EXECUTIVE BOARD

Buffalo, N. Y., January 11, 1919

A meeting of the Executive Board of the American Library Association was held in Buffalo, N. Y. (Hotel Statler) Saturday, January 11th, 1919. First session 10 a.m.

Present: President Bishop, Vice-president Belden, Miss Rathbone, Miss Eastman, Miss Doren, Mr. Bailey, Mr. Strohm, and Mr. Utley, Secretary.

The minutes of the meetings of September 24th and 25th, 1918, also those covering the correspondence votes of December 3rd and 6th, 1918, were read and approved.

Treasurer's Report

The Treasurer's report for the year 1918 was read by the Secretary. The report was as follows:

January - December 31, 1918

Receipts

Balance, Union Trust Co., Chicago, Jan. 1, 1918.....	$4,780.17
G. B. Utley, Secretary, Membership dues.....	8,619.05
G. B. Utley, Secretary, Life memberships.....	175.00
Trustee Carnegie Fund, income.....	4,500.00
Trustees Endowment Fund, income.....	400.00
A. L. A. Publishing Board.....	2,800.00
Interest on Bank Balance, Dec. 1917-Dec. 1918, inc...	85.51
	$21,359.73

Treasurer's Report - cont.

Brought forward		$21,359.73

Expenditures

Checks #114-127 (vouchers #1706-1887, inc.)		$11,581.33	
Distributed as follows:			
Bulletin	$1,817.58		
Conference	776.62		
Committees	282.43		
Headquarters:			
Salaries	6,100.00		
Additional services	899.00		
Supplies	327.30		
Postage and telephone	546.00		
Miscellaneous	405.99		
Travel	251.41		
Trustees Endowment Fund	175.00		
A.L.A. War Service Committee subscription		1,000.00	
A.L.A. Publishing Board, Carnegie Fund income		4,500.00	17,081.33
Balance, Union Trust Co., Chicago			4,278.40
G.B. Utley, Sec'y, Balance National Bank of the Republic			250.00
Due from A.L.A. Publishing Board, balance Headquarters expense, 1918			800.00
			$ 5,328.40

James L. Whitney Fund

Principal and interest, Dec. 31, 1917	345.84
Interest, Jan. 1, 1918	5.10
Tenth installment, Jan. 31, 1918	29.89
Interest, July 1, 1918	5.62
Eleventh installment, July 18, 1918	27.47
	$ 413.92

A. L. A. WAR SERVICE FUND

Total deposits with American Security & Trust Co. Jan. 20 - May 31, 1918 (1)		$69,738.50
Balance on hand and undeposited, May 31 (deposited thereafter)		1,893.13
Receipts, June 1 - July 31, 1918:		
Campaign subscriptions	$11,945.59	
Monthly subscriptions	74.00	
One $50 3 1/2% Liberty Loan bond, representing	50.00	
		12,069.59
Total deposits and assets passing through hands of Treasurer, A.L.A., Jan. 20-July 31, 1918		$83,701.22
Interest on one $50 3 1/2% Liberty Loan bond (annual)		1.75
Interest on bank balance, American Security & Trust Co. (Jan. 1-June 30)		3,574.16
Interest on bank balance, Chicago Savings Bank & Trust Co.		9.75
		$87,286.88

(1) Exclusive of Carnegie Corporation contribution of $112,300 deposited directly with American Security & Trust Co.

Jan. 3, 1919.

Respectfully submitted,

C. B. RODEN,

Treasurer.

Voted, That the foregoing report of the Treasurer for the year 1918 be adopted.

The following report of the Finance Committee was presented by the Chairman, Mr. A. L. Bailey:

Report of the Finance Committee

The Finance Committee presents the following report, the accompanying budget exhibiting the probable income and expenditures during 1919:

BUDGET

Estimated Income

	Estimated Income 1918	Actual Income 1918	Estimated Income 1919
Membership dues (annual)	$8,500.00	$8,619.05	$ 8,750.00
Membership dues (life)		175.00	
Income Endowment Fund	400.00	400.00	400.00
Income Carnegie Fund	4,500.00	4,500.00	4,500.00
Interest, Jan. - Dec.,1918	80.00	81.18	80.00
Sale of publications	10,000.00	10,306.13	10,000.00
Sale of books (review copies)	900.00	810.00	900.00
			$24,630.00

Estimated Expenditures

		Estimated Expenditures 1918	Actual Expenses to Dec.31, 1918.	Estimated 1919
Executive Office				
Bulletin		$1,700.00	$ 224.10 (1) (2)	$1,600.00
Conference		700.00	776.62	700.00
Committees:				
Public Documents	25.00			
Coop.with Educ.Assns.	25.00			
L. Administration	50.00			
Library Training	25.00			
Book Binding	50.00			
Federal & State Relations	25.00			
Travel	175.00			
Work with blind	10.00			
D. C. Advisory	50.00			
Institutions	25.00			
Importations	40.00			
Publicity	100.00			
Miscellaneous	50.00			
		650.00	282.43	650.00

(1) Proceedings and Handbook not yet paid for. The payment of these items will exhaust the amount appropriated for Bulletin.

(2) $76.62 additional appropriation transferred from Contingencies.

BUDGET - Cont.

	Estimated Expenditures 1918	Actual Expenses to Dec. 31, 1918.	Estimated 1919
Salaries:			
Secretary	$3,300.00	3,300.00	3,600.00
Assistant Secretary	1,600.00	1,600.00	1,800.00
General Assistant	1,200.00	1,200.00	1,300.00
	6,100.00	6,100.00.	6,700.00
Additional services	800.00	757.06	600.00
Supplies	400.00	308.05	350.00
Postage, Telephone, etc.	450.00	450.00	450.00
Miscellaneous	400.00	389.99	350.00
Contingencies	130.00	76.62	80.00
Travel (Executive Board)			200.00
Travel (others)	450.00	251.41	350.00
			$12,030.00
Publishing Board			
Carnegie Fund Interest	4,500.00	4,500.00	4,500.00
Sale of publications, (estimated at $10,000) and sale of review copies of books ($900) less $2,800. appropriated to Executive Office expenses	8,100.00		8,100.00
	$24,380.00		$24,630.00

Your Committee is prepared to approve appropriations, in accordance with this budget, of the sum of $12,030.00 to the general expenses of the Association and to the use of the Publishing Board the sum of $4,500.00 and the total amount received from the sale of publications, except the $2,800.00 agreed upon by the Publishing Board as its appropriation toward the support of the Executive Office, the total for the Publishing Board being estimated at $12,600.00

At the request of the Chairman, Dr. C. W. Andrews has audited the accounts of the Treasurer, and of the Secretary as assistant treasurer. His audit finds these accounts correct and properly vouched for so far as can be determined before the receipt of the report of the trustees of the Endowment fund. His final report together with a report on the audit of the accounts of the trustees which will be made by Mr. Craver, will be given in the formal report of this Committee to the Association at its annual meeting.

Dr. Andrews has also examined the accounts of the Treasurer, as treasurer of the Publishing Board. He finds that the receipts as stated agree with the transfers of the Assistant Treasurer and with the entries of interest in the bank statements. The expenditures as stated are accounted for by properly approved vouchers and the balance shown agrees with the bank statements of December 31st, 1918.

Since the Proceedings and Handbook for 1918 have not been issued, the Finance Committee recommends that the unexpended balance for the appropriation of the Bulletin be held to meet the expenses of publications of Proceedings and Handbook. A similar treatment of other items properly chargeable to 1918 might also be made.

In February the members of the Finance Committee examined the accounts of the Chairman of the War Finance Committee, which raised the first War Service Fund. The report of this examination showing that the accounts were correct may be found on page ~~fifty~~-three of the Report of the War Service Committee for the year ending June 30, 1918.

At the request of the Finance Committee, the firm of Marwick, Mitchell, Peat & Company made an audit of the War Service Fund from its inception to May 31, 1918, and a further audit for the six months ending November 30, 1918. The reports of the auditors found the accounts correct and all expenditures properly vouched for.

Respectfully submitted,

/s/ A. L. BAILEY,

Chairman.

Upon motion it was

Voted, That the report of the Finance Committee, including the accompanying budget for 1919, be adopted.

Publicity Committee

A letter having been read from Mr. Charles E. Rush, chairman of the Publicity Committee, setting forth the urgent need of a more nearly adequate appropriation for that Committee it was

Voted, That the balance of the funds in the 1918 budget remaining after all outstanding obligations for the year 1918 have been paid, be appropriated to the use of the Publicity Committee.

Appropriation to the Publishing Board

Voted, That in accordance with the report of the Finance Committee there be appropriated for the use of the A.L.A. Publishing Board, the income of the Carnegie Fund, estimated at $4,500. and all proceeds from sales of publications and of review copies of books, estimated at $10,900. excepting the amount of $2,800. agreed upon by the A.L.A. Publishing Board as its appropriation toward the support of the Executive Offices of the Association. (Note: The A.L.A. Publishing Board at a meeting held on December 13th, 1918, voted the above mentioned $2,800. toward the support of the Executive Offices.)

Appropriation to Brett Memorial

Voted, That the sum of $100.00 which the Executive Board at Lake Placid voted to contribute toward the William Howard Brett Memorial be paid from unexpended balances of 1918, if they prove adequate otherwise from reverted balances from previous years, now in the hands of the Treasurer.

Nominating Committee

A Nominating Committee appointed in accordance with Section 2 of the By-laws to the Constitution was named as follows:

Alice S. Tyler, Western Reserve University, Library School, Cleveland, Chairman.
Margaret Mann, Carnegie Library, Pittsburgh
Mary E. Hazeltine, University of Wisconsin Library School, Madison:
Andrew Keogh, Yale University Library, New Haven
Herbert S. Hirshberg, Public Library, Toledo.

Conference of 1919

The place and date for the next annual conference of the Association being under consideration it was

Voted, That the Forty-first Annual Conference of the Association be held at Asbury Park, New Jersey, June 23-28, 1919.

Proposed Revision of Adams' Manual

A letter having been read from the President of the Association, at a meeting of the A.L.A. Publishing Board, held

in Chicago, December 13, 1918, calling attention to the steps being taken by the American Historical Association to encourage the Publishers to issue a revised edition of Adams' Manual of Historical Literature, and suggesting that it might be well for the Publishing Board to appoint a Special Committee to serve jointly with a similar committee of the American Historical Association to consider the project and perhaps to assist in editorial compilation; and the Publishing Board having voted that the subject be referred to the Executive Board, inasmuch as the Publishing Board did not understand it to be one in which a publication by that Board is involved, it was by the Executive Board.

Voted, That the matter be referred to the President of the Association with power to appoint a committee to represent the Association in the project.

Cooperation with Atlantic Monthly

A communication having been received from Mr. M. S. Dudgeon, outlining the plan of cooperation agreed upon between himself and the editor of the Atlantic Monthly for the review in the pages of that Journal of a limited number of the best of the new books, it was

Voted, That the Executive Board approves the plan agreed upon by Mr. M. S. Dudgeon and Mr. Ellery Sedgwick for cooperation in the review of books between certain libraries and the Atlantic Monthly.

(The plan agreed upon is as follows: Each month the five institutions named below will furnish to the Editor of the Atlantic Monthly a list of books published during the preceding month which each deems worthy of mention and review in that journal. The institutions on this list are:

The Booklist of the American Library Association
Springfield (Mass.) City Library Association
Newark (N. J.) Free Public Library
Wisconsin Library Commission
Cleveland Public Library

The Editor of the Atlantic Monthly will provide a competent reviewer who will promptly review the books for the pages of that magazine, which have been selected as a result of this vote from the various librarians).

The Board took recess, convening again at 2:30 p.m. with same members present; also by invitation, Mr. J. I. Wyer, Jr., in his capacity as Chairman of the War Service Committee.

Mr. Wyer discussed with the Board certain matters relating to the War Service which are soon to come before the War Service Committee. No action taken.

Committee of Eleven

The Memorandum of the Committee of Eleven as further revised and adopted by that Committee on December 24, 1918 was approved in the following form:

Resolved,

(1) To adopt and confirm in the form adopted by the Committee of Eleven, December 24, 1918, the Memorandum Regarding Expenditure of Funds Raised in connection with the United War Work Campaign.

(2) To immediately restudy the budget of this organization and forthwith submit the same to the War Department at the earliest possible moment.

The text of the Memorandum, as now adopted is as follows:

Memorandum Regarding Expenditures of Funds Raised

In Connection With the United War Work Campaign

The signing of the armistice having upset the calculations upon the basis of which the budgets of the seven cooperating organizations were submitted to the War Department through the Commission on Training Camp Activities, and uncertainty concerning the Government plans of demobilization making it impossible to restate at this time with any degree of exactness the full budget estimates of the organizations, the following principles and regulations are agreed upon:

(1) The United War Work Campaign Fund was raised to make possible the serving by the seven cooperating organizations in the present war emergency of soldiers and sailors and of certain other classes of men and women affected by the present war conditions, and this purpose is to be a governing principle in its use.

(2) Each of the seven organizations shall restudy its budget and in so doing will welcome the cooperation of the War and Navy Departments in connection therewith and shall adjust its

expenditures to the demobilization plans of the Government.

(3) The several organizations shall submit quarterly statements, certified by chartered accountants, which statements shall be subject to the examination of an accountant appointed by the Committee of Eleven, and the reports thereof shall be sent to the Chairman of the Commission on Training Camp Activities, to each member of the Committee of Eleven, and to the President of each of the Societies.

(4) The seven organizations shall severally assume as nearly as may be their respective proportionate shares of responsibility for work to be done and all expenditures of money shall be strictly in accord with their respective War Work Activities and none of the Fund shall be expended for general non-war work, or for permanent structures of establishments or for endowments.

(5) The National Treasurer of the United War Work Campaign, Inc. shall distribute to the cooperating organizations of the aforesaid Fund, in the percentages heretofore agreed upon substantially as and when received by him and capable of distribution by him; it being understood that the cooperating organizations shall be governed in their use of funds so received, by the foregoing regulations and principles.

(6) The Committee of Eleven shall be continued for the purposes expressed in Article Eleven of the cooperating agreement of the seven organizations, dated September 4, 1918, and in this agreement.

Audit of War Service Accounts

Mr. A. L. Bailey, as Chairman of the Finance Committee having reported the satisfactory completion of an audit of the War Service accounts for the six months ended November 30, 1918, a copy of which audit he submitted to the Board, it was

Voted, That the report of audit of the accounts of the Library War Service for the six months ended November 30, 1918, made by Marwick, Mitchell, Peat & Co. at the direction of the A.L.A. Finance Committee be adopted.

Committee on Importations

A letter having been presented from Dr. M. L. Raney calling attention to the desirability of a trip overseas by him in the interests of the A.L.A. Importations Committee, and the Board looking with favor on such a trip, it was

Voted, That Dr. Raney's expenses for a trip to Europe in the interest of the Committee on Importations be underwritten from reverted balances in the hands of the Treasurer of the Association with the understanding that the benefitting libraries will pay their proportionate share of the expenses and thus eventually reimburse the Association for any sum advanced.

Committee on Readjustment Program

The Board, taking under consideration the national readjustment program and its effect upon libraries and library service and the steps that libraries and library organizations should take to work in cooperation with other organizations and with City, State and Federal Governments

Voted, That the President be empowered to appoint a committee of five to make a survey of library conditions in the United States, particularly under present conditions and to suggest a program under which libraries can work to the best advantage in the immediate future.

[Note: The President later appointed as this Committee: Arthur E. Bostwick, chairman, Linda A. Eastman, Carl H. Milam, A. S. Root and C. C. Williamson.

Committee on Library Salaries

The special committee, appointed at Lake Placid, to make a preliminary survey, upon which a plan for a report on librarians' salaries and library considitions can be based, made a report of progress, through Mr. Strohm, Chairman, submitting for discussion by the Board, a proposed questionnaire to be put to certain libraries. Mr. Strohm reported that he and Mr. Perry had completed the Committee by the appointment by them of Mrs. Harriet P. Sawyer as the third member.

There being no further business, the Board adjourned, subject to the call of the President.

/s/ GEORGE B. UTLEY,

Secretary.

Correspondence Vote

March, 1919. The Executive Board, by correspondence vote, no member dissenting, approves appropriating $300.00 from "Salaries" in the 1919 budget to the use of the Committee on Library Survey, Dr. Arthur E. Bostwick, Chairman.

G. B. Utley,
Secretary.

April 1919.

President Bishop appoints A. H. Shearer, H. H. B. Meyer and C. W. Reeder as a Committee to co-operate with a Committee of the American Historical Association to assist in the revision of Adams Manual of Historical Literature. See action of Executive Board meeting of January 11, 1919.

G. B. UTLEY,
Secretary.

EXECUTIVE BOARD

May 10, 1919.

The Executive Board, by correspondence vote, no member dissenting, approve the report of the Committee on Nominations, in which the following nominations are made:

For President: Chalmers Hadley, librarian Denver Public Library.
For First Vice-President: George H. Locke, librarian Toronto Public Library.
For Second Vice-President: Cornelia Marvin, librarian Oregon State Library.
For Members of Executive Board (for term of three years):

Carl H. Milam, director Birmingham Public Library (associated with the Library War Service since January, 1918).
Edith Tobitt, librarian Omaha Public Library.

For Trustee of the Endowment Fund (for term of three years):
E. W. Sheldon, trustee New York Public Library.
For Members of Council (for term of five years each):
Miriam E. Carey, field representative, Library War Service.
Bessie Sargeant Smith, supervisor of smaller branches and high school libraries, Cleveland Public Library.
Phineas L. Windsor, librarian University of Illinois.
Lloyd W. Josselyn, librarian Jacksonville Public Library.
C. C. Williamson, chief division of economics, New York Public Library.

The Committee on Nominations comprised the following:

Alice S. Tyler, chairman
Mary E. Hazeltine
Margaret Mann
Andrew Keogh
Herbert S. Hirshberg.

May 26, 1919.

President Bishop appoints the following as a Committee to consider the question of attempting to raise an endowment fund for peace time work of the Association, this Committee to report at the forthcoming Conference at Asbury Park, June 23-27, 1919:

Walter L. Brown, chairman
L. J. Bailey
C. F. D. Belden
Sarah C. N. Bogle
W. O. Carson
Genevieve M. Walton
Caroline Webster.

May 27, 1919.

The Executive Board by correspondence vote, no member dissenting, approve recommendation of the Secretary to transfer $300 from "Salaries" fund to a separate fund to meet travel expenses of the Committee appointed to consider the question of an endowment fund.

EXECUTIVE BOARD June 1919.

The Executive Board, by correspondence vote, no member dissenting, approve recommendation of the Secretary, making following appropriation of $1512.50, which amount was paid by the Library War Service to George B. Utley, as 50% of his salary during those periods of 1917 and 1918 during which he served as Executive Secretary of the Library War Service, but which amount he paid into the Treasury of the Association in view of the fact that his salary for those periods had already been paid in full by the A.L.A. (Chicago Office):

For expenses of membership campaign	$1,400.00
For "Supplies" item in Budget	112.50
	$1,512.50

The Finance Committee have approved a supplementary budget of this amount.

June 1919.

The Executive Board, by correspondence vote, no member dissenting, approve the following:

(1) That the President of the Association be empowered to appoint a Committee on Resolutions.

(2) That election of officers, at Asbury Park Conference, be held on Thursday, June 26, with polls open 12 to 2:30 and 6 to 7.

(3) That William Teal and one other person to be named by him serve as tellers of election.

Correspondence Vote

August, 1919.

The Executive Board, by correspondence vote, authorized transfer of funds, in current budget as follows - the Secretary not wishing to avail himself of authority given him by the Board to transfer funds at his discretion, in view of the fact that such action did not meet the approval of Dr. C. W. Andrews, as member of the Finance Committee:

From	Contingencies	to	Conference ..	$163.65
"	Additional Services	"	" ..	27.99
"	Supplies	"	" ..	39.97
"	Postage	"	" ..	37.48
"	Appropriation made to meet travel expenses of Special Committee on Endowment, to Committee on Importations			25.45
"	Same as above, to Committee on Investigation of Salaries			27.15
"	Same as above, to Bookbinding Committee			50.00
"	Committee on D.C. Classifications, to Bookbinding Committee			50.00

Very truly yours,

/s/ GEORGE B. UTLEY,

Executive Secretary.

EXECUTIVE BOARD

New Monterey Hotel,
Asbury Park, N.J.
June 27, 1919.

A meeting of the Executive Board of the American Library Association was held in the New Monterey Hotel, Asbury Park, N. J., Friday afternoon, June 27, 1919.

Present: President Hadley, Misses Boren, Eastman and Tobitt, and Messrs Hill and Milam; also Secretary Utley.

Program for Enlarged Service

The following resolution, drawn by a member of the Board, was read and unanimously adopted:

Resolved, (1) That the Executive Board recognizes the responsibility of the American Library Association to encourage and promote the development of library service for every man, woman and child in America.

(2) That a committee be appointed to consider the various reports and suggestions concerning the future work of the Association; to prepare an enlarged program of American library service; and to make a report as soon as possible with recommendations - these recommendations to indicate which features of the program are of immediate importance and to be accompanied by definite plans for the inauguration and financing of the work.

(3) That this Committee consist of two members of the Executive Board, who shall have power to increase their number to five and to appoint advisory sub-committees.

(4) That the Committee be known as the Committee on an Enlarged Program for American Library Service.

Committee Appointments

On motion of Dr. Hill it was

Voted, That the President be empowered to appoint the various committees for the ensuing year.

Committee on Importations

Dr. Hill having presented, in writing, his resignation as chairman of the Committee on Importations, it was, on motion by Mr. Milam

Voted, That the resignation of Dr. Hill as chairman of the Committee on Importations be accepted and that the appointment of his successor be left to the President.

Midwinter Meetings

The question whether or not to hold the customary mid-winter meetings (which have been omitted the past two years because of the war) being under consideration, it was, on motion of Mr. Milam

Voted, That the mid-winter meetings be held this coming winter in Chicago.

Meeting Place for 1920

The subject of meeting place for 1920 was informally discussed. The Secretary stated that he had received invitations from the Chambers of Commerce in the following cities: Chicago, Cincinnati, Detroit, Kansas City, New York, and St. Joseph. It was the sense of the Board that no place east of the Allegheny Mountains should be considered. Formal action was postponed until a later meeting.

Plans for Library Training

The Association, having referred to the Executive Board for further consideration, the plans for a board on library training, outlined by Dr. C. C. Williamson in his paper read before the Association, the Executive Board took the matter under consideration, Dr. Williamson sitting by invitation with the Board to participate in the discussion. It was, on motion by Mr. Milam

Voted, That the plan of Dr. C. C. Williamson, set forth in his paper on "Some present-day aspects of the library training problem," projecting a scheme for library training, be approved in general and referred to the Committee on an Enlarged Program for American Library Service for early consideration and report.

Plans for an International Bibliography of Humanistic Literature

The Council at its meeting on June 26, having voted, after hearing Professor F. J. Teggart's plans for an international bibliography of Humanistic literature, that an advisory committee of four be appointed to co-operate with the American Association of University Professors in supervising the preparation and publication of the bibliography, the Executive Board expressed its approval of this action and

Voted, That the subject be referred to the President for action.

Rate for Rural Delivery of Books

A communication having been received from Mr. A. L. Spencer, Greenwood, N. Y., requesting the Executive Board to endorse for the third time a plan for a cheaper local rate over rural delivery lines for public library books, it was

Voted, That the Executive Board of the American Library Association for the third time endorses the plan of a local flat rate over the rural delivery lines for public library books, the present parcels post rate in the local zone, while most favorable for commercial parcels, having been found inapplicable for this great educational use, and that it strongly recommends that this plan be fully considered by the postal authorities at Washington at the earliest convenient time.

Supplementary Budget

The Secretary presented a supplementary budget in the sum of $1,383.65, which had been approved by the Finance Committee, and upon his recommendation it was voted that the funds be applied to the following appropriation heads:

Bulletin	$300.00
Conference	50.00
Additional services	250.00
Supplies	250.00
Postage, telephone, etc.	250.00
Miscellaneous	50.00
Contingencies	83.65
Travel	150.00
Total,	$1,383.65

On motion of Mr. Milam, it was

Voted, That the Secretary be authorized to transfer money from one appropriation head to another in the budget at his own discretion.

Cooperative Bookbuying

The Association having requested the Executive Board to appoint a committee of five to consider the subject of cooperative bookbuying and to report to the Association, it was on motion of Mr. Milam

Voted, That the President of the Association be empowered to appoint a Committee of five to consider the subject of cooperative bookbuying, and that this Committee be instructed to make a preliminary report at least as promptly as possible in order that it may be considered by the Committee on an Enlarged Program for American Library Service.

Revision of Constitution

The Association having voted that the Executive Board be instructed to bring in a form of Constitution to the Association a year hence, it was, on motion of Mr. Milam,

Voted, That the President, Secretary, and retiring President of the Association be appointed a committee of three to make recommendations concerning a revised Constitution for the American Library Association, and that this Committee make a preliminary draft in time to present it to the Executive Board at its mid-winter meeting.

Definition of Librarianship and Statement As to Appropriate Salaries

The Association having recommended that the Committee of Five on Library Service and a special committee to be appointed by the Executive Board, present to the Joint Commission on Reclassification their views on the work of librarians and on the salaries appropriate to the various library positions in the Federal and District of Columbia governments, it was

Voted, That the Committee of Five on Library Service be instructed to cooperate with the Committee of the District of Columbia Library Association in presenting to the Joint Commission of Congress on Reclassification a statement as to the work of librarianship and as to the salaries which are appropriate for various library positions in the Federal and District of Columbia governments.

Next Meeting of Board

On motion of Dr. Hill, it was

Voted, That when the Executive Board adjourns it adjourn to meet not later than the September next meeting of the New York Library Association.

There being no further business, the Board adjourned.

GEORGE B. UTLEY,

Executive Secretary.

EXECUTIVE BOARD

Correspondence Vote, August, 1919.

On July 26, 1919, the Secretary addressed the following communication to the Executive Board:

TO THE EXECUTIVE BOARD:

At a meeting (the first) of the Committee on an Enlarged Program for American Library Service, held in Brooklyn, July 15, plans for a library service for the men in the Merchant Marine were discussed, and the following action was taken:

> Voted, That this Committee, on behalf of the A.L.A. assumes the responsibility of providing library service to the Merchant Marine in cooperation with the National Marine League. (Note: The Committee appreciates the fact that it has not the power to commit the Association as such to action; that this would require action either by the Executive Board or the Association itself.)

In discussing this subject further at its meeting (the second) on July 22, the Committee expressed the wish to have as promptly as possible the approval of the Executive Board of its action, quoted above, on July 15. Therefore the following vote was passed:

> Voted, That the vote of the Committee concerning responsibility of providing library service to the Merchant Marine be transmitted to the Secretary of the Executive Board with the request that he secure, if possible, immediate approval of the Executive Board of that action; with the understanding that this Committee has not the authority to commit the Association.

The Committee feels that the extreme importance of providing adequate library service for the Merchant Marine justifies the American Library Association

in making itself responsible for such service, even in advance of definite knowledge of sources from which the funds to meet the necessary expense will be derived, but wishes, by correspondence vote, assurance that its action in this matter has the approval of the Executive Board.

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The subject of a librarian for the Navy being under consideration at the meeting of the Committee on Enlarged Program, the following resolution was adopted:

> Commander C. B. Mayo, of the Navy, having asked the American Library Association and its Library War Service to appoint a Naval Librarian and a Library Assistant, and
>
> The Library War Service having agreed to engage a Librarian and an Assistant and to pay the salaries of same until the Library War Service operations cease,
>
> Voted, That this Committee approve the request;
>
> Voted, That this Committee recommend to the Executive Board that it approve the request and agree to continue to employ Mr. Charles H. Brown (who has been asked by Library War Service to take the position) as such Librarian at a salary of $5,000 per year, with authority to appoint a Library Assistant at $2,000 a year, for a period of not less than two years.

The Executive Board is therefore requested to express, by correspondence vote, its approval of this action, in the confident expectation that funds can from some source or sources be acquired to meet the designated financial obligation.

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The Secretary here encloses the tentative draft of a communication, prepared by a subcommittee (Messrs. Milam, Dana, and Hill) of the Committee on Enlarged Program, for presentation to the Committee of Eleven. It is a request that the unexpended balance from the United War Work Campaign fund, remaining after the close of the Library War Service

operations, be turned over to the A.L.A. to be spent for purposes set forth in the communication. The budget (here in blank) has not yet been made up; it will be submitted to the Executive Board later, and before the communication is presented to the Committee of Eleven, if there is time for this.

At the meeting of the Committee on Enlarged Program on July 22, it was

> Voted, That this communication to the Committee of Eleven, subject to later revisions as needed, be approved by the Committee and presented to the Executive Board for its approval by correspondence vote.
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> And it was further
>
> Voted, That the Executive Board be asked in the same communication to authorize this Committee, in cooperation with the War Service Committee and with the approval of the President, to present this statement in substance to the Committee of Eleven when in their judgment the time is appropriate.

The members of the Board in casting their correspondence vote, are requested to use the attached form, supplementing it with any additional statement they may wish to make.

Very truly yours,

/s/ GEORGE B. UTLEY,

Executive Secretary.

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THE AMERICAN LIBRARY ASSOCIATION

TO THE COMMITTEE OF ELEVEN

Gentlemen:

The further education of the soldier and the sailor is a pressing need, in the opinion of the government and of the country at large. The education demanded is for better service in army and navy, and in civil life after discharge; and it includes, through books and journals, recreation and contentment in hours off duty, as well as training for greater value to the country through careful study.

We have supplied books, journals, and libraries, and the library service of persons to army and navy in the past two years. All this was far more than could have been done if we had not been able to add, through our national association, the volunteer work of thousands of libraries with their workers and their friends.

Though peace has been reached and our war service is over, the need for education remains. The basic things in supplying that need are the book, and the journal, and the library, and the trained worker in that library.

Of our quota of the sum secured through the United War Service Campaign, there is an unexpended balance of about

$. We ask that this sum be made available for the continuance and extension by this Association, of its book and library work, the work for which it was originally subscribed.

Army authorities have asked us, in view of the inadequacy of appropriation for this purpose, to name an army librarian who shall, being paid by the army, direct the expenditure of the funds this association can supply and the funds the army can secure, - all to carry on and extend the work of placing books in the soldier's hands wherever he may be. This will continue to be one of our largest fields.

Our library buildings in camps are being transferred to the army as needed.

The navy asks us to select a proper naval librarian, and pay his salary, and supply him with needed books and funds, until the service thus initiated secures proper federal support.

In hospitals here and abroad we wish to continue our service, and to keep it active and efficient in all permanent hospitals after demobilization, in the full expectation that it will in due course be taken over by the government, and also that like service will be adopted by all hospitals and all charitable and penal institutions.

Those to whom blindness has come as a result of their service for the country we wish to aid with books and instruction.

The men in our 1200 widely-scattered and remote lighthouses, light-ships and coast guard houses have long greatly needed a regular, carefully studied service of books and journals, and the authorities urge us to supply this need.

Such of our merchant marine as is still under federal control falls properly within the scope of our work; and we find that our service in this part of the whole great field of deep-water shipping will inevitably lead to a universal service of books as tools of education and recreation, to all men in all the ships of this country.

The demand for our service from industrial plants under federal control still exists. It could not be met by us in war-time. Our work here will not only be essential as long as federal control continues; but will help to extend the education of workers in all great industries.

The problem of employment for discharged soldiers, and of their education, has not yet been solved. Especially true is this of soldiers who have been, through war service, incapacitated for their accustomed work. To these and particularly to the efforts of the Federal Board to reach and rehabilitate the incapacitated, we can be of great assistance.

It is our purpose to add, to that balance of our quota which we feel it our duty to administer, further moneys obtained by subscriptions from citizens who approve of what we have done and believe that our part in the education for effectiveness and the promotion of contentment of our soldiers and sailors should be continued and extended.

We shall have to help us the 3000 members of our association, the libraries they represent, the trustees of those libraries, and the people of thousands of thousands of towns and cities in which those libraries are found. From this army of workers we can, as during the war, get volunteer help of every kind, and further millions of books and journals as they are needed.

We understand the balance of our quota is $ This we purpose to expend in not less than two and not over five years, as follows:

	1st yr.	2nd yr.
Central office, including manager, assistants, postage, printing, etc.	$	$
For Soldiers, books, journals, and service		
For Sailors, books, journals, and service		
For Aviation and other special camps		
For army and navy Hospitals		

	1st yr.	2nd yr.
For Coast Guards and Lighthouses	$	$
For Federal Merchant Marine		
For Federal Industrial Plants		
For Soldiers and Sailors under Rehabilitation		
Total	$	$
Total for two years		$

Each of the seven affiliated war service organizations will, we assume, expend such balance of its quote as may remain, after its war service is officially ended, in work of the same character and importance as that for which our fellow citizens so generously subscribed to that joint War Service fund.

We respectfully ask that you pass a resolution saying that:

"The American Library Association is authorized to use its unexpended balance in the United War Work fund,

1. To assist in the development of adequate library service in the permanent naval and military establishments, in Public Health Service Hospitals and other governmental institutions.

2. To establish libraries in the Merchant Marine, and

3. To foster the development of library service (especially for discharged soldiers, sailors and marines) in industrial plants and communities without libraries."

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All members of the Executive Board recorded, by correspondence, their vote in favor of all three of the matters upon which vote was requested, namely:

(1) Responsibility for providing library service to the merchant marine.

(2) Approval of appointment of a naval librarian and assistant.

(3) Approval, in general, of the communication to the Committee of Eleven, and of the arrangement for its presentation.

GEORGE B. UTLEY,

Executive Secretary.

August 21, 1919.

On the above date, the Secretary sent to the members of the Executive Board the following revised draft of the communication to the Committee of Eleven:

THE AMERICAN LIBRARY ASSOCIATION

To the Committee of Eleven

Gentlemen:

The ending of the war, the rapid withdrawal of our men from Europe, and the discontinuance of many of our training camps, necessitates a modification of programs based upon war conditions. We submit to you, therefore, a brief statement of the fields in which we deem it necessary to continue our war service.

Army authorities have asked us, in view of the inadequacy of appropriations for this purpose, to name an army librarian who shall, being paid by the army, direct the expenditure of the funds this association can supply and the funds the army can secure, and to carry on and extend the work of placing books in the soldier's hands, wherever he may be. This we have promised to do. It will continue to be one of our largest fields.

Our library buildings in camps are being transferred to the army as needed.

The navy, which will have a far larger personnel than before the war, asks us to select a naval librarian, and pay his salary, and supply him with needed books and funds in addition to those furnished by the navy, until the service thus initiated secures adequate federal support. This we have promised to do.

In hospitals here and abroad we shall continue our service, and keep it active and efficient in all permanent hospitals after demobilization. It is to be expected that eventually this service will be taken over by the government, and that like service will be adopted by all hospitals and all charitable and penal institutions.

Those to whom blindness has come as a result of their service for the country we shall aid with books and instruction.

The men in our 1200 widely-scattered and remote lighthouses, lightships, and coast guard houses have long greatly needed a regular, carefully studied service of books and journals, and the authorities urge us to supply this need.

Such of our merchant marine as is still under federal control falls properly within the scope of our work; and we find that our service in this part of the whole great field of deep-water shipping will inevitably lead to a universal service of books as tools of education

and recreation, to all men in all the ships of this country.

The demand for our service from industrial plants under federal control still exists. It could not be fully met by us in war-time. Our work here will not only be essential as long as federal control continues; but will help to extend the education of workers in all great industries.

The problem of employment for discharged soldiers, and of their education, has not yet been solved. Especially true is this of soldiers who have been, through war service, incapacitated for their accustomed work. To these, and particularly to the efforts of the Federal Board to reach and rehabilitate the incapacitated, we can now give more satisfactory assistance than we could while our energies were fully occupied by most pressing demands from the army and navy when they were actively engaged in war.

Summarizing this statement:

We purpose to use the unexpended balance in the United War Work fund to continue in the development of adequate library service in the permanent naval and military establishments, in Public Health Service Hospitals, and other government institutions; to establish libraries in the Merchant Marine; and to foster the development of library service (especially for discharged soldiers, sailors, and marines) in industrial plants and communities without libraries.

Estimated cost of the work thus outlined:

	1st yr.	2nd yr.
For Soldiers; books, journals, and service	$	$
For Sailors; books, journals, and service		
For Army, Navy, and Public Health Service Hospitals		
For Coast Guards, and Light-houses		
For American Merchant Marine		
For Industrial Plants		
For Books for the Blind		
For Soldiers and Sailors under Rehabilitation		
Total . . .	$	$
Total for two years	$	

It is our purpose to add, to the balance of our quota, money obtained from citizens who approve of what we have done and who believe that our part in the education for effectiveness and the promotion of contentment of our soldiers and sailors should be continued and extended.

We shall have to help us the 4,000 members of our association, the libraries they represent, the trustees of those libraries, and the people of thousands of towns and

cities in which these libraries are found. With this army of workers we can, as during the war, get additional money, volunteer help of every kind, and further millions of books and journals as they are needed.

We respectfully request the approval of the foregoing statement and plan of our future war service activities.

THE AMERICAN LIBRARY ASSOCIATION.

By the Executive Board:

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