

AMERICAN LIBRARY ASSOCIATION  
Executive Board Minutes

*Transcript  
Miss Ludington notes*

Hotel Stevens  
Chicago, Illinois  
October 7, 1941

4 Communication from the Board of Education for Librarianship. Mr. Brown presented the attached communication from Miss Helen M. Harris, chairman of the Board of Education for Librarianship, which raises questions as to the wisdom of action by the Executive Board in curtailing activities of any important "A.L.A." agency without consultation with such agency, as well as the claim to professional tenure of A.L.A. employees. Because tenure is important it was considered important for the Bd. to meet with Bd. on Salaries Staff and Tenure.

Miss Ludington: (Chairman of the Bd. on Salaries, Staff and Tenure) The question of tenure was raised when the whole policy in regard to Headquarters staff was being looked into regarding salaries by a special Committee of the Executive Board. It also happened that the Salaries Board was going on record regarding tenure and we felt that we were officially making one endorsement for a very high standard of tenure. Our policy in regard to Headquarters staff was not clear cut. The Salaries Board would welcome the opportunity to share some responsibility with the Board of Education in this matter.

Mr. Brown: If, according to the high standards of the Board, say a library is cut 30%, and suppose that some work would have to be discontinued. Would it be acting in accordance with the high standards if we abolish some position?

Miss Ludington: I think we might abolish them if ample time were given so that there would be general understanding of the reason why one service was cut rather than another.

Mr. Brown: Suppose legislation met in May and the budget goes into effect July 1 and the new budget had to be reduced 40%. You have less than 6 weeks to make those readjustments. Would you regard those 6 weeks ample notice?

Ludington: If that would happen in the local library we feel that all heads of departments and administrators should meet and discuss the possibilities of the cut and where the cut should take place.

Brown: The cut would have to come and the work be abolished:

Ludington: In the organized personnel, financial exigency is recognized. That is something that might take place in any public library.

I think that we all of us, I certainly for one member of the Executive Board, voted feeling that I didn't have all the information and that I wasn't voting with full understanding of all the situation or the difficulties that would arise from it.

Mr. Brown: We have a suggestion. That a committee be appointed to meet with the Board of Education.

Brigham: What would be the effect of the final decision of the October meeting of this Board where we felt it necessary to give a Board concerned a chance to discuss it before final action was taken. We would have some uncertain element.

Brown: How much notice ought to be given a person if a position must be abolished?

Ludington: In many colleges a year is considered to be the minimum notice but that could be transferred into anything like one month. It is one of the serious problems and we have been trying for a number of years to frame a tenure service statement that would meet the actual conditions in the libraries of the U.S., knowing that many times their budget cuts do come with very little notice. That is one of the <sup>tough</sup> problems that confronts the Board.

Brown: It is the general feeling that it is better to abolish one position than to cut down traveling and it is better to cut out certain lines of activity.

Brigham: It is necessary to have some preliminary discussion. Suggest that a Committee of two be voted to confer with Miss Harris and the Board, one to be the Chairman of the Board on Salaries. If the chairman is one of the two you get an automatic clearance with that Board.

Miss Rothrock: I recommend that there be appointed a Committee of two, one of whom shall be the Chairman of the Board on Salaries to confer with the Board on Education in respect to Miss Harris' letter.

Brown: Carried. I am inclined at present to appoint Metcalf as the other representative.

Wm. W.  
Ludington  
Metcalf  
copies to  
to letter  
Summerman

1. 1941-42 Budgets. Mr. Brown referred to the communication to the Executive Board and Finance Committee of October 1.

Brown: The Budget Committee adopted some rather basic resolutions. These are found in the letter of October 1. Resolution commencing "VOTED, That the Budget Committee finds that the income...". Regarding the statement in the By-Law that when the income was sufficient to pay allotment for institutional members such allotment would be made if the additional funds were provided for. There is no such possibility now. Mr. Dooley, taking all the income, how far did the income exceed the income of the year before?

Dooley: Less than \$20,000; if we eliminate allotment to division, net income was about \$1500 greater

Brown: \$1500 will nowhere near meet any allotment for any institutional member. Unable to make such allotment.

Dooley: Expenses incidental to reorganization including addition of staff would be in the neighborhood of \$6,000.

*Mr. Dooley*  
White; I move the resolution be approved.

Ludington: Second it.

Carried.

Brown: Regarding this action. (budget for the journal "College and Research Libraries" - see letter October 1, paragraph 5) this was communicated to Mr. Coney. (Coney's letter read - letter October 2, 1941).

Dooley: They have but a \$59.32 cash balance. Anticipated deficit.,, During the year the A.C.R.L. would not make its budget because it had a \$550.00 cash balance to start with last year.

Brigham: Why is the subsidy anticipated at twice the amount this year than it was last year? (\$750 compared with \$1000)

Dooley: We had a \$550.00 cash balance.

White: What was the source?

Dooley: Cash balance from previous years. That cash balance is there chiefly because the fourth number of the first year was not paid out of the first fiscal year of the budget as that was the September number.

White: Has the size of the journal been very much the same?

Dooley: Well there were four - 96 page issues for which the division paid an additional \$250.00 beyond their expected subsidy in order to secure the extra pages.

Brigham: Shall the subsidy of the A.L.A. be \$500 or \$600?

Brown: I would not want you to vote on that question until you consider other features of the budget. At present the subsidy is \$200.

*M. Dooley*  
Resolution, IX-1, Budgets - "Resolved that the Budget Committee recommend authorization by the Executive Board of the transfer of \$4,000...". Mr. Brigham moved that the recommendation be approved. Carried.

*M. Dooley*  
Resolution, IX-1, page 2 - "Voted to recommend to the Ex. Bd. that it ask the Trustees of the Endowment Funds to set aside as a reserve for future use any receipts from the Carnegie Corporation ..." Mr. Brigham moved approval of the suggestions. Miss Warren seconded. Carried.

Resolution, IX-1, page 4 - "Voted to recommend to the Executive Board the appropriation of not to exceed \$500 from the Building Fund for architect's fees." Mr. Dooley: "The \$500 item in the budget is for preliminary architect's fees for plans. Plans may run \$100, \$200 or \$300. This is the maximum figure here." Mr. Dooley then referred to his notes of his conversation with Lee. Mr. Dooley described the Building Fund.

*M. Dooley* ( Mr. Dudgeon moved approval of the resolution. Miss Rothrock seconded it. Carried.

Dooley: Our lease expires in Summer of 1943. There is one thing that is not discussed and that is that<sup>if</sup> the building is built during the next 18 months or 12 months, it would mean reducing our endowment income during the last year during which we are permitted to rent. That amounts to less than \$6000 a year. Asked for some kind of expression so they<sup>are</sup> not wasting time to go ahead and get some definite proposals. (trustees)

*M. Dooley* Rothrock Fay: Is it contemplated that the building will be near Chicago?

Dooley: The only area being considered is that area known as Streeterville, east of Michigan Avenue, north of Ohio. In the general area south and south east of the Drake, not many blocks from where we now are.

Brown: Do you want to inform the Board of Trustees that we shall be glad to have investigation of the erection of the building.

*M. Dooley* I move the Executive Board express approval of the general idea and encouragement of the Trustees to go forward.

*M. Dooley* Miss Rothrock: Moved "investigate erection of the building."

Carried.

*M. Dooley* Mr. Dooley explained the Budget (Treasurer's Report for the year ended August 31) (Page 3) Went through estimated income and explained. Also explained answer to question of "What happened to our estimate of last year on income since reorganization. (Mr. Dooley referred to his photostat)

Discussion regarding membership dues drop. May have been because of change in dues.

Rothrock: If you compare this with other years you will find it compares quite favorably.

*M. Dooley* ATT: Miss Beatty: Comment of School Librarians - can't go to state meetings because they don't come at the end of the week.

Mr. Fontaine explained Figure C, page 3, Treasurer's report, regarding publishing. Summary of income.

Mr. Brigham: I recommend that we go into publishing deficits, etc. Possibility of improving publishing set-up, and income by having a review of methods and policies and procedures.

Suggestion to be carried on to Midwinter meeting. Put on December docket.  
Mr. Milam and Mr. Brigham.

*9M87*  
*John Fontaine*  
*John S. Milam*  
Meeting was adjourned until 7:30 P.M.

Meeting was resumed at 7:30.

Mr. Dooley continued the Budget discussion. Pointed out that under "conference" there is a deduction in expense estimate because of place of meeting and new figure set down. Also, last year it was voted not to have an attendance register, so, because it wasn't in last year it isn't in this year.

The question was then raised whether, from the point of view of the local committee, it was determined whether to go to the trouble of setting up a register or whether to save that trouble. The register had an advantage in furnishing exhibitors lists which were important to them. It was suggested that the exhibitors might be interested in financing the register. Mr. Fontaine pointed out that they buy advertising space in the program. Mr. Lord thought it unwise to get along without it. Miss Curran expressed the opinion that the membership would complain. Mr. Dooley pointed out that there are many names omitted and that addresses are often wrong. Also that it is a very incomplete guide. Mr. Brigham then suggested that instead of having a register for each member attending the conference, that only a few be made and distributed to certain available places for the convenience of all. Both Mr. Brown and Miss Ludington said that they used their registers both in and out of Boston.

Mr. Brigham: Devise some means of having alternative, not printed register, but perhaps 50 copies of a mimeographed register. Something experimental that might save \$400.00.

Mr. Lord: To us were sent sheets with the information taken from the advance registration cards. These were printed. Perhaps they could be printed in some other form than long narrow sheets.

Miss Ludington: Because of the nearness of Chicago to Milwaukee perhaps it will be easier to get the names to Milwaukee.

*Miss Beatty  
Dudgeon*  
It was suggested that planographing would be cheaper than mimeographing and that a few reference copies for hotels and for the President, etc., should be made.

College and Research Libraries. Mr. Milam: It seems that there is something of a principle or a generalization involved. Namely, whether the A.L.A. at large is under more or the same or smaller obligations to the division than it has been in the past, or whether we're under obligations larger or the same if a division decides that it wants a journal, than if it doesn't decide it wants a journal. ~~I don't think any possibility of making a comparison of what the A.L.A. has done.~~  
~~But There is a question of whether this Board has a right to ask the A.C.R.L. which has had its income so far as annual current income jump from \$900 dues to around \$2000 dues whether that is the responsibility of that society now to support its own journal or whether there remains the same responsibility toward any group within the profession as if the division did not come into existence. There is a more important decision to be made which may be effective on the future. We are eager to establish a journal for school librarians. We realize there is a need. What should be our policy with respect to this if we thought that day after tomorrow we were going to establish one for the school library (children and young people's)~~

Brigham: Devising some kind of policy would be in order. Possible committee to have discussion of the various interested parties and arrive at something that could be presented to the board.

Dudgeon: Means committee commitment subsidizing.

Brigham: Could avoid letting it be known that there is no future commitment.

White: There is trouble with long range policy involved. There is a more immediate problem. Back in May when we were approached about the Editorship of C. & R.L. I made it a point that I would be happy to take over the editorship provided somebody took the responsibility of finances. I couldn't take time to devote to the journal and finances. I indicated that I didn't care to take it over until the financial problem was ironed out, but it was believed by the officers that the problem was solved.

Brown: Solution? Reply to Coney that we serve regrets that owing to very great limitations in the budget this year and decrease in estimated income we cannot give allotment of over \$200 for the journal of C. & R.L. That if the A.C.R.L. cannot contribute \$1000 the size of the journal will have to be reduced in order to make possible a balanced budget.

Brigham: The money that comes to a division should not be expected to provide subsidy for a difference for a journal. That subsidy question is still a problem to be worked out.

Milam: I don't think it is good strategy to meet this issue head-on with a stubborn refusal to compromise. It seems to me that it is entirely logical for this Board, without waiting for such a report as Mr. Brigham would like to see sometime in the future, to say the Executive Board believes that a decreasing subsidy by the A.L.A. in general is reasonable with respect to any division journal. Exactly how much that should be in any given year, how fast it should decrease and how long it should last are problems of negotiation rather than formal decision. Out of the contingent fund the Executive Board is prepared to double its allotment.

White: The surplus is partly because the new editors carried all office expenses on the university budget. I have a little difference perspective -- that if somehow it is financed the next couple of years it could be on its own.

Brigham: I suggest that the subsidy of the A.L.A. to the College and Research Libraries for the year be \$500, with conditional statement, as given by Mr. Milam.

Metcalf: I move that \$130 of that be taken ~~into~~<sup>from</sup> contingency, \$130 be saved by cutting down to 80 pages for all four months, and we let the A.C.R.L. take care of a third. That would make \$400.

Brigham: A.L.A. Should contribute \$200 in proposed budget plus \$200 more that Metcalf suggested. That in transmitting this to the A.C.R.L. it shall be on the basis of suggestion so far as reduction of pages is concerned and not decided by this body.

Voted, That \$200 be added to the budget of the College and Research Libraries to be taken from the contingent fund with the understanding that in transmitting this to the A.C.R.L. it shall be on the basis of suggestion so far as reduction of pages is concerned and not decided by this body.

*for* *now*

*White*  
*Coney*  
*A.S.P.*

Q.

Headquarters staff members were requested to leave the meeting while the Board discussed the communication from the Staff regarding adjustment of salaries. It was

*M. Dooley* (VOTED, To put the clerical increases of numbers one and two groups and also to raise all assistants below the present scheme of service level to the minimum in that level dating from March first.

VOTED, (1) Annual increments (or increases to bring up to minimum) to all clerical people below minimum, of more than two years' service, \$380.

(2) Annual increments to all professionals below minimum, of more than two years service, *May* \$503.00  
Both to be effective at the ~~midwinter~~ period.

*M. Dooley* Motion to approve the budget as amended. (Two amendments, one affecting the College and Research Journal and this one regarding salaries.)

Item 6. Approved. (Correspondence votes)

Item 7. O.K. check off. (New Headquarters building)

*M. Dooley* Item 8. Authorization resolutions for Mr. Gjelsness. Approved with correction re. loans. See Mr. Dooley. Miss Merrill's name to be added to persons authorized to sign checks.

*Dooley* Item 9a. Frame resolution that Miss Culver will continue on the Library Extension Board. It is our earnest desire that she continue. Carried.

*Midwinter selected* 9b. Carry over to Midwinter meeting. (Decentralizing committee appointments and activities when activities come within the field of a division.)

*Midwinter selected* 9c. Carry over until Midwinter. (Subcommittees: Method of appointment and relations to main committee.)

9d. Taken care of. (Devastated Libraries)

*M. Metcalf* 9e. (Committee on Fellowships and Scholarships - letter from Board of Education for Librarianship) Refer to Mr. Metcalf for re-wording - Committee on Boards and Committees. Accepted with thanks.

*M. Tompkins* Item 10. Library Book Review Project, prepared by Subcommittee on Readable Books of Adult Education Board. Miss Tompkins letter September 26.

Brigham: Recommend that in view of the fact that the request by the Subcommittee on Readable Books has been made, that the Executive Board confirm the request.

Brown: In view of the fact that the Subcommittee on Readable Books has made a request for funds from the Carnegie Corporation the Executive Board confirm the request and endorse the request with the understanding that arrangements mutually satisfactory to the A.L.A. and Carnegie Corporation be made for the administration of the project and the control of funds.

Carried.

Item 11. How shall we honor Dr. Keppel.

*Wheeler  
H. F. Brown*

Brigham: Making the Friends of Libraries luncheon at the June conference honorary to Dr. Keppel. Include talk about what Carnegie Corporation has done for libraries.

Brown: Committee of three should be appointed, Lord, Metcalf, and Milam.

Resolution: Metcalf, Lord and Milam be appointed a committee of three to study what would be the best tribute that can be paid to Dr. Keppel. (Tribute or tributes) and make recommendations to the Board not later than the December meeting. (Might choose to make recommendations earlier.)

Carried.

White: Appropriate to have a history of American Library Association since the first C.C. money.

Item 12. Conferences and racial discrimination

*Made  
New*

Let us select the city where we have the fewest restrictions and the best combination of facilities and narrow down and describe in words of one syllable to what extent we would have to depart from the Council resolution in order to accept the invitation from a southern city and then go to the Council and say that the Executive Board would like to accept this invitation. We cannot do it under the Council resolution unless you authorize us to do so and I believe you could get a waiver from the Council for mild variations from the standard that has been set.

Question passed over.

*Notified  
Brown*

Item 15. Continuing memberships. Emma Wald and Zaidee Brown granted continuing memberships.

Item 13. Mr. Fontaine presented classification for Public Administration Libraries. Proposed that the A.L.A. might act as a joint publisher with the Public Administration Service in issuing the book. At the Boston Conference the manuscript was presented to the Committee on Cataloging and Classification asking for endorsement, by that body so as to get approval by the Editorial Committee and Executive Board for joint publication. The Cataloging Committee withheld its endorsement. It felt that the material was too specialized for publication by a general body like the A.L.A. Mr. Fontaine referred to his memorandum of July 31. The question is that they were hoping that the A.L.A. would act as joint publishers. Because of the action of the cataloging committee at Boston we are not in a position to recommend publication to the Executive Board unless the Board wishes to ~~over~~ rule the action of the Committee. They are not to bear all the expense of publication. It is to be a fifty-fifty enterprise. There is no subsidy with which to publish books. Then it would be on the budget of the A.L.A. and this is not in the publishing budget. Because there was a different group of officers who were consulted regarding the study who encouraged Brownlow to go ahead, and now we have an entirely different set of individuals who are chairmen of these groups, we are letting Brownlow down. Board ought to give some encouragement

to publication. Fontaine: Tried to follow policy of getting approval, quite irrespective of finances involved. Approval has been on the worth of the work and not on what is involved in finances. *the R.A.S.*

White: I move that the A.L.A. share jointly the responsibility with the understanding that ~~there exists no obligation to the~~ publication will proceed only when there is reasonable assurance against loss to the A.L.A.

Carried.

Item:14. Recommendations of Editorial Committee. Accepted.

Item 16. Communications and other business.

Communication from Mr. Clift. Mr. Brown to take care of.

~~Mr. Milczewski~~ presented a suggestion that a resolution be passed thanking President Roosevelt for extending the book post rate.

Resolved that the members of the Executive Board of the American Library Association hereby express their appreciation and thanks to the President of the United States, Franklin Delano Roosevelt, for his continued support of the one and one-half cent book post rate by extending the rate by Presidential proclamation until June 30, 1942.

Carried.

Tentative budget - Mexico.

In order to legalize action which has been and is being taken that you authorize the Executive Secretary to make expenditures in accordance with the tentative budget until the official budget can be adopted..

Carried

Brown: The N.Y. Public Library director has been very generous in helping out A.L.A. An expression of appreciation of the aid of the members of the Staff of the N.Y.P.L. has given A.L.A. will be sent by Mr. Brown, informally.

*M. Brown  
arrived* Statistics Committee. The Committee is expressing the importance of statistical activities and requests that it be made a division and that the statistical assistant be given the status of a division head and refers to the importance of the work.

Brown: It is impossible to increase the budget. If you are willing I will answer that informally.

The meeting adjourned at 10:00 P.M.