

ALA Public Libraries Division
Notes on Meeting of the PLD Executive Committee
Chicago, February 26, 1954

Present: Jack B. Spear, President; Ruth W. Gregory, President-Elect, and S. Janice Kee, Executive Secretary. Absent: Mrs. Ralph I. Burris, Treasurer.

COORDINATING COMMITTEE: Following the action of the PLD Board of Directors at the Midwinter Conference regarding the report of the Library Development Committee, President Jack B. Spear called a meeting of the Executive Committee in Chicago on February 26 to select persons to serve on the Coordinating Committee. The PLD Executive Secretary had been asked to send a memorandum soliciting recommended names from the ALA Division Presidents and Executive Secretaries, chairmen of selected ALA boards and committees, and the ALA Headquarters administrative staff. President Spear, Miss Gregory, and the Executive Secretary met with the ALA Headquarters administrative staff on February 25, and with the seven Division Executive Secretaries on February 26. Approximately 50 names were suggested for consideration on the Coordinating Committee and for the Working Groups.

President Spear invited Dr. Lowell Martin to meet with the Executive Committee on the evening of February 26. (He had been selected as Chairman of the Coordinating Committee by President Spear and was unanimously approved by the consultants. Dr. Martin participated in the selection of the members of the Coordinating Committee. He described the more specific task of the Coordinating Committee as follows:

- 1) Prepare a plan for the project based on the report of the PLD Library Development Committee.
- 2) Seek funds to the extent of \$10,000 - \$12,000 (of which \$2,000 has been granted by PLD).
- 3) Stimulate and coordinate preliminary work on standards by various professional groups (Division of Libraries for Children and Young People, Adult Education Board, Extension and Reference Sections of PLD and many others).
- 4) Direct the preparation of background material for the Working Conference, much of the work to be done by a research assistant.
- 5) Convene the Working Conference early in 1955.
- 6) Revise and coordinate the document put together by the Working Conference with the help of such people as Carleton B. Joeckel and Robert Leigh. Dr. Martin hopes when feasible to distribute the Committee responsibilities among the five or six members, although he said he would give substantial time to the project himself. The function of the Committee, as outlined by Dr. Martin, was approved by the PLD Executive Committee. The Committee discussed at length the plans and procedures for the project with Dr. Martin. The Executive Secretary was instructed to prepare letters of invitation to the persons selected for the Coordinating Committee and to work with the ALA Executive Secretary in preparing a communication to the ALA Executive Board requesting their support in securing funds from the Carnegie Corporation.

PART TIME ASSISTANT TO THE PLD EXECUTIVE SECRETARY: President Spear and Miss Gregory instructed the Executive Secretary to: (1) try to secure as soon as possible a part-time assistant at the rate of \$3.00 an hour; (2) postpone an attempt to classify the position; (3) proceed to interview candidates -- Dorothy K. Smith first.

ADJUSTMENTS IN THE 1953-54 BUDGET: Following the instruction of the Board of Directors, the Committee made very minor changes in the Budget; Added auditor's fee of \$100.00 to Extra Help and decided \$12,980.00 would cover the cost of all salaries, including a part-time assistant for the remainder of the fiscal year.