

AMERICAN LIBRARY ASSOCIATION

PUBLIC LIBRARIES DIVISION (NEW)

Meeting of Executive Committee of the Board of Directors

Chicago, August 9-10, 1951

Present were: Harold F. Brigham, President; Ruth Rutzen, Vice-President; Mrs. Ralph I. Burris, Treasurer; Helen A. Ridgway, Acting Executive Secretary; and Ruth Gregory, by special invitation. The meeting was called to order at 10:00 a.m.

Conference Meetings. The Committee reviewed the business accomplished by the Board and the Division on July 8, 12 and 14, 1951 at the annual conference and a motion to approve the minutes of those meetings was made by Miss Rutzen, seconded by Mrs. Burris, and carried.

Quorum. Miss Ridgway reminded the committee that there are now 31 board members, requiring a quorum of 16 in order to transact business, in accordance with the By-Laws. At the Board meeting on Saturday, July 14, Harry Cook, representing Frances O'Halloran, made the 16th member, but special care may need to be taken at future meetings to insure presence of a quorum.

Sections. Also in accordance with the By-Laws, the terms of the representatives of the three sections were then determined by lot as follows: Mary J. Carter, 1951-54; Edward J. A. Fahey, 1951-53; Mrs. Carma R. Zimmerman, 1951-52. There was some discussion about the need for the formation of a section representing reference interests, and the question was raised whether there should also be some place within the A.L.A. for a clearing house on circulation administration and techniques.

C.N.L.A. It was agreed that Mr. Brigham will ask Louis J. Bailey and John B. Kaiser to continue membership in the C.N.L.A. as delegates for the new Division for the present.

A.L.A. and Divisional Relationships. Although the Division has not yet received any formal report of the final action taken by the A.L.A. Executive Board nor entered into any written agreement, Miss Ridgway reported Mr. Cory's verbal assurance immediately following the July 14 Board meeting that arrangements would be made with all divisions to change over to the "60-40" dues allotment plan on September 1, 1951, on an experimental basis for one year. This decision followed the favorable reaction of divisional representatives to the plan when it was discussed at the A.L.A. Executive Board meeting on July 7.

Under this plan it is proposed "that A.L.A. will continue to provide without charge to Divisions which maintain office at A.L.A. Headquarters the following services: office space, including utilities and janitor service; existing equipment, local telephone service, incoming mail and delivery service, central files service, switchboard service, receptionist service, receiving room service; payroll service, dispatch of outgoing letters, routine supplies and the maintenance of central membership records and central file of coded addressograph plates. These services represent substantially fixed costs not easily divided

by Divisions. The Divisions would be responsible for the following costs: all salaries, travel, long distance telephone service, accounting and auditing of Division funds, mimeographing and printing, purchase of special supplies, postage, new equipment, maintenance and the repair of equipment, staff annuities, group insurance, social security, editorial, accounting and mailing costs of Division periodical publications, dispatch of outgoing packages, use of addressograph files and equipment, messenger service, and teletype and telegraph costs. The Divisions would also be encouraged to assume a larger role in the cost in time and money of promoting A.L.A. and Division membership. These services represent flexible costs which can be identified by the A.L.A. and which are subject to control by the Divisions."

There was some discussion about how this arrangement had worked out for A.C.R.L. during the past year, but Mr. Hamlin was on vacation and not available for advice or comment.

Miss Ridgway gave the following figures for actual expenses in the Public Libraries' Division budget: Salaries - \$10,064 for Executive Secretary and secretary, plus a figure for group insurance and annuity if the person is eligible for the retirement plan. This figure includes no extra help. Extra salaries - \$300; Travel - \$1500 (Division may be required to cover conference expenses also); Printing and mimeographing - \$600 (does not include the printing and mimeographing that would be done by the sections or committees); Long distance telephone, telegraph and postage - \$700; Stationery and supplies - \$300.

Budget. Miss Ridgway reported that the membership of the new Division as of July 31, 1951 was 4,982, with some additional memberships still expected during the month of August. (Membership for the three merging divisions totaled 5,216 as of December 31, 1950.)

With an anticipated membership of 5,200 in 1952 and an average dues allotment of \$3.43 (a figure supplied by Mr. Weins based on data analyzed during 1951), an income of \$17,836 might reasonably be expected for the fiscal year 1951-52, under the "60-40" plan of dues allotments to divisions.

The remainder of the morning was spent analyzing the budgets and the expenditures of the Public Library Executive Office, and of the three merging divisions, for the past five years, with supplementary data from A.C.R.L. and A.A.S.L. budgets and comparable project budgets at A.L.A. Headquarters which include items for travel, mimeographing and printing, etc.

Miss Ridgway supplied the figure of \$10,114 as the amount to be allocated for salaries, under the A.L.A. classification and pay plan, for an Executive Secretary (G13 - Step 1, \$6,590), Senior Secretary (G7 - Step 2, \$3,366) and group insurance and social security for these two people (\$158). After preliminary estimates had been arrived at for the other budget items, the meeting adjourned at 12:30 p.m. for luncheon.

Afternoon meeting. The meeting reconvened at 2:00 p.m. with Mr. Brigham presiding and the same members present. Miss Gregory remained for the afternoon session and Mr. Dooley was also asked to attend to give further advice on the budget and on dues allocation under the "60-40" plan.

Services. In the discussion that followed Mr. Brigham asked Mr. Dooley for a clarification of the specific charges to be made (1) against A.L.A. and (2) against the Division under the new plan and how these changes would affect the budget of the Division.

Mr. Brigham asked how inquiries for advisory service, such as inquiries on adult education, were to be handled (1) by the Division, (2) by the Headquarters Library, (3) in some other way. He added that it looked as though the same problems of manpower and budget which the A.L.A. has been fighting unsuccessfully for years were now being placed on the Divisions' shoulders and that the Divisions will now be up against the same conditions.

Miss Rutzen suggested tapping voluntary resources and making the membership itself do more of the work, but Miss Ridgway reminded her of the extra paid staff that was always required to back up the expansion of volunteer committees, although she conceded that with the help of even one additional staff member the effectiveness of several volunteer projects could be greatly increased.

There was additional discussion about the services needed by public libraries from the Public Libraries Division Office, and the fact that the reorganizational changes at A.L.A. Headquarters may require additional work on the part of the Division Executive Secretary.

Annuities, Group Insurance, Social Security. Discussion followed about the annuities and group insurance. Mr. Dooley stated that it would cost the Division about \$158 a year for its contribution for the two staff members for group insurance and social security. If the new executive secretary is over 44 and a member of the A.L.A. Retirement Plan, an additional amount of \$264 would be charged against the Division for the annuity plan.

Conference Budget. Mr. Brigham asked about conference income and expenses. He asked on what grounds it is considered justifiable for A.L.A. to charge the Division for conference expenses and then keep conference income. Mr. Dooley replied that the conference income does pay the expenses of the staff from A.L.A. Headquarters for the time they actually spend on the conference and that the commercial exhibits pay for the conference. He added that the question as to which conference expenses should be paid by A.L.A. and which by Divisions - especially for conference travel - is not yet settled.

Publications. Mr. Brigham asked whether the income from Division publications would be credited to the Division. Mr. Dooley said "yes", but whenever A.L.A. handled the sales and distribution of publications A.L.A. had to retain more of the income from it.

Accounting. During the discussion about the actual handling of funds during the first year, Miss Rutzen moved and Miss Ridgway seconded a motion, which was carried, that all of the Division's funds, except the payroll, be handled by the Treasurer instead of paying the A.L.A. Accounting Office to handle them. This will save the Division \$325 during its first difficult budget year and enable the Executive Committee to obtain a thorough knowledge of the Division's finances. It was agreed that this arrangement should be reconsidered by the end of the fiscal year and before if the Treasurer's burden became too great.

Mr. Dooley agreed that the A.L.A. Accounting Office would handle the payroll, with corresponding deductions made from the dues allotments and credit slips or

other necessary records given to the Treasurer to meet auditing requirements. Mr. Dooley also offered the Division an advance loan of \$1500 from which the treasurer can meet current bills until monies are turned over from the old Public Libraries Division and the first dues allocations can be made. This offer was gratefully accepted by Mr. Brigham and Mrs. Burris.

A.L.A. and Divisional Relationships. Mr. Brigham was authorized to confer with Mr. Clift by mail or in person and to take whatever action is necessary for the Division to enter into the new divisional relationship as outlined at the A.L.A. Executive Board meeting at 2:00 p.m. on July 7. ("60-40 plan"). Mr. Brigham was also advised to make it clear to Mr. Clift, however, that there were still a number of details in the plan that needed further clarification and mutual agreement.

In reply to a question from Mr. Brigham, Mr. Dooley indicated that while the A.L.A.'s tentative budget for 1951-52 was subject to review in October 1951, it was his opinion that any changes at that time would represent refinements in the budget but that there would be no major change of policy that would offset division budgets. Miss Rutzen mentioned the proposed revision of the membership dues and it was agreed that the division's income would probably be increased if it were adopted, especially as dues for trustees and other lay members would be increased from \$3.00 to \$6.00.

Further discussion of the general budget was postponed until the evening meeting and the committee thanked Mr. Dooley for his help and turned its attention to section allotments.

Allocation to Sections. In an effort to carry out the provisions of the By-Laws that allotments be made to sections on a per capita basis, Miss Ridgway presented figures to show what the totals for allotments would be for various per capita amounts ranging from 40¢ to \$1.00, based on the membership figures as of December 31, 1950: Library Extension - 615; Trustees - 776; and Armed Forces Librarians - 151. These amounts were then compared with the dues allotments (or budget allocation) received in 1950-51 by each of the three groups affected and also with the budget requested by each group for 1951-52 in order to continue present programs, without expansion. Since no satisfactory per capita formula (within the limitations of the 1951-52 budget) had been found after several hours' discussion, it was agreed to allocate to each section a specific guaranteed lump sum, subject to later revision upwards - but not downwards - and that the per capita formula be given further study. The amounts so allocated are: Library Extension - \$600; Trustees - \$350; Armed Forces Librarians - \$100. In addition the Section budgets were relieved of any financial responsibility for the publication of Public Libraries or for contributions to the Washington Office.

Minutes. It was agreed that minutes of the Executive Committee's meeting would be sent to all of the members of the Board of Directors of the new Division, and that a record of the Committee's decisions also be sent to Mr. Clift for his information.

The meeting adjourned at 4:30 p.m.

Evening Meeting. The meeting reconvened at 7:30 p.m. with the same five persons present and Mr. Brigham presiding.

Executive Secretary. The evening's meeting was devoted mainly to the discussion of replacing Miss Ridgway (1) by immediate temporary help and (2) by a regularly appointed full-time executive secretary.

Miss Gregory agreed that she would be willing to help out from August 20 up until not later than October 1 by coming in to A.L.A. Headquarters one day a week and by performing additional urgent duties for the Division in Waukegan or occasionally in Chicago. An honorarium of \$25 a day was authorized to reimburse Miss Gregory for her services, plus \$1.75 an hour for such necessary clerical or secretarial help as Miss Gregory might need in addition to Miss Colbert's help, and while Miss Colbert was on vacation. Essential travel and telephone expenses from Waukegan were also authorized.

Mr. Brigham asked the Vice-President and Treasurer to serve with him as a committee of three to select candidates to be recommended to the full Board and also suggested that suggestions of candidates be solicited from each Board member as soon as possible.

It was agreed that Mr. Brigham would also confer with Mr. Clift concerning the A.L.A.'s tenure policy as well as the qualifications and work assignments affecting the position of division executive secretary under the classification plan adopted in principle for the A.L.A. Headquarters staff by the A.L.A. Executive Board in July 1951. The committee was unanimous in its objection to the doctor's degree as one of the minimum requirements for the position of division executive secretary. (Contained in the final draft which went to the A.L.A. Executive Board, in spite of staff protest, although previous drafts had provided for equivalents in experience.)

After a preliminary listing and discussion of possible candidates, the meeting adjourned at 9:15 p.m.

August 10, 1951

The meeting reconvened at 9:00 a.m. on Friday morning, August 10, with Mr. Brigham presiding.

Also present were: Miss Rutzen, Mrs. Burris and Miss Ridgway.

Washington Office. Mr. Brigham asked whether the Public Libraries Division was expected to contribute to the Washington Office in 1951-52 and was referred to the following statement in the 16 July 1951 A.L.A. Bull as the only information available until after the review of the A.L.A.'s tentative budget in October: "The ALA Washington Office was given a tentative budget allocation of \$17,050 plus some additional contributions already received. This sum includes \$2500 accumulated reserve, \$4550 from the proposed general budget; \$2500 from endowment capital for legislative relations subject to matching by \$2500 in contributions (already received) and \$5,000 from endowment capital for mobilization needs. With Mrs. Malmberg's departure on 1 September 1951 Miss Dunlap will become Director (one-third time) in addition to her duties as ALA Bulletin Editor and Miss Bennett (now Mobilization Assistant) will become Assistant Director."

American Country Life Association. Miss Ridgway was authorized to obtain a representative to attend the American Country Life Association meeting in Urbana, September 17-19, since she will not be able to go as previously promised.

Budget. After a final discussion and review of individual figures, including allocations to sections, Miss Rutzen moved the adoption of the following tentative budget, subject to immediate review by the full Board and to further revision at the Midwinter Meeting; Mrs. Burris seconded the motion, which was carried.

INCOME

1. From allotment of dues (5200 members at \$3.43 average)	\$ 17,836
2. From Reserve Fund of Division (non-recurring)	<u>1,678</u>
	TOTAL INCOME
	\$ 19,514

EXPENDITURES

1. Salaries Executive Secretary, G13 grade, \$6,590 Office secretary, G7 grade, 3,366 Group insurance and social security 158	\$ 10,114
2. Extra help, prof. and clerical	600
3. Travel	1,000
4. Printing and mimeog. (except <u>Public Libraries</u>)	450
5. Postage, telegraph, and telephone (tolls)	700
6. Stationery and supplies	300
7. Membership records	250
8. Election expenses	450
9. <u>Public Libraries</u> (total costs, incl. mailing, less income from advertising.)	3,400
10. Committee work	350
11. Allotments to Sections Trustees 350 Extension 600 Armed Forces 100	1,050
12. Contingent fund Washington Office 500 Conference expenses 350 Miscel. expenses	850
	TOTAL EXPENDITURES
	\$ 19,514

Mr. Brigham agreed to send copies of the tentative budget to all members of the Board for their review and vote not later than October 1, so that the sections could be assured by that date of their minimum budgets for the coming year. It was also agreed that the reasons for a lump sum rather than a per capita allocation at this time, as provided for in the By-Laws should be explained to the sections.

Committees. The remainder of the meeting was devoted to a discussion of the function and personnel of the various special and standing committees authorized by the Board on July 14. Because of an oversight at that time Miss Rutzen moved and Mrs. Burris seconded the motion that a Notable Books Committee be authorized and appointed as soon as possible to work on the 1951 list. The motion was carried. A similar motion authorized the creation of a Public Relations Committee.

The meeting adjourned for luncheon at 12 noon and reconvened at 1:45 p.m.

Afternoon Meeting

Divisional Organization. The need to appoint as soon as possible the special Committee on Divisional Organization was emphasized and discussed.

Membership Promotion. It was agreed that the person appointed as chairman of the Membership Committee should be asked to produce as soon as possible a plan for membership promotion, for budget, as well as for professional reasons.

Mr. Brigham was reminded that all committee appointments should be completed and in the hands of the A.L.A. Bulletin editor by October 1, for publication in the November 1951 issue of the Bulletin. (They should also be sent to Mr. Lindquist by September 10, if possible, for publication in the October issue of Public Libraries.

Conferences. It was decided that at least one meeting of the full Board of Directors should be scheduled at the Midwinter Meeting (January 29-February 2, 1952) with at least one meeting of the Executive Committee preceding, and following, the Board meeting.

One program meeting was also considered, if program meetings are still to be a part of the next Midwinter meeting.

It was agreed to accept the invitation of the New York Society Library to entertain members of the Division at Tea in connection with the 1952 annual conference in New York City. In writing to Miss Crowell, however, Mr. Brigham was to urge that she check with the A.L.A. and local conference committees so the Tea might be scheduled when there are not too many serious conflicts with meetings of interest to members of the Public Libraries Division.

Contests and their disruptive effect on other public library service was mentioned as a topic that might well be considered at the New York conference.

The meeting adjourned at 3:30 p.m.

Helen A. Ridgway
Helen A. Ridgway
Acting Executive Secretary