

EXECUTIVE BOARD

Chicago, Jan. 5, 1911.

Meeting called to order by the President,

James I. Wyer, Jr.

Present, Mrs. H. L. Elmendorf, Herbert Putnam,
Henry E. Legler, C. W. Andrews, and Purd B. Wright.

As voted by the Association at the Mackinac Island conference, the following committee to confer with publishers of newspapers on the deterioration of newspaper paper, was appointed: Frank P. Hill, Cedric Chivers and H. G. Wadlin.

The question referred to the Executive board from the Council as to membership in the Executive board by which the same person may serve both as an elected member and also as an ex-officio member, was then considered. The Executive board decided that as an easy remedy seems available when such dual membership occurs, no official action by the Board is necessary.

The Secretary then proposed the names of the following persons for membership in the Association, namely: Knud Lassen, general agent of the Gyldendal Publishing House, Norway, and Henry Jacobs, publisher of "Where to find it."

VOTED, that membership be extended to the above upon the usual conditions.

The Executive board authorized the judicious use of the statistical tables regarding librarians' salaries and terms of service collected in 1909 by the Committee on salary statistics. The Board agreed to Dr. Putnam's suggestion that whoever makes use of these tables should submit them in the form proposed to the President of the A. L. A. for his approval, before they are made public.

VOTED, that in accordance with the provisions of By-law no. 2 the Committee on nominations for 1911 be constituted as follows: A. E. Bostwick, chairman, W. H. Brett, W. L. Brown, Mary F. Isom and Mary E. Hazeltine.

Date of 1911 Conference.

VOTED, that if transportation rates in May and June show a difference of \$25, as a minimum the Secretary and the local California committee of the 1911 Conference, shall select a date for the conference between June 18 and June 25.

Carl B. Roden then submitted his report as Treasurer as follows:

Report of the Treasurer, Jan.-Dec., 1910.

Receipts

Jan. 9, 1910	Purd B. Wright, retiring Treasurer	\$3,499.56
May 1,	Chalmers Hadley, Headquarters collections	2,142.28
May 2,	" " " "	1,203.15
June 2	" " " "	388.75
June 13	A. L. A. Pub. Board, Instalment on Headquarters Expense	625.00

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June 28,	Chalmers Hadley, Headquarters collections	\$ 389.25
July 19,	" " Refund, Conference Deposit	400.00
Sept. 2,	" " Headquarters collections	593.25
Dec. 29,	" " " "	171.80
Dec. 31	A. L. A. Publishing Board Balance on Headquarters expense	875.00
	Interest on bank balance, Jan.-Dec.	46.50
		<u>\$10,334.54</u>

Expenditures

Checks No. 1-14 (vouchers 119-266, inc.)

Distributed as follows:

Bulletin	\$1,920.25	
Conference	867.95	
Committees	135.38	
Headquarters:		
Secretary's Salary	2,000.00	
Other salaries	1,800.00	
Miscellaneous	542.91	
Contingencies	368.32	
Travel	123.76	
Trustees Endowment fund		
(Life members)	150.00	7,908.57
Balance Union Trust Co.		<u>2,425.97</u>
		10,334.54

CREDITS: Chalmers Hadley, Balance, Nation Bank of Republic		250.00
Cash on hand - - - - -		19.23
Trustees Endowment Fund (interest)		448.41
Bills receivable		
League of library commissions	\$ 9.68	
Nat'l Assoc. State librarians	65.34	
	<u>75.02</u>	
Bills payable: November Bulletin	26.07	48.95
Total Balance		<u>3,192.56</u>

Respectfully submitted

(signed) Carl B. Roden, Treas.

Chicago, January 3, 1911.

The report of the Finance committee was submitted as follows:

January 5, 1911.

To the Executive board,

The Finance committee, in accordance with the provisions of the constitution, have considered the probable income of the Association for 1911 and submit the following estimate, showing also the estimate for 1910 and the actual result for 1910:

	1910 Estimated	1910 Actual	1911 Estimated
Dues - - - - -	\$4,720	\$4,918	\$5,000
Income, Endowment Fund	350	448	350
Income, Carnegie Fund	-----	-----	4,450
Sales of publications, A.L.A.	150	50	-----
Sales of publication, Publishing Bd.	-----	-----	7,000
Miscellaneous	80	43	50
From Publishing Board	1,500	1,500	-----
Total	\$6,800	\$6,959	\$16,850

The Committee are prepared to approve appropriations to the amount of \$16,850 and also the appropriation to the use of the Publishing board of any excess of sales over the amount estimated.

The question of the disposal of the balances of the appropriations should be settled at this time. The Committee are of the opinion that these balances should be debited with expenses properly chargeable against them

and the remainders added to the surplus. As to the disposal of the surplus, the recommendations of the Executive board should be submitted to the Finance committee in the form of supplementary budgets.

The Chairman has been designated by the Committee to audit the accounts of the Secretary and Treasurer and has performed this duty. He finds that the receipts as stated by the Treasurer agree with the transfer checks from the Secretary and with the cash accounts of the latter. The expenditures as stated are all accounted for by properly transferred vouchers and the bank balances and petty cash as stated agree with the bank books, and petty cash balances.

The accounts of the Secretary have been examined and found correct as cash accounts. They do not show bills collectable and payable and it is a question whether or not they should do so. It is the Chairman's opinion that in future the receipts both of the Association and Publishing board should be summarized and reported monthly and that those of the Publishing board at least, should be transferred to the Treasurer monthly.

The Committee has designated Mr. E. H. Anderson to audit the accounts of the Trustees of the Endowment funds and are informed that the Trustees will be ready to submit these accounts later in the current month. The results of this audit and the final approval of the budget, as adopted will be made a part of the formal report of the Finance com-

mittee to the Association at its annual meeting.

The Committee recommends that the receipts from sales of the A. L. A. Bulletin be turned into the Publishing board's receipts and reported on in the Publishing board's report and that no separate account of these sales of the Bulletin be kept by the Association.

Respectfully,

(signed) C. W. Andrews,

Chairman.

VOTED, to adopt the report of the Finance committee and the suggested recommendations contained in that report and the Secretary was instructed to summarize and report monthly to the Chairman of the Finance committee the receipts both of the A. L. A. and Publishing board.

Mr. Andrews moved and it was

VOTED, that the Executive board formally request the Trustees of the Endowment fund to pay to the Treasurer semi-annually for the use of the Association and until further notice, the income arising from the interest on the Endowment fund.

The Secretary informed the Executive board of the action of the Publishing board, ⁱⁿ agreeing to increase its appropriation for the Executive office expenses from \$1,500 to \$2,000.

The Budget for 1911 was thereupon adopted as follows:

Bulletin		\$1300.00
APPROPRIATIONS GRANTED TO A. L. A.		
COMMITTEES, 1911.		400.00
Travel	\$ 60	315.00
Cooperation with N. E. A.	25	
Bookbuying	100	2100.00
Administration	50	1920.00
Bookbinding	50	120.00
Federal & state relations	25	360.00
Work with the blind	5	400.00
Total.	\$315	25.00
Contingencies		160.00
Travel		300.00
		<u>7400.00</u>

Mr. Andrews moved and it was VOTED, that there be appropriated for the use of the Publishing board the income of the Carnegie fund and the proceeds of the sales of publications estimated at \$11,450 for 1911 and any excess in these sales excepting the amount of \$2,000 agreed upon by the Publishing board as its appropriation towards the support of the Executive office of the Association.

The President then read the letter of Chalmers Hadley in which his resignation as Secretary of the Association was presented and Dr. Putnam presented the following resolution which the Board adopted: "A communication having been laid

The Budget for 1911 was thereupon adopted as follows:

Bulletin	\$1300.00
Conference	400.00
Committees	315.00
Headquarters,	
Secretary	2100.00
Other salaries	1920.00
Additional services	120.00
Page	360.00
Miscellaneous	400.00
Treasurer's expense	25.00
Contingencies	160.00
Travel	300.00
	<u>7400.00</u>

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The President then read the letter of Chalmers Hadley in which his resignation as Secretary of the Association was presented and Dr. Putnam presented the following resolution which the Board adopted: "A communication having been laid

before the Board from Chalmers Hadley tendering his resignation as Secretary of the Association because of his election to the librarianship of the Public library of Denver, it was VOTED, that of necessity the resignation be accepted. That in accepting it the Board records its cordial satisfaction with Mr. Hadley's conduct of the office, its regret that the Association must lose his services; but also its gratification that the occasion is the choice of Mr. Hadley for administrative work of importance and of large and attractive opportunity elsewhere."

By unanimous vote, George B. Utley, librarian of the Public library of Jacksonville, Florida was elected Secretary at a salary of \$2,100 for the year 1911.

The Secretary read a communication from Dr. A. S. Root, chairman of the Committee on library training which was as follows:

"I have been delayed in answering your inquiry about expenditures being necessary by the Committee on library training, as I desired first of all to consult the members of the Committee. The wish of the members of the Committee seems to be that we renew our request for an appropriation of \$500 for the purpose of inspecting library schools. Inasmuch as no move has been made in the matter because of the uncertainty whether appropriation would be made, it is probable that not over \$250 could be expended during the next fiscal year; and if the Council could see their way clear to make

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this appropriation with the expectation that a similar amount would be appropriated for the following year, it would probably meet the wishes of the Committee.

I do not see how any very intelligent modification of our present library school methods is possible until such an inspection as is desired by the Committee has been made. I do not need to argue the matter, because it has been before the Executive board twice, -once with the favorable recommendation of the A. L. A. Council in addition to the recommendation of the Committee."

VOTED, that the Secretary notify Dr. Root of the Executive board's regret that it cannot comply with the Committee's request for an appropriation of \$250 for the first year's expenses of an examination of library schools.

VOTED, to accept the resignation of Asa Don Dickinson as a member of the Committee on work with the blind, and James L. Gillis was appointed to succeed Mr. Dickinson on this Committee.

Mr. George B. Utley was appointed to succeed Mr. Hadley on the Program committee.

Board adjourned sine die,

Chalmers Hadley,

Secretary.

EXECUTIVE BOARD

Hotel El Tovar, Grand Canyon

May 16, 1911.

Informal meeting of the Board, actions of which are subject to ratification by Mr. Purd B. Wright called to order by Mr. W. C. Lane. (Afterwards ratified by Mr. Wright.)

Present, Miss Alice S. Tyler, Messrs W. C. Lane, C. W. Andrews and H. E. Legler.

Moved by Mr. Andrews, seconded by Miss Tyler, that Mr. Legler act as temporary chairman of the Board in the absence of the president and vice-presidents. VOTED. Mr. Legler thereupon took the chair.

Mr. Legler stated that he held the proxy of Mr. Wyer and desired opinion of the Board regarding the legality of its use. It was taken by consent that the proxy should be used only to secure a quorum.

Mr. Wyer in anticipation of his absence having made specific recommendations for chairmen of the various general sessions of the Pasadena conference, it was moved by Mr. Lane, seconded by Mr. Legler (Mr. Andrews being temporarily in the chair) that these recommendations be adopted. VOTED.

Moved by Mr. Andrews, seconded by Miss Tyler that the Secretary be asked to obtain exact status of preliminary meeting and if the presidency is to be in the association that the temporary chairman call the meeting to order, explain the arrangements made and introduce Mr. S. S. Green as chairman of the evening; that if the meeting is to be conducted by the Local committee that this announcement be made at the first general session. VOTED.

Moved by Mr. Andrews, seconded by Miss Tyler, that Mr. Lane be a committee of one to prepare on behalf of the Executive board a message for transmission to the President and vice-presidents, expressing the regret of the Association at their absence. VOTED.

Adjourned.

Executive Board, Hotel Maryland, Pasadena
May 18, 1911.

Informal meeting, actions of which are subject to ratification by Mr. Legler. (Ratified by Mr. Legler)

Present, Miss Tyler, Messrs Andrews, Lane and Wright.

Mr. Lane was elected temporary chairman in absence of Mr. Legler.

Mr. Wright reported on plans for evening program.

VOTED, that the following persons constitute the resolutions committee: D. C. Brown, Mary F. Isom and George S. Godard, chairman.

VOTED, on motion of Mr. Wright, seconded by Miss Tyler, that the election of officers be held on Tuesday, May 23, 8:30 a.m. to 1:30 p.m.

VOTED, on motion of Miss Tyler, seconded by Mr. Wright that the following report of the nominations committee be accepted and the nominations posted:

- ✓ For President, Mrs. H. L. Elmendorf
- ✓ For 1st Vice-president, Henry E. Legler.
- ✓ For 2nd Vice-president, Mary W. Plummer.

For Executive board:
C. W. Andrews
Linda A. Eastman

For Council:
Chalmers Hadley.
✓ Mary L. Titcomb
✓ Sarah B. Askew
✓ A. S. Root
✓ Minnie M. Oakley.

For trustees Endowment fund:
✓ W. W. Appleton.

VOTED, that Messrs John F. Phelan and M. J. Ferguson act as tellers of election.

VOTED, that the Secretary have five additional copies of the President's report prepared for presentation to the press.

Adjourned.

Executive Board, Pasadena.
May 24, 1911.

Present, Mr. Legler, Mr. Andrews, Mr. Wright, Mr. Lane, Miss Eastman and (after her election) Miss Tyler.

Mr. Legler because of his election to the first Vice-presidency presented his resignation as citizen member of the Board, which was accepted.

By unanimous vote Miss Alice S. Tyler was elected to complete Mr. Legler's term, which expires in 1912.

On motion of Miss Tyler

VOTED, that the two members of the Publishing board whose terms expire (Messrs. Legler and Wellman) be reappointed for a term of three years each.

COMMITTEES

Committee appointments for the coming year were made as follows subject to improvement by the President, the President's recommendations being here incorporated:

FINANCE - Same members reappointed.

PUBLIC DOCUMENTS - Miss Adelaide R. Hasse and Mr. J. I. Wyer, Jr. in place of Mr. J. D. Thompson and Mr. C. B. Reeder. Otherwise Committee unchanged.

CO-OPERATION WITH THE N.E.A. - Mr. J. C. Dana in place of Miss Ida M. Mendenhall. Otherwise Committee unchanged.

LIBRARY ADMINISTRATION - Same members reappointed.

LIBRARY TRAINING - Miss Daisy B. Sabin, Burlington, Ia. in place of Miss Grace D. Rose and Miss Cornelia Marvin in place of Miss Alice S. Tyler and Mr. Frank A. Hutchins in place of Mr. Albert Brandeis. Otherwise Committee unchanged.

INTERNATIONAL RELATIONS - Dr. Herbert Putnam, chairman, Messrs. E. C. Richardson, W. C. Lane, R. R. Bowker and Dr. J. S. Billings.

BOOKBUYING - Same members reappointed.

BOOKBINDING - Same members reappointed.

FEDERAL AND STATE RELATIONS - Same members reappointed.

CATALOG RULES FOR SMALL LIBRARIES - Same members reappointed.

TRAVEL - Mr. F. W. Faxon reappointed with power to add other members.

Executive Board, Pasadena.
May 24, 1911.

CO-ORDINATION-Messrs. T. W. Koch and J. C. Schwab were appointed in place of Miss M. L. Titcomb and Mr. F. P. Hill. Otherwise committee unchanged.

WORK WITH THE BLIND-Miss Laura Smith, Cincinnati, Ohio in place of Mrs. S. C. Fairchild. Otherwise Committee unchanged.

PROGRAM-Mrs. H. L. Elmendorf, H. E. Legler and G. B. Utley.

Place of 1912 Conference

On motion of Mr. ^{Lane} Andrews

VOTED, that the invitation of the authorities at Ottawa to hold the 1912 Conference in that city be accepted with thanks provided satisfactory arrangements for hotels, railroad rates, and meeting place be made.

On motion of Mr. Andrews, seconded by Miss Tyler

VOTED, that the Secretary be instructed to inform the management of the Hotel Maryland that the provisions made by them and other hosts of the Conference has been so generous that none of the local expenses anticipated by the President have been incurred and that we return their contribution with thanks for their kind offer.

On motion of Miss Tyler

VOTED, that the Secretary should communicate with the Committee at Ottawa the exact expectations of the Executive board regarding the items to be included at the expense of the local committee, i.e., satisfactory hotel rates, meeting hall for conference, free entertainment of President, Secretary, two assistants, bureau of information during conference, etc.

VOTED, that the Program committee in deciding what papers of this Conference shall be printed in the official Proceedings be requested to consider carefully their value from the library point of view.

The following resolution by the A. L. A. Catalog section regarding the appointment of a committee to compile an official code for classifiers was read, upon which it was VOTED that the communication be referred to the editor of the A. L. A. Manual of Library Economy for advice whether same could be incorporated in a chapter of the Manual, and requesting report from him at the January meeting of the Board.

Executive Board, Pasadena.
May 24, 1911.

R E S O L U T I O N

Appointment of a Committee on Code for Classifiers

WHEREAS, there has hitherto been no general code of practice for the use of library classifiers, embodying the principles of classifying books and codifying the gathered experience of expert classifiers; and

WHEREAS, such a code may be of service in connection with any recognized system of classification or notation

BE IT RESOLVED by the A. L. A. Catalog Round Table, in conference assembled, that the Executive board of the American library association be advised and requested to appoint a Committee (1) to consider the advisability, practicability and mode of procedure of compiling an official code for classifiers; (2) to report at an early date to the Executive board; and (3) to be empowered by the Executive board to take such further steps as shall be deemed best.

Resolution presented by
William Stetson Merrill
Chief Classifier,
The Newberry Library,
Chicago, Ill.

The question of reciprocal exchange of public documents between the United States and Canada which was referred to the Executive board by Council was brought up, and it was voted to refer this matter to the Committee on international relations.

VOTED, that the chairman of the Finance committee be authorized to arrange for the bonds of the Treasurer and Secretary, and to keep the same in his custody.

VOTED, that the Secretary be authorized to make the following transfer of funds in the budget for the current year: Transfer \$160 from Contingencies to Miscellaneous, pay Secretary's expenses to Pasadena from Travel, and if Conference appropriation does not cover expenses pay balance from Travel fund.

Secretary Utley as a former Florida librarian, in a written communication, extended an invitation to the A. L. A. to meet on the East Coast of Florida the next time the annual conference shall be held in the Southern states. The letter was ordered filed for future references.

Upon motion, adjourned.

George B. Utley, Secretary

EXECUTIVE BOARD

Correspondence Vote

Oct. 27, 1911.

VOTED, unanimously, to request the Finance committee to prepare a Supplementary budget of \$200 to be applied to the fund for printing the Bulletin for year, 1911.