

AMERICAN LIBRARY ASSOCIATION

PUBLIC LIBRARIES DIVISION

Meetings of the P.L.D. Board during the A.L.A. Midwinter Conference, Edgewater Beach Hotel, Chicago, January 29 - February 2, 1952

First meeting - Tuesday, January 29, 8:30 p.m.
Second meeting - Wednesday, January 30, 10:00 a.m.
Third meeting - Wednesday, January 30, 8:30 p.m.

PRESENT AT ALL MEETINGS WERE: Mrs. Gretchen K. Schenk, Acting Executive Secretary; Harold F. Brigham, President; Mrs. Ralph I. Burris, Treasurer; Ruth Rutzen, Vice President and President Elect; Thomas H. McKaig, Chairman, Trustees Section; Mrs. Dorothy Fayne, President, Armed Forces Librarians Section; John D. Henderson, President, Library Extension Section; S. Janice Kee, incoming Executive Secretary; Mary J. Carter, Representative of the Armed Forces Librarians Section on the Board; Mrs. Carma A. Zimmerman, Representative of the Library Extension Section on the Board; Councilors: Maryan E. Reynolds, Roberta Bowler, Mildred Stewart, Mrs. Helen T. Steinbarger, Frances M. O'Halloran.

PRESENT AT THE FIRST AND THIRD MEETINGS WERE: Ruth Gregory and Perrie Jones, Councilors.

PRESENT AT THE SECOND AND THIRD MEETINGS WERE: Helen Hutchinson and Howard Rowe, Councilors.

AGENDA

1. Introductions.
2. Minutes.
3. Appointment of S. Janice Kee
Report of Gretchen Schenk
4. P.L.D. Finance and Budget
Treasurer's Report
Revision of the Budget
"60-40" Division Allocation
Support of Washington Office
Terminal pay of Gretchen Schenk
Financial requirements of Public Libraries
5. Committees
Nominating
Notable Books
Organization
Public Relations
Editorial
C.N.L.A.
6. Review of Special Projects
American Heritage
"Register and Vote"
Study of State Library Agencies
Books for Rural Homes
Adult Education in Rural Areas

7. Annual Conference Plans (New York)
 - Putting studies and surveys to use.
 - Great Books Syntopicon.
 - Proposal of Public Relations Committee.
 - Plans of the Trustees Section.
 - Tour of New York State Libraries.
8. A.E.A.-A.L.A. cooperation.
9. Remission of A.L.A. dues for members of Armed Services.
10. Federal control of materials for library construction.
11. Work of the A.L.A. Board on Personnel Administration.
12. A.L.A. on Local Level.

Mr. Brigham called the first meeting to order at 8:30 p.m. He introduced S. Janice Kee, Executive Secretary of the Division beginning February 1, and extended the Board's grateful thanks to Mrs. Schenk for serving as Acting Executive Secretary. Mr. Brigham read the letter sent to Miss Kee by David H. Clift, A.L.A. Executive Secretary, and himself, offering her the position.

MINUTES. Mr. McKaig moved and Mrs. Steinbarger seconded the motion that the minutes of the Board meetings on July 8, 12, 14 and August 9-10, 1951 be approved as submitted to the Board and Council by mail.

REPORT OF ACTING EXECUTIVE SECRETARY. Mrs. Gretchen Schenk, Acting Executive Secretary, September 15 - December 15, 1951 and January 14 - February 1, 1952, gave a brief report of the activities of the P.L.D. Office during these periods. She spoke especially of the duties of the Executive Secretary in connection with receiving foreign librarians. Mrs. Schenk recommended that visiting foreign librarians be shown small, as well as large, libraries, and average libraries as well as outstanding ones. She mentioned the cooperative relationship that exists between Divisions at the A.L.A. Headquarters and pointed out some needs that should be the concern of the P.L.D. (1) There is a need to find personnel and ways and means to revise the following publications: The Small Public Library by Moshier and LeFevre; Choosing Your Bookmobile (A.L.A. Bulletin, November 1948); State Grants to Libraries, 1937; and Regional and District Library Laws, 1942. (2) The Home Study Course, now in preparation, entitled The Effective Library Board Member, should be promoted. (3) A re-evaluation of the Division's services to members should be made. (4) Because of the reorganization of the Division, committee work has been slow. Perhaps these committees should be retained another year. (5) The Division should cooperate with A.L.A. Boards such as the Adult Education Board, the Audio-Visual Board, the Board on Personnel Administration, etc. (6) There is a need to build up the membership in the Trustees Section.

PLD FINANCES AND BUDGET. Mrs. Burris, Treasurer, reported total receipts of \$8,099.01; total disbursements of \$1,511.99; and balance on hand, \$6,587.02. (See Exhibit I). She pointed out that from this balance salaries will be deducted and income, as new members are gained, will be added. Discussion of the budget which was set up by the Executive Committee, August 9-10, 1951, followed. Mrs. Schenk expressed the opinion that budget revision was not necessary at this time. Motion (Miss Gregory) was seconded (Mr. McKaig) that possible revision of the budget be made by the Executive Committee when there is sufficient information on anticipated income, with the understanding that the Executive Committee would then report its recommendations to the Board. Discussion. Motion carried.

Miss Gregory raised the question of social expense involved in entertaining foreign visitors. Mrs. Schenk reported that A.L.A. takes care of these expenses.

"60-40" DIVISION ALLOCATION OF FUNDS. (See Exhibit II) There was discussion of the fiscal relationship between A.L.A. and its Divisions in all three meetings of the Board. The proposal, tentatively approved by the A.L.A. Executive Board in July 1951, that the Divisions receive 60% of the A.L.A. dues, above \$3.00, has been accepted temporarily by all A.L.A. Divisions. The application of the formula is complicated and not generally understood by the membership. The Executive Secretary of A.C.R.L. has made a study of the income for that Division which proved that the "60-40" plan produced for them about \$1600. less than under the former basis of allocating 20% of all regular A.L.A. dues payments (as prescribed by the By-Laws), and when A.L.A. paid salaries, postage, etc. It was brought out that A.C.R.L. had approved the "60-40" plan only if there was no change in dues scales; and now that dues have been raised, the question was open again in that Division for discussion. At the suggestion of the Executive Secretary of A.C.R.L., President Brigham asked Ruth Rutzen, President-Elect of P.L.D., to attend an A.C.R.L. Board meeting when the question was discussed and invited Robert W. Severance, President-Elect of A.C.R.L., to attend the second meeting of the P.L.D. Board. Mr. Severance reviewed the financial results of the application of the "60-40" experimental formula in the A.C.R.L. Division. He expressed desire to give due consideration to the plan in the interest of a strong American Library Association, a desire also shared by P.L.D. Board members. President Brigham restated the Board's obligation to accept the plan, and gave a brief explanation of the reasoning back of the 60-40 figures (See again Exhibit II). Members of the Board were, quite apparently, uniformed of the intent of the plan. Both Misses Rutzen and Kee expressed the opinion that the maximum allocation of \$6.00 to Divisions should be reconsidered since this amount was based on the maximum due of \$10.00 at the time the "60-40" formula was accepted. General opinion of the Board was in favor of awaiting clarification of the effect on the plan of the new dues scale.

Finally, in the Third Meeting, Mr. Brigham stated that the A.L.A. Executive Board, at this Midwinter Meeting, had taken action in anticipation of any pending action of Divisions. In brief, the A.L.A. Executive Board agreed that if at the end of the first year of the experiment there should be a fund left in the total A.L.A. budget, Divisions would share in the profits and the financial allocation plan would be re-studied and accordingly revised for another year.

SUPPORT OF THE WASHINGTON OFFICE. Mrs. Schenk read a letter from Quincy Mumford, Chairman, A.L.A. Federal Relations Committee, which stated that the Washington Office has funds to operate through August 31, but additional funds could be used. Discussion followed. Mr. Brigham's suggestion that the Board consider the desirability of some action which would permit the Division to help with the need before August 31 was discussed. Motion (Mr. McKaig) was seconded (Miss Gregory) that the Executive

Committee be authorized to contribute \$500.00 toward the support of the Washington Office, if the need was urgent and after the budget revision. The motion carried, and S. Janice Kee was instructed to write to Quincy Mumford for more information regarding the need for additional funds.

TERMINAL PAY OF GRETCHEN SCHENK. The question of salary for Gretchen Schenk for the days February 1 and 2 and travel expense for the extra trip from Alabama to Chicago and return was advanced for the Board's decision. A motion (Mr. McKaig) was seconded (Miss Gregory) to refer the entire matter to the Executive Committee for action. The motion carried.

FINANCIAL REQUIREMENTS FOR THE PERIODICAL, PUBLIC LIBRARIES. Miss Muriel Perry, member of the Editorial Committee, attended the Third Meeting and reported for the Editorial Committee. The Committee recommended the renewal of the contract with Sturgis Co. to print Public Libraries with a 5% increase in the figures of the existing contract. Mr. McKaig so moved; Miss Rutzen seconded the motion. Discussion followed in which the Committee highly praised the service of Sturgis Co. The motion was voted on and carried. In the discussion of the cost of Public Libraries, Miss Rutzen raised the question as to why more advertising has not been sold, particularly the back page. Miss Perry stated that the original policy did not permit accepting advertising, and mentioned the disadvantages of publishing a magazine with voluntary staff.

The Committee was authorized to eliminate one of the three unpublished issues of Public Libraries under the present budget, since the available funds were considered insufficient for more than two well done issues. In the discussion of finances in the Second Meeting, Miss Reynolds made a strong appeal for a good library periodical by A.L.A. instead of a variety of Division publications. It was reported that the two remaining issues of Public Libraries will appear in April and June; the subjects of adult education and library administration will be treated in these issues. Mr. Lindquist, present Chairman of the Committee, will take the responsibility for the next two issues and would then like to be relieved of this task. President Brigham announced he would like to have suggestions for a person to assume the editorship.

The Committee is hoping to improve the appearance of the masthead. S. Janice Kee will assume responsibility of clearing news from Sections and other groups of the Division and will write regularly a column for the publication. Miss Gregory recommended that a person from each Section be named to furnish copy.

Items mentioned as "must" material for Public Libraries are (1) Division committee assignments; (2) New York Conference program publicity; (3) Information on Adult Education Association of the U.S.A.; (4) Information on special projects made possible by grants from foundations which are of special interest to public librarians; (5) Notable Books of 1951; (6) Why we should join A.L.A.; (7) Publicity - U.N. Day, October 24.

COMMITTEES.

Editorial: (See above, Financial Requirements for Public Libraries)

Nominating: Helen Hutchinson reported that Miss Amy Winslow, Chairman, has the necessary instructions and is at work on nominations.

Notable Books: The 1951 list was presented to the Board. Mr. Brigham reviewed Committee's procedure in choosing the books. He stated that the list would be announced at the afternoon meeting of the Council. Discussion followed concerning

the release of the list. Mr. McKaig moved and Mrs. Fayne seconded the motion that (1) the Board accept the list, (2) express the Board's thanks to Edith Busby, Chairman of the Notable Books Committee, and her committee, and (3) release the list at the Council meeting and for publicity purposes through quick channels, such as in Booklist and the A.L.A. Bulletin. Motion carried.

Organization: Richard Sealock, Chairman, reported the Committee is at work on the problem of answering the needs of group interest without weakening the Division structure. President Brigham and the Committee have recognized the possible need for a Section of Reference Librarians -- or for all of those who are engaged in reference work and in the work of the broader interest, Community Services. President Brigham mentioned that the Business and Technology Committee would like to recommend the establishment of such a section. A lively discussion of Committee and Section status followed. Miss Reynolds commented that she would prefer to see the Library Extension Section functioning as a committee. Mrs. Zimmerman stated that the benefits of unification should be explored. Miss Rutzen emphasized the importance of recognizing special interests this year -- either by organization or by planning, at least, to include in the New York program these interests. Mr. Sealock invited suggestions regarding the work of the Organization Committee.

Public Relations: Raymond Mahoney, Chairman, presented the report of Committee work to date. Mr. Mahoney explained the fundamentals of a good public relations program. He said his committee would like to reach librarians and have them become conscious of the A.L.A. and its services. Mr. Mahoney described the operation and use of the tape recorder and its possible use by A.L.A. He mentioned that the Minnesota Mining & Mfg. Co. is interested in supplying the equipment to make recordings of those New York meetings A.L.A. would like to have taped and they will provide the tape. He recommended that the Division work out with A.L.A. a demonstration tape recording project at the New York Conference. He also proposed a program for the New York Conference -- a panel discussion. Mr. Mahoney demonstrated the tape recorder to the group at its evening meeting.

There was some discussion following Mr. Mahoney's suggestion that the Division begin some public relations work in regard to the Mary Pickford picture on libraries, such as having an expert advisor. Mrs. Zimmerman stated that the California Library Association, as well as Mr. Clift, has offered the services of an advisor. Some doubt that the script will ever see the light of day was expressed.

In the Third Meeting Mr. Brigham asked whether the Board wished to take action on the matter of using the tape recorder, at the New York Conference. It was suggested that the Board join with A.L.A. in this project. Mrs. Burris asked what expenses would be involved in this experiment. Mr. Brigham replied that the only cost would be duplication of tapes, as the Minnesota Mining & Mfg. Co. would be willing to supply the master tape and the recorders. The Armed Forces Librarians expressed their interest in this proposal. Mr. McKaig moved and Miss Reynolds seconded the motion that the Division go on record as favoring the tape recording project in connection with the New York Conference. Motion was carried.

C.N.L.A. Mr. Brigham reported that the Division has been requested to send a representative of the Division to serve on a Council of National Library Associations Committee to "Safeguard Library Materials in an Emergency." Mr. Harry Peterson has been appointed to serve.

"ADVISORY COMMITTEE". This is a C.N.L.A. committee on projects for foundation support. There was no objection to the Division's cooperating on this committee. A representative of the Division to this committee has not yet been named.

REVIEW OF SPECIAL PROJECTS.

AMERICAN HERITAGE PROJECT. Mrs. Grace Stevenson, Director, gave a brief report of the progress of this project which began September 1, 1951. She told of the series of leader-training sessions that have been conducted by Ida Goshkin and R. E. Dooley in eight communities, and she reported 85 American Heritage discussion groups are now being sponsored by the public libraries, in the demonstration areas. "One of the end results the program hopes to achieve for the future is a pattern of adult community discussion groups under library leadership all over the Country", Mrs. Stevenson said. Mrs. Stevenson invited a P.L.D. Board member to attend the meeting of the Adult Education Board with participants from the demonstration libraries on January 30. (Muriel Perry represented P.L.D. in this meeting.) Mrs. Stevenson also expressed a desire to have the advice of a group of public librarians in writing the proposal for a grant to continue the American Heritage Project after the present grant is exhausted August 31, 1952.

REGISTER AND VOTE PROJECT. Mrs. Schenk briefly explained a plan in which A.L.A. will cooperate during the current general election year with the American Heritage Foundation in a nation-wide effort to promote an expression of good citizenship by voting. This will be accomplished through local organizations and public libraries working together. The project received from those present a nod of approval. No action was taken.

STUDY OF STATE LIBRARY AGENCIES: Mrs. Schenk reported that a proposal for a grant from a Foundation to finance such a study has been drawn up and is in the hands of the A.L.A. Executive Board for approval.

BOOKS FOR RURAL HOMES. Briefly, the objective of this project is to promote in rural areas on a state and regional basis the value of good reference and information books for the home by displaying selected books and discussing their use. This also, Mrs. Schenk explained, is in proposal form and is being reviewed by the A.L.A. Executive Board.

ADULT EDUCATION IN RURAL AREAS. Miss Ruth Warncke, Librarian, Kent County Library (Michigan), has recently completed that segment of a survey of adult education in rural areas which applied to libraries. The over-all survey, conducted by Dr. Charles P. Loomis, was made possible by a grant from the Fund for Adult Education (Ford) to the Association of Land-Grant Colleges. Miss Warncke's report will soon be released for publication.

Mrs. Schenk summarized action taken on committee membership to date, naming committees and members, functions and needs. President Brigham invited discussion. John Henderson raised the question of committee chairmen in the Library Extension Section's becoming members of the Division's committees where functions are the same. President Brigham agreed and said names would be added accordingly.

CONFERENCE (NEW YORK) PROGRAM. President Brigham, in the Third Meeting, asked for suggestions for subjects for Division program material. He stated that the Executive Committee in the August meeting had discussed the possibility of building a program on recent studies and surveys. It was felt that some of this material had not been properly publicized and put to use. Mrs. Schenk suggested that a Division Program Committee for the New York Conference be set up. It was so agreed.

President Brigham briefly explained the work, Great Books Syntopicon, which is in press. He suggested that some provision might be made to publicize the reference work in the program.

The program proposal of the Public Relations Committee (see above) was mentioned again with favor.

Mr. McKaig announced the program plans of the Trustees Section -- a workshop on Saturday, June 28, informal discussion meeting on Sunday, and a banquet on Monday with a distinguished speaker. He also is planning to arrange space and time for state trustee organizations to hold meetings.

An invitation from the New York State Library Agency to visit New York's larger units of library service was discussed. It was decided to refer this plan for a tour of libraries to the Library Extension Section.

A.E.A. - A.L.A. COOPERATION. In the First Meeting Mrs. Stevenson outlined the history of the newly organized Adult Education Association and urged that public libraries take an active interest in the work of this organization. It was announced that the Adult Education Board has set up a committee to promote cooperation between A.E.A. and A.L.A. P.L.D. Executive Secretary was asked to keep in touch with the Headquarters A.E.A. office in Chicago.

REMISSION OF DUES FOR MEMBERS IN THE ARMED SERVICES. Mr. Brigham explained the stand the A.L.A. Executive Board has taken in this matter, that is, extending free A.L.A. membership with the privilege of one Division free, but the member will have to pay the regular fee for additional division memberships. Mrs. Fayne moved and Mr. Rowe seconded the motion that the Division accept this plan. Motion was voted on and carried.

FEDERAL CONTROL OF MATERIALS FOR LIBRARY CONSTRUCTION. The need for the Trustees Section to formulate a resolution to be submitted to A.L.A. Council to assist in securing steel for library construction was discussed. Mr. McKaig informed the group that a steel industry committee had cleared up many problems. It was decided since shortage is less acute, no action was necessary at this time.

WORK OF THE A.L.A. BOARD ON PERSONNEL ADMINISTRATION. The relationship of an A.L.A. Board to a Division was discussed. A case in point was the work of the Board on Personnel Administration in preparing a manual on Personnel Organization and Procedure. Miss Rutzen reported some objections she had made to the Board on the policies set forth in this manual. Mrs. Schenk felt that county and regional libraries should be included in the new Classification and Pay Plan. The Executive Secretary was instructed to work cooperatively with this and other A.L.A. Boards. (It should be noted that the Board on Personnel Administration had submitted the public library sections of Personnel Organization and Procedure to the Board of Directors of the P.L.D. for comment and suggestions. The statements of Miss Rutzen and other Directors were welcomed and considered by the Board.)

A.L.A. ON LOCAL LEVEL. There is a recognized need for A.L.A. and its component parts to be more active locally. At the suggestion of the A.C.R.L. Executive Secretary, Arthur Hamlin, this need was brought up for discussion, in the Third Meeting. There was expressed general approval of the idea of joint experimentation in relations between A.L.A. Divisions and State Associations. The matter was referred to the Executive Secretary for development of a definite proposal.

The Third Meeting adjourned at 10:20 p.m., after which Mr. Mahoney played a tape recording of the program, Criteria of Book Selection - a panel discussion.