a better one than Kaufman's and it might be well to reduce the rental to 3% on \$5,000,000, then 2½% on the next \$1,000,000 and 2% in excess of \$6,000,000. This rental, in my opinion, would be fair to the Library.

## II

The present indebtedness of \$305,000 calls for a principal reduction of \$120,500 within the next five years which will mean that at the end of that period the mortgage on the property will be reduced to \$184,500. Obviously, this reduction will be the same regardless of the volume done by Kaufman-Straus or the rental paid as the \$60,000 guaranteed rental is more than ample to take care of the present debt service.

If, in order to make these improvements and the proposed new lease, an additional \$400,000 is required a new loan of \$700,000 will have to be secured. It is indicated that such a loan, bearing interest at the rate of 2½% and maturing over a period of twenty years can be secured. The principal reduction required for the first five years under such a loan would be \$141,000 leaving the balance at that time of \$559,000. Kaufman's sale volume during these next five years and the rental paid could in no way change these figures. The total debt and interest requirements is \$44,000 per annum. It, therefore, seems practical that during the next five years some part of the rental over and above the guaranteed \$100,000 a year should be used to amortize the bonds, effecting a greater reduction of the debt at the end of five years at which time the expected period of business activity may materially decline.

It has been suggested by the bankers who are considering the financing of the proposed new mortgage that 25% of the rental in excess of \$100,000 a year be put into a sinking fund to mature bonds over and above the stated maturities.

If my predictions hold true, the rental to be paid upon the volume of \$4,850,000 represent \$145,500 and an additional \$11,375 per year would be applied to the reduction of the mortgage or a total of \$44,375 which would reduce the debt at the end of five years to \$502,125. If Kaufman's volume reaches \$7,000,000 the rental as suggested by me (3% on the first \$5,000,000, 2½% on the next \$1,000,000, and 2% in excess of \$6,000,000) would amount to \$195,00 per annum and the amount to be put in the sinking fund for bond retirement would be \$23,750 per annum, or a total of \$118,750 for the period and the mortgage indebtedness at the end of five years would then be \$440,250.

It, therefore, might seem unwise to invest an additional \$400,000 into this property for the purpose of securing the expected additional rental. Obviously, the smartest deal to be made would require Kaufman to put up a substantial part of the proposed improvements, to be repaid them annually as a credit on their rental. However, if such an arrangement cannot be worked out and the risk appears to be doubtful then, consideration should be given to the third subject of my report, that is, the preservation of the value of the property.

### III

Up to the present time Kaufman-Straus has kept pace with its chief competitor, Stewart Dry Goods Company, when there is taken into consideration the difference in value of the two locations, the fact that Stewart has more light and air, and more floor space. Its chief competitor is now about to increase its floor space approximately 41.3% and to make such improvements as will give them one of the finest equipped department stores in the South. In the meantime, another competitor has come into the picture, in the firm of Sears-Roebuck and Company, who at this time are making substantial additions and improvements to its store, and it can be expected that they will be real competition to Kaufman-Straus.

There is another factor that should be considered and that is that it is generally thought that Louisville needs another department store which can offer as good or better merchandise as offered by Stewart Dry Goods Company. The old post office site at Fourth and Chestnut, presently owned by the Government will undoubtedly be disposed of in the near future as it is definitely Surplus Property to the Government. This location, considering the size of the lot, would be a most attractive one for a new department store. If such a store becomes an addition to Louisville, Stewart Dry Goods Company is going to feel the competition but probably not as much as will Kaufman-Straus.

The City of Louisville, through the Louisville Free Public Library have a valuable asset in the Kaufman property. Retail business has during the past thirty years shifted Southwardly from Market Street to Liberty Street and the Kaufman property is in the block farthest North. Kaufman-Straus is one of the main factors in retaining values in this block. If its volume declines and the rental paid the Library Board correspondingly decreases there will be a material reduction in the value of this property and a corresponding reduction in the amount of rental which can be secured at the expiration of the present Kaufman lease in 1960.

Kaufman-Straus has, under its present management, done a good job in merchandising. At one time they had difficulty in meeting their rental obligations. It would seem wise to provide a firm who has shown good management the additional space necessary to keep pace with its competitors.

It is my conclusion that a new lease should be negotiated on the basis of the rental suggested in paragraph I, and the present debt increased to the extent of the \$400,000, the estimated amount required to make the proposed additions and improvements.

It is my suggestion that consideration be given to the following conditions in the event the new lease is consummated.

a. A thorough study should be made to determine if the proposed five new passenger elevators are of such size or of such speed as will amply serve the proposed enlarged store and that further consideration be given to the installation of an Escalator from the basement to the second floor.

C

FACTS CONCERNING THE REQUEST FOR MORE ADEQUATE LIBRARY FACILITIES  
FOR THE SOUTHWESTERN AREA OF PARKLAND

I NEEDS

Population of area approximately 40,000. The 1940 census showed 3,314. Since that time there has been a steady increase due to immigration from the South and settlement of young married couples in the area.

Isolated Area--Remote from main thoroughfares and civic centers, removed from competition of movie theaters and other commercialized agencies for leisure time activity.

Unlike central and eastern portions of the city, Parkland is not served by any community center.

The distance from the Western Branch Library is approximately four miles.

There are two elementary schools in this area--Virginia Avenue School, with an enrollment of 437 pupils, and Parkland School, with a pupil enrollment of 80 pupils. There are 300 pupils from Parkland attending Madison Junior High School and 250 attending Central High School.

II INADEQUACY OF PRESENT FACILITIES TO MEET THESE NEEDS

The present library space is a room 10 x 12 feet; this room contains one table and eight chairs.

Time--This branch is open only three afternoons a week, Monday and Wednesday from one to six o'clock, and Friday from one to eight o'clock.

Personnel--One librarian to care for the average monthly circulation of 655 books and a yearly circulation of 8767.

III OUR REQUEST

1. Purchase of a lot immediately

Lots available and the purchase price:

3619 Virginia Ave. - 50 x 200 feet - owned by J. P. Will Co. - \$750.00

Southwest corner of 36th and Hale Ave. - size 50 x 100 feet - price \$1800.00. A four-room house is on this lot.

The northwest corner of 36th and Dumesnil Streets - owned by the Methodist Church Orphanage - size 50 x 200 feet - also a lot adjoining this lot on Dumesnil Street - 50 x 100 feet - owned by the city of Louisville.

2. Construct a library building adequate to met the needs of this growing community.

Parkland Citizens Committee  
Viola E. Baker, Secretary

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees March 12, 1946

The regular monthly meeting of the Board of Trustees was held on Tuesday March 12, 1946 in the Librarian's office.

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

Dr. Rauch presided.

After motion duly seconded it was voted that the minutes be approved as distributed.

Reports:

Library Committee: Father Pitt read the certification that bills for the month of March amounting to \$8,884.67 had been audited and found correct. A list of these bills will be found in ledger book 3, pages 44-48 inclusive.

He moved and it was seconded by Mr. McDaniel that the bills in this amount be ordered paid. The motion carried.

Father Pitt then gave the report of the meeting of the Library Committee on March 13 at 11 a.m. Those present were Messrs. Pitt, Rauch, Welch, and the Librarian. Dr. Welch presided.

Father Pitt stated that at the meeting the Librarian had reported on his study of the salary situation in line with instructions given him at the December meeting of the Board of Trustees. It was the recommendation of the Librarian that the Library Committee approve a blanket increase for the maintenance and custodial staff of \$10 per month and for the library staff \$15 per month. It was stated that this was an attempt to approximate the Board of Education's action granting a \$10 per month increase to the custodial staff and \$16.70 per month to the teaching staff.

Father Pitt stated that in the discussion which followed this recommendation it was decided by the Committee to recommend to the Board of Trustees that it grant an increase the same as that granted employees of the Board of Education. Therefore, recommendation of the Library Committee was stated in the motion by Dr. Rauch that the Library Committee recommend to the Board that the salaries of the Library staff and the Custodial and Maintenance staff be increased; that the salaries of the Library staff be increased \$16.70 per month, and that the salaries of the Maintenance and Custodial staff be increased \$10 per month, and that these increases be made retroactive to January 1, 1946.

Father Pitt moved that this recommendation of the Library Committee be approved by the Board of Trustees. This motion was seconded by Mr. Sullivan and considerable discussion followed in which it was decided that the Librarian would include in the April 1 checks a written statement to the effect that these increases were being made for the current fiscal year only, and that the continuance of the increase depended upon the financial condition of the Library during the next fiscal year beginning July 1. The question was called for and the motion carried unanimously.

Father Pitt then stated that a communication from the head of the Circulation Department called attention to the fact that the book collections of the Circulation Department were inadequate for the proper functioning of that department. The communication stated that only about four requests out of every ten can be filled from the existing book stock.

It was stated that the Library Committee had voted the following: that it be the sense of the Library Committee that the book stocks of the various departments be increased according to funds available and that the allocations for this purpose be made according to the recommendations of the Librarian after consultation with the heads of the various agencies and with the approval of the Library Committee.

Father Pitt moved and it was seconded by Mr. Powell and carried that this action of the Library Committee be approved.

Building Committee: Mr. Powell gave a report of the Building Committee meeting of Friday, February 8. Those present at the meeting were Messrs. Powell, Sullivan, Wilson, and the Librarian. Mr. Powell presided.

Mr. Powell reported that the Committee had discussed in detail the report presented by Mr. Fred Hartstern, architect, entitled "Proposed Improvements in the Main Library - Estimate of Cost." Mr. Powell stated that these improvements consisted of removing the art glass panels in the ceiling of the Main Lobby, installing a floor, closing three window openings in the north wall, and providing accoustical treatment on ceilings and north wall, and installation of electrical wiring and fixtures. In addition to this work in the lobby the project included a new elevator, an appropriation for which had already been approved by the Board in its program of electrical conversion, also accoustical treatment and new lighting where needed throughout the rest of the building. The Board had also previously approved an appropriation for this new lighting in its program for electrical conversion. The total estimated cost for all the itemized work was given at \$20,417 which includes the architect's fee. It was stated that the Board had previously approved \$9,000 worth of this work in its program of electrical conversion. Therefore, to complete the work proposed by Mr. Hartstern an additional appropriation of \$11,417 would be required.

Mr. Powell reported that the Building Committee, after motion by Mr. Sullivan, seconded by Mr. Wilson, had unanimously voted to recommend that this work be undertaken if approved by the Finance Committee.

It was moved by Mr. Powell seconded by Mr. McAdams that this recommendation of the Building Committee be approved and that the Committee be authorized to proceed with the work. The motion carried unanimously.

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

Finance Committee: Mr. McAdams presented the Revised Budget for the remainder of the fiscal year and stated that this budget included items providing for the salary increases recommended by the Library Committee as well as the repairs and the improvements as recommended by the Building Committee.

It was moved by Mr. McAdams, seconded by Mr. McDaniel and carried that this revised budget be approved by the Board. It is appended to these minutes as Exhibit A.

Mr. McAdams reported that he had been in communication with the brokers representing the syndicate of brokers and that discussions were continuing but that no final definite proposal had been received by the Committee.

Mr. McAdams reported that the engineer furnished by Barret, Robinson, Dickey, and Swope was making an appraisal of the various Library buildings so that the Committee could study any revision in the amount of insurance which the appraisal might show necessary due to the co-insurance clause and the increasing valuations of the properties. The matter of any increase in the amount of insurance was referred by the President, with the approval of the Board, to the Finance Committee with power to act.

Mr. McAdams then gave a report on the finances for the month which was ordered filed.

At this point Mrs. Markham and Mrs. McDaniel representing the Women's Highland Park Civic Club came into the meeting to discuss with the Board the wisest use of the sum of \$1,000 in their treasury which had been collected for Library purposes in Highland Park.

After considerable discussion it was agreed that the Highland Park Women's Civic Club would present its ideas in writing and that the Library Committee could then take formal action.

The members of the Board assured the ladies that their offer was deeply appreciated. After this delegation had left the meeting the discussion centered around the fact that two groups were requesting branch buildings. The group representing the Southwestern Parkland area had presented its request and, also, the Highland Park group.

Mr. Wilson moved that in addition to the regular request budget presented to the Board of Aldermen before the next fiscal year begins, the Finance Committee would make a request of the Board of Aldermen that funds be appropriated for the building and necessary maintenance of two Branch Library buildings for the areas requesting them. The motion was seconded by Father Pitt and carried unanimously.

Librarian's Report:

The Librarian reported that Mrs. Fagin was convalescing after an operation at the Norton Infirmary.

He also reported that he had learned from the Board of Education that no portable class rooms were available for use as temporary library buildings.

It was stated that in as much as the April meeting would be the annual meeting, at which time the election of officers would take place, it would be the duty of the Executive Committee to act according to the by-laws as a Nominating Committee and to present a list of nominations for the offices.

The Librarian announced passage of the Library's legislation by a vote of 72-0 in the House and 23-0 in the Senate and stated that the bill had been signed by the Governor.

Attention was called to the fact that Circulation figures and Reference figures showed a noticeable increase throughout the entire Library system.

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

MINUTES APPROVED:

\_\_\_\_\_

Joseph R. Smith President  
C. W. Johnson Secretary



LOUISVILLE FREE PUBLIC LIBRARY

Revised Budget 1944-45

REVENUES	1944-45	Request Budget May 1945	Revised Budget
Balance on hand - General Authorized and allocated Commitments	\$ 23,120.00	\$ 27,155.88	\$ 27,155.88
Receipts: City Taxes	140,710.84	157,129.00	157,500.00
Jefferson County	17,000.00	17,000.00	17,000.00
Fines, etc.	5,030.64	8,000.00	7,000.00
Rent: Kaufman-Straus Co.	107,500.18	125,705.82	107,500.00
Gifts and Refunds	1,101.57	750.00	1,288.24
<b>Total</b>	<b>\$344,462.63</b>	<b>\$318,770.68</b>	<b>\$307,033.80</b>
<b>DISBURSEMENTS</b>			
Library Operating Expenses:			
Pay Roll: Staff	\$139,551.54	\$150,350.00	\$161,200.00
Books	56,507.53	* 31,534.82	49,372.57
Periodicals	4,017.17	4,800.00	5,000.00
Binding, Rebinding, Filming	5,757.00	5,750.00	5,000.00
Library Supplies	2,576.84	5,000.00	5,000.00
Printing	1,327.02	1,500.00	1,500.00
Incidentals	574.14	700.00	700.00
Transportation	1,210.82	7,500.00	1,000.00
Telephone	1,582.00	1,000.00	2,000.00
Postage	984.70	1,000.00	1,000.00
Interest on loans	65.61	100.00	100.00
Furniture & Fixtures	469.23	1,000.00	5,150.00
<b>Total</b>	<b>\$214,975.15</b>	<b>\$208,184.82</b>	<b>\$252,472.57</b>
Building Maintenance Expense:			
Pay Roll: Maintenance	\$ 23,342.59	\$ 26,950.00	\$ 26,661.00
Janitor Supplies	1,541.59	2,000.00	2,000.00
Repairs & Improvements	11,980.77	10,000.00	* 11,000.00
" " - Shop	1,248.29	1,000.00	1,200.00
Rent	1,740.00	7,750.00	7,000.00
Heat	7,115.75	7,000.00	7,000.00
Light	4,595.15	5,000.00	5,000.00
Insurance	3,714.53	3,000.00	4,000.00
Incidentals	669.62	100.00	500.00
<b>Total</b>	<b>\$56,606.18</b>	<b>\$57,940.00</b>	<b>\$62,815.00</b>
Buildg. Equip. & Bldg. Maintenance	\$271,641.23	\$261,024.82	\$255,257.57
Maintenance Reserve Fund	25,560.00	25,560.00	25,560.00
<b>Total</b>	<b>\$297,201.23</b>	<b>\$286,584.82</b>	<b>\$280,817.57</b>
Allocated and authorized for completed projects	27,155.88	27,155.88	26,215.88
<b>Total</b>	<b>\$524,397.11</b>	<b>\$513,770.70</b>	<b>\$507,033.80</b>

\* added bal. \$7,469.54 to Books, a total of \$39,024.50.

\* Repairs \$45,000 includes general \$1,000, Hartstern recommended \$44,000 and paid to date \$19,259.33.

Allocated and authorized Repairs and Improvements

	1945-46 Budgeted \$27,185.00 to be following	Revised Budgeted \$19,235.00 to be following
Drinking fountain	\$1,845.00	\$1,845.00
Stokers	3,000.00	3,000.00
Pal. electric conversion	9,000.00	(inc. in Hartstern recon.)
Truck and sedan	2,000.00	2,000.00
Bookmobile	2,000.00	2,000.00
Card catalog and desk	5,000.00	5,000.00
Venetian blinds - Main	3,000.00	3,000.00
Venetian blinds - 4 branches	2,400.00	2,400.00
Metal filing cabinets	600.00	ord. and in proper acct.
Swivel chairs - Main & 3 brs.	350.00	"
Typewriters	1,000.00	"
Rare book cases	1,350.00	1,350.00
A C fans - Main	1,500.00	1,500.00
A C fans - Branches	350.00	350.00
	<hr/>	<hr/>
Total	\$23,588.00	\$22,645.00

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees April 9, 1946

The regular monthly meeting of the Board of Trustees was held on Tuesday April 9, 1946 in the Librarian's office.

Present: Messrs. McAdams, McDaniel, Pitt, Powell, Smith, Welch, Wilson, and the Librarian.

Dr. Welch presided.

It was moved by Mr. Wilson, seconded by Father Pitt that the minutes be approved as distributed.

Communications:

The Librarian read a communication from Reverend Theodore S. Ledbetter, Acting Secretary of the Parkland Citizens Committee, in which it was requested that the Board include an item of between \$30,000 and \$50,000 in its next request budget to provide for a new building to serve the South Parkland area. During the discussion which followed the reading of this communication it was brought out by Mr. Smith that this was one of several requests which the Board had recently received and that he felt it would be wise for the Library Committee to make a complete survey of the area served by the Louisville Free Public Library to determine what areas were now without adequate library services so that some feasible plan or program might be worked out. This suggestion was approved by the Board and referred to the Library Committee.

The Librarian read a communication from Mr. H. W. Batchelder, of the Mid-American Broadcasting Corporation, addressed to Dr. Rauch, president. This communication offered the facilities of a proposed new radio station in Louisville for the broadcasting of a regular series of cultural programs, which would be of interest to the citizens of this city and the surrounding areas.

After discussion by the members of the Board, in which considerable interest was expressed in such a program, the Board voted to refer the matter to the Library Committee and to ask it to meet with representatives of the company in order to work out a suitable program.

Reports:

Library Committee: Father Pitt read the certification that bills for the month of March 1946 amounting to \$6,385.28 had been audited and found correct. A list of these bills will be found in ledger book 3, pages 49-54 inclusive.

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

Building Committee: Mr. Powell reported that the Committee had met in the Librarian's office March 28 with Messrs. Farnsley, Powell, Sullivan, Wilson, the Librarian and Mr. Fred Hartstern, architect, present. The Committee had discussed in some detail Mr. Hartstern's proposals for improving the Main Library and instructed him to proceed with applying for permits and priorities to undertake the work and with the drawing of detailed plans and specifications.

Mr. Powell reported also that the Committee had decided after discussing repair problems throughout the library system, that it would undertake as soon as possible a complete tour to survey the various agencies of the library system in order to prepare a plan for the repair and improvement of these properties.

Mr. Powell then gave a report of the maintenance work which had been completed during the month. It was moved by Father Pitt and seconded by Mr. McAdams that the report of the Building Committee be approved and adopted.

Finance Committee: Mr. McAdams moved and it was seconded by Mr. Smith and carried that the reading of the report of the finances for the month be dispensed with inasmuch as each member of the Board had received a copy of this report.

Mr. McAdams reported that after a study of the valuations of the various properties owned by the Library Board it had been decided that because of the increased valuations it would be wise to increase the insurance carried. Therefore, the insurance carried on the Kaufman-Straus building had been increased by \$33,000 making a total of \$600,000 now carried, with rental insurance of \$125,000.

Then Mr. McAdams read a report from Barret, Robinson, Dickey, and Swope, the Board's insurance advisors, recommending increased insurance on the buildings and contents of the various library buildings. This report is appended to these minutes as Exhibit A. Mr. McAdams moved and it was seconded by Father Pitt that this report be approved and the additional coverage purchased.

In the discussion which followed it was recommended that the Librarian and the Library Committee study the question of carrying a Fine Arts policy on special rare and expensive books and objects of art. The question was called for and the motion carried.

Mr. McAdams then reported on the bids for refinancing the Kaufman-Straus mortgage received from the syndicate of brokers. He presented a comparison of the bids as worked out by the accounting firm of Cotton and Eskew. After detailed discussion it was moved by Mr. McAdams and seconded by Father Pitt that the Finance Committee be authorized to accept the bid of Blyth and Company if in the opinion of the Board's attorneys the Board would be incurring no liability by reason of not being able to proceed with the work, or by not effecting a satisfactory lease with Kaufman-Straus. The motion was carried. A copy of Blyth and Company's proposal is appended to these minutes. Exhibit B.

Librarian's Report: The Librarian read a communication from Mayor E. Leland Taylor advising that Mrs. Sterling Fagin, Messrs. Daniel J. Sullivan, and Leo T. Wolford had accepted reappointment to the Board of Trustees.

The Librarian also read a communication from Margaret L. Bowers resigning from her position as assistant at the Western Branch Library. The Board voted to accept the resignation with regret.

The Librarian reported that he had received word that Mrs. Fagin's condition after a slight setback was again showing improvement.

EXHIBIT "A"

INSURANCE VALUATION REPORT, PUBLIC LIBRARIES  
BOARD OF TRUSTEES OF THE FREE PUBLIC LIBRARY OF  
THE CITY OF LOUISVILLE, KENTUCKY

This report contained in separate folder in files  
under heading Barrett, Robinson, Dickey, and Swope.

**BLYTH & CO. INC.**

KENTUCKY HOME LIFE BUILDING

LOUISVILLE 2, KY

April 5, 1946

CABLE ADDRESS  
BLYTHCO

NEW YORK  
CHICAGO  
BOSTON  
SAN FRANCISCO  
LOS ANGELES  
SEATTLE  
PORTLAND

To the Board of Library Trustees  
First National Bank  
Louisville 2, Kentucky

Attention: Mr. Pope McAdams, Chairman, Finance Committee

Gentlemen:

Pursuant to the provisions of KRS 173.010 - 173.100, as amended by the 1946 Session of the General Assembly of Kentucky, you propose to issue and offer for public sale \$700,000 library bonds out of an authorized issue of \$750,000.00.

Approximately \$300,000 of the proceeds of the sale of said bonds is to be used to refund presently outstanding bonds, and the balance is to be used to improve your property which you have rented to Kaufman-Straus.

We propose that you issue and sell bonds maturing serially over a period of twenty years and bearing interest and being subject to redemption prior to maturity as per the schedule attached hereto. You will notice that this schedule of maturities is so arranged that the total annual payments to be made by you are substantially equal, and that such payments will meet both interest and principal requirements.

We propose that we be employed by you to consult and advise with you as to the manner in which in our opinion said bonds should be set up so as to secure for you the best possible price when they are offered at public sale. We will at our own expense employ Peter, Heyburn & Marshall, of Louisville, and Chapman & Cutler, of Chicago, to draft all resolutions, contracts and other documents in connection with this issue of bonds. We will pay for printing of the bonds; for advertising of their sale; and for preparing a prospectus to be furnished bidders.

We will also guarantee to bid for said bonds when they are offered for sale at least \$1,015.50 per \$1,000.00 principal amount of each bond. Out of the proceeds of the sale of said bonds you shall set aside in the bank which is named as paying agent in your outstanding bonds a sum sufficient to pay off and retire your presently outstanding

To the Board of Library Trustees

April , 1946

Page two

bonds. This sum shall be properly secured by said bank by an equal face amount of Government bonds.

If we are the successful bidder, we will arrange with said bank for it to pay an amount sufficient to pay the interest on such of the  $1\frac{1}{2}\%$  bonds issued by you as are necessary to refund your outstanding bonds from date of issue of the new bonds to September 1, 1946.

To repay us for the above services, and to reimburse us for the expenses we incur, and the risk we assume in guaranteeing to bid for said bonds you are to pay us an amount equal to  $1\frac{1}{2}\%$  of the principal amount of the bonds you sell. This sum shall be due and payable to us when said bonds are paid for by the successful bidder, regardless of whether it is us or someone else.

As an alternative to the above proposal, we suggest that it might be desirable for you to advertise the bonds for sale in such a manner that every bidder be allowed to name the interest rate or rates to apply to the bonds sold. By allowing every bidder this privilege, you may obtain a better bid than if bidders are required to bid on bonds the interest rate on which is fixed by you.

To assure you that in no event will your interest costs exceed a definite amount, we guarantee a bid of 1.67% interest cost, figured on all bonds to their maturity.

As compensation for our services, to reimburse us for our expenses and compensate us for the risk we incur in connection with our guaranteed bid, we are to receive a fee equal to  $\frac{1}{2}$  of 1% of the principal amount of all bonds sold, plus all saving in interest cost between our guaranteed bid and the bid actually accepted by you at the sale, up to \$12.50 per bond. so that our maximum fee will not exceed \$15.00 per bond.

If you sell your bonds under the terms of this latter proposal, the proceeds of sale are to be handled in the same way as we detailed in the first proposal; and if we are the successful bidder, we will arrange with the bank named as paying agent for it to pay an amount sufficient to pay the interest on such of the bonds issued by you as are necessary to refund your outstanding bonds from the date of issue of the new bonds to September 1, 1946. The bonds bearing the lowest rate of interest shall be considered as the bonds issued to refund your outstanding bonds.

We understand that you do not at the present know whether or not you will be able to make the improvements to the building, due to recent Federal rules regulating construction, but that you expect to know what you can do at an early date. If you find that you cannot go ahead with the proposed improvements, you can cancel this contract at any time up to May 15, 1946, without any liability to us. If, however, you find that you can go ahead, you are to offer the bonds for public sale on such date as we may designate between May 15 and June 1, 1946.

If on May 15, 1946, you are still not informed as to whether you can make the proposed improvements but want to continue this contract in effect, we will agree to remain bound by its provisions until such time as you decide to issue the bonds, up to September 1, 1946; provided we shall be allowed to withdraw from our obligations under this contract at any time by notifying you in writing of our desire to withdraw. If we should exercise this privilege, you shall be under no obligation to repay us for the expenses we have incurred, and we shall be under no further obligation to you.

Both of the above propositions are subject to your acceptance or rejection on or before April 10, 1946, and to your proceedings in connection with the issuance and sale of the bonds being taken in such manner that we can obtain from Messrs. Chapman & Cutler their unqualified opinion approving the validity of the bonds.

If either of these proposals is acceptable to you, will you please indicate your acceptance in the space provided hereinbelow and also indicate which of the two proposals you prefer to accept.

Yours very truly,

BLYTH & CO. INC.

BY \_\_\_\_\_

MERRILL, LYNCH, PIERCE, FENNER & BEANE

BY \_\_\_\_\_

HILL & CO.

BY \_\_\_\_\_

WALTER, WOODY & HEIMERDINGER

BY \_\_\_\_\_



To the Board of Library Trustees

April , 1946

Page four

We accept your \_\_\_\_\_ proposal this \_\_\_\_\_ day of  
\_\_\_\_\_, 1946:

BOARD OF LIBRARY TRUSTEES

BY \_\_\_\_\_

<u>MATURITY</u>	<u>BONDS RETIRED</u>	<u>BONDS OUTSTANDING</u>	<u>1 1/2 INTEREST</u>	<u>BONDS RETIRED</u>	<u>BONDS OUTSTANDING</u>	<u>1 3/4 INTEREST</u>	<u>PRINCIPAL AND INTEREST</u>
9-1-46	0	385M	0	0	315M	0	0
9-1-47	16	369M	8775.00	0	315M	6812.50	27,287.50
3-1-48	15	354M	2767.50	0	315M	2756.25	20,523.75
9-1-48	16	338M	2655.00	0	315M	2756.25	21,411.25
3-1-49	16	322M	2535.00	0	315M	2756.25	21,291.25
9-1-49	16	303M	2415.00	0	315M	2756.25	21,171.25
3-1-50	16	290M	2295.00	0	315M	2756.25	21,051.25
9-1-50	16	274M	2175.00	0	315M	2756.25	20,931.25
3-1-51	16	258M	2055.00	0	315M	2756.25	20,811.25
9-1-51	16	242M	1935.00	0	315M	2756.25	20,691.25
3-1-52	16	226M	1815.00	0	315M	2756.25	20,571.25
9-1-52	17	209M	1695.00	0	315M	2756.25	21,451.25
3-1-53	17	192M	1567.50	0	315M	2756.25	21,323.75
9-1-53	17	175M	1440.00	0	315M	2756.25	21,196.25
3-1-54	17	158M	1312.50	0	315M	2756.25	21,068.75
9-1-54	17	141M	1185.00	0	315M	2756.25	20,941.25
3-1-55	17	124M	1057.50	0	315M	2756.25	20,813.75
9-1-55	17	107M	930.00	0	315M	2756.25	20,686.25
3-1-56	17	90M	802.50	0	315M	2756.25	20,558.75
9-1-56	18	72M	675.00	0	315M	2756.25	21,431.25
3-1-57	18	54M	540.00	0	315M	2756.25	21,296.25
9-1-57	18	36M	405.00	0	315M	2756.25	21,161.25
3-1-58	18	18M	270.00	0	315M	2756.25	21,026.25
9-1-58	18	00	135.00	0	315M	2756.25	20,891.25
3-1-59				18	297M	2756.25	20,756.25
9-1-59				19	279M	2598.75	21,598.75
3-1-60				19	261M	2432.50	21,432.50
9-1-60				19	243M	2266.25	21,266.25
3-1-61				19	225M	2100.00	21,100.00
9-1-61				19	207M	1933.75	20,933.75
3-1-62				19	189M	1767.50	20,767.50
9-1-62				20	171M	1601.25	21,601.25
3-1-63				20	153M	1426.25	21,426.25
9-1-63				20	135M	1261.25	21,261.25
3-1-64				20	117M	1076.25	21,076.25
9-1-64				20	99M	901.25	20,901.25
3-1-65				20	81M	726.25	20,726.25
9-1-65				21	63M	551.25	21,551.25
3-1-66				21	45M	367.50	21,367.50
9-1-66				21	27M	183.75	21,183.75

Total Interest \$128,627.50  
Total Bond Yrs. 7,710.50  
Interest Cost 1.666%

Bonds dated Sept. 1, 1946

Maturities: Sept. 1, 1947 to Sept. 1, 1958 incl. to bear interest at the rate of 1 1/2% per annum; bonds maturing March 1, 1959 to Sept. 1, 1966 incl., to bear interest at the rate of 1 3/4%

Bonds are to be redeemable on any interest date on and after September 1, 1949 to September 1, 1951 inclusive at 102, thereafter to September 1, 1956 inclusive at 101 $\frac{1}{2}$ , thereafter to September 1, 1961 inclusive at 101, thereafter to September 1, 1965 inclusive at 100 $\frac{1}{2}$ , and at 100 thereafter to maturity.

Or, at the option of the Library Board, we will take bonds callable on the following terms:

On any interest date after September 1, 1946 to September 1, 1951 inclusive at 102 $\frac{1}{2}$ , thereafter to September 1, 1956 inclusive at 102, thereafter to September 1, 1961 inclusive at 101 $\frac{1}{2}$ , thereafter to September 1, 1965 at 101, thereafter at par.

# BLYTH & CO., INC.

KENTUCKY HOME LIFE BUILDING

LOUISVILLE 2, KY.

CABLE ADDRESS  
BLYTHCO

NEW YORK  
CHICAGO  
BOSTON  
SAN FRANCISCO  
LOS ANGELES  
SEATTLE  
PORTLAND

April 8, 1946

Board of Library Trustees,  
Attention - Mr. Pope McAdams,  
Chairman, Finance Committee  
Louisville, Ky.

Gentlemen:-

Pursuant to our letter delivered to you Friday containing a proposal on \$700,000 Library bonds, we wish to better this proposal as follows:

On page 2 of the proposal submitted Friday, there is the following paragraph:

"To assure that in no event will your interest cost exceed a definite amount, we guarantee a bid of 1.67 interest cost, figured on all bonds to their maturity." We would like to change 1.67 interest cost to 1.635% interest cost.

As an alternate proposal on the maturity schedule furnished you, we stated that maturities September 1, 1947 to September 1, 1958 inclusive would bear interest at the rate of  $1\frac{1}{2}\%$  per annum, and bonds maturing March 1, 1959 to September 1, 1966 inclusive would bear interest at the rate of 1 3/4%. We would like to change this to read that bonds maturing September 1, 1947 to September 1, 1960 inclusive bear interest at the rate of  $1\frac{1}{2}\%$ , and bonds maturing March 1, 1961 to September 1, 1966 bear interest at the rate of 1 3/4%. All other conditions of the proposal to remain unchanged.

Very truly yours,

BLYTH & CO., INC.  
MERRILL LYNCH, PIERCE, FENNER & SMITH  
HILL & CO.  
WALTER, WOODY & HEIMERDINGER

BY - BLYTH & CO., INC.  
Syndicate Managers

By - *R. B. McDowell*  
R. B. McDowell,  
Vice President

McD:VL

Election of Officers: Mr. Powell then stated that the Executive Committee functioning under the by-laws as the Nominating Committee suggested the following as officers for the coming year: Rabbi Joseph Rauch, President, Leo Wolford, Vice-president, C. R. Graham, Secretary, and the Kentucky Trust Company, Treasurer.

Mr. Powell moved and it was seconded by Father Pitt that this report of the Nominating Committee be accepted and that those named be elected to office for the coming year. The motion carried unanimously.

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

MINUTES APPROVED:

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Joseph Rauch President  
C. R. Graham Secretary

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees May 14, 1946

The regular monthly meeting of the Board of Trustees was held on Tuesday May 14, 1946 in the Librarian's office at 4:15 p.m.

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

Dr. Rauch presided.

The Board voted to approve the minutes as distributed.

Communications:

The Secretary read a communication from Miss Olivia Carroll concerning available lots for a Parkland Colored Branch Library. The Board voted to refer this communication to the Library Committee which was studying this project.

The Secretary then read a letter from the Women's Highland Park Civic Club concerning the establishment of a Branch Library at Highland Park. This communication was also referred to the Library Committee.

The Secretary then read a signed petition from groups in St. Matthews requesting the establishment of a full-time Branch Library in that community. It was voted by the Board that this petition be received and referred to the Library Committee with the request that the entire St. Matthews situation be studied.

Reports:

Library Committee: Mrs. Fagin read the certification that the bills for the month of April amounting to \$9,321.06 had been audited and found correct. A list of these bills will be found in ledger book 3, pages 55-60 inclusive.

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

Mrs. Fagin then read the report of the meeting of the Library Committee on April 22. It was reported that plans had been made for the Library's part in the fourth annual observance of Religious Book Week. It was stated that the Library had taken the initiative in asking for cooperation in the observance of Religious Book Week from the press, radio stations, schools and the University.

It was reported that the Committee had voted to recommend to the Board that the Librarian be authorized to attend the annual conference of the American Library Association at Buffalo June 16-22 at the Library's expense.

It was moved by Mr. Wilson, seconded by Mr. Powell that this recommendation of the Library Committee be approved. The motion carried.

Building Committee: Mr. Powell gave the report of the work of the Building Committee stating that the Committee had met in the Librarian's office May 13 to discuss quotations on electric fans for the Main Library. These quotations were submitted by the Olive Markel Electric Company and the General Electric Supply Corporation and were for the replacement of the direct current fans which were in operation before the conversion to alternating current. The Olive Markel Company's

quotation on Westinghouse fans was a total of \$1,076.80 and the General Electric Supply Corporation's quotation was a total of \$1154. The General Electric Supply Corporation stated that no definite delivery promise could be made, but the Librarian stated that the representative of this company thought the company could make delivery in 90 days. The Olive Markel Electric Company stated that delivery could be made at once on Westinghouse fans.

In the discussion which followed it was stated that if the Building Committee followed the usual custom established by Board policy, bids would have to be advertised for and this would cause considerable delay. The Olive Markel Company's quotation and its statement about immediate delivery depended on placing the order at once. In this connection it was brought out that materials and equipment today were so scarce that the advertising for bids and letting of contracts based on such a procedure was a waste of time. It was stated that the Pacific Coal Company for the third straight year was the only coal company in Louisville to submit a bid on the coal requirements for the Library system. None of the other companies would accept the library's business at all. This instance of the coal bids was given as an example for the uselessness of asking for competitive bids. It was therefore voted that the Building Committee recommend to the Board that the policy to cover the advertising for bids adopted by the Board at its meeting on June 10, 1941 be suspended for the duration of the emergency. This policy requires that the library advertise for bids in both local newspapers on all contracts for purchases by the Building Committee involving an expenditure in excess of \$500.

The Committee voted to accept the bid of the Pacific Coal Company to cover the library coal requirements for one year. It was stated this was the only bid received.

It was moved by Father Pitt, seconded by Mr. McAdams that the report and recommendations of the Building Committee be approved. The motion carried.

Mr. Powell then gave a report on the maintenance work which had been completed to May 1.

Finance Committee: Mr. Smith moved and it was seconded by Mr. McDaniel that the reading of the report of finances for the month be dispensed with inasmuch as copies had been distributed to the members present.

Mr. McAdams then presented the proposed request budget for 1946-47 with the recommendation that it be approved for transmission to the City Department of Finance.

The budget request was discussed in some detail after which it was moved by Father Pitt, seconded by Mr. Smith, that this request budget be approved and transmitted to the Director of Finance. The motion carried.

Librarian's Report: The Librarian reported that Mr. Drybrough had called him by telephone to explain that the survey on Curran Street had not been completed due to shortage of men and materials. Mr. Drybrough, it was reported, expected to have the survey in the hands of the Library Board by its next meeting.

The Librarian then reported that in the conversation with Mr. Charles Roser, City Comptroller and Inspector, Mr. Roser had mentioned that it was not the duty of his department to make a complete audit of the library's books. The Librarian asked for a statement of policy from the Board of Trustees in view of the fact that the by-laws, section 4, stated that the Finance Committee shall annually or oftener "...see that a competent audit and report upon the accounts of the Treasurer and of other accounts is made, with proper certification as to the cash in the hands of the Treasurer."

After some discussion it was moved by Mr. Powell and seconded by Father Pitt that this question be referred to the Finance Committee with power to act. The motion carried.

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

MINUTES APPROVED:

Joseph R. Smith President  
Clifford H. Hahn Secretary

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees June 11, 1946

The regular monthly meeting of the Board of Trustees was held on Tuesday June 11, 1946 in the Librarian's office at 4:15 p.m.

Present: Mrs. Fagin and Messrs: Farnsley, McDaniel, Pitt, Powell, Welch, Wilson, Wolford, and the Librarian.

Mr. Wolford presided.

It was moved by Mrs. Fagin and seconded by Mr. Powell that the reading of the minutes be dispensed with and that they be approved as distributed. The motion carried.

Communications:

The Librarian read a communication from Mr. Charles W. Seitz of the Paul Semonir Real Estate Company stating that the Louisville Hebrew School was interested in sub-renting from the Library the back room of the part-time branch at 2225 Bardstown Road. It was also stated that the school planned to pay \$25 per month rental for this space and also to allow the Library to continue renting the room on Sunday to the St. Paul's Methodist Church.



After discussion it was moved by Mr. Powell and seconded by Mr. Wilson and carried that this matter be referred to the library Committee and the Librarian with power to act.

Reports:

Library Committee: Mrs. Fagin read the certification that bills for the month of June amounting to \$8,383.92 had been audited and found correct. She moved and it was seconded by Mr. McDaniel that bills in this amount be ordered paid. A list of these bills will be found in ledger book 3, pages 60-61. The motion carried.

Building Committee: Mr. Powell gave a report of the work of the Committee and a report on the Building Committee meeting in the Librarian's office June 7. He stated that the purpose of this meeting had been to discuss with Mr. Raymond of the Home Insulation Company a proposal to install Koolshade Sunscreens in aluminum frames on the south, east, and west windows of the Main building for the sum of \$2,019.60.

Mr. Powell reported that the old screens needed replacing very badly and that the Board had allocated \$3,000 towards the purchase of Venetian blinds for the Main Library. It was pointed out that if Koolshade Sunscreens were installed they would take the place of new screens and eliminate the need for Venetian blinds. It was stated that the Committee had unanimously recommended that the Board accept this proposal and install the screens.

It was moved by Mr. Powell and seconded by Mrs. Fagin that the Building Committee report be approved and that the Koolshade screens be bought from the funds allocated to the purchase of Venetian blinds. The motion carried.

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

Finance Committee: It was moved by Dr. Welch and seconded by Mr. Powell that the report of finances for the month be received as distributed and that the reading of this report be dispensed with. The motion carried.

Librarian's Report: The Librarian read a communication from Mrs. Pauline Starks resigning from her position as Assistant Department Librarian in the Circulation Department due to the condition of her health.

It was moved by Mr. Powell, seconded by Mr. Wilson that this resignation be accepted with regret.

The Librarian then gave the Board a report on the robbery of \$391.20 in cash and \$5,229.06 in checks made payable to the Collector of Internal Revenue. Payment on these checks had been stopped. He reported that this robbery had occurred at noon Friday June 7, as far as could be determined.

He reported that the detectives felt the robbery had been made by people not in the employ of the library. The Librarian reported that the detectives had stated that this robbery followed the pattern established by recent robberies in schools and colleges within the neighborhood of the Library.

It was stated that the Librarian in conference with Mr. McAdams, Chairman of the Finance Committee, had decided to recommend changes in the handling of the cash. Therefore, the following were recommended for approval by the Board:

CHANGES IN THE HANDLING OF CASH

- 1) Discontinue cash maintenance fund for weekly payment of painters. Painters to be paid from the regular maintenance pay roll. This will require transferring \$4,500 from the Repairs and Improvements Account to Pay Roll Maintenance in the budget.
- 2) Establish separate petty cash account of \$500 at hand, checks to be signed by C. R. Graham, or Clara L. Behrens, or Minnie Wiegand. Report on this account to be made at Board meeting once a month and check for refund to be included in report to Board at that time. Collections of fines etc. to be deposited several times as necessary during the month.
- 3) Treasurer to write letter to Post Office and Express Company signifying authority for using of checks from petty cash fund signed by any of the above.
- 4) Safe to be locked at lunch time instead of only at night.

It was moved by Mr. Farnsley, seconded by Mr. McDaniel that these recommendations for the handling of cash and for the establishment of a petty cash account be approved. The motion carried unanimously.

The Librarian called to the attention of the Board the excellent illustrated feature which appeared in the Roto-Magazine of the Sunday Courier-Journal concerning Charles Glass, Head Janitor for the Library. It was also stated that the American Newsreel Company had made newsreels of Charles Glass and other janitors showing their activities at the Main Library. This newsreel is to be distributed in the colored theaters throughout the United States.

There being no further business the meeting adjourned at 4:50 p.m.

MINUTES APPROVED:

Joseph McDaniel President  
Clara L. Behrens Secretary

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees July 9, 1946

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, July 9, 1946 at 4:15 p.m. in the Librarian's office.

Present: Messrs. Farnsley, McAdams, McDaniel; Pitt, Powell, Rauch, Smith, Sullivan, and the Librarian.

Dr. Rauch presided.

It was moved by Father Pitt and seconded by Mr. McDaniel and carried that the minutes be approved as distributed.

Communications:

The Secretary read a letter from Mr. Hunt Smith stating that Mr. Cyrus Radford had discussed with him the possibility of Mr. Radford's presenting a plaque to the Library in memory of his mother, Mrs. Walter Radford, for many years a member of the Board. After some discussion Mr. Smith was asked to discuss the project with Mr. Radford more fully and to explore the possibility of other types of memorials.

Reports

Library Committee: Father Pitt read the certification that bills for the month of June 1946 amounting to \$6,545.99 had been audited and found correct. A list of these bills will be found in Record Book 3 pages 66-71 inclusive. He moved and it was seconded by Mr. Sullivan and carried unanimously that bills in this amount be ordered paid.

Building Committee: Mr. Powell gave a report on the work of the Building Committee. He stated that at a meeting on June 26 bids for the installation of accoustical tile in the Main Library were opened. The proposal of E. C. Decker and Company for \$4,575 was found to be the low bid. The Committee voted under previous authorization by the Board to accept this bid of the Decker Company and authroize Mr. Hartstern, the architect, to draw up contracts to be signed.

Mr. Powell then gave a report on the maintenance work completed for the month. The Board voted, after motion duly seconded, to accept this report of the Building Committee.

Finance Committee: Mr. McAdams reported that the Library had received no official statement as to the levy which it could expect for the present fiscal year except a statement from Mr. Dieruff, Finance Director, that the Library would receive approximately the same that it received during the last fiscal year. Mr. McAdams reported, however, that the Library had received assurance from the Finance Director's office that it would receive \$7,000 back franchise taxes from the Louisville Gas and Electric Company during this present fiscal year. Therefore, it was felt that it would be safe for the Library to operate for the present according to the figures in this request budget. It was suggested that this policy be followed and that adjustments in the budget be made later in terms of what the Library actually received.

Mr. McAdams then read a communication from the Jefferson County Fiscal Court stating that the appropriation from the County for the fiscal year had been set at the figure of \$19,718.

Mr. McAdams reported that the Proceedings Contract with Blyth and Company had been signed on April 11, 1946 and he presented the following letter of acceptance signed by Dr. Rauch, President of the Board, and, also, the answer from Blyth and Company.

April 11, 1946

Blyth & Company, Inc.,  
Merrill-Lynch, Pierce, Fenner & Beane,  
Hill & Company,  
Walter Woody and Heimerdinger,  
Louisville, Kentucky

Gentlemen:

We have your letter of April 5th and your supplemental letter of April 8th, in which you make certain proposals concerning a guaranteed bid by you for the purchase of an issue of \$700,000.00 of bonds, which we plan to issue if, when and as we are able to accomplish the purposes mentioned in Paragraph (2), subparagraphs (a), (b), and (c) hereof.

We accept your proposal, subject to the following conditions:

(1) We shall have the option to elect as between your alternative propositions if and when we give you the notice hereinafter provided for.

(2) We agree to continue our efforts to ascertain whether we can:

(a) Procure the necessary permits and allocations of materials to enable us to make the improvements on the Kaufman-Straus building, which it is the purpose of this loan to make;

(b) Enter into a contract for the making of said improvements with a contractor, and on terms satisfactory to us;

(c) Enter into a new lease with Kaufman-Straus Company on terms satisfactory to us, and which, in our judgment, justify the making of the improvements mentioned.

(3) If we procure the permits and enter into the contract and lease mentioned in paragraph (2), (a), (b), and (c), on or before May 15, 1946, we will so notify you, and at the same time advise you as to which of the alternative plans we accept; and you shall be bound to carry out the terms of your agreement.

(4) In the event we are not able to ascertain on or before May 15, 1946, either that we can or cannot accomplish the purposes contemplated and mentioned in paragraph (2) (a), (b), and (c), then we shall continue our efforts to accomplish those purposes, either until we ascertain that

they cannot be accomplished, or until September 1, 1946. At any time before September 1, 1946, that we notify you in writing that we desire to go forward with said project, and as to which of the alternative proposals we elect to accept, you shall be bound to carry out the terms of your offer, unless after May 15, 1946, and before your receipt of such notice from us, you shall have notified us that your proposals are withdrawn.

Unless and until we give you such notice, whether before or after May 15, 1946, we shall not be obligated to you for any sum of money whatever, on account of expenses incurred by you, or otherwise.

If you agree to the terms and conditions herein specified, kindly so indicate by your endorsement of a copy of this letter, and return same to us.

Yours very truly,

Board of Library Trustees,  
By (s) Joseph Rauch President  
Board of Trustees  
Louisville Free Public Library

April 15, 1946

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

Attention - Dr. Joseph Rauch, President

Gentlemen:-

We acknowledge receipt of your letter of April 11 accepting our proposal of April 5 and our supplemental proposal of April 8, relative to the purchase of \$700,000 Board of Library Trustees Bonds. Your acceptance and conditions enumerated therein are satisfactory to us.

Very truly yours,

BLYTH & CO., INC.  
MERRILL LYNCH, PIERCE, FEENER & BEANE  
WALTER, WOODY & HELMERDINGER  
HILL & CO.

BY - BLYTH & CO., INC.  
Syndicate Managers

(s) R. B. McDowell  
Vice President

Mr. McAdams reported that he had received a proposition from Blyth and Company to sell approximately \$300,000 worth of Library Bonds of the authorized amount of \$750,000. He stated that the reason for the proposed selling of this

amount of bonds at the present time was in order to refinance the present issue at a better rate of interest, inasmuch as the outstanding 3% bonds could be replaced by a new issue bearing  $1\frac{1}{2}\%$  interest. He read the following memorandum from Blyth and Company.

"You presently have outstanding approximately \$302,000 3% Serial Bonds which mature serially September 1, 1946 through September 1, 1958. These bonds are a part of an original issue of \$375,000. They are callable as a whole on any interest date on 30 days published notice. They are callable only on an interest period and must be called not later than August 1, 1946, otherwise the next possible call date would be February 1, 1947 for payment March 1, 1947.

We propose that you now sell a sufficient amount of new refunding  $1\frac{1}{2}\%$  and  $1\frac{3}{4}\%$  bonds to retire the entire amount of outstanding 3% bonds on September 1. Such new refunding bonds would be a part of an authorized issue of \$750,000 and would mature serially September 1, 1947 to September 1, 1966 in amounts equal as nearly as possible to  $\frac{3}{7}$  of the amount of semi-annual maturities in the schedule attached to our letter of April 8th.

The remaining unissued bonds could be issued and sold whenever funds are needed for the proposed improvements. Among restrictions as to the issuance of such additional bonds would be the execution of a new lease with Kaufman-Straus which would extend beyond 1966 and provide a minimum rental of \$100,000 per year.

The advantage of doing this refunding at the present time would be -

1. The reduction of interest on the outstanding bonds from 3% to approximately 1.635% or approximately \$4100 reduction in interest charged for 1947 and reducing gradually thereafter.

2. The ability to act promptly in the sale of the remaining bonds whenever you find you can go forward with your building program rather than be compelled to wait for the six month interest period to call your outstanding bonds. As matters now stand you cannot, from a practical viewpoint, sell any additional bonds while the present bonds are outstanding as you would have to sell second lien bonds, which would be expensive.

3. In this refunding you would assure yourself of low interest rates on at least a part of your issue and through the sale of these bonds you would establish a market which might facilitate the sale of the remaining bonds at an attractive interest rate. It would not be necessary to disturb these bonds when additional bonds are issued.

The security for the proposed issue of \$300,000 would be the same as the outstanding issue.

In view of the fact that in effect we are necessarily going to have certain expenses incident to the issuance of the entire \$750,000 bonds and will make a fee on only \$300,000 bonds to be presently issued, we feel that we should be given consideration when, as and if the additional bonds are issued.

After considerable discussion it was stated that the Finance Committee recommended that this refinancing be undertaken. Upon motion by Mr. McAdams and seconded by Father Pitt, the following resolution was introduced for consideration and passage:

RESOLUTION OF THE BOARD OF TRUSTEES

WHEREAS, the 1946 Session of the General Assembly of the Commonwealth of Kentucky amended the law (173.065 to 173.080 inclusive) and increased the amount of indebtedness this Board is authorized to incur to a sum not to exceed \$1,000,000, said amendment making it possible to refund at a lower rate of interest the \$305,000 First Mortgage 3% Bonds dated September 1, 1938, and to provide funds to make certain needed improvements to the Kaufman-Straus property; and

WHEREAS, due to restrictions on construction, it is impossible at this time to make certain improvements to the Kaufman-Straus property but it is possible to refund the outstanding bonds at a lower rate of interest;

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

1. That this Board hereby authorizes an issue of the total amount of \$750,000 of its "Library Bonds" to be secured by a mortgage to the Kentucky Trust Company, of Louisville, Kentucky, substantially similar to the mortgage dated September 1, 1938, between this Board and the Kentucky Title Trust Company (now Kentucky Trust Company); that said bonds be of the denomination of \$1,000 each, numbered consecutively from 1 to 750 inclusive; that the interest due on said bonds shall be evidenced by detachable coupons, such coupons to be executed with the facsimile signatures of the Chairman of the Finance Committee and the Secretary of this Board; and that by the execution of said bonds said Chairman of the Finance Committee and said Secretary shall adopt as and for their signatures their facsimile signatures on said interest coupons.

That at this time only \$313,000 of said authorized bonds shall be issued and sold. Said \$313,000 of bonds shall be numbered consecutively from 1 to 313 inclusive. Said bonds shall be dated September 1, 1946. Bonds numbered from 0 to 206 inclusive shall bear interest at the rate of  $1\frac{1}{2}\%$  per annum. Bonds numbered 207 to 313 inclusive shall bear interest at the rate of  $1\frac{3}{4}\%$  per annum. Interest on all of said \$313,000 of bonds shall be payable semiannually on March 1 and September 1 of each year. Said bonds shall mature as follows:

Amount	Interest Rate	Maturity (Sept.1)	Amount	Interest Rate	Maturity (Sept.1)
\$13,000	$1\frac{1}{2}\%$	1947	\$15,000	$1\frac{1}{2}\%$	1957
13,000	"	1948	16,000	"	1958
14,000	"	1949	16,000	"	1959
14,000	"	1950	17,000	"	1960
14,000	"	1951	17,000	$1\frac{3}{4}\%$	1961
14,000	"	1952	17,000	"	1962
15,000	"	1953	18,000	"	1963
15,000	"	1954	18,000	"	1964
15,000	"	1955	18,000	"	1965
15,000	"	1956	19,000	"	1966

Said bonds shall be subject to redemption on and after September 1, 1949, on any interest date on notice published at least once in a newspaper of general circulation in Louisville, Kentucky, at least thirty (30) days prior to such interest date at the following prices: September 1, 1949, to September 1, 1951, inclusive at 102; thereafter to and including September 1, 1956 at  $101\frac{1}{2}$ ; thereafter to and including September 1, 1961, at 101; thereafter to and including September 1, 1965, at  $100\frac{1}{2}$ .

All bonds and interest coupons shall be payable at the Kentucky Trust Company, of Louisville, Kentucky.

2. That said \$313,000 of bonds, numbered 1 to 313 inclusive, shall be offered at public sale and sold to the highest and best bidder at 2:30 P.M. Friday, the 26th day of July, 1946, at the office of the Librarian in the Free Public Library, of Louisville, Kentucky, at Fourth and York Streets; and that the Secretary of this Board be instructed to immediately publish a notice of such sale in The Courier-Journal, of Louisville, Kentucky; that sufficient of the proceeds of such sale be used to pay and retire the outstanding bonds of this Board, together with the call premium thereon; and that any unused proceeds of said sale be held pending such time as same can be used to remodel and improve the Kaufman-Straus building.

3. That the remaining \$437,000 of bonds hereby authorized, being bonds numbered 314 to 750 inclusive, shall not be issued at this time but shall be issued at such time and in such amounts as this Board deems necessary.

The interest rate or rates that such bonds shall bear and the call provisions on said bonds shall be fixed when it is determined that said bonds shall be issued.

The terms and conditions regulating the issuance of all or any part of the \$437,000 remaining bonds shall be contained in the mortgage securing the \$750,000 of bonds hereby authorized. Said conditions shall provide that at least \$387,000 of the proceeds of the sale of said remaining bonds shall be used to improve said Kaufman-Straus building and that the Board may, if it so elects, use up to \$50,000 of the proceeds of said remaining bonds for the purpose of making improvements or repairs or paying off any indebtedness which it may owe. None of said remaining bonds, however, shall be issued unless a new lease is executed leasing the Kaufman-Straus building for a term extending beyond the maturity date of the last maturity bonds, such lease also to provide rental to be received from the Kaufman-Straus building in an amount adequate to pay and retire said bonds, together with the interest thereon. Said bonds shall not be issued and sold nor authenticated by the Trustee unless and until there has been furnished to the Trustee a resolution of this Board setting forth the purpose for which said additional bonds are to be issued and sold, and such additional evidence as may be necessary to show said Trustee that the terms and conditions of said mortgage are being complied with.

4. That so long as any of the bonds hereby authorized are outstanding this Board will in each year pay into the sinking fund hereby created for their retirement a sum sufficient to pay all bonds maturing in each of said years, together with the interest thereon; and if additional bonds are issued, such payments shall be increased in an amount sufficient to pay said additional bonds and the interest thereon.



5. That the Chairman of the Finance Committee and the Secretary be, and they are hereby authorized and directed to execute said bonds numbered from 1 to 313 inclusive, the mortgage referred to hereinabove and such other instruments or documents as may be in the opinion of the counsel of this Board and the counsel for the purchasers of said bonds necessary to carry out the purposes set forth in this resolution.

6. The proper officials of this Board are hereby authorized and directed to pay to the Kentucky Trust Company (formerly Kentucky Title Trust Company) on or before September 1, 1946, a sufficient portion of the proceeds of the sale of bonds numbered from 1 to 313 inclusive to pay off and retire all of the outstanding bonds of this Board, together with the call premium thereon on the 1st day of September, 1946, and to secure a release of the mortgage securing said bonds.

7. All of the presently outstanding \$305,000 3% First Mortgage Bonds of this Board, dated September 1, 1938, are hereby called for payment on September 1, 1946, according to the terms and conditions under which they were issued, and the President and the Secretary are hereby authorized and directed to give notice of such call in the manner provided for in said bonds, and the indentures securing same.

8. That the Finance Committee of the Board of Trustees is authorized to carry out the provisions of this resolution.

The foregoing resolution was passed by a unanimous vote.

Librarian's Report: The Librarian reported on the negotiations with the Louisville Hebrew School which Mrs. Fagin, representing the Library Committee, and he had completed. It was reported that the decision had been to try out for six weeks the arrangement with this school whereby it use the rear room of the Outer Highlands Part-Time Branch as a Hebrew Language School and furnish janitor service to the Library for a \$35 monthly rental.

The Librarian then reported on a proposal by the landlord to furnish approximately one-third more floor space at the Taylor Boulevard Part-Time Branch for an increased rental of \$15 per month making a total of \$40 per month at this branch. It was stated that this extra floor space was very desirable due to the crowded conditions at Taylor Boulevard.

After discussion it was moved by Father Pitt and seconded by Mr. McDaniel that this additional space be obtained and the increased rental be approved. The motion carried.

New Business

Dr. Rauch reported on a meeting which he and the Librarian had with the Mayor to inform the Mayor on general Library problems and make him acquainted with the immediate needs of the Library as well as the long-time plans for expansion throughout the system.

It was agreed by the Board that this meeting had been valuable for the Library by acquainting the Mayor with the special problems relating to the Library.

There being no further business the meeting adjourned at 5 o'clock.

MINUTES APPROVED:

Joseph R. ... President  
... .. Secretary

Minutes of the Board Meeting July 26, 1946

A meeting of the Board of Trustees of the Free Public Library of Louisville, Kentucky, was held at the office of the Librarian July 26, 1946, at 2:30 P.M. The following members of the Board were present: Mrs. Fagin, Messrs. Farnsley, McAdams, McDaniel, Pitt, Powell, Smith, and Wolford.

Mr. Wolford, who presided at the meeting, stated that the Board would now receive sealed competitive bids for \$313,000 Board of Trustees of the Free Public Library of Louisville, Kentucky, First Mortgage Serial Library Bonds, pursuant to the terms and conditions of the notice of sale which was published in the Courier-Journal on July 16, 1946. Thereupon the following bid was received: Blyth and Company, Syndicate Managers for Blyth and Company; Merrill Lynch, Pierce, Fenner and Beane; Walter Woody and Heimerdinger, Hill and Company. The bid is as follows:

July 25, 1946

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

Gentlemen:-

Pursuant to your Public Notice of Sale attached hereto, for \$313,000 of your First Mortgage Bonds maturing 1947 to 1966 inclusive, we bid you \$1015.50 per \$1,000 bond. Bonds maturing in the years 1947 to 1960 inclusive bear interest at the rate of 1 1/2% per annum, and bonds maturing thereafter bear interest at the rate of 1 3/4% per annum. This bid is made subject to the final approving legal opinion of Messrs. Chapman and Cutler, Chicago, Illinois, and anticipates that the legally issued and executed bonds will be ready for delivery at the Kentucky Trust Company September 1, 1946.

We attach hereto, our certified check payable to the order of Free Public Library of Louisville, Kentucky, in the sum of \$5,000. If our bid is accepted, we understand this check will be retained as a faithful performance bond, and credited upon the purchase price when delivery of the bonds is made. If our bid is rejected, such check will be returned to us immediately.

By BLYTH & CO., INC.,  
 (s) R. B. McDowell  
 Syndicate Managers  
 Vice President

Very truly yours,  
 BLYTH & CO., INC.  
 MERRILL LYNCH, PIERCE, FENNER & BEANE  
 WALTER, WOODY & HEIMERDINGER  
 HILL & CO.,

After due consideration it was determined that the bid of Blyth & Co.,  
Syndicate Managers for Blyth & Co.; Merrill Lynch, Pierce, Fenner & Beane  
Walter Woody and Heimerdinger; Hill & Co. which was as follows: \$1015.50  
per \$1000 bond was the highest and best bid.

Upon motion duly made by Mr. McAdams, and seconded by Mr. Smith, the  
following resolution was introduced for consideration and passage:

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

1. That the sale of \$313,000 Board of Trustees of the Free Public Library  
of Louisville, Kentucky, First Mortgage Serial Library Bonds be and it is here-  
by awarded to Blyth and Company, Syndicate Managers upon their bid of \$1015.50  
per \$1000 bond.

2. That all steps heretofore taken by the various officers of this Board  
in connection with the issuance and sale of said bonds are hereby ratified  
and approved.

3. That the Chairman of the Finance Committee and the Secretary of this  
Board are hereby authorized and directed to execute an indenture securing said  
bonds as soon as such indenture has been prepared.

This resolution was passed by a unanimous vote.

Then Mr. McAdams read the following letter from Blyth and Company:

July 15, 1946

Mr. Pope McAdams,  
% The First National Bank  
Fifth and Court Place,  
Louisville, Kentucky.

Dear Pope:-

In reference to our letter of April 8 and to your letter of accep-  
tance under date of April 11, you have now advertised \$313,000 Library  
Bonds, same being 1 1/2% bonds through September 1, 1960 and 1 3/4% bonds  
to 1961 to 1966 inclusive. We wish to advise you that the undersigned  
will bid for such bonds 101 1/2 and will perform the other duties set  
out in our previous letter to you in connection with the proposed issue  
of \$750,000 bonds, and we will expect you likewise to comply with the  
conditions in the letter above referred to. However, due to the fact  
that our expenses on the issue of \$313,000 will be proportionately more  
per bond than they would have been on the \$750,000 issue, and as per  
our conversation with you, we feel that in all fairness our fee should  
be increased from 1 1/2% on face amount of bonds sold to 1 3/4% and that  
when you are ready to sell the remainder of your bonds, that we should  
have an opportunity at that time to handle these bonds under the same  
terms as outlined in our original proposal, if we wish to do so. We will  
not make this a condition, however, of our bid, and will leave this  
matter in the hands of your Board.

Very truly yours,  
BLYTH & CO., INC., Syndicate Mgrs..  
By (s) R. B. McDowell  
Vice President

After discussion the Board agreed to the increased fee and authorized Mr. McAdams to write the following letter to Blyth and Company informing them of this action.

Blyth and Co., Inc.  
710 Kentucky Home Life Bldg.  
Louisville, Kentucky

Gentlemen:

In reference to your original proposal in April, 1946, on \$700,000 Library Bonds and our acceptance of same under date of April 11, 1947, we have now decided to issue and sell only \$313,000 of the above bonds.

We understand that your expenses per bond are somewhat higher on the smaller amount of bonds and that you have agreed to carry out all the terms of your original agreement if the Library Board will increase your compensation from 1 1/2% to 1 3/4% on the face amount of \$313,000 bonds to be issued.

The Library Board has agreed to do this, and at the time the bonds are taken up and paid for by you, we will pay you your fee on the above basis.

Very truly yours,  
(s) Pope McAdams  
Chairman, Finance Committee  
Louisville Free Public Library

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

MINUTES APPROVED:

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Joseph Rand President  
W. H. H. H. H. H. Secretary

August 30, 1946

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 Librarian's Office in the City of Louisville, Kentucky, on August 30, 1946, at 3 o'clock P.M. The meeting was called to order and on the roll being called there were present Dr. Joseph Rauch, presiding, and the following named Trustees: Farnsley, Powell, Taylor, Wilson, McAdams, and Sullivan; also C. R. Graham, Secretary. Absent: Mrs. Fagin and Messrs. McDaniel, Pitt, Smith, Welch, and Wolford.

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 authorizing the issuance of First Mortgage Serial Library Bonds. Thereupon Trustee Farnsley introduced, and there was read in full and duly considered a proposed resolution hereinafter set out, entitled:

"Resolution authorizing and providing for the issuance of \$313,000 First Mortgage Serial Library Bonds and providing for the execution and delivery of an Indenture of Mortgage setting forth therein the terms and conditions upon which such bonds and additional bonds are to be issued and the rights of the holders of said bonds in the enforcement thereof."

Trustee Powell moved that said resolution be adopted, seconded by Trustee Taylor, 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: Farnsley, Powell, Taylor, Wilson, McAdams, Sullivan, Rauch

Nay: None.

Whereupon ~~said resolution~~ was declared duly adopted as follows:

RESOLUTION authorizing and providing for the issuance of \$313,000 First Mortgage Serial Library Bonds and providing for the execution and delivery of an Indenture of Mortgage setting forth therein the terms and conditions upon which such bonds and additional bonds are to be issued and the rights of the holders of said bonds in the enforcement thereof.

\* \* \* \* \*

WHEREAS 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, presently has outstanding its First Mortgage 3% Bonds in the principal amount of \$305,000 dated September 1, 1938, and said bonds having been called for redemption and payment as of September 1, 1946, it is necessary at this time that provisions be made for the issuance of First Mortgage Serial Library Bonds for the purpose of paying and refinancing same on a reduced interest basis, and to provide for the execution and delivery of an Indenture of Mortgage for the purpose of securing said First Mortgage Serial Library Bonds and to set forth therein the terms and conditions upon which said bonds are to be so issued and outstanding and additional bonds on a parity therewith may be issued from time to time;

Section 1. That for the purpose of paying and refinancing the presently outstanding First Mortgage 3% Bonds referred to in the preamble hereof, there are hereby presently authorized to be issued under authority of Chapter 197 of the Acts of the General Assembly of Kentucky, 1946 (codified as KRS 173.050 to KRS 173.080 inclusive), First Mortgage Serial Library Bonds in the principal amount of \$313,000, dated September 1, 1946, denomination of \$1,000, numbered consecutively from 1 to 313, inclusive, of which bonds numbered 1 to 206, inclusive, shall bear interest at the rate of one and one-half per cent (1 1/2%) per annum, and bonds numbered 207 to 313, inclusive, shall bear interest at the rate of one and three-quarters (1 3/4%) per annum, all such interest to be payable semi-annually on March 1 and September 1 of each year, and to mature in numerical order on September 1 of the respective years as follows:

<u>Amount</u>	<u>Maturity</u>	<u>Amount</u>	<u>Maturity</u>
\$13,000	1947	\$15,000	1957
13,000	1948	16,000	1958
14,000	1949	16,000	1959
14,000	1950	17,000	1960
14,000	1951	17,000	1961
14,000	1952	17,000	1962
15,000	1953	18,000	1963
15,000	1954	18,000	1964
15,000	1955	18,000	1965
15,000	1956	19,000	1966

but with the option reserved to redeem said bonds numbered 41 to 313, inclusive, as a whole but not in part on any interest payment date on or after September 1, 1949, upon terms of par and accrued interest at the coupon rate plus a premium in an amount equal to two per cent (2%) of the principal amount of such bonds called for redemption on or prior to September 1, 1951; one and one-half per cent (1 1/2%) of the principal amount thereof if called for redemption thereafter and on or prior to September 1, 1956; one per cent (1%) of the principal amount thereof if called for redemption thereafter and on or prior to September 1, 1961; one half of one per cent (1/2%) of the principal amount thereof if called for redemption thereafter and on or prior to September 1, 1965; and without premium if called for redemption thereafter and prior to maturity. 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. Said bonds shall in all respects conform to and be issued in accordance with the provisions of an Indenture of Mortgage hereinafter referred to, and the Chairman of the Finance Committee and Secretary of said Board of Trustees are hereby requested to execute said bonds and to affix to each of said bonds the corporate seal of said Board of Trustees. Said Chairman and Secretary are hereby further authorized and directed to cause each of the interest coupons attached to said bonds to be executed with their facsimile signatures. As soon as said bonds have been so executed they shall be by said Chairman and Secretary delivered to the Trustee for authentication, accompanied by appropriate instructions that upon such authentication said bonds shall be sold and delivered to Blyth & Co. Inc. and Associates in accordance with the proposal for the purchase of said bonds dated July 26, 1946 which has been heretofore accepted by said Board of Trustees, which manner and terms of sale as therein set out are hereby found to be for the best interests of said Board.

Section 2. That for the purpose of setting forth the terms and conditions upon which said bonds and additional bonds are to be issued and outstanding, and for 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 of Trustees are hereby authorized and directed to make, execute and deliver an Indenture of Mortgage in substantially the form, text, terms and provisions hereinafter set out, and the Board of Trustees hereby approves, ratifies and confirms all of the covenants, provisions and stipulations as set out therein; That all of the said covenants, provisions and stipulations set out in said Indenture are hereby by this reference incorporated in this resolution and declared to be the covenants, provisions and stipulations pertinent and applicable to the bonds herein authorized.

Section 3. That The Kentucky Trust Company (successor to Kentucky Title Trust Company), as Trustee under the Indenture dated September 1, 1938, securing the First Mortgage 3% Bonds herein authorized to be refinanced, is hereby authorized and directed, for and on behalf of said Board of Trustees, to receive and receipt for the proceeds of the First Mortgage Serial Bonds herein authorized, and the Chairman of the Finance Committee and Secretary of said Board are hereby authorized and directed to cooperate with said Trustee in connection with said receiving and receipt of the bonds proceeds and to execute on behalf of said Board any certificates or statements as might be reasonably required to confirm such receiving and receipt of such proceeds. At the time of the issuance and delivery of the bonds herein authorized and the receipt of the proceeds, as aforesaid, the Trustee shall take an accounting of the funds then on hand for payment of either principal, interest or premium due September 1, 1946 to retire all of said First Mortgage (3%) Bonds dated September 1, 1946, then outstanding. The proceeds of the bonds herein authorized, together with such funds on hand and any additional amount necessary, shall be deposited with said Trustee and be used and applied for the purpose of accomplishing the full redemption as of September 1, 1946, of all outstanding First Mortgage 3% Bonds dated September 1, 1938, and paying all interest to accrue thereon. The Chairman of the Finance Committee and Secretary of said Board of Trustees are hereby authorized to cooperate with the Trustee in connection with the foregoing and, on behalf of said Board, to give to the Trustee in writing such written authorizations and confirmations thereof as may be reasonably required, to the end that the bonds herein authorized will be delivered and funds sufficient to accomplish redemption of said First Mortgage 3% Bonds will be remitted to and duly received and funds sufficient to accomplish redemption of said First Mortgage 3% Bonds will be remitted to and duly received by said Trustee.

Section 4. When provision shall have been made as aforesaid for the payment of the whole amount of the principal and interest and the premium due and payable upon all of said First Mortgage 3% Bonds the right, title and interest of the Kentucky Trust Company, as Trustee under said Indenture of September 1, 1938, will thereupon cease, determine and become void, and said Trustee is hereby requested to then execute and deliver to the Secretary of said Board of Trustees written evidence of the release of said Indenture dated as of September 1, 1938. Said Chairman of the Finance Committee and Secretary of said Board are hereby authorized and directed to take all appropriate action and pay all other sums necessary or required for accomplishing and procuring such release.

Section 5. That all resolutions or orders in conflict herewith are to be the extent of such conflict hereby repealed, and that this resolution become effective forthwith upon its passage and approval.

Passed and approved, August 30, 1946.

Joseph Rauch President

DATE APPROVED:

W. M. Graham Secretary

LOUISVILLE FREE PUBLIC LIBRARY  
Minutes of the Board of Trustees September 10, 1946

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, September 19, 1946 at 4:15 p.m. in the Librarian's office.

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

Dr. Rauch presided.

The Secretary read a communication from J. Verser Conner, Attorney, employed by the Board, suggesting a correction in the minutes of the meeting of July 9, 1946 as follows:

In paragraph 3 of the minutes of the meeting of the Board of the Free Public Library, held July 9, 1946, I find this sentence:

"None of said remaining bonds, however, shall be issued unless a new lease is executed leasing the Kaufman-Straus building for a term extending beyond the maturity date of the last maturity bond, such lease to also provide that the rent to be received from the Kaufman-Straus building is adequate to pay and retire said bonds, together with the interest thereon."

Obviously it was not the intention that the lease should contain any such provision, and I suggest that at the next meeting that sentence be deleted and that you substitute for the underscored words the following:

"Such lease also to provide rental to be received from the Kaufman-Straus building in an amount adequate to pay and retire said bonds, together with the interest thereon."

It was moved by Mr. Wolford and seconded by Mr. Powell and carried that the Minutes of the July 9 meeting be amended as suggested by Mr. Conner. The motion passed.

It was moved by Mrs. Fagin, seconded by Mr. Wolford that the minutes of the July 26 meeting be approved as distributed. This motion carried.



It was moved by Mr. Powell and seconded by Mr. Wolford that the August 6 action of the Executive Committee in voting to authorize payment of bills amounting to \$6,718.25, when no regular meeting was held in August because of lack of quorum, be approved. The motion passed.

#### Reports

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$6,217.47 had been audited and found correct. She moved and it was seconded by Mr. McDaniel that bills in this amount be ordered paid. The motion carried.

Building Committee: Mr. Powell stated that Weissinger-Gaulbert Company proposed to renew the contract with the Library for heat on the same basis as heretofore. It was moved by Mr. McAdams, seconded by Mrs. Fagin that the Secretary be authorized to renew the contract on the same basis as heretofore.

Mr. Powell then reported on the maintenance work completed for the month.

Finance Committee: Mr. McAdams distributed a report of the finances for the month. He then presented a statement from the Kentucky Trust Company showing the condition of the Mortgage Sinking Fund Account after refinancing of the Bond Issue. The statement is as follows;

Sinking Fund Account		<u>R E C E I P T S</u>	
<u>1944</u>			
Mar 21	Balance as reported		24,584.20
	Monthly amount of funds submitted by you to the Sinking Fund from 4/3/44 thru 9/5/46		
	30 mos @ 2,125.00; 5 mos @ 554.16;		
	1 mo @ 541.74; 1 mo @ 529.24		
	11 mos @ 541.66; 1 mo @ 516.74;		
	11 mos @ 529.16		79,887.54
<u>1946</u>			
Sep 3	Blyth & Co-Proceeds of new bond issue		
	313M @ 101.55		317,851.50
	Accrued interest on 107M @ 1 3/4		10.40
	Accrued interest on 2-6M @ 1 1/2		17.17
	Total Receipts		422,350.81
		<u>D I S P U R S E M E N T S</u>	
<u>1944</u>			
Aug. 29	Amount transferred to coupon account to pay 9/1/44 coupons		5,535.00
	Amount transferred to Bond account to pay 9/1/44 maturities		21,000.00
<u>1945</u>			
Feb 20	Amount transferred to coupon account to pay 3/1/45 coupons		5,220.00
Aug 18	Amount transferred to coupon account to pay 9/1/45		5,220.00
	Amount transferred to Bond account to pay 9/1/45 maturities		21,000.00

1946			
Feb 15	Amount transferred to coupon account to pay 3/1/46	4,905.00	
	Amount transferred to Bond account to pay 9/1/46 maturities	22,000.00	
	Amount transferred to coupon account to pay 9/1/46 coupons	4,905.00	
	Amount transferred to Bond account to pay Bonds called	312,625.00	
	Total Disbursements		402,410.00
	Balance		19,940.81

Mr. McAdams then stated that a check for \$5,477.50 had been drawn on the Board of Trustees account for compensation to Blyth & Company for handling the Bond Issue. He moved and it was seconded by Mr. Powell and carried that the Board of Trustees account be reimbursed from the Sinking Fund Account for this amount of \$5,477.50 leaving in the Sinking Fund a balance of \$14,463.31. The Board then discussed disposition of the \$14,463.31 balance left in the old Sinking Fund. It was the consensus of the Board that this amount could be used for any Library purposes inasmuch as the Bonds for which the old Sinking Fund had been set up had been called and all expenses incident to the calling of this issue had been met. The Library Committee and the Building Committee in conjunction with the Librarian were requested to bring in a detailed report of the pressing needs of the Library so that the Board might make disposition of this balance left in the old Sinking Fund.

Mr. McAdams then presented a letter from Blyth and Company reviewing the entire procedure in refinancing the old Bond Issue. He requested that this communication be made a part of these minutes. The communication is as follows:

September 9, 1946

Mr. C. R. Graham, Librarian  
Louisville Free Public Library  
Library Place  
Louisville, Kentucky

Dear Mr. Graham:-

Mr. Wm. H. Crutcher advises me that you want certain information for your files relative to \$313,000 Louisville Library Bonds which we recently purchased from you.

On April 8, we made you a proposal on \$700,000 of the above bonds at an interest cost of 1.635% and agreed to bid when said bonds were offered for public sale at least \$1,015.50 per \$1000 par amount of bonds. You have our agreement which outlines expenses and obligations which we would bear, and for these obligations, and in lieu of our guaranteed bid, we were to be paid a fee of \$15.00 per bond.

Subsequently, it was decided by you to issue only \$313,000 bonds and the writer appeared before your Board and explained that the proportionate expenses would be higher on \$313,000 bonds than they would be on \$700,000 and advised the Board that we would go through with our commitment on the smaller amount of bonds, but felt that our compensation should be raised to \$17.50 per \$1,000.

Under date of July 30, Mr. Pope McAdams, Chairman of the Finance Committee, advised us that our compensation had been raised from \$15.00 per bond to \$17.50 per bond.

On July 25, we accordingly made you a bid of \$1,015.50 per \$1000 bond for bonds bearing coupon rates of  $1\frac{1}{2}\%$  in the years 1947 to 1960 inclusive and bonds maturing thereafter bearing interest rates of  $1\frac{3}{4}\%$ .

On September 3, we gave you our check for \$313,879.07 which was in addition to the \$5,000.00 good faith check which we posted with you on the date of your public sale. We received from you on this date your check for \$5,477.50 which represented compensation due us.

We went through with this undertaking under very difficult market conditions and in the purchase and sale of the bonds, we realized a considerably smaller profit than we had anticipated. We did this solely because we felt that we owed a moral obligation to the Library Board which had been considerate enough to entrust the financing in our hands, and we endeavored in every way possible to render you a satisfactory service.

When, as and if you may decide to issue and sell the remaining portion of your bonds, we would naturally appreciate your consideration and hope we may have an opportunity to serve you at that time. As a matter of fact, we feel that we have handled the original issue in such a manner as to considerably facilitate the handling of the remaining bonds when you are ready to issue them, and we would like to call your attention to the fact that such bonds can be issued at any time the Library Board may wish to go forward with the improvements of their property.

Trusting this is the information you want, all of which was contained in documents previously filed with you, we beg to remain.

Very truly yours,  
BLYTH & CO., INC.  
BY (s) R. B. McDowell  
Vice President

#### Librarian's Report

The Librarian reported that the trial period for renting the back room at the Outer Highlands Part-Time Branch to the Louisville Hebrew School had been satisfactory to all parties concerned and that negotiations were going forward to sub-lease this room to the school for one year on the original basis.

The Librarian also reported that the St. Matthews Part-Time Branch had been closed due to the fact that the quarters previously occupied by the branch were now needed by the Farmers' and Depositors' Bank for expansion of their facilities.

He also announced a meeting at the Fiscal Court at 1 p.m. September 11 between the members of the Fiscal Court and representatives of the St. Matthews Library Committee. He stated that the St. Matthews Committee had urged members of the Board to be at this meeting.

#### New Business:

Dr. Rauch reported on a meeting with the Highland Park Civic Club on the night of September 9 which he, the Librarian and the Head of the Extension Department attended as representatives of the Library. He stated that this Committee had renewed its request for increased Library service at Highland Park.

After considerable discussion the Library Committee and the Librarian were requested to study means by which more hours of opening and more books could be furnished for the Highland Park Library.

Dr. Rauch then stated that he and the Librarian had discussed in some detail a plan for greater cooperation between the Public Library and the Public School System with the idea that it might be of great advantage if school buildings could be used cooperatively by the School Board and the Library Board for furnishing community library service. In the discussion which followed the Board of Trustees expressed interest in the idea and requested Dr. Rauch to talk generally to Superintendent Carmichael regarding this possibility.

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

DATE APPROVED:

Joseph Rauch President  
W. H. Wilson Secretary

LOUISVILLE FREE PUBLIC LIBRARY  
 Minutes of the Board of Trustees October 8, 1946

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

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

Dr. Rauch presided.

It was moved by Mr. McAdams, seconded by Mr. Wolford that the minutes be approved as distributed. The motion carried.

Reports

Library Committee: Mrs. Fagin read the certification that bills for the month of September amounting to \$3,937.07 had been audited and found correct. A list of these bills may be found in Record Book 3, pages 82-85 inclusive.

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

Mrs. Fagin then read a report of a meeting of the Library Committee on October 1, 1946 at which she, Messrs. Welch, Wolford and the Librarian had been present. The report is as follows:

The Library Committee met Tuesday, October 1, 1946 in the Librarian's office at 4:30 p.m.

Present: Mrs. Fagin, Messrs. Welch, Wolford, and the Librarian.

At its last regular meeting the Board requested the Librarian and the Library Committee to study the Highland Park Part-Time Branch situation in an attempt to increase the hours which this agency was open to the public.

The Librarian reported that in talking with the Head of the Extension Department it had been discovered that this agency could be kept open an additional three hours without increasing the staff. It was reported that the present schedule called for the library at Highland Park to be open Tuesday and Thursday from 1:30 to 8:30. The proposed schedule would enable the library to be open Monday from 1 to 6, Tuesday from 1 to 8 and Thursday from 1 to 6.

After discussion the Library Committee voted to recommend that these hours be tried out.

The Library Committee voted also to recommend that the Librarian be authorized to attend the Bi-ennial Conference of the Southeastern Library Association at Asheville, North Carolina October 23, 24, 25 at library expense.

The Librarian then reported to the Library Committee the serious situation confronting the Library because of the loss of trained personnel to the City and County Board of Education libraries. He stated that employees of the Library had to work longer hours including night work and on a twelve months' basis for considerable less pay than Librarians employed by the Board of Education on a ten months' basis.

It was stated that Miss Margaret Walker, a graduate of the University of Illinois Library School had been employed by the County Board of Education. She had previously worked in the Reference Department on a schedule of forty hours a week, three nights a week until 9 o'clock including Saturday night, on a twelve months' basis with three weeks vacation. Her salary in the Reference Department had been \$146.70 per month. Her position as Librarian at Fairdale High School in Jefferson County called for a thirty hour week, no night or Saturday work, with her work day ending at 3:30 p.m. and a salary of \$185 per month on a ten months' basis.

Mrs. Mary Rose Woods, employed in the Circulation Department with Library training from Columbia University, had been working the same forty hours per week, three nights a week, twelve months' basis at \$1644 per year. Her new position as an Assistant in the Library of Male High School called for ten months' work at \$1875.

It was stated that Miss Thelma Schmidt in the Circulation Department was considering a position with the City Board of Education but had not made up her mind at the present time. The Librarian reported that she had completed work on her A. E. degree and had obtained a certificate of Librarianship from the Kentucky State Board of Certification. It was recommended that Miss Thelma Schmidt's efforts in completing the academic requirements for professional

librarianship be recognized by the Board and that she be promoted from the sub-professional classification of Library Assistant to the professional class Librarian I with an increase in salary of \$10 per month from \$126.70 to \$136.70.

In the discussion which followed this report the Librarian gave further statistics on the comparison between the salary of employees of the Public Library and the employees of the Board of Education. In figures furnished by Dr. Long, Assistant Superintendent of Schools, the beginning salary for teachers in the schools of Louisville starts at \$1650 for a ten months' year. The maximum for this group was \$3125. It was stated that the average salary for teachers throughout the school system including those with A. B. degrees as well as Masters and Ph. D. was \$2400 for a ten months' term.

After discussion the Library Committee voted to recommend the promotion to professional status and the increase of \$10 per month in the salary of Miss Thelma Schmidt.

It also voted to bring this statement of the discrepancies between the salaries of those employed by the Public Library and those of the Board of Education to the attention of the Board with the hope that some means could be found to improve the situation.

After hearing this report the Board discussed in considerable detail the serious condition described by the Library Committee, and finally after motion, duly seconded referred the report on the salary and personnel problem back to the Library Committee for further study and specific recommendations.

Building Committee: Mr. Powell read a report of the meeting of the Building Committee October 3 at which time Messrs. Farnsley, Sullivan, Wilson and the Librarian as well as Messrs. Hartstern and Weber, architects, had been present.

It was stated that Mr. Hartstern had reported on progress of the installation of acoustical tile and that additional work needed to be done to the ceiling of the Museum before the installation of sound conditioning material. The Board voted to go ahead with this work when it was explained that it could be done under the original cost estimate of the work.

It was reported that the Secretary had been authorized to sign a contract for the new Card Catalogue and Charging Desk for the main lobby for \$6,667, which figure had been carried in the budget under Authorized Repairs and Improvements. It was stated that the Secretary had been authorized to sign the contract at this time even though delivery could not be guaranteed for some ten months in order to take advantage of a guaranteed price.

It was reported that the Building Committee had voted to approve the Librarian's suggestion to remove the turnstiles at the entrance of the Main Library.

It was also stated that after a very rough estimate had been given by Messrs. Hartstern and Weber that approximately \$3,000 would be the cost of insulating ten branch buildings the Committee had voted to recommend to the Board that the \$3,000 carried in the budget for the purchase of stokers be used to furnish insulation for the branch buildings.

It was stated that in answer to numerous suggestions and requests the Building Committee had voted to recommend the installation in the basement corridor of a mechanical canteen to dispense candy bars, soft drinks, etc. for the public.

Mr. Powell then reported that the Building Committee was working on estimates of cost for several projects and that as soon as these estimates had been prepared the Committee would report to the Board.

Mr. Powell then read a summary of the maintenance work completed to October 1, 1946.

It was moved by Father Pitt, seconded by Mr. McDaniel that the Board approve this report of the Building Committee and concur in its recommendations. The motion carried.

Finance Committee: Mr. McAdams distributed the report of finances for the month.

He then presented the schedule of the Mortgage Bond Sinking Fund requirements for the new issue dated September 1, 1946. This had been prepared by the Kentucky Trust Company acting as Trustee. It was pointed out that the new Sinking Fund requirements would be considerably less than the payments under the old Sinking Fund schedule. Mr. McAdams stated that, therefore, a revision of the general budget for this fiscal year would be presented to the Board as soon as it had been completed.

Librarian's Report: The Librarian reported that he, with Mrs. Fagin, Messrs. McDaniel and Powell and the Head of the Extension Department, Miss Kammerer, had attended the Joint Meeting of the Jefferson County Fiscal Court and the St. Matthews Library Committee. At this time the St. Matthews Library Committee had presented its request to the Fiscal Court that the Fiscal Court appropriate money to make it possible for the Louisville Free Public Library to establish a full-time branch in St. Matthews. The Librarian reported that the Fiscal Court had referred this matter to Commissioner Torstrick for study. The Librarian reported that he had heard nothing further about this matter.

The Librarian reported the necessity for closing the Museum while installation of accoustical tile was taking place.

He called attention to the considerable and continuous rise in circulation as shown by the statistics distributed at the meeting.

It was stated that the Children's Department and branches had had considerable success in the summer reading clubs conducted throughout the system. It was announced that 1573 new borrowers registration had been received through these reading clubs and that children enrolled in the clubs had read a total of 16,306 books.

New Business:

Dr. Rauch then reported on his conference with Superintendent of Schools Carmichael concerning the possibilities of cooperation between the Board of Education and the Board of Trustees of the Library in the problem of finding suitable quarters for Library agencies. Dr. Rauch announced that he found Superintendent Carmichael extremely sympathetic to the idea.

Dr. Rauch also announced that he had had a conference with the Mayor at which time the Mayor had expressed enthusiastic support for the idea of closer cooperation. It was announced by Dr. Rauch that the Librarian had been requested to meet with Dr. Carmichael for further discussion of this project.

Dr. Rauch then asked the Librarian to report on the results of his meeting with the school authorities.

The Librarian reported that he had had a conference with Dr. Carmichael and Drs. Long and Rubado. It was reported that the group had been unanimous in its sympathetic interest in the project and had agreed to look seriously into the situation to see what could be accomplished.

After considerable discussion in which it was brought out by Mr. Wilson that in as much as the Parkland Part-Time Branch was in very inadequate and unsuitable quarters, only one-half block away from the Virginia Avenue Elementary School it would appear that this would be a logical place to experiment.

It was then moved by Mr. McAdams, seconded by Mr. Wilson and unanimously carried that the Librarian be instructed to approach the school authorities in an attempt to work out some means by which the present Parkland Part-Time Branch might be housed in the Virginia Avenue School.

Mr. Farnsley then suggested that the Library attempt to inaugurate a radio program in which a "Book of the Week" or a "Book of the Month", chosen by the Library, was discussed by invited guests.

The Board expressed interest in this idea and it was moved by Mr. Farnsley, seconded by Mr. Powell that this be referred to the Library Committee and the Librarian for study and action.

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

MINUTES APPROVED:

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Joseph Rand President  
Edith Nolan Secretary

7502



LOUISVILLE FREE PUBLIC LIBRARY  
Minutes of the Board of Trustees November 12, 1946

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held on Tuesday, November 12, 1946 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. McDaniel that the minutes be approved as distributed.

Communications:

The Librarian read a communication from J. B. Wilson, Director of the Department of Public Works, as follows;

Gentlemen:

For some time consideration has been given to the construction of Curran Street located north of the Main Library and extending from Third to Fourth Street.

Attached is a blueprint of a plan showing the proposed right of way and construction. The right of way width of Curran Street now is 33 feet, extends from 4th Street to the alley eastwardly where it stops and does not extend through to Third Street.

It is proposed to continue the present right of way to Third Street by taking a strip of ground 43'-4" right of way it will be necessary to add 10'-4" to the present dedicated Curran Street. That width is indicated by the red line on the drawing.

The proposed construction includes a 26'-0" carriageway and the 8'-0" sidewalks. In order to accommodate the sidewalk on the Library side of the Street it will be necessary to cover the present areaway with a concrete slab and move the present stairway to the side of the building.

The construction of the Street and sidewalk only is estimated to cost \$11,500 which under the law must be apportioned to the adjacent property owners. This estimated cost does not include alterations to existing buildings.

Should the necessary rights-of-way be dedicated, we shall prepare an ordinance and submit it to the Board of Aldermen for passage.

Very truly yours,

(s) J. B. Wilson, Director

After considerable discussion it was unanimously voted by the Board that the construction of the street as outlined in the letter from Mr. Wilson would be of no advantage to the Library, and that the Board would not be justified in incurring the expense incident to the construction of such a street, and that the Board was, therefore, not in favor of the proposed construction.

The Secretary also read a letter from Goodman and Hambleton Company stating that the rental on the property occupied by the South Parkland Part-Time Branch would be increased to \$20 per month beginning December 9.

In the discussion which followed it was brought out that the Library Committee was surveying the possibilities of housing this library in the Virginia Avenue School through a cooperative arrangement with the Board of Education. Members of the Board were unanimous in the opinion that this would be a satisfactory arrangement even though the rental on the property at 1140 S. 36th Street had not been increased.

It was moved by Mr. Wilson and seconded by Mr. Powell and carried unanimously that the matter be referred to the Library Committee with power to act, and that every effort be made to arrive at satisfactory arrangements with the Board of Education so that the library could be housed in the school.

Reports:

Library Committee: Mrs. Fagin read the certification that the bills for the month in the amount of \$9,560.66 had been audited and found correct. She moved and it was seconded by Mr. Powell that bills in this amount be ordered paid. The motion carried.

Mrs. Fagin then reported that the Library Committee was not ready at this time to make a report concerning salary increases. She stated that the Committee needed more time in the study it was making. This was agreed to by the Board.

Building Committee: Mr. Powell reported on the matter of the Building Committee immediately preceding the regular Board meeting. He stated that the Committee had decided to recommend the undertaking of the following projects if and when the Finance Committee determined that money was available for such projects.

Mr. Powell stated that the Board had transferred the \$3,000 allocated to the purchase of stokers to a project for insulating the branch library buildings with blown rockwool insulation. He stated also that final estimates prepared by Fred Hartstern, architect, were for the sum of \$4,521. He stated that it was the recommendation of the Committee that the Board authorize the expenditure of the additional \$1,521 in order to have these buildings insulated before extreme cold weather.

It was stated that the Committee then recommended the undertaking of concrete repair work throughout the system for an estimated sum of \$2400 as the next item of most importance. A project to eliminate damp wall conditions in the basements of several branch libraries was stated to be the project next in importance.

Accoustical treatment of the branch library buildings for an estimated sum of \$11,457 was stated to be fourth on the list of recommended projects.

After discussion it was moved by Mr. Wolford and seconded by Mrs. Fagin that the Building Committee be authorized to spend the estimated \$1521 additional to complete insulation of the branch libraries and to undertake the three other projects mentioned when the Finance Committee felt it was able to recommend budgetary provision for such projects. The motion was carried unanimously.

Mr. Powell then read a report of the maintenance work completed to November 1. This was ordered received and filed.

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Librarian's Report

The Librarian distributed copies of a "hidden title" story prepared by the Head of the Children's Department, Miss Bernice Bell, for Book Week. He announced that these stories would be distributed to school children as a Book Week contest.

The Librarian mentioned the dates for the 35th annual meeting of the Kentucky Library Association and it was moved by Mr. McDaniel, seconded by Mr. Powell and carried unanimously that the Librarian represent the Library at the Kentucky Library Association at library expense.

The Librarian mentioned that the Head of the Colored Department and the Assistant in charge of Children's work at the Colored Department had been speakers on a Book Week program on station WINN on November 12.

He also called attention to the continued substantial increase in the Circulation of books throughout the system.

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

\*\* Finance Committee: Mr. McDaniel read a report of the finances which was ordered filed.

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President

MINUTES APPROVED:  
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*[Signature]*  
\_\_\_\_\_  
Secretary

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees  
December 10, 1946

The regular monthly meeting of the Board of Trustees was held in the Librarian's office at 4:15 p.m.

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

Father Pitt presided.

After motion duly seconded the minutes were approved as distributed.

Communications

The Librarian read a letter from Mrs. J. M. Shields of the Beechmont Garden Club requesting that Mrs. Edward Seiler be given permission to plant a tree on the Iroquois Branch Library Lawn in memory of a son who had been killed in World War II.

The Board discussed the request with sympathy but felt that it would be unwise to establish a precedent of dedicating memorial trees on public grounds to individuals. It was then moved by Mr. Smith and seconded by Mr. McAdams and carried unanimously that the Secretary write a sympathetic and diplomatic letter refusing the request.

The Secretary then read the following communication from Mr. F. W. Drybrough concerning the proposed Curran Street:

November 30, 1946

Louisville Free Public Library  
Third & York Streets  
Louisville 3, Kentucky

Attention: Mr. C. R. Graham, Librarian

Dear Mr. Graham:

As the entrepreneur of Curran Street, Mr. J. B. Wilson, Director of the Department of Public Works, has shown me your letter to him of November 21.

I feel strongly that the Library would profit greatly by a Curran Street as proposed in Mr. Wilson's letter addressed to your Board of Trustees and dated November 7, 1946, as against its present status of extreme narrowness and a dead end.

One or more of three things will unmistakably some day enter into the life of Louisville's Free Public Library. The building will become obsolete, inadequate or the ground so valuable that relocation would be fully justified.

For your north property line to abut a downtown street would enhance your land value immeasurably. It would of course have the same effect on the land abutting the other side of the same street. From the enhancement of

land value so created the City would soon be repaid for the Library's part of the improvement, which, as I understand, the City would have to pay.

In my opinion, for you to have 420 feet of ground facing a completed Curran Street as proposed would enhance your land value at least \$1,000 a foot on the more or less immediate market. If downtown land values increase, and they have continuously done so since Louisville was incorporated as a city, this value could easily double or triple in the next twenty years.

There are other values, one of which is to make more accessible the downtown business area and thereby better fortify it against de-centralization of retailing. Through the Kaufman-Straus building, your stake in preserving our downtown district and its high values is, indeed, second to very few.

Finally, somewhere in the very near future there will be a real building boom in our downtown district. At that time it is reasonable to calculate that I will either build on my property which abuts yours or sell it. Sales made without a building program in such a market are almost always to speculators who offer no constructive program. The foregoing also applies to the Speed Museum property. In either event, the Curran Street as now proposed will be as dead as the chances of connecting Magazine and Gray Streets are today.

This is truly a real opportunity in which the Library's gain is five per cent more - because of the twenty foot alley - than the combined gain of the other two property owners, and all this entirely apart from civic and practical considerations.

Respectfully submitted,  
(s) F. W. Drybrough

The Board took no action on this communication.

#### Reports

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$13,104.45 had been audited and found correct. A record of these bills will be found in Record Book 3, pages 91-96 inclusive. She moved and it was seconded by Mr. McAdams that bills in this amount be ordered paid. The motion carried.

Mrs. Fagin then read the following minutes of the Library Committee meeting December 6:

#### Minutes of the Library Committee December 6, 1946

The Library Committee met in the Librarian's office Friday, December 6 at 2 p.m.

Present: Mrs. Fagin, Father Pitt, and the Librarian.

The Librarian stated that Mrs. Josephine Johnson and Mrs. Betty Burt employed in the Reference Department as sub-professional assistants had received certificates from the State Board for Certification of Librarians which qualified them to be classified as professional librarians. He stated that inasmuch as each

of these two had been doing excellent work in the Reference Department he recommended that they be appointed to professional status of Librarian I, and that their salaries be increased to the minimum for this classification, \$136.70 per month. It was stated that this would be an increase of \$10 per month for Mrs. Johnson and an increase of \$21 per month for Mrs. Burt. The Committee voted unanimously to approve this recommendation.

After some discussion of the question of closing the Library for Christmas and New Year's the Committee voted to recommend that the Library be closed on December 23, 24, and 25, and for the New Year's on December 30, 31 and January 1.

The Librarian reported on discussions with Superintendent Carmichael concerning the occupancy of a basement room in the Virginia Avenue School by the Parkland Part-time Branch. He reported that Superintendent Carmichael had been favorably inclined to obtain action and that it was planned to bring the matter up at the next meeting of the Board of Education.

The Committee voted to authorize the Librarian to attend the Mid-Winter Meeting of the American Library Association December 27-30 in Chicago at Library expense.

The Committee then took up consideration of salary increases for the staff. It was stated that the Board of Trustees had referred this matter to the Library Committee and had instructed the Committee to make a study of the salary situation and to make recommendations in an attempt to prevent the loss of trained personnel to the City and County Boards of Education or to other agencies who were able to offer higher salaries than the Library. It was stated that since the Committee began its study, newspaper publicity on the plans for an additional \$500 per year increase in the salaries of teachers had been wide spread. It was felt by the Committee that it would be practically impossible for the Library at this time to meet the salaries being offered by the Board of Education or to meet those salary standards which had been adopted by the action of the Council of the American Library Association. It was stated that in studying this situation the Librarian had spot checked through the entire payroll and had discovered that in general through the Board's action in granting five and ten dollar blanket raises the payroll showed that there had been a roughly approximate increase of 33% in the salaries of 1941 to date. It was also stated that several government reports indicated that the average rise in the cost of living in Louisville since 1941 had been approximately 40%.

After considerable more discussion and the presentation of figures Father Pitt stated it to be his opinion that the safest and best thing to do would be to grant a 10% increase to the staff. After more discussion Father Pitt moved that the Library Committee recommend a 10% salary increase for the entire payroll, excluding the Librarian, and that this increase be retroactive to include December service. This motion was seconded by Mrs. Fagin.

In the discussion which followed it was stated that this 10% increase would cost \$10,837 for the remaining six months of the fiscal year. The motion passed unanimously.

Action: (1) It was moved by Mr. Wilson, seconded by Mr. Smith that Mrs. Betty Burt and Mrs. Josephine Johnson be promoted to the classification of Librarian I and that their salaries be increased to the minimum for this classification namely \$136.70 per month. The motion carried unanimously. (2) It was moved by Mr. Powell seconded by Mr. Farnsley and carried unanimously that the Board order all agencies closed on December 23, 24, 25 and on December 30, 31 and January 1. (3) It was moved by Mr. Farnsley and seconded by Mr. Wilson and carried unanimously that the Committee's action in authorizing the Librarian to attend the Mid-Winter meeting of the American Library Association December 27-30 in Chicago at library expense be approved. (4) It was moved by Mr. Wilson, seconded by Mr. Powell and carried unanimously that the Committee's recommendation for a 10% salary increase for the entire payroll, excluding the Librarian, be granted; that this increase be retroactive to include December service; and that the Librarian be instructed to state to the employees of the Library that this increase was possible only because of the increased revenue received as rental from the Kaufman-Straus Company and that continuance of this increase past the end of the present fiscal year depended entirely on the financial condition of the Library at the beginning of the new fiscal year.

At this time it was mentioned by Father Pitt that in all of the recent salary increases granted by the Board the Librarian had been excluded because of the Constitutional salary limitation. He stated it to be his opinion that the Board should study any ways possible to increase the salary of the Librarian.

In the discussion which followed the Board members mentioned the possibility of the Board's furnishing a house for the Librarian for the granting of an expense account and stated that all ways and means should be studied.

It was then moved by Mr. McAdams and seconded by Mr. McDaniel that the Librarian's salary be increased if legally possible. The motion carried unanimously.

Building Committee: Mr. Powell read the report of the Building Committee meeting December 5, 1946 as follows:

Minutes of the Building Committee December 5, 1946

The Building Committee met in the Librarian's office at 3 p.m. December 5.

Present: Messrs. Farnsley, Powell, Sullivan, and the Librarian. Also present was Mr. Herbert Weber of the Firm of Fred Hartstern, architect.

Mr. Powell presided.

The first item of business was the opening of bids for the new elevator authorized by the Board in the program of work being undertaken by Fred Hartstern. Two proposals were presented. One from the American Elevator and Machine Company for the sum of \$5,750 and one from the Murphy Elevator Company for the sum of \$7,171. After the representatives of these two companies had been given the information to the proposal figures they left the meeting.

Then Mr. Weber, representing Fred Hartstern, architect, explained that these bids did not include the sheet metal enclosure for the elevator hoistway which was required by the City Building Inspector. He explained that that could be installed for the sum of \$520. This would make a total installation cost for the new elevator of \$6,270. Inasmuch as the original estimate approved by the Board called for an expenditure of \$5,800 the Building Committee took no action on accepting the proposal of the American Elevator and Machine Company, but voted to recommend to the Board the expenditure of the additional \$470 and the acceptance of the proposal of the American Elevator and Machine Company.

The Librarian then reported a communication from Mrs. Fred W. Pittelko recommending that handrails be established on the front steps of the Crescent Hill Branch Library. The Librarian reported that he had informed Mrs. Pittelko that the Building Committee had established a schedule of work to be undertaken when finances permitted and that concrete work and the installation of handrails had been declared the item second in importance of the projected schedule of the work to be undertaken. The Committee decided not to undertake the installation of handrails at the Crescent Hill Branch Library at this time but to delay such work until the Finance Committee had revised the budget, at which time it was hoped the Building Committee could undertake the installation of handrails throughout the library system.

The Librarian reported that the situation concerning coal in the branch libraries was satisfactory and that he had been assured that the coal contractor could satisfy the needs of the branch libraries.

He also stated the Weissinger-Gaulbert Company had assured him that the coal situation as far as their supply was concerned looked satisfactory.

The Committee then visited the Museum to inspect the new ceiling and the new light installation.

Action: It was moved by Mr. McAdams, seconded by Mr. McDaniel that this report of the Building Committee be approved and that the expenditure of the additional \$470 for the installation of the new elevator be approved. The motion carried.

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

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

Mr. McAdams then reported on developments in the project for improving the Kaufman-Straus building. He reported that there was a definite indication that the project as originally outlined could not be done for the sum of money which the Board had decided to spend. The increased cost of material and labor had made this sum insufficient. He suggested that the members of the Board give serious consideration to this problem so that a decision could be made as to whether the Board would be willing to authorize the expenditure of a larger sum than originally decided on.

No action was taken on this matter but the Board agreed to take the matter under study to resume discussion after next meeting.



Librarian's Report: The Librarian reported on the conversation with Superintendent Carmichael concerning the housing of the Parkland Part-time Branch in the Virginia Avenue school. He reported that Superintendent Carmichael had not been able to bring this matter to the attention of the Board of Education but hoped to at the next meeting.

The Librarian reported on continuous rise in total circulation but called attention to the fact that juvenile circulation had decreased slightly.

He then read the following rules governing meetings in the Library and the Board voted to approve these regulations:

#### Rules Governing the Use of Meeting Rooms

The assembly rooms at the Main Library and branches may be used for meetings provided they are free, open to the public, are non-political, non-sectarian, and non-money making.

Due to manpower shortage it has become increasingly difficult to obtain janitor service at night. For this reason any organization using the Library meeting rooms is requested to observe strictly the regulation that no meeting may be held after 9 p.m., the Library closing hour.

The Library is closed on all legal holidays. No meetings may be held on holidays or any other days the Library is closed. This does not apply to the Main Library or to the Western Branch at 10th and Chestnut as they are opened on specified legal holidays.

The Library does not furnish extension cords, dark curtains or any other special equipment.

The Library must be notified of cancellation of meeting or change of dates.

Teen age and children's groups may meet only when an adult sponsor or leader is present.

No food is to be served at any time.

Articles left at the Library are at the owner's risk.

The Library subscribes to limited type telephone service. Therefore it is necessary to charge 5 cents for each call.

The Library staff has not the facilities to give messages to people attending meetings or to call them to the telephone.

There being no further business the meeting adjourned at 5:40 p.m.

MINUTES APPROVED:

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President

*C. W. Mahan* Secretary

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees  
January 14, 1947

The regular monthly meeting of the Board of Trustees was held in the Librarian's office at 4:15 p.m.

Present: Mrs. Fagin, Messrs. Farnsley, McAdams, Powell, Rauch, Sullivan, Welch, Wilson, and the Librarian.

Dr. Rauch presided.

After motion duly seconded the minutes were approved as distributed.

Communications:

The Secretary read a letter from Mr. Edward H. Dieruf, Director of Finance, City of Louisville, stating that the tax ordinance had been passed and that a levy of 3 5/8 cents of the tax rate had been made for the Louisville Free Public Library. It was estimated that the Library would receive from this levy \$148,219.

The Secretary then read a letter from the Executive Committee of the Library Staff Association expressing appreciation for the 10% salary increase and for the holiday vacations at Christmas and New Years.

A letter was also read from Mrs. Madge W. Curl presenting her resignation from the Staff of the Crescent Hill Branch Library.

Reports

Library Committee: Mrs. Fagin read the certification that bills for the month of December amounting to \$10,276.62 had been audited and found correct. A list of these bills will be found in Record Book 3, Pages 97-102 inclusive.

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

Building Committee: Mr. Powell read a report of the maintenance work which had been completed for the month. This report was ordered received and filed.

Finance Committee: Mr. McAdams distributed the statistical financial report for the month.

Mr. McAdams then summarized the progress which had been made on the Kaufman-Straus improvement project.

After discussing provisions for the proposed new lease it was moved by Mr. Farnsley, seconded by Dr. Welch and carried that the Secretary furnish to the members of the Board copies of the present lease and, as soon as they were available from Mr. Conner, copies of the proposed new lease so that these documents could be studied and compared by the members of the Board.

Librarian's Report: The Librarian called to the attention of the members of the Board the recent death of Mr. R. C. Ballard Thruston, former member of the Library Board and long-time benefactor of the Library. He also stated that newspaper accounts had carried the news that the late Mr. Thruston had left a bequest of \$1,000 to the Library.

It was moved by Dr. Welch, seconded by Mr. Powell that the Secretary draft a resolution of appreciation and that this resolution become a part of the Board minutes, and that copies be sent to the relatives of Mr. Thruston. The motion carried unanimously.

The Librarian reported a gift of an old English manuscript dated 1695 from Mr. T. W. Dau of New York City.

The Librarian reported a continued increase in the circulation of books throughout the system.

There being no further business the meeting adjourned at 5:50 p.m.

MINUTES APPROVED:

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President

W. H. ... Secretary

Special Meeting of the Library Board  
February 11, 1947

A special meeting of the Board was called for 3 p.m. February 11, to precede the regular Board Meeting, for the purpose of discussing the Kaufman-Straus project.

Present: Mrs. Fagin, Messrs. Farnsley, McAdams, McDaniel, Powell, Rauch, Smith, Wilson, and Wolford.

Dr. Rauch presided.

Mr. McAdams explained the status of the Kaufman-Straus project to date. He explained that the three points which needed to be clarified and stated to the Library's satisfaction were as follows:

(1) Agreement that the current net worth of the Kaufman-Straus Company be maintained at not less than \$800,000.00. (2) That the purchase of new fixtures for the store be made out of additional capital. (3) That a satisfactory agreement be made with the Kaufman-Straus Company in the event it erected a building on Third Street.

After considerable discussion Mr. McAdams asked that the members present vote as to whether they favored proceeding with the project if these three points could be worked out satisfactorily for the Library.

Mr. Smith stated that he was agreeable to proceeding with the project if these three points had been decided in a satisfactory manner stressing the idea of Thorough protection for the Library in case Kaufman-Straus erected a building on its Third Street property. The members of the Board who voted with Mr. Smith were Messrs. McAdams, McDaniel, Powell, Wilson, and Wolford.

Mr. Farnsley voted to break off negotiations with the Kaufman-Straus Company for a new lease and improvement of the property.

Mrs. Fagin asked to be recorded as not voting inasmuch as she had not attended any of the preceding meetings of the Joint Committee.

The meeting adjourned at 4:05 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees  
February 11, 1947

The regular meeting of the Board of Trustees was held February 11, 1947 at 4:15 p.m. in the Librarian's office.

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

Dr. Rauch presided.

Mr. Harry Schacter, President of the Kaufman-Straus Company, came into the meeting at this point to report on rental to be received for the year. The report is as follows:

February 11, 1947

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 the fiscal year ending January 31, 1947, the Kaufman-Straus Company enjoyed the largest volume of business in its entire 68 years. The volume for the year was - \$6,226,673.60, which entitles the Library Board to an excess rental of \$126,800.21 - \$28,501.38 more than the unprecedented \$98,298.83 excess amount which the Library Board received as additional rental last year.

According to our Lease, this excess amount is payable in seven (7) equal monthly installments. We are tendering you, herewith, our check for \$18,114.31 representing in full the first of these seven installments.

The Board might like to know the status of the Air-Conditioning Loan at this time. You recall that the Principal was \$75,000.00 and the Interest for the 15-year period was approximately \$18,000.00 making a total of \$93,000.00. To date we have repaid Principal and Interest to the amount of \$50,183.38 representing all the installments due. Thus, over 53% 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 seven 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
TOTAL.....	<u>\$465,476.11</u>

The Excess Rental alone for the seven year period averaged \$66,497.00 per year, and the Library Board averaged \$126,497.00 in rent for each year of the seven year period.

We are now on the threshold of the consummation of the plans for a new Lease and for our Post-War expansion. I am confident that if these plans are completed to the satisfaction of both parties, they will have a very salutary result for the future, both for the Library Board and for the Kaufman-Straus Company.

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 Mr. Schacter had finished his report and left the meeting Dr. Rauch called for action on the minutes of the preceding meeting.

It was moved by Mr. Powell, seconded by Mr. McAdams that the minutes be approved as distributed. The motion carried.

Reports

Library Committee: Mrs. Fagin read the certification that bills in the amount of \$8,008.00 had been audited and found correct. She moved and it was seconded by Mr. McDaniel that the bills in this amount be ordered paid. The motion carried. A record of these bills will be found in Record Book 3, pages 103-107 inclusive.

Building Committee: Mr. Powell read a report of the maintenance work completed for the month.

Finance Committee: Mr. McAdams gave a report of finances for the month. It was moved by Mr. Wolford, seconded by Mr. Powell that this report be received and filed.

Librarian's Report: The Librarian stated that he had had informal conversations with Superintendent of Schools Carmichael regarding the possibility of the Library's use of the Thomas Jefferson School on Walnut Street for storage purposes.

He reported that Mr. Carmichael had expressed sympathy with the idea and seemed to feel that a satisfactory arrangement could be worked out.

The Librarian also reported that Superintendent Carmichael had stated that the Virginia Avenue School would be available for the use by a part-time branch and that details of the project should be worked out by the Librarian and Dr. Rubado, Assistant Superintendent in charge of Elementary Education. The Board expressed pleasure and satisfaction at this announcement.

The Librarian then stated that the financial column in the Courier-Journal conducted by Mr. McWain had been devoted in a recent Sunday edition of the Courier-Journal entirely to the subject of investment services provided by the Reference Department of the Main Public Library.

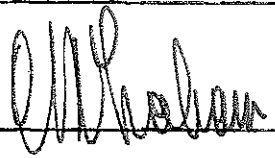
It was stated that this fine bit of publicity had resulted in considerably increasing the use of these materials.

The Librarian called attention to the display prepared for the 100th anniversary of the birthday of Thomas Edison, and stated that an article and picture was to appear in the Louisville Times.

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

MINUTES APPROVED:

\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

## LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees  
March 11, 1947

The regular monthly meeting of the Board of Trustees was held in the Librarian's office at 4:15 p.m.

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

It was moved by Mr. Wolford seconded by Mr. Smith, that the minutes be approved as distributed. The motion carried.

Reports

Library Committee: Mrs. Fagin read the certification that bills for the month of February 1947 amounting to \$9,853.15 had been audited and found correct. A list of these bills may be found in Record Book 3, pages 108-112 inclusive.

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

Building Committee: Mr. Powell reported that the Building Committee had requested of the Finance Committee that it include in the revised budget an amount sufficient to install accoustical ceilings in each of the branch libraries and that the Finance Committee had made provision, in the revision of the budget to be presented at this meeting, for such installation.

Mr. Powell also reported that he and the librarian had visited several of the branch libraries to inspect the basements and had found that the damp condition was as bad as it had ever been. He reported that his committee had no solution to offer at present.

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

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

Mr. McAdams then stated that he had received a request from the Kaufman-Straus Company that the interest which it is paying into the Air-Conditioning Sinking Fund be reduced from the old 3% to the same amount which the Library is paying on its new bond issue. Mr. McAdams stated that he felt this to be a fair request.

He moved, and it was seconded by Mr. Smith, that the interest payments which the Kaufman-Straus Company made to the Air-Conditioning Sinking Fund be reduced from 3% to the same amount as the Library pays on its new bond issue. The motion carried.

Mr. McAdams then presented the revised budget for the remainder of the fiscal year. After discussion this budget was ordered received and approved. A copy of this budget is appended to these minutes as Exhibit A.

Mr. McAdams then stated that the Joint Committee on the Kaufman-Straus project had met on March 11 at 3 p.m. and had approved a series of recommendations for presentation to the Board of Trustees. He read the recommendations and after discussion it was moved by Mr. McAdams and seconded by Mr. Powell that the report be approved by the Board and that the Committee be authorized to sign a new lease with Kaufman-Straus according to the recommendations of the report. The motion carried unanimously. The report is appended to these minutes as Exhibit B.

Then Mr. McAdams discussed the bond market situation and stated that there had been suggestions that the Library sell the authorized issue of bonds in the amount of \$400,000.00 in order to take advantage of favorable interest rates. He stated that it might be possible to invest the proceeds of this bond issue in government bonds and thus save the interest.

After considerable discussion it was moved by Mr. Sullivan, seconded by Mr. Wolford, that the Finance Committee of the Board be empowered to advertise for bids concerning the new issue of bonds in the amount of \$400,000.00 when and if it saw fit. The motion carried.

Librarian's Report: The Librarian reported on the plan for establishing a discussion leaders course for the training of discussion leaders in the University of Chicago "Great Books Program". This project had been inaugurated in a meeting of the Library Committee and representatives of other institutions at which time it had been agreed that the "Great Books" study and discussion program would be sponsored by the Library with co-sponsorship in an advisory capacity by the University of Louisville's division of Adult Education, the Catholic Parochial Schools and the Louisville City Schools.

The Librarian announced that the annual conference of the American Library Association would be held in San Francisco June 29 through July 5.

It was moved by Mr. Powell and seconded by Mr. McDaniel and carried that the Librarian be asked to represent the Library at this convention at library expense.

The Librarian then announced the receipt of a gift of 47 reels of American Historical Motion Picture Photoplays and of the forthcoming gift of 1,000 slides illustrating the Yale University Pagent's of America set. In addition he announced the promise of a gift of ten sets of the Yale Chronicle Series and ten sets of the Pagent of America. All of these gifts had been arranged through the Yale University Press and due to a generous gift of the Kentucky Distillers Association. It was announced that the Library would act as a depository of the Yale University Press' motion pictures in this area.

It was moved by Mr. McAdams and seconded by Mr. Powell that these gifts be accepted with thanks.

The Librarian called attention to the continued considerable increase in the circulation of books throughout the system. He also called attention to the fact that the circulation of non-fiction had reached abnormal proportions



March 1947

LOUISVILLE FREE PUBLIC LIBRARY

Revised Budget 1946-47

	<u>Request Budget</u> 14 May 1946	<u>Revised Budget</u>
<u>RECEIPTS</u>		
Balance on hand - General	\$ 6,000.00	\$ 4,915.97
Authorized & Allocated	36,652.83	36,652.83
Commitments	12,000.00	12,000.00
Receipts: City Taxes	150,000.00	155,143.06
Jefferson County	18,000.00	20,718.00
Fines, etc.	9,000.00	9,000.00
Rent: Kaufman-Straus Co.	150,000.00	178,656.93
Gifts & Refunds		1,181.00
	<u>\$381,652.83</u>	<u>\$418,267.79</u>
<u>DISBURSEMENTS</u>		
Library Operating Expense:		
Pay Roll: Staff	\$180,000.00	\$184,250.00
Books	34,870.00	61,220.81
" - Commitments	10,500.00	
Periodicals	5,000.00	5,400.00
Binding, Rebinding, Filming	4,000.00	8,000.00
Library Supplies	3,000.00	3,000.00
Printing	1,500.00	1,700.00
Incidentals	1,000.00	1,500.00
Transportation	1,700.00	1,800.00
Telephone	1,600.00	1,700.00
Postage	1,200.00	1,200.00
Interest on loans	100.00	100.00
Furniture & Fixtures	2,500.00	11,000.00
Total Operating Expense	<u>\$246,970.00</u>	<u>\$280,870.81</u>
Building Maintenance Expense:		
Pay Roll Janitors	\$ 32,250.00	\$ 37,600.00
Janitor Supplies	2,000.00	2,500.00
Repairs & Improvements	12,000.00	52,000.00
"           " - Shop	1,200.00	1,200.00
Rent	2,200.00	2,300.00
Heat	6,500.00	7,000.00
Light	4,500.00	4,500.00
Insurance	3,300.00	3,700.00
Incidentals	250.00	400.00
Total	<u>\$64,220.00</u>	<u>\$111,200.00</u>
Total Opr. & Bldg. Maintenance	<u>\$311,190.00</u>	<u>\$392,070.81</u>
Allocated, truck, sedan, etc.		9,000.00
Total	<u>\$311,190.00</u>	<u>\$401,070.81</u>
Mortgage Sinking Fund & Expense	<u>\$33,810.00</u>	<u>\$15,196.98</u>
Total	<u>\$345,000.00</u>	<u>\$416,267.79</u>
Commitment - Legal Advice, Kaufman- Straus project		2,000.00
Total	<u>\$345,000.00</u>	<u>\$418,267.79</u>

BUDGET NOTES

Rent - Kaufman Straus Annual \$60,000; 2 months at \$14,042.69;  
5 months at \$18,114.31.

Furniture & Fixtures - On order 3 typewriters \$417; folding chairs  
\$300; chairs Childrens Department \$226; swivel chairs \$300;  
metal files \$303; desk and catalog \$7,200.

Repairs - Balance of Hartstern contracts \$11,236.70, insulation  
\$4,521; allocated for drinking fountains \$1,642; recommended  
contracte work \$2,400, acoustical tile at branches \$11,457;  
general repairs estimated \$3,000.

and that for the first time in the history of the library the percentage of non-fiction circulated was 55% and fiction only 45%. He stated that the usual percentage was a fiction circulation of from 60% to 70%.

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

\_\_\_\_\_  
President

MINUTES APPROVED:

\_\_\_\_\_  
Secretary

LOUISVILLE FREE PUBLIC LIBRARY

Minutes of the Board of Trustees April 8, 1947

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held in the Librarian's office April 8, 1947 at 4:15 p.m.

Present: Mrs. Fagin, Messrs. Farnsley, McAdams, McDaniel, Powell, Welch, Wilson, and the Librarian.

Dr. Welch presided.

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

Communications

The Secretary read a letter from Judge Horace M. Barker asking that the Library's budget request be ready not later than April 15, 1947.

The Secretary also read a communication from Mr. Edward H. Dieruf, Director of Finance, City of Louisville, asking that the Library's budget request be in his office by May 1.

It was stated in relation to these two communications that the budget request would be due before the next regular Board meeting.

It was therefore moved by Mr. Wilson, seconded by Mr. Powell, that the Finance Committee be authorized to prepare the budget requests and to present them to the proper officials. The motion carried.

The Librarian then read a communication from Miss Mary Bell Garrett resigning from her position as Assistant in the Children's Department.

It was moved by Mr. McAdams, seconded by Mr. Powell and carried, that this resignation be received with regrets.

#### Reports

Library Committee: Mrs. Fagin read the certification that bills for the month of March 1947 amounting to \$10,265.43 had been audited and found correct.

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

A list of these bills will be found in Record Book 3 pages 112-118 inclusive.

Building Committee: Mr. Powell gave a report of the Building Committee meeting which was held March 20 in the Librarian's office. He stated that Dr. Carmichael, Superintendent of Schools, had told the Librarian that the Board of Education had granted use of the old Thomas Jefferson School at Hancock and Walnut for the Library to use as a book storage building at its own expense and risk.

Mr. Powell reported that the Committee had asked the Librarian to obtain from Mr. Fred Hartstern, architect, a statement as to the probable cost of converting the building into a book storage center.

It was reported that the Committee acting under authorization previously given by the Board had voted to instruct the Librarian to accept the proposal of the A. S. Blunk Heating Company to provide a gas line from the sidewalk to the portable building at the Virginia Avenue School for \$175. This building had been lent by the Board of Education to the Library for use as a part-time branch.

Also included in the proposal was the agreement to install a gas circulating heater for \$175 and to insulate the entire building with rock wool for \$285.

It was reported that the Committee had agreed to keep the old delivery truck instead of using it as a credit towards the purchase of a new one. This old truck could be used to advantage by the maintenance crew.

It was reported that the Committee had also voted to ask the Librarian to obtain estimates as to the cost of erecting a three-car garage on the property of the Eastern Branch Library to house the Library's automotive equipment.

It was also reported that the Committee had decided to purchase a one-ton or a three-quarter-ton Chevrolet panel truck and a sedan of the type of Buick, Packard, or similar make.

The Board voted to approve this report of the Building Committee.

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

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

Librarian's Report: The Librarian recommended the appointment of Mrs. Ruth Rinehart as a professional assistant in the Children's Department at a salary of \$145 per month.

He also recommended the reappointment of Mrs. Rose Henderson who had resigned during the war to be with her husband. Mrs. Henderson's reappointment was to the position of professional assistant in the Circulation Department at a salary of \$166.87 per month.

The Librarian then distributed "Citizenship and Character" book lists compiled by Miss Beel, Head of the Children's Department.

He also remarked upon the continued rise in the number of books circulated.

The Librarian then asked for approval of some expenses incurred in the entertainment of the two University of Chicago Great Books instructors.

After discussion it was unanimously voted by the Board that any expenses incurred by the Librarian incident to the discharge of his duties be borne by the Library.

#### Election of Officers

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

The Executive Committee, acting as the Nominating Committee under the By-laws, has nominated the following as officers of the Board of Trustees for the year 1947-48:

Rabbi Joseph Rauch	-	President
Leo Wolford	-	Vice-President
C. R. Graham	-	Secretary
Ky. Trust Company	-	Treasurer

By:

Pope McAdams  
H. Cecil Powell  
Rev. Charles W. Welch

It was moved by Mr. Powell, seconded by Mr. Farnsley, and unanimously carried that the nominations be closed and that the Secretary be ordered to cast one ballot for the officers nominated.

New business: Mr. Farnsley stated it to be his belief that the Librarian spent too much time on the smaller administrative details. He recommended that an Assistant Librarian be employed with the responsibility of and the authority for relieving the Librarian of many of the details of the administration of the Library system.

After some discussion this recommendation was referred to the Library Committee for action.

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 8, 1947

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held in the Librarian's office on Tuesday, May 8, 1947 at 4:15 p.m.

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

Mr. Wolford presided.

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

Communications

The Secretary read a communication from J. J. Kavanagh concerning the rezoning of certain parts of Fourth Street. This communication is appended to these minutes as Exhibit 1.

After considerable discussion it was moved by Mr. Wilson and seconded by Mr. Powell and carried that the Board of Trustees go on record as favoring the rezoning to "C.D." Apartment instead of "J" Light Industry, and that the Secretary be empowered to sign the petition.

The Secretary then read a communication from Miss Allegra Westbrooks resigning from her position in the Colored Department. The Librarian spoke of the fine work Miss Westbrooks had been doing and the difficulty in replacing her.

It was moved by Mr. Wilson and seconded by Mr. Powell that the resignation be received with deep regret.

Reports

Library Committee: Father Pitt read the certification that bills for the month of April 1947 amounting to \$10,900.45 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 Building Committee Meeting May 9, 1947. He stated that \$11,457 had been allocated in the revised budget for accoustical work in the branches and that \$4,521 had been allocated for rock wool insulation.

Mr. Powell stated that bids for installing accoustical tile amounted to \$7,982 which left a balance of \$3,475 in the budget item for accoustical tile.

He also said that bids for insulation totaled \$4,240.40 leaving a balance in this item of \$280.60.

It was stated that the Building Committee had voted to accept the bid of the E. C. Decker Company for accoustical treatment in seven branch libraries in the amount of \$6,139 and of the Carroll-Rogers Company for accoustical treatment in two branch libraries in the amount of \$1,843.

70332

At the same time the Kentucky Terminix Company had been awarded the contract for rock wool insulation in ten branch libraries in the amount of \$4,240.40.

Mr. Powell also reported that the Committee had voted to undertake other work which had not been listed in the specifications due to the fear that the bids would run higher than the allocated budget figure. It was stated that this additional accoustical treatment would fall within the total budget figure allocated to this work.

It was moved by Mr. Powell, seconded by Mr. Farnsley and carried that these recommendations of the Building Committee be approved.

Mr. Powell then reported that the Committee had discussed with Mr. Weber of Fred Hartstern, architect, the proposed changes in the main lobby. These changes consisted of removing the art glass skylight and installing accoustical tile and also of installing a system of direct and indirect lighting. Mr. Powell stated that several people had voiced objections of the removal of the art glass skylight. He mentioned particularly members of the Fine Arts Department of the University of Louisville.

The Committee had voted to discuss this matter at the general Board Meeting and to ask the Board of Trustees for its opinion.

After considerable discussion the members of the Board expressed themselves as favoring repairing the skylight so as to keep the lobby as an architectural unit.

It was suggested that a considerable saving of money could be made by repairing the skylight and not undertaking the installation of a new lighting system or the installation of accoustical treatment. It was stated that this money could wisely be spent to further the Library's audio-visual program.

It was then moved by Mr. Farnsley, seconded by Father Pitt and carried unanimously that the art glass skylight be retained and repaired and that the balance of money in this authorized item be used for the purchase of audio-visual materials and equipment.

Mr. Powell then gave a report of the maintenance work completed to May 1, 1947.

Finance Committee: The Secretary distributed copies of the statistical report of finances for the month.

It was moved by Father Pitt, seconded by Mr. Powell that this report be received and filed.

Librarian's Report: The Librarian reported the receipt of the gift of 47 reels of Yale Historical Photoplays and 1,000 glass slides illustrating the Pageant of America.

He reported that a 16 mm. sound motion picture machine had been purchased and also a slide projector.

It was reported that the Fall City Film Council had met and agreed to cooperate with the Library in obtaining audio-visual materials if the Library would act as a depository for the free distribution of these materials.

It was also announced that station WKYW had stated a policy of presenting to the Library, albums of children's music after they had been used on the radio program. These albums were to be circulated to adults to use with children.

The Librarian reported on the cooperation with WHAS and the "Invitation to Learning" program. It was stated that at the end of each program running from 10 to 10:30 Sunday mornings WHAS was announcing that books discussed on this program were available at the Louisville Free Public Library. The Librarian reported that on the Monday morning following the broadcast of the program on Facon's Essays all ten copies at the Main Library were borrowed between 9 and 10 o'clock of that Monday morning.

It was also announced that station WHAS was transcribing these "Invitation to Learning" programs and planned to present them free of charge to the Library for use in its audio-visual program.

The Librarian also stated another development in the audio-visual program. That, WHAS has invited the Library to experiment with its own "Invitation to Learning" program to be carried over FM.

At this point Father Pitt stated it to be his belief that the Librarian should get information as to the availability of an executive assistant to take charge of this rapidly developing phase of the Library's work.

It was called to the attention of the Board that the need for an assistant had been brought up at a recent Board Meeting and had been referred to the Library Committee. No meeting of the Library Committee had been called.

It was moved by Father Pitt, seconded by Mr. Farnsley and carried that the Librarian get information on potential candidates for the use of the Library Committee.

The Librarian then recommended that Miss Louise Seewer, who had been serving as Acting Assistant Department Head in the Circulation Department, be named Assistant Department Head at no increase in salary. This recommendation was approved by the Board.

New Business:

Mr. Farnsley stated it to be his belief that the Library should attempt to obtain some space in the Service Club at 824 S. Fourth Street with the possibility that when the Service Club was discontinued the Library might be able to take over that building.

It was moved by Mr. Farnsley and seconded by Mr. Powell that the Secretary communicate with the Mayor in an attempt to obtain space in the Service Club.

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

MINUTES APPROVED:

\_\_\_\_\_  
President

G. M. Farnsley  
Secretary



LAW OFFICES  
J. J. KAVANAGH  
MARION E. TAYLOR BUILDING  
LOUISVILLE, KENTUCKY

May 13, 1947

Mr. Clarence Graham, Librarian  
Louisville Free Public Library  
Library Place  
Louisville, Kentucky

Dear Mr. Graham:

This letter is confirmatory of my statement to you of a few days ago concerning the re-zoning of certain parts of Fourth Street.

In the year 1931, the City passed a zoning ordinance and at that time erroneously placed the area bounded by York and Oak Streets and First and Seventh Streets in what is known as "J" Light Industrial District. Parts of this area, particularly Fourth Street from York to St. Catherine Street, should be in a different classification, the "C D" Apartment, to protect the classes of buildings located in that district. The Library is not vitally concerned necessarily in the re-zoning as it is within 200 ft. of the location proposing to be re-zoned but you have the right to express an opinion.

The area from York to St. Catherine, bounded on the east by the alleys binding the properties and on the west by the alleys binding the properties, should be changed from "J" Light Industry to "C D" Apartment because that area particularly has within it the Unitarian Church, Calvary Episcopal Church, Nazareth College, Presentation Academy, St. Helena's Business College, the Visitation Home for Young Women, Fourth Avenue Presbyterian Church, the Louisville Service Club formerly the Columbia Hall, the First Christian Church, the proposed Y.M.H.A. building at the southwest corner of Fourth and Kentucky Streets which will cost between Seven and Eight Hundred Thousand Dollars, The Christian Widows' Home now the Cortlandt Apartments, the Lincoln Building and the Thiermann Apartments.

Out of this group of buildings, which is estimated at millions of dollars, I represent Nazareth College, the Presentation Academy which are valued at over a million dollars, St. Helena's Business College, Visitation Home, Granville W. Smith Company and the Thiermann Apartments.

Mr. Clarence Graham

-2-

May 13, 1947

Of course, if the zoning change is made, it cannot effect the businesses located in this area at the present time though they are few in number, but if the change is not made, Fourth Street will soon have the appearance of Third Street from Broadway to St. Catherine.

The "C D" Apartment District permits multiple dwellings, hotels with certain businesses within them but without entrances on the street, group houses, boarding and lodging houses, hospitals and clinics excepting veterinary hospitals and clinics, institutions of a philanthropic nature other than those of a correctional nature private clubs, fraternities, sororities, libraries and museums. This will restrict the district to religious, charitable and educational institutions.

The "J" Light Industrial District will permit any commercial enterprise including particularly motor sale rooms and repair shops and the type of buildings you find on Third Street at the present time.

As we all know, the flow of important business is now east and west on Broadway and it will be many years, if at all, until fine buildings move south of Broadway on Fourth Street and we will get then only the overflow which specialists and real estate men have come to name as a "blighted" area and naturally depreciates the property. I have talked with Mr. Vinsel, Mr. Carl Berg of the L.A.D.A. and Mr. Friend Lodge and Mr. Robert Russell of the Planning and Zoning Commission and I believe if you will consult them, you will find them in accord with the principles set out in this letter.

In January 1945, Mr. Carl Berg, who is a municipal architect of the highest standing, replotted Fourth Street from Broadway to Oak and the plats and maps are now on file in the office of the Planning and Zoning Commission. To maintain the value and integrity of properties and buildings, changes of the sort I have suggested have been made all over the country. The notable examples have been the Rockefeller Center and Sutton Place in New York and the property along Wacker Drive in Chicago; in fact, like changes have been made in nearly every forward city in the country except Louisville. Unfortunately, our City has not been built, planned or zoned along a definite pattern. A failure to re-zone will not only

Mr. Clarence Graham

-3-

May 13, 1947

cause a loss of millions of dollars in depreciated buildings  
but will make the street unsightly.

Very respectfully,

A handwritten signature in cursive script, appearing to read "J. K. ...". The signature is written in dark ink and is positioned to the right of the typed text "Very respectfully,".

JJK:gw

LOUISVILLE FREE PUBLIC LIBRARY  
Board of Trustees Meeting  
June 10, 1947

The regular monthly meeting of the Board of Trustees of the Louisville Free Public Library was held in the Librarian's office on Tuesday, June 10, 1947 at 4:15 p.m.

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

Dr. Rauch presided.

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

Communications:

The Secretary read a communication from Chief Deputy Sheriff Brooks requesting the use of libraries as polling places for the primary election. The Board voted to grant the use of library agencies as polling places provided that the activities be confined to the basements alone.

The Secretary then read a communication from the Beechmont Women's Club thanking the Library for the use of the Iroquois Branch auditorium during the past year.

The Secretary then read two resolutions addressed to the Board by the Executive Committee of the Staff Association. The resolutions requested the inauguration of a pension system and the consideration of the possibility of salary increases in the next year's budget. These resolutions are appended to the minutes as Exhibit A.

These resolutions were discussed by the Board members.

Mr. McAdams reported that, acting as Chairman of the Pension Committee, he had requested the representatives of several insurance companies to prepare figures on the cost to the individual and the Library of a retirement plan. The Secretary was instructed to write the Executive Committee of the Staff Association and to inform them of the fact that the Board had heard these resolutions sympathetically and that members of the Executive Committee would be called in in the near future to discuss responsibilities connected with the establishment of a pension plan.

Reports

Library Committee: Father Pitt read the certification that bills for the month of May amounting to \$12,753.28 had been audited and found correct. He moved and it was seconded by Mr. McAdams that bills in this amount be ordered paid.

Building Committee: Mr. Powell gave a report of the work of the Building Committee. He reported that the Committee had accepted the proposal of H. P. Krauth and Son to replace the roof at Crescent Hill Branch for the sum of \$1550.

He also reported that the Committee had voted to accept the low bid of the Pacific Coal Company at a figure of \$8.40 per ton for egg coal and \$8.75 per ton for treated stoker coal.

Mr. Powell then read a letter from Kaufman-Straus Company stating that three recommendations of the Fire Prevention Bureau of the Louisville Fire Department should properly be taken care of by the Library. These recommendations are:

- (1) Remove all roll fire shutters from openings to front stairs.
- (2) Replace inadequate fire shutters from openings to front stairs.
- (3) Provide a metal clad door for opening on first floor leading to front stairs; hang same so it will open in path of travel from stairs.

Mr. Powell then asked the Secretary to read the communication from Lawrence Poston of the City Law Department stating that it was his opinion that these three recommendations were the responsibilities of the Library and that work should be undertaken.

The Secretary also read a communication from H. L. Foster, Captain of the Fire Prevention Bureau, stating that the letter to the Library dated July 26, 1944 which said that the Kaufman-Straus building had been placed in a safe condition according to the law was no longer applicable and that the new recommendations should be followed. These recommendations are appended to these minutes as Exhibits B, C, and D.

After considerable discussion centering around the pending project of improvements to the Kaufman-Straus building, it was agreed by members of the Board that it would be unwise to undertake installing of a fire escape if it would have to be removed in connection with the Kaufman-Straus improvements. It was, therefore, agreed that the matter should be placed in the hands of Fred Hartstern, Board architect, and that the Secretary should write a letter to the Fire Prevention Bureau stating that the Library had a new lease with Kaufman-Straus pending which called for considerable structural improvements to the Kaufman-Straus building. The Secretary was instructed to state also that if negotiations for the improvements and the new lease were unsuccessful and, if no improvements were made, then the recommendations of the Fire Prevention Bureau would be followed. If the negotiations for a new lease were successful, the recommendations of the Fire Prevention Bureau would be incorporated in the proposed plan of improvements. The Secretary was also instructed to ask the Fire Prevention Bureau to discuss the matter with the Board's architect, Mr. Hartstern.

Then Dr. Welch moved and it was seconded by Mr. Wilson and carried that the Board approve the report of the Building Committee as a whole.

Finance Committee: Mr. McAdams read a communication from Horace M. Barker, Chairman of the Fiscal Court, announcing that the Fiscal Court's contribution to the Public Library for the year beginning July 1, 1947 and ending June 30, 1948 had been set at \$25,000.

Then Mr. McAdams read the report of finances for the month and it was moved by Mr. Wolford, seconded by Father Pitt and carried that this report of the Finance Committee be received and filed.

*Exhibit A*

May 26, 1947

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

Dear Dr. Rauch:

The following resolutions were unanimously adopted May 15 at the annual meeting of the Louisville Free Public Library Staff Association:

Whereas, We consider a Retirement Pension Plan necessary to the welfare of the Library and its Staff; and

Whereas, The Enabling Act has been passed to make legally possible the adoption of a pension plan; and

Whereas, The Staff Association of the Louisville Free Public Library has expressed by studying pensions in recent meetings, their interest in inaugurating a pension system; therefore, be it

RESOLVED, That, It is the sense of this Association that a Retirement Pension Plan be provided.

RESOLVED, That, The Executive Committee of the Louisville Free Public Library Staff Association present these resolutions to the Board of Trustees and urge upon them prompt consideration of the matter.

Whereas, We are appreciative of the recent salary increases; and

Whereas, We realize that the percentage of raises has kept pace with the rising cost of living; and

Whereas, Our Staff salary schedules have always been and are still below those of other professions; therefore, be it

RESOLVED, That, The Executive Committee of The Louisville Free Public Library Staff Association present to the Board of Trustees for its consideration the possibility of additional increases in salary, if next year's budget permits.

Respectfully submitted,

Executive Committee

copy to C. R. Graham, Sec'y.

Librarian's Report: The Librarian brought up the question of a Board meeting in July when he would be out of the city and the Board agreed to pay bills by Executive Committee action instead of holding the July Board meeting.

The Librarian reported that he had written to Dr. Carmichael, Superintendent of Schools, in regard to the possibility of the Library using the old Monsarrat school in the event the veterans' high school is discontinued.

The Librarian also reported that work was progressing on the portable building at the Virginia Avenue School and that he was expecting it to be open sometime in August.

It was announced that the Library would be the object of a sketch in "Power and Light", the magazine distributed with the gas and electric light bills.

It was also reported that the circulation has continued to increase and for the year so far there has been an increase of 100,000 in spite of the fact that the St. Matthews branch had been discontinued.

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

MINUTES APPROVED:

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President

*P. M. Hagan*  
Secretary

LOUISVILLE FREE PUBLIC LIBRARY  
Special Board Meeting  
June 20, 1947

A special called meeting of the Board of Trustees was held on June 20, 1947 at 3 p.m. in the Librarian's office.

The purpose of the meeting was to: 1) grant a hearing to Mr. Alex. Booth concerning the rezoning of property on Fourth Street, and 2) discuss the new lease with Kaufman-Straus Company.

Mr. Alex Booth was invited into the meeting and with him representing various owners of property on Fourth Street, were Messrs. Grubbs, Marcus and Truehart. They requested that the Board repeal its action of May 8 when it voted to go on record as favoring the rezoning of Fourth Street from York to St. Catherine from "J" Light Industry, to "C and D" Apartment and had instructed the Secretary to sign a petition to that effect. They stated that they and the people they were representing had taken the stand that no change should be made in the present zoning.

After considerable discussion it was moved by Mr. Smith, seconded by Mr. Sullivan and carried unanimously that the Board of Trustees felt that as a City institution the Library should redraw its name from the petition to rezone, and that the Library as such, remain neutral.

The Secretary was instructed to send notice of this action to the Board of Aldermen and to the Louisville and Jefferson County Planning and Zoning Commission, as well as to Messrs. Booth and Kavanaugh.

At this time Mr. Booth and his Committee retired from the meeting and Messrs. I. Sidney Jenkins, Fred J. Hartstern and J. Verser Conner, retained by the Library, and Harry Schacter and R. J. Gardner, representing Kaufman-Straus Company, came into the meeting in connection with the new lease with Kaufman-Straus Company.

Dr. Rauch called upon Mr. Pope McAdams, Chairman of the Joint Committee to give his report. Mr. McAdams called upon Mr. Jenkins for a statement. Mr. Jenkins read a report analyzing the new lease. This report is appended to these minutes. Exhibit A.

Mr. McAdams then read the following report of the Joint Committee:

July 20, 1947

Trustees of Free Public Library  
Louisville, Kentucky

Gentlemen:

Your joint Finance and Building Committee, appointed to negotiate a lease with Kaufman-Straus Company, on the premises presently being occupied by that Company, has, as you know, been engaged in those negotiations since the Fall of 1945.

They have finally agreed on a draft of lease, and submit said draft herewith, with the recommendation that you approve said lease and authorize the proper officers to execute same.

In a very general way, it may be said that the term of the lease is from February 1, 1947 to January 31, 1980: that it provides for a fixed minimum rental of \$100,000 per year, beginning when you enter into contracts for the improvements contemplated by the lease.

The percentage rentals are 3 percent on the first \$6,000,000.00 of sales and 2 percent on all sales over \$6,000,000.00 and the tenant is to continue making payments to reimburse you for the air-conditioning equipment.

You will agree to expend up to \$400,000.00 in improving the property. Kaufman may supply up to another \$100,000 if the contemplated improvements cost so much, but in that event they may be reimbursed by deducting up to \$10,000.00 in one year from the percentage rentals. Suitable provisions are made for permitting the expansion of Kaufman's business on the East side of Fourth Street, or the West side of Third Street, between Liberty and Walnut Streets, with adjustments in the percentage rentals in that event.



July 20, 1947

Trustees of Free Public Library,  
Louisville, Kentucky.

Gentlemen:

Your joint Finance and Building Committee, appointed to negotiate a lease with Kaufman Straus Company, on the premises presently being occupied by that Company, has, as you know, been engaged in those negotiations since the Fall of 1945.

They have finally agreed on a draft of lease, and submit said draft herewith, with the recommendation that you approve said lease and authorize the proper officers to execute same.

In a very general way, it may be said that the term of the lease is from February 1, 1947, to January 31, 1980; that it provides for a fixed minimum rental of \$100,000 per year, beginning when you enter into contracts for the improvements contemplated by the lease.

The percentage rentals are 3 percent on the first \$6,000,000.00 of sales and 2 percent on all sales over \$6,000,000, and the tenant is to continue making payments to reimburse you for the air conditioning equipment.

You will agree to expend up to \$400,000.00 in improving the property. Kaufman may supply up to another \$100,000.00 if the contemplated improvements cost so much, but in that event they may be reimbursed by deducting up to \$10,000.00 in one year from the percentage rentals. Suitable provisions are made for permitting the expansion of Kaufman's business on the East side of Fourth Street, or the West side of Third Street, between Liberty and Walnut Streets, with adjustments in the percentage rentals in that event.

General repairs, except in case of casualty, are to be made by Kaufman.

The Committee tenders the lease in complete form and unanimously recommends that it be executed.

Respectfully submitted,

*For the Codrington Chairman*  
*Frank Smith*  
*Guernsey*  
*Charles Fausch*  
*H. Cecil Powell*  
*Don Sullivan*

enclosure

General repairs, except in case of casualty, are to be made by Kaufman.

The Committee tenders the lease in complete form and unanimously recommends that it be executed.

Respectfully submitted,

It was moved by Mr. McAdams, seconded by Father Pitt, that this report of the Joint Committee be adopted. The motion carried unanimously.

At this time copies of the lease were signed by officers of the Library and Kaufman-Straus Company, and Messrs. Schacter and Gardner left the meeting.

After some discussion concerning negotiations for the new bond issue, it was moved by Mr. Powell, seconded by Mr. Sullivan and carried unanimously that the Finance Committee be empowered to make negotiations concerning the new issue of bonds.

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

MINUTES APPROVED:

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Joseph Maciel President

W. H. Mahan Secretary

LOUISVILLE FREE PUBLIC LIBRARY  
Special Meeting July 30 1947

The Board of Trustees met in a special called meeting July 30, 1947 at 3:30 p.m. in the Librarian's office.

Present: Messrs. Farnsley, McAdams, McDaniel, Pitt, Powell, Smith, Sullivan, and the Librarian.

Father Pitt presided.

The minutes of the Special Meeting of June 20 were read and approved.

The Secretary then presented to the Board a memorandum setting forth a few errors in the wording of certain clauses in the new lease with the Board of Kaufman-Straus Company the effect of which were of no particular consequence concerning the terms of the lease. He advised that these changes had been agreed upon with the Kaufman-Straus Company and that their Board of Directors would also approve these minor changes agreed upon by the attorneys for both sides, and thereafter upon motion by Mr. Powell, and seconded by Mr. McDaniel and unanimously carried they were approved and the Secretary was authorized to send a copy of this resolution to the Kaufman-Straus Company and also directed to file the approved minor changes with the original lease. The resolution is as follows:

RESOLVED that with the consent and approval of Lessee, Kaufman-Straus Company, the following corrections be made in the Lease dated June 20, 1947, between the TRUSTEES OF LOUISVILLE FREE PUBLIC LIBRARY AND KAUFMAN-STRAUS COMPANY:

(1) That the word "property", on page 32, 9th line, be changed to the word "proper", by striking out "ty":

(2) That pages 20, 26 and 27 be rewritten and substituted pages be inserted to effect the following changes:

Delete from page 20, beginning with the 8th line the following language:

"its terms. Lessor will use due diligence in completing said restoration. Except that, if the square feet of space available in the repaired building shall be less than the square feet of such space in the building immediately prior to the casualty, the minimum rent payable hereunder shall be proportionately reduced."

and substitute therefor the following language:

"its terms, except that, if the square feet of space available in the repaired building shall be less than the square feet of such space in the building immediately prior to the casualty, the minimum rent payable hereunder shall be proportionately reduced. Lessor will use due diligence in completing said restoration."

Delete from page 26, beginning with "provided" in 9th line, the following:

"Provided, however, that Lessee shall have the right at any time, and at all times, without Lessor's consent, to lease to sub-tenants or concessionaires, departments in said premises for the purpose of selling merchandise therein or to render services in said premises, provided said business in its entirety continues to be operated in the name of Lessee. Lessee, however, shall not assign or sub-let the premises, or any part of them, for any purpose not permitted under Paragraph 3 hereof. In no event shall more than fifty per cent (50%) of the leased premises be sub-let."

And substitute in lieu thereof the following language:

"Provided, however, that Lessee shall have the right at any time, and at all times, without Lessor's consent, to lease to sub-tenants or concessionaries, departments in said premises for the purpose of selling merchandise therein or to render services in said premises, provided said business in its entirety continues to be operated in the name of Lessee, and further provided that in no event shall more than fifty per cent (50%) of the leased premises be sub-let for such purposes. Lessee, however, shall not assign or sub-let the premises, or any part of them, for any purpose not permitted under Paragraph 3 hereof."

Substitute pages 20, 26 and 27 were presented to the meeting and were identified by the initials of Pope McAdams. When suitable resolution by Kaufman-Straus Company approving the substitution of such pages have been adopted, and the substitute pages initialed by Harry Schacter, President of Kaufman-Straus Company, such pages are authorized to be physically placed in the Lease and the original pages 20, 26 and 27 withdrawn therefrom.

Then Mr. McAdams presented bills from Messrs. Jenkins, Hartstern and Conner for services in connection with the new lease and stated that these bills totaled \$4,000. It was moved by Mr. Sullivan, seconded by Mr. Smith and carried unanimously that bills in this amount be ordered paid.

Mr. McAdams then reported on negotiations for a new bond issue by stating that the Library had been advised by the Trustee of the indenture that the new bond issue for the proposed construction could not be sold until plans and specifications for the improvements had been submitted to and approved by the Library Board, and certification of that fact made to the Trustee of the indenture.

There being no further business the meeting adjourned at 4:40 p.m.

MINUTES APPROVED:

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Joseph A. ... President  
... .. Secretary

LOUISVILLE FREE PUBLIC LIBRARY  
Minutes of the Board of Trustees  
September 9, 1947

The Board of Trustees of the Louisville Free Public Library met at 4:15 p.m. in the Librarian's office September 9, 1947.

Present: Messrs. Farnsley, McAdams, McDaniel, Powell, Rauch, Wilson, Wolford and the Librarian.

The minutes of the July 30 Special Meeting were read and approved.

It was moved by Mr. Powell and seconded by Mr. McAdams and carried unanimously that the Board approve the Executive Committee action of August 12 in voting to pay the bills in the amount of \$13,421.31 when no regular Board meeting was held because of lack of a quorum.

Reports

Library Committee: Mr. Wolford read the certification that bills in the amount of \$5,975.63 had been audited and found correct.

It was moved by Mr. Wilson, seconded by Father Pitt and carried unanimously that bills in this amount be ordered paid.

Mr. Wolford then gave a report of the Library Committee meeting held ~~in~~ just before the main Board Meeting. He stated that the Library Committee had approved the recommendation of the Librarian to increase the salaries of the following persons: Mrs. Naomi Lattimore, Head of the Colored Department, from \$249.37 to \$269.37; Miss Margaret Willis, Head of the Circulation Department, from \$254.87 to \$274.87; Miss Florinne Kammerer, Head of the Extension Department, from \$249.31 to \$269.31; Miss Mary Foley, Head of the Catalog Department, from \$265.87 to \$275.87; Miss Margaret Gilligan, Head of the Shelby Park Branch Library, from \$216.37 to \$221.37; Miss Marcella Tobe, Head of Iroquois Branch Library, from \$216.37 to \$221.37; Miss Mary Jennings Wilson, Professional assistant in the Circulation Department, from \$125.62 to \$150; and Mrs. Florence Hicks, Professional assistant in the Circulation Department, from \$146.70 to \$150.

It was moved by Mr. Wilson, seconded by Father Pitt that this recommendation of the Library Committee be approved.

Mr. Wolford then stated that the Executive Committee of the Southeastern Library Association was meeting in Gatlinburg, Tennessee and that the Library Committee recommended that the Librarian attend this meeting in his capacity as President of the Kentucky Library Association.

It was moved by Mr. McAdams and seconded by Mr. Farnsley that the Librarian attend this meeting with expenses paid by the Library. The motion carried.

Building Committee: Mr. Powell reported that the Weissinger-Gaulbert's heat and light contract was ready to be renewed and that the only change in the contract was that a minimum charge of \$5 per month was to be made for electric power. He recommended that the Secretary be authorized to sign the contract.

It was moved by Father Pitt and seconded by Mr. Wolford that this recommendation be approved.

Mr. Powell then reported on the need for cleaning the heating and cooling unit in the Main Library. He stated that there was a forty-year accumulation of grease, dirt and debris and recommended that the Airways Cleaning and Fireproofing Service be authorized to do this work at a maximum price of \$700.

It was moved by Mr. Wilson and seconded by Father Pitt that this work be done at a price not to exceed \$700. The motion carried.

It was also reported that Mr. Fred Louis, architect, Mr. Powell and the Librarian had visited the Western Branch Library to examine the damp wall condition. Mr. Powell reported that Mr. Louis had suggested that the walls of the auditorium be covered with plywood on furring strips after the walls had been covered by a water proofing compound. It was stated that the damp condition was probably caused by condensation and unless the walls were furred it would probably be impossible to paint satisfactorily.

Mr. Powell then read a report of the maintenance work completed to September 1.

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

Mr. McAdams then read a letter from O. J. Stivers, County Superintendent of Schools, stating that the Jefferson County Board of Education's appropriation for the Louisville Free Public Library had been raised from \$1,000 to \$2,000.

Mr. McAdams stated that due to the fact that when the new bond issue was being negotiated the Trustee credited to the old mortgage sinking fund a payment which the Library made which the Library thought would be credited towards the new sinking fund requirements. There was a necessity to transfer from the old sinking fund surplus the sum of \$1,496.82. He stated that this amount would satisfy the current sinking fund requirements and that the Library's monthly payments would satisfy the further requirements.

It was moved by Mr. Wolford, seconded by Mr. Powell that this transfer of funds be made.

Librarian's Report: The Librarian called to the attention of the Board the fact that the Louisville Trust Company had sent its check for \$1,000 in satisfaction of bequest in the will of R. C. Ballard Thruston.

The Librarian then reported on progress in the decorating and equipping of the portable building made available to the Library by the Board of Education at the Virginia Avenue School.

He also reported that Dr. Rubado, of the Board of Education, had asked him to ascertain the feeling of Board members on the possibility of using the Iroquois Branch Library's auditorium for a kindergarten. It was stated that due to the unexpectedly high enrollment the Board of Education was examining all possibilities for the enlargement of kindergarten facilities.

After discussion it was moved by Mr. Wilson and seconded by Mr. Wolford that the Board view with approval the request of the school authorities to use the Iroquois Library provided plans could be worked out satisfactorily to both institutions. This motion carried unanimously.

The Librarian then reported on the cooperative relationship with the University of Louisville in the establishment of Neighborhood Colleges in Branch Library buildings. He remarked on the very favorable publicity in the September 1 issue of Time Magazine and also in local and national newspapers.

He called attention of the Board to the Library article contained in the August issue of "Light, Heat, and Power", published by the Louisville Gas and Electric Company.

The Librarian then called attention to the fact that there was a continual loss of trained personnel due to the fact that the Library's salary scale was so much lower than the salary scale of public school teachers and librarians. He reported that at the present time there were eight vacancies on the staff which he saw no prospects of filling. He stated that this necessarily decreased the amount and quality of service offered to the public.

There being no further business the meeting adjourned at 5:25 p.m.

MINUTES APPROVED:

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Joseph Rauch President  
W. W. H. H. H. Secretary

LOUISVILLE FREE PUBLIC LIBRARY  
 Minutes of the Board of Trustees  
 October 14, 1947

The Board of Trustees of the Louisville Free Public Library met at 4:15 p.m. in the Librarian's office October 14, 1947.

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

Dr. Rauch presided.

Dr. John W. Taylor, President of the University of Louisville, came into the meeting to report to the Board on the success of the joint cooperative venture of the University of Louisville and the Library in the establishment of Neighborhood Colleges at Highland Branch and Eastern Branch. Dr. Taylor reported that the University felt the venture was very successful and was a unique experiment in Adult Education.

Dr. Rauch, speaking for the Board of Trustees, stated that the Board was very happy in the success of this project and was happy also because of the close cooperation shown by the Library and the University.



Dr. Taylor mentioned that a brochure was being prepared to be distributed throughout the Library which would give a more exact idea as to how many people wanted these courses and what courses they preferred. He stated that when this information had been compiled the University and the Library would then be in a position to determine whether to undertake the establishment of other Neighborhood Colleges.

After being thanked for his statement President Taylor left the meeting.

It was moved by Mr. McDaniel, seconded by Mr. Powell that the minutes be approved as distributed. The motion carried.

#### Communications

The Secretary read a communication from the Aetna Oil Company concerning grading of the Library property immediately adjacent to the property on Third Street which the Aetna Oil Company had leased for a parking lot.

It was moved by Mr. McDaniel, seconded by Mr. Powell and carried that this matter be referred to the Building Committee with power to act.

#### Reports

Library Committee: Mrs. Fagin read the certification that bills for the month of September amounting to \$8,246.52 had been audited and found correct. A list of these bills may be found in Record Book 3 pages 148-152 inclusive.

Building Committee: Mr. Powell gave a report of the meeting of October 10 and stated that he, Mr. Sullivan, Mr. Wilson, the Librarian and Mr. Fred Louis, Architect, had met to discuss the recommendations Mr. Louis had made concerning the damage to the facade of the Main Library by the wind storm of September 12.

Mr. Louis recommended that the stone modillion of the pediment be replaced and that all of the stone work of the main facade be repointed where necessary. It was estimated that this work would cost between \$500 and \$800.

Mr. Powell reported also that the Committee had decided to attempt to repair the bad situation caused by damp walls in the auditorium of Western Branch by covering the walls with plywood on furring strips.

He also reported that the Committee had received a proposal from John Treitz and Son, Contractors, to undertake concrete repair work throughout the system for a total amount of \$3,195. It was reported that the Committee had voted to recommend to the Board that the work be undertaken at this time and that the contract be awarded to John Treitz and Son.

It was moved by Mr. Powell, seconded by Mr. McDaniel that this report of the Building Committee be approved and that the contract for concrete work be awarded to John Treitz and Son. The motion carried.

Finance Committee: It was moved by Mr. Smith, seconded by Mr. McDaniel that the report on finances for the month be received and filed and that the Board dispense with the reading of this report.

The Secretary reported that Mr. McAdams was unable to be at the meeting but had stated that he had asked Barret, Robinson, Dickey and Swope to issue a binder increasing the insurance coverage on the Kaufman-Straus building by \$156,000.

Communications from Barret, Robinson, Dickey and Swope were read by the Secretary stating that in order to comply with the co-insurance clause attached to the policies it would be necessary to carry insurance in the amount of at least \$756,000. It was stated that the Board is now carrying \$600,000 on the building, therefore, it would be necessary to increase the insurance by \$156,000.

The Secretary stated that Mr. McAdams had told him that he would like the Board to know that he recommended this increase.

After discussion it was moved by Mrs. Fagin, seconded by Mr. Powell that the additional \$156,000 worth of insurance be purchased.

Librarian's Report: The Librarian recommended the appointment of Miss Grace Banks as a sub-professional assistant at Highland at a salary of \$137.00 per month.

It was moved by Mr. Wilson, seconded by Father Pitt and carried that this appointment be made.

The Librarian reported that the situation concerning vacancies had not improved and that the service to patrons was becoming imperfect due to the lack of trained personnel. It was stated again that low salaries which the Library was paying made it improbable that this situation would be materially improved in the near future.

After considerable discussion it was moved by Father Pitt, seconded by Mr. Farnsley that the Librarian be instructed to study the salary proposal and to bring in definite recommendations. The motion carried.

The Board voted not to allow the Louisville Philharmonic Association to establish ticket selling offices in the branch libraries.

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

MINUTES APPROVED:

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Joseph Raud President

W. H. Mahan Secretary

LOUISVILLE FREE PUBLIC LIBRARY  
Minutes of the Board of Trustees  
November 11, 1947

The Board of Trustees of the Louisville Free Public Library met in the Librarian's office November 11, 1947 at 4:15 p.m.

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

Dr. Rauch presided.

After motion duly seconded the minutes were approved as distributed.

Reports

Library Committee: Dr. Welch read the certification that bills for the month of October amounting to \$15,508.90 had been audited and found correct.

It was moved by Father Pitt, seconded by Mr. Powell that bills in this amount be ordered paid. These bills are listed in Book 3 pages 153-158.

Building Committee: Mr. Powell gave the report of the Building Committee meeting on November 10, 1947.

He stated that members of the Committee had met with Mr. Bucholz of the Aetna Oil Company to discuss with him the grading of the property belonging to the Speed Museum and a certain adjoining part of the property of the Library so as to improve the appearance of both lots. The Committee approved the suggestions and authorized Mr. Bucholz to proceed with the work.

Mr. Bucholz also agreed that the Library, as a temporary expedient, might run a light power line from the Weissinger-Gaulbert, across the property leased by the Aetna Oil Company from the Speed Museum, in order to furnish power for the Library's elevator operated by direct current.

This report was ordered filed.

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

Librarian's Report: The Librarian reported on the tentative program of the Kentucky Library Association meeting. The Librarian brought to the attention of members of the Board the fact that it was the usual custom for the host library to provide refreshments for a simple reception after the first general session of the Association's meeting.

After some discussion it was moved by Dr. Welch, seconded by Father Pitt, that the Library be host at a reception for the members and guests of the Kentucky Library Association, and that the Secretary be instructed to plan such a reception for the approximate cost of \$100.

The Librarian reported circulation was continuing to increase.

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

MINUTES APPROVED:

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Joseph Rand President

W. H. Hahn Secretary

LOUISVILLE FREE PUBLIC LIBRARY  
Board of Trustees Meeting  
December 9, 1947

The Board of Trustees of the Louisville Free Public Library met in the Librarian's office December 9, 1947 at 4:15 p.m.

Present: Mrs. Fagin, Messrs. McAdams, McDaniel, Powell, Sullivan, Wilson, Wolford and the Librarian. Mr. Fred Hartstern, architect, was also present.

Mr. Wolford presided.

It was moved by Mrs. Fagin, seconded by Mr. McDaniel that the minutes be approved as distributed. The motion carried.

Reports

Library Committee: Mrs. Fagin read the certification that bills for the month of November amounting to \$11,677.66 had been audited and found correct.

It was moved by Mrs. Fagin and seconded by Mr. Powell that bill in this amount be ordered paid.

Building Committee: Mr. Powell gave a report of the Building Committee meeting of December 8 at which he, Mr. Sullivan, Mr. Wilson, the Librarian and Mr. Fred Hartstern, architect, were present.

Mr. Hartstern stated that he, Mr. Powell and the Librarian had met December 5 at 3 p.m. to open bids for furnishing and installing a fire escape in the rear of the Kaufman-Straus Building. This fire escape had been recommended by the Fire Prevention Bureau of the Louisville Fire Department. Mr. Hartstern stated that he had received three bids as follows:

Steel Fabricators	\$4,696.00
American Fabricators	5,250.00
Champion Wire & Iron Works	5,679.50

After discussion the Committee decided to recommend to the Board of Trustees that it accept the low bid of Steel Fabricators for \$4,696.00.

The Librarian reported that plaster was falling from the dome over the delivery desk at the Portland Branch Library, and that Mr. Dietz, the Maintenance superintendent, had stated it to be his belief to be very difficult to get plaster to stay permanently. The Librarian stated that he had asked Mr. Brocks of the E. C. Decker Company to furnish an estimate of the cost of closing the dome with wooden joists and suspending an accoustical ceiling thereon. He reported that Mr. Brocks had estimated the price to be \$259.00.

After discussion the Committee voted to recommend that this work be undertaken for this price.

Mr. Powell moved that the Board approve this report of the Building Committee and authorize the work to be done. This was seconded by Mr. McAdams and carried unanimously.

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

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

Then Mr. McAdams reported on the Budget Hearing at the Mayor's office with the Finance Committee of the Board of Aldermen. At that time the library's request for additional funds was presented to the city administration. In this request was included an item of \$12,000 for the installation of a new fire escape at the rear of the Kaufman-Straus building. In addition to this sum there was a request for a \$5,000 addition to the book fund and a \$40,000 increase to the payroll. It was stated that the salary increases had been worked out by the Librarian in an attempt to put the library employees in a much more favorable position than heretofore in comparison to the salaries of librarians employed by the public schools.

Mr. McAdams stated that the city officials at the meeting received the Library delegation very cordially and that he felt optimistic about the outcome of the Board of Aldermen's study of the library's request for \$57,000 in additional funds.

Mr. McAdams then brought up the question of whether or not to increase the fire insurance coverage on the Main Library building from \$469,000 to \$600,000. He read communications from Barrett, Robinson, Dickey & Swope calling attention to the problem.

After considerable discussion it was moved by Mr. McAdams, seconded by Mr. Sullivan, and carried unanimously that this \$131,000 worth of additional insurance on the library be purchased.

Then the Kaufman-Straus improvement project was brought up and a discussion centered around the responsibility for carrying on this project. After considerable discussion it was moved by Mr. Wilson, seconded by Mr. Sullivan and carried unanimously that the Secretary, in conference with Mr. Powell and the architect, draft a communication to Mr. Schacter calling attention of the Kaufman-Straus Company to the fact that it was the responsibility of the Building Committee of the Board of Trustees to pass on any questions concerning the project of improvements.

