

American Library Association
Public Libraries Division

Executive Committee Meeting, Wednesday, March 12, 1952
A. L. A. Headquarters, Chicago

PRESENT AT THIS MEETING WERE: Harold F. Brigham, President, presiding; Ruth Rutzen, Vice-President and President-Elect; Mrs. Ralph I. Burris, Treasurer; and S. Janice Kee, Executive Secretary.

The meeting was called to order at 9:15 a.m.

Miss Kee reported a luncheon conference with Miss Doane Hughes of the Public Affairs Committee, who had been in Chicago March 7 to seek approval of the mention of A. L. A. in the pamphlet, Politics is What You Make It. Miss Hughes also expressed interest in seeing the P. A. C.'s producing a pamphlet on libraries and invited Miss Kee's ideas. Miss Kee asked if this matter should come to the attention of the Public Relations Committee. Brief discussion followed. President Brigham made a note to investigate the possibility further in terms of the objectives of the Pamphlet series.

COMMITTEES. Miss Kee presented copy of the P. L. D. Committee personnel, functions, etc. insofar as had been determined.

Library Development Committee. There was discussion concerning the function of this committee and its relation to the Division's Standards Committee. It was agreed that the function of the Library Development Committee was planning, advising and coordinating. It was felt that this committee should work closely with P. L. D.'s Division Organization Committee. It was agreed also that in Lowell Martin's letter concerning the functions of his committee, the word "Board" should be inserted wherever he has mentioned "Officers". The function was changed to read: "...to study present standards and publications and to recommend revision as needed; to serve as a coordinating body for groups within the Division and related groups outside of the Division."

The Executive Committee agreed that committees should know the functions of their own committees as well as the other Division committees, and that they should be informed of the Committee's decisions concerning them. Mr. Brigham agreed to write to Lowell Martin regarding the work of the Library Development Committee in answer to Mr. Martin's inquiry.

Discussion followed on the need for staggering terms of members on some committees in order to obtain continuity. The Executive Committee decided to recommend to the Board that the following committees be designated Annual Committees, instead of Standing Committees: Auditing, Elections, Membership, Nominating, and Notable Books. The Standing Committees would then be: Architecture, Archives, Division Organization, Editorial Committee on Public Libraries, Library Development, Public Relations, Standards, and Statistics.

Notable Books Committee. Mr. Brigham brought up Mrs. Busby's suggestion that a small committee might select a list of notable books at the beginning of the year and then send this list to the cooperating libraries, thereby saving much time. Discussion followed. Mr. Brigham read from a letter from Mr. Spaulding, a former P. L. D. President, concerning the method used by a committee

in compiling the list, and it was generally agreed that his recommendations had merit. It was agreed to ask next year's Chairman to begin with a committee of approximately five who would make the original tentative choice of approximately 100 titles for submission to cooperating libraries. In the final choice, the Committee would still adhere to the principle of cooperation with wide range of participating libraries. Mr. Brigham reported that the Prison Library Association had objected to the appearance of My Six Convicts on the list. Mr. Brigham will write a letter to Mr. Wright, Assistant Secretary of the Association, acknowledging the letter and expressing the opinion of the publishers. Miss Kee reported the A.L.A. Bulletin would carry an annotated list of the Notable Books and Public Libraries would list titles and refer to annotations in A.L.A. Bulletin.

Membership Committee. It was mentioned that ACRL has dispensed with its membership committee and instead has named a person in each State as an ACRL representative. The plan has not been in operation long enough to determine its merit. AASL also has State representatives. Miss Kee mentioned that she has worked with Miss Beatty on revision of promotional material for PID, which will appear in the A.L.A. Bulletin and later be a distribution piece for A.L.A. membership promotion.

Public Relations Committee. It was decided that the function of this committee as set up at present was inadequate. Miss Rutzen felt the committee had a dual function: promote for the Division, good relations with its members and other divisions of the A.L.A., as well as assist libraries in developing publicity and public relations programs. It was suggested that the Executive Committee members re-word the function and send suggestions to Miss Kee.

NEED FOR A COMMITTEE ON PUBLICATIONS. Mrs. Pauline J. Love, Chief, and Elizabeth Redmond, Assistant to the Chief, A.L.A. Publishing Department, came into the meeting to discuss the need of a committee on publications in the Division. Mrs. Love mentioned that the A.L.A. Editorial Committee had referred her to the Officers of the PID for suggestions of authors for a revision of Moshier and LeFevre's The Small Public Library, and critics for manuscripts in the public library field. Discussion followed regarding the kind and name of such a committee. Miss Redmond suggested that a member from the library extension field be a member of this committee so that each publication in that particular field could be referred to that person. Others would have to be referred to specialists in that field. The function of this committee on publications would be to advise the A.L.A. Editorial Committee concerning authors for manuscripts, secure critics, act as critics, and be aware of publications needed in their field.

County and Regional Library Manual by Schenk. Mrs. Love mentioned that the revised draft of this title is expected to be completed soon. She brought out the history of the project and the old Library Extension Division's part in financing trips of the author, etc. She mentioned that they would like to send the revised draft to critics, Misses Sandoe, Ridgway and Barker, who served as critics on the first draft. Discussion followed regarding the advisability of having John Henderson, as Chairman of the Library Extension Section, as a critic also. The problems of including new critics were discussed. It was agreed that the three critics named be sent the revised manuscript for criticism and that the Publishing Department would send a letter to John Henderson explaining the situation and the LED's connection with it and asking him if he would care to see the manuscript and make suggestions.

The Small Public Library by LeFevre and Moshier. There was some discussion on whether there is need for an entirely different manuscript or whether this book should be revised. It was felt that the manual should include methods of book selection, point out tactfully the advantages of small libraries' becoming part of units of larger libraries, and etc. It was suggested that the book should be aimed at helping the small library that wishes to remain independent. Mrs. Love explained that whether it will be an entirely new book under the old title will be ultimately up to the author; if the intent of the book is the same, it can be considered the same book instead of something entirely new.

Activity Book for Small Public Libraries by Sarah Wallace. The Executive Committee agreed to authorize Publishing Department to obtain critics for the manuscript and then refer to the PLD Committee on Publications when it is set up.

Minutes of a Board of Library Trustees by George W. Grill. There was some discussion of the content of the manual, and the possibility of including this material in the trustees manual that is being prepared by the Trustees Section. Mrs. Burris expressed an interest in reading the manuscript, and was designated as a critic. Other critics suggested were Mr. Thomas McKaig, Chairman, Trustees Section, Marian Manley, Evelyn Parks, and the editor of the trustees manual. This manuscript was handed to Mrs. Burris.

ALLOCATIONS FOR COMMITTEE WORK. Miss Kee was authorized to instruct the PLD Public Relations Committee that expenditures not to exceed \$50.00 would be approved without further clearance with the Executive Committee. Miss Kee was also authorized to grant any committee chairman the privilege of spending as much as \$25.00 without approval by the Executive Committee.

REGISTER AND VOTE PROJECT. Miss Kee brought up the matter of the time and expense that would be involved in this project, as well as her concern for A. L. A.'s knowing the "materials" to be distributed to libraries by the American Heritage Foundation. Mr. Brigham suggested that the point should be made to Mr. Clyde Vandenburg, Executive Director and Consultant, that Miss Kee would like to see materials that they are distributing so that she could determine certain changes that might be made in material and suggest other materials she thinks might be appropriate for distribution to libraries. Mildred Mathews was suggested as a possible contact person in New York on this project. Miss Kee also asked for suggestions on the article she was writing about the Project for the A. L. A. Bulletin.

Miss Rutzen mentioned the possibility of a division's plans and budget's being greatly disturbed by the A. L. A. Executive Board's accepting such a project and placing the responsibility of it with a Division. At the same time, she recognized the possible prestige that might come to the Division in directing a popular project national in scope. Miss Rutzen suggested that State Agencies be furnished with Miss Kee's news releases on the project. The Committee authorized Miss Kee's taking a trip, if necessary, to the American Heritage Foundation Headquarters in New York to clear up details on the project.

NEW YORK CONFERENCE. Miss Rutzen discussed various program possibilities--namely, 1) cooperating with A. L. A. Committee on Intellectual Freedom, 2) cooperating with A. L. A. Committee on Library Equipment and Appliances, and 3) co-sponsoring a program on the American Heritage Project.

She told of the plans for a pre-Conference Institute being planned by the Columbia University, A. L. A. Adult Education Board and PLD Adult Education Committee. Mr. Brigham mentioned the possibility of the Library Development Committee's

developing a program around the Public Library Inquiry. Miss Kee reminded the group of the tape recording project which will be under the direction of Raymond Mahoney, Chairman, PLD Public Relations Committee. Also, said an explanation of the Register and Vote Project would be scheduled on the A.L.A. general program, and there would be a Get-out-the-Vote exhibit.

Miss Kee reviewed the Conference schedule as it related to PLD.

Mr. Leo Weins, Chief Accountant, reported PLD membership figures to the Committee for last year. He said there were 4,982 members, giving the Division a total of \$16,881 with an average of \$3.338 per capita. The month of January, 1952 brought in 755 membership payments, a total of \$3346.32 to the Division and an average of \$4.42 per member.

Mr. Weins said he estimates 85 to 90% of the membership will be in by the end of May. He agreed to give Miss Kee a memorandum showing the membership through March 31 which Miss Kee would send to the Executive Committee. Also, the allotments to the Division from September through January will be furnished Miss Kee to be sent to Marie Burris, PLD Treasurer.

SUPPORT OF THE WASHINGTON OFFICE. The discussion with Mr. Weins concerning PLD income revealed uncertainties to the extent that it was decided by the Committee to send only \$300 in support of the Washington Office at this time.

Mr. Richardson, new Editor of the A.L.A. Bulletin, was introduced to the Executive Committee by Miss Kee.

The meeting adjourned at 5:00 p.m.

Respectfully submitted,

S. Janice Kee
Executive Secretary
Public Libraries Division

JN 17048