

American Library Association  
Public Libraries Division

Formalized Minutes  
Meeting of Board of Directors, Midwinter Conference  
Morrison Hotel, Chicago, 1954

Wednesday, February 3, 1954, 2:30 p.m.  
Presiding, Jack B. Spear, President.

PRESENT: Board members: Jack B. Spear, Ruth W. Gregory, S. Janice Kee, Mrs. Ralph I. Burris, Nell Scott, Mrs. Helen Hendrick, Mrs. A. J. Quigley, Mrs. Mary K. Hadley, Mildred Stibitz, Katharine Hyatt, and Ruth Rutzen.

Councilors: Frances O'Halloran, Ruth Shapiro, Siri Andrews, Mildred Stewart, Irving Lieberman, Harold J. Baily, Elsa Thompson, Roberta Bowler, Maryan Reynolds, Lucile Nix.

Visitors: Mrs. Janet McKinlay, Mildred Sandoe, Mildred Vannorsdall, Mrs. Marion Hawes, Harold F. Brigham, D. Coney, John S. Richards, Mary Dollard, and Hazel Timmerman.

REPORTS OF COMMITTEES:

Nominating Committee. Miss Kee read the report of the Nominating Committee, which had been submitted by John D. Henderson, Chairman. The report was accepted and filed.

Archives Committee. Miss Kee reviewed the Committee's action during last year. The Board approved the new charge to the Committee as set up by the Executive Committee: "To review and make recommendations on the policy statement and instruction sheet which has been given to the Executive Secretary for distribution to all officers and committee chairmen in the PLD and its Sections."

Publications Committee. Mrs. Marion Hawes, Chairman, reported that two projects were underway: 1) A manual on the selection, cataloging, housing and maintenance of recordings for average-sized public libraries. She stated it was hoped the manuscript would be ready for review in June. 2) Further treatment of the subject of library contracts, under consideration by a subcommittee. Mrs. Hawes also mentioned the recognized need for a publication on bookmobile service. She urged Section representatives to notify the Committee of needs.

Auditing Committee. Mr. N. R. Levin, Chairman, submitted a report which was read by Miss Kee. She informed the group that in November it was decided to have a Certified Public Accountant audit the Division books. The Board VOTED to accept the Committee's recommendations that the report of the C.P.A. be accepted as the report of the Committee, and that the Auditing Committee be discontinued in lieu of a C.P.A.'s audit of the books and that the auditor's report be submitted directly to the President for submission to the Board of Directors.

Committee to Index Public Libraries. The need for a cumulative title page and index for Public Libraries through Volume 6 was pointed out by the Editor of Public Libraries and reported to the Board by Miss Kee. The Board VOTED to establish a committee to prepare the index.

Foreign Book Selection Committee. Miss Kee presented the progress report of the Committee prepared by Richard Malone, Chairman. The Committee has completed four booklists: Russian, Polish, Latvian and Serbian. A memorandum from Edna Vanek, Editor of The Booklist, was read in which she stated that The Booklist was interested in having the lists appear in its pages.

Division Organization Committee. Harold F. Brigham, Chairman, read the report of the Committee. The Board VOTED to accept the report which included two proposed changes to the By-Laws: 1) to strike from Article VII, Section 1, the words "its A.L.A. Councilors" and to add a new Section 2 providing for the attendance of Councilors at meetings of the Board, with voice but no vote; 2) to amend Article XIII to permit a mail vote for the purpose of amending the By-Laws. Mr. Brigham reported also 1) a communication from the Reference Section which proposed that the Business and Technology Committee become a "sub-section" of the Reference Section; 2) the activities of a group of technical Army librarians, in the Washington, D. C. area, mainly, who were debating whether ALA, ACRL, PLD or the Special Library Association would be the most desirable organization in which they could best function.

REPORT OF EXECUTIVE SECRETARY: The Board expressed its satisfaction with the annual report of the Executive Secretary which covers only the activities of the Headquarters office. It was agreed that the Division President's annual report should treat the progress of the Division as a whole. The current annual report of the Association of College and Reference Librarians, 1952-53, which reviews the accomplishments of ACRL from 1947, was examined, and it was suggested that the PLD might issue such a report about every five years.

ALA-PLD FINANCIAL RELATIONS: The proposal of the ALA Comptroller (memorandum of December 7 from Leo Weins to S. Janice Kee) was discussed and the Board VOTED to have the Division accounting incorporated into the ALA accounting procedures as proposed by the Comptroller of the ALA. This proposal provides for the Division's authorizing all payments from its funds, monthly financial statements from the Comptroller and the handling of auditing by the ALA Auditor. The Division will pay \$240 a year to ALA Accounting for these services.

THE TREASURER'S REPORT AND BUDGET: The Treasurer's report, September 1, 1952 to August 31, 1953, was accepted. The budget, 1953-54, totaling \$36,556.24 was approved. The Executive Committee was instructed to make minor adjustments in the budget.

ASSISTANT TO PLD EXECUTIVE SECRETARY: After discussion of the allowance in the budget for extra help and the need for additional personnel to handle properly, and promptly, the correspondence that comes to Headquarters from public librarians, the Board VOTED to empower the Executive Committee to add to the Salaries item in the Budget an amount necessary to employ, on a half-time basis, a person to work particularly on Division matters in the ALA Headquarters Library.

ALA COMMITTEE ON DIVISIONAL RELATIONS: John S. Richards, PLD representative on this Committee, spoke on the points covered in the ALA Committee's report to Council. The ALA Committee is attempting to effect a definite line of communication between the ALA Executive Board and Divisions, to reduce overlapping of divisions, section and committee activities, particularly in regard to the seven existing ALA Boards. The committee is also studying the present so-called 60-40 formula for the divisional allotment of dues. Mr. Richards agreed to prepare a written report for the Board.

ALA ADULT EDUCATION BOARD MEETING: Ruth W. Gregory, who represented the PLD in an Adult Education Board meeting on December 5, 1953, read a report, giving her observations and recommendations. She spoke of the lack of communication between the Adult Education Board and PLD's Executive Secretary and Adult Education Section. She recommended a study to clarify the areas of responsibility of the Office of Adult Education, the Adult Education Board and the PLD Adult Education Section; that PLD representation on the Adult Education Board be made official; and that the PLD Adult Education Section assume more responsibility for developing adult education activities in the medium-sized and small libraries. No action was taken on this report.

ALA SALARY SCHEDULE: Hazel Timmerman, Chief and Executive Assistant to the ALA Board on Personnel Administration, explained the proposed revision of the salary schedule for ALA employees. She reviewed briefly the history of the ALA classification system, pointed up the problems of recruitment and retention of staff members and answered questions that had been raised by President Spear relating to the proposed percentage increases and cost of living adjustment. She explained the procedure for reviewing the classification of the PLD Executive Secretary. No action was taken before the adjournment of the meeting at 5:30 p.m.\*

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Wednesday, February 3, 1954, 8:30 p.m.  
Presiding, Jack B. Spear, President.

PRESENT: Board Members: Jack B. Spear, Ruth W. Gregory, S. Janice Kee, Mrs. Ralph I. Burris, Mildred Stibitz, Mrs. A. J. Quigley, Ruth Rutzen, Mrs. Mary K. Hadley, Mrs. Gretchen K. Schenk, Nell I. Scott, Mrs. Helen E. Hendrick, Katharine Hyatt.  
Councilors: Harold J. Baily, Siri M. Andrews, Mildred Stewart, Lucile Nix, Maryan E. Reynolds, Ruth Shapiro, Frances O'Halloran, Irving Lieberman and Eva Santee.  
Visitors: Lowell Martin, Elizabeth Bond, Mildred Vannorsdall, Mary Dollard, Maurice Tauber, and Janet Z. McKinlay.

ALA SALARY SCHEDULE: The discussion of the previous meeting was continued. The Board VOTED to authorize President Spear to ask the Executive Secretary of the ALA for a review of the classification of the PLD Executive Secretary (now G 13) with a view to raising the classification to G 15.

REPORTS OF SECTION CHAIRMEN:

Trustees Section. Mrs. A. J. Quigley, Chairman, read and filed a progress report.

Reference Section. Miss Mildred Vannorsdall, Chairman of the Section's committee to survey the reference needs of public libraries, read and filed the progress report of Gladys Sandifur, Chairman.

Library Extension Section. Mrs. Mary Kenan Hadley, Chairman, spoke of the Section's plans to sponsor a workshop at the Annual Conference on "Improving Library Service Through Cooperation" and announced that the LES Board had allocated

\*Note: Subject continued in next meeting.

\$150.00 to the ALA Washington Office to be used for the production of a needed leaflet for distribution.

Armed Forces Librarians Section. Mrs. Helen E. Hendrick, President, read and filed a progress report.

Adult Education Section. A progress report was read and filed by Mildred Stibitz, President.

COMMITTEE ON REVISION OF STATE GRANTS TO PUBLIC LIBRARIES: Mrs. Janet Z. McKinlay, member of the Committee, represented Mrs. Genevieve Galick, Chairman. She read and filed a report. The Committee recommended considerable enlargement of the book -- a re-write -- and requested an additional \$600.00 allocation of funds. Discussion followed in which Miss Kee was asked to review the original charge to the Committee and the action of the Board in relation to the allocation of \$400.00 to the project. The question of whether this amount was intended for expense attached to the project or for an honorarium to a compiler was discussed. Mrs. McKinlay stated that the Committee understood the amount of \$400.00 was to be an honorarium. After further discussion the Board VOTED to allow this honorarium of \$400.00 but in the future to allocate money only for the expenses of an author. It was further VOTED to hold to the original plan accepted in Los Angeles but in addition, to instruct the compiler of the revision to include "interpretations and regulations relating to state laws that provide for grants-in-aid."

NOTABLE BOOKS COMMITTEE: Mary E. Dollard, Chairman, presented the report. The questions of criteria for selection, timing of the project and suitability of the word "Notable" in the title of the list were discussed. No action was taken, except it was generally agreed that the President-Elect should appoint this committee to begin work on the 1954 list as soon as possible.

LIBRARY DEVELOPMENT COMMITTEE: Dr. Lowell Martin, Chairman, read and filed the report. The Board VOTED to adopt the following recommendations of the Committee: that revision of Post-War Standards for Public Libraries be officially adopted as a project of the Division, and that steps be taken to conclude such revision within the next 18 months to two years; that revision of the standards be approached as an opportunity to reorient library service to acceptable lines of future development as well as an opportunity to bring the previous statement up to date; and that if an appeal is made to a foundation to finance the project, the Division would allocate up to \$2,000 or 20% of the project budget to be expended for this purpose as an evidence of good faith on the part of the Division. The Executive Committee is proceeding with the first step, that of establishing the recommended Coordinating Committee composed of a very few people to plan the project, to seek funds for it with the help of the Executive Board of the Division and to direct operation as work proceeds.

REVISION OF CLASSIFICATION AND PAY PLANS FOR MUNICIPAL PUBLIC LIBRARIES: Miss Kee reported that a subcommittee of the Board on Personnel Administration, named by President Spear, was meeting at the Midwinter Conference to begin work on this project. Harold Tucker, Gary, was named Chairman of the working group in the Chicago area.

WHO'S WHO IN LIBRARY SERVICE: President Spear asked Dr. Martin to speak of the progress of this publication to which the PLD has pledged \$500.00. The President was instructed to make the check payable to the Dean of the Library School, Columbia University.

CRUSADE FOR FREEDOM: Miss Kee briefed the Board on the American Heritage Foundation Crusade for Freedom. The Public Libraries Division is committed only to publicize the project in Public Libraries.

ANNUAL CONFERENCE: Miss Kee reported a luncheon meeting, held on February 1, where representatives of nine groups within the ALA discussed plans to program for public librarians at the Annual Conference. The groups represented were the ALA Adult Education Board, Audio-Visual Board, Committee on Library Service to Labor Groups, Committee on Relations and Business Groups, American Heritage Project Office, Adult Education Office, the Association of Young People's Librarians, the PLD Adult Education and Reference Sections. Miss Kee said it was agreed by the representatives that a series of programs of various types and levels of interest would be presented during the early morning period, 8:15-9:45, on the five Conference days. This "coordinated" series of programs, she said, would be considered work conferences. The question of the program for the PLD's general session period was discussed. It was decided a speaker of note should be secured. Names mentioned were Adlai Stevenson, Madam Pandit, Charles Lindbergh, Elmer Davis, and others. President Spear was instructed to proceed accordingly.

Elizabeth M. Bond, Chairman, ALA Subscription Books Committee, invited the Division to join with this Committee and the American Textbook Publishers Institute in a program on subscription books and sales practices. The Board expressed interest but did not agree to work with this group.

The meeting was adjourned at 11:15 p.m.