January 16, 1945

The regular monthly meeting of the Charlottesville Public Library was held on Tuesday, Jan. 16th., 1945, at 3 P. M., with Mr. Walsh, the Board's Chairman, presiding.

In addition to Mr. Walsh, there were present, Miss Burnley and Mrs. Brooks, Assistant Librarian.

The minutes of the preceding meeting were read by Mrs. Brooks and approved by the Board. The financial report was read by Mr. Walsh and approved by the Board.

The recommendations of the Book Committee were discussed and acted upon. The list of books to be bought through State Aid was also read and approved.

There being no further business the meeting adjourned.

Secretary Pro Tem

Chairman
February 13, 1945

The regular monthly meeting of the Board of the
Charlottesville Public Library was held on Tuesday, February
13, 1945, at three P. M., with Mr. Walsh, Miss Burnley, Mr.
Michie, Miss King and Miss Revercomb in attendance. The
Board's Chairman, Mr. Walsh, presided.

The Chairman presented the financial report, which
was accepted by the Board.

The recommendations of the Book Committee were read,
discussed and acted upon.

The sum of $25.00 was appropriated for purchase of
books for the Fourth Street Branch.

There being no further business, the meeting adjourned.

[Signature]

Secretary
March 13, 1945

The regular monthly meeting of the Board of the Charlottesville Public Library was held on Tuesday, March 13, 1945 at three P. M., with the Board's Chairman, Mr. Walsh, presiding. Present in addition to Mr. Walsh were, Miss Burnley, Dr. Tunstall, Mr. Michie and Miss Revercomb, Librarian.

The financial report was read and approved.

The recommendations of the Book Committee were read and approved with one exception.

Miss Revercomb reported that up to date $334.59 had been received of the $500.00 allotted to this library through State Aid.

Miss Revercomb was instructed to send a copy of the following resolution to Dr. J. A. Jackson and to the Librarian of the 4th Street Branch Library.

The application of the Old Dominion Dental Society by Drs. J. A. Jackson, B. A. Coles and E. N. Jackson to use the Reading Room of the 4th Street Branch of the Charlottesville Public Library on April 2nd & April 3rd from 9 to 6 is granted.

The Librarian is instructed to arrange for the checking in and out of books in the hall in such manner as not to interfere with the proceedings of the Society.

There being no further business the meeting adjourned.

Secretary Pro Tem

Chairman
April 16, 1945

The monthly meeting of the Board of the Charlottesville Public Library was held on Monday, April 16, 1945, at three P.M., with Mr. Walsh, Miss Burnley, Mr. Michie, Dr. Tunstall, Miss King and Miss Revercomb in attendance. Mr. Walsh presided.

The Secretary read the minutes of the preceding meeting and the Chairman presented the Financial Report, both of which were accepted by the Board.

The Board requested Mr. Michie to take up with the City Manager, Mr. Burnley, the possibility of buying coal to heat the library during the next heating season, out of funds from this year's budget, and to report back to the Board what steps he and Mr. Burnley considered should be taken in this connection.

After a discussion of a request made by the Book Committee, the following resolution was adopted:

"RESOLVED, That the first Wednesday after the third Monday in each month be fixed as the day for holding the regular monthly meeting of this Board."

The recommendations of the Book Committee were read, discussed and acted upon.

There being no further business, the meeting adjourned.

[Signature]
Secretary
The regular monthly meeting of the Board of the
Charlottesville Public Library was held on Wednesday, May 16, 1945,
with Mr. Walsh, Miss Burnley, Dr. Tunstall, Mr. Michie, Miss King and
Miss Revercomb in attendance. The Board's Chairman, Mr. Walsh, presided.
The Financial Report and the minutes of the preceding
meeting were both read and approved.
Mr. Michie reported that he had interviewed Mr. Burnley,
the City Manager, and he had been assured that a supply of coal would
be furnished the Library in sufficient time to have payment therefor
be included in this year's budget.
The recommendations of the Book Committee were discussed
and acted upon.
Mr. Walsh reported to the Board that he had received a
visit from the Reverend Benjamin F. Bunn, Pastor of the First Baptist Church
of this City, the purpose of the visit being to discuss conditions
obtaining at the Fourth Street Branch Library. Mr. Bunn stated that among
other improvements which it seemed desirable to him should be made, was the
opening of the Fourth Street Branch Library during the evening hours; he
also requested that a wider range of books be made available to the borrowers
of the Branch Library. After a prolonged discussion of these matters,
the Board passed the following resolutions:

RESOLVED, That at the earliest possible date upon which
it is feasible so to do, the Fourth Street Branch shall remain open during
two of the evening hours;

RESOLVED FURTHER, That the librarian at the Fourth Street
Branch be requested to encourage that library's borrowers to make written
requests for such books, not now on the library's shelves, as they
desire to read, so that such requests may be given the same consideration
by the Book Committee as is given to requests for books from the
borrowers of the main branch of the Library;

RESOLVED FURTHER; That a copy of these resolutions be
sent to the Reverend Mr. Bunn, in appreciation of his interest and
improvement of the
helpful suggestions regarding the Fourth Street Branch of the Library.

The sum of $50.00 was appropriated for purchase of
books for the Fourth Street Branch.

There being no further business, the meeting adjourned.

[Signature]
Secretary
June 20, 1945

The regular monthly meeting of the Charlottesville Public Library Board was held on Wednesday, June 20, 1945. In addition to Mr. Walsh, the Board's Chairman, there were present Miss Burnley, Mr. Michie and Miss Revercomb, Librarian.

The Financial Report and the minutes of the preceding meeting were read and approved.

The list of books recommended by the Book Committee was also read and approved.

There being no further business the meeting adjourned.

Secretary Pro Tem

Chairman
July 23, 1945

The regular monthly meeting of the Board of the Charlottesville Public Library was held on Wednesday, July 23, 1945, at three P. M., with Mr. Walsh, Dr. Tunstall, Mr. Michie, Miss King and Miss Revercomb in attendance.

The Board's Chairman, Mr. Walsh, presided, with Miss King, the Board's Secretary, acting in that capacity.

The Budget for 1945-46 was presented and discussed. It appearing that the appropriation for 1945-46 had been cut $200.00 from the 1944-45 amount, Mr. Walsh and Mr. Michie were empowered to take this matter up with the proper City official, in an effort to have this cut restored.

It was unanimously resolved, seconded and carried during which the that the hours Eighth Fourth Street Branch of the City Library As of September 1, is opened, be increased. In addition to the afternoon hours, this Branch Library will be opened from 7:30 P. M. to 9 P. M., five evenings per week. The salary of the librarian at this Branch shall be increased from $29.00 to $43.50 per month.

The recommendations of the Book Committee were discussed and acted upon.

There being no further business, the meeting adjourned.

[Signature]
Secretary
The monthly meeting of the Board of the Charlottesville Public Library was held on Tuesday, August 21, 1945, at 3 P. M., with the Chairman of the Board presiding. Present: Mr. Walsh, Miss Burnley, Dr. Tunstall, Mr. Michie, Miss Revercomb and Miss King.

The minutes of the preceding meeting were read and approved, as was the Financial Report.

$50.00 was appropriated for the purchase of books for the Fourth Street Branch, and it was directed that the Charlottesville Daily Progress, the Richmond Times Dispatch and two newspapers published by the colored race, be subscribed to for the readers of the Branch Library.

The recommendations of the Book Committee were read and acted upon.

There being no further business, the meeting adjourned.

[Signature]
Secretary
September 19, 1945

The regular monthly meeting of the Board of the Charlottesville Public Library was held at three P. M. on Wednesday, September 19, 1945. The Board's Chairman, Mr. Walsh, presided.

In addition to Mr. Walsh, there were present: Miss Burnley, Miss King and Miss Revercomb.

The minutes of the preceding meeting were read and approved, as was the Financial Report.

The recommendations of the Book Committee were discussed and acted upon.

The following officers were re-elected for the coming year:

Chairman: Mr. Walsh.
Vice-Chairman: Dr. Tunstall.
Secretary: Miss King.

There being no further business, the meeting adjourned.

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Secretary
October 17, 1945

The regular monthly meeting of the Charlottesville Public Library Board was held on Wednesday, October 17, 1945. In addition to Mr. Walsh, the Board's Chairman, there were present, Mr. Michie, Dr. Tunstall and Miss Revercomb, Librarian.

The Financial Report was read and approved. The recommendations of the Book Committee were also read and approved.

Mr. Walsh reported that Mr. Burnley thought it unwise to install a stoker at present due to the coal shortage.

There being no further business the meeting adjourned.
January 16, 1946

The regular monthly meeting of the Board of the Charlottesville Public Library was held on Wednesday, January 16, 1946, at three P.M., with Mr. Walsh, Miss Burnley, Miss King and Miss Revercomb in attendance. Mr. Walsh, Chairman of the Board, presided, with Miss King acting as Secretary.

The financial reports for October, November and December were presented and approved.

The present members of the Book Committee were re-elected for the ensuing year, the present members being Miss King, Chairman, Miss Mary Rawlings, Mrs. Keith Wiley and Mr. Robert Webb.

$50.00 was appropriated for the purchase of books for the Fourth Street Branch Library.

The recommendations of the Book Committee were presented and acted upon.

There being no further business, the meeting was adjourned.

[Signature]
Secretary
The regular monthly meeting of the Charlottesville Public Library Board was held on Monday, February 18, 1946 at 3 P. M.

In addition to Mr. Walsh, the Board's Chairman, there were present, Miss Burnley, Dr. Tunstall and Miss Revercomb, Librarian.

The financial report was read and approved as were the recommendations of the Book Committee.

Due to the difficult janitor situation it was found necessary to increase the janitor's pay from $40.00 monthly to $15.00 weekly, making the working hours equivalent to one half day.

There being no further business the meeting adjourned.

Secretary Pro Tem

Chairman
March 20, 1946

The regular monthly meeting of the Charlottesville Public Library Board was held on Wednesday, March 20, 1946 at 3 P. M.

Present were Mr. Walsh, the Board's Chairman, Miss Burnley, Mr. Michie and Miss Revercomb, Librarian.

The minutes for the preceding meeting were read and approved.

The financial report was read and approved as were the recommendations of the Book Committee.

The method of ordering books for the Fourth Street Branch was discussed and changed from an occasional large order to a small order each month, with the Book Committee's recommendations to be submitted for the Board's approval, approximately $15.00 per month being used for this purpose.

There being no further business the meeting adjourned.

Secretary Pro Tem

Chairman
April 17, 1946

The regular monthly meeting of the Board of the Charlottesville Public Library was held on Wednesday, April 17, 1946, at three, with the Board's Chairman, Mr. Walsh, presiding, and Miss Burnley, Miss King and Miss Revercomb in attendance.

The minutes of the preceding meeting were read and approved and was the Financial Report.

The recommendations of the Book Committee were presented, discussed and accepted.

The following resolution was proposed, seconded and unanimously adopted:

RESOLVED, that members of the staff be allowed a leave of absence on account of illness in any current year, of twenty-five working days and in addition, such number of days of the preceding year, allowed for sick leave, as may not have been used by such member of the staff for sick leave. This regulation shall be effective as of September 1, 1945.

There being no further business, the meeting was adjourned.

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Secretary
Charlottesville, Va.
May 14, 1946

Mr. H. W. Walsh, Chairman
City Library Board
Charlottesville, Va.

Dear Mr. Walsh,

I hereby tender my resignation as regular library worker from five to six o'clock, Monday nights from seven to nine and as substitute librarian effective July the first.

Until the first of July, because of the emergency at the Library, I will try to work Mrs. Wilson's schedule from nine to five o'clock each day or continue my schedule from five to six,
Monday nights and Mrs. Wilson's schedule from nine to five if someone can relieve me Mondays (the day I would have to work from nine in the morning until nine at night) and also one other day during the week.

Sincerely,
Thelma H. Grove
May 16, 1946

The regular monthly meeting of the Board of the Charlottesville Public Library was held on Wednesday, May 16, 1946, at three P. M., with Mr. Walsh, Miss Burnley, Dr. Tunstall, Mr. Michie, Miss King and Miss Revercomb in attendance. The Board’s Chairman, Mr. Walsh, presided.

The minutes of the preceding meeting and the Financial Report were read and both approved.

The recommendations of the Book Committee were discussed and acted upon.

Miss Revercomb, Librarian, reported that two members of the regular staff were absent from the library, due to illness. Miss Revercomb was authorized to secure such temporary help as might be needed from the Student’s Self-Help Bureau at the University of Virginia.

The following temporary wage scale was adopted:

Mrs. Grove (in place of Mrs. Wilson) to work from 9 A.M. to 5 P.M. $90. per month

Mrs. Bean, as needed, .50 per hour

Miss Wright, five P.M. to seven P.M. and 8 P.M. to 9 P.M., 5 days per week $54. per month

There being no further business, the meeting was adjourned.
June 20, 1946

The regular monthly meeting of the Board of the Charlottesville Public Library was held on Wednesday, June 20, 1946, with Dr. Tunstall, the Board's Vice-Chairman, presiding. In addition to Dr. Tunstall there were present the new member of the Board, Mrs. George B. Zehmer (appointed by the City to fill Miss Carrie Burnley's unexpired term), Miss King and Miss Revercomb.

The resignation of Miss Burnley from the Board was announced and regretfully accepted.

The Financial report was read and accepted, as were the recommendations of the Book Committee.

Miss Revercomb announced the resignation of one of the regular staff members of the Library, Mrs. Grove, and upon motion, made by Mrs. Zehmer, seconded by Miss King and carried, it was

RESOLVED, That Miss Revercomb be empowered to secure the services of Mrs. Bean, at the rate of .50 per hour, for such period of time as she might deem it necessary, and should Mrs. Bean's services be unavailable, to secure someone of her choosing from the Student's Self-Help Bureau at the University of Virginia.

There being no further business, the meeting was adjourned.

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Secretary
July 24, 1946

The regular monthly meeting of the Board of the Charlottesville Public Library was held on Wednesday, July 24, 1946, with the Board's Chairman, Mr. Walsh, presiding. In addition to Mr. Walsh there were present Mrs. Zehmer, Dr. Tunstall, Miss Revercomb and Miss King.

The minutes of the preceding meeting and the Financial Report were read and approved.

The following were elected to hold office for the ensuing year:

Mr. Walsh, Chairman.
Dr. Tunstall, Vice-Chairman.
Miss King, Secretary.

It was moved, seconded and carried that Mr. Walsh be empowered to draw up a suitable resolution, expressing the regret of the Board at the resignation of Miss Burnley.

The following salary scale which has been recommended by the City, is hereby approved by the Board:

Miss Revercomb $130.00
Mrs. Brooks 115.00
Mrs. Wilson 95.00
Miss Wright 52.00
Dorothy Allen 47.50

The application of Miss Helen Duke for a position on the staff of this Library was received and discussed. It appearing that no vacancy now exists, Mr. Walsh was authorized to offer Miss Duke the position on the staff known as 'temporary supply'.

The Book Committee, consisting of Miss King, Chairman, Miss Rawlings, Mrs. Wiley and Dr. Webb, was reappointed for the coming year.
The monthly appropriation for the purchase of books for the Fourth Street Branch Library was raised to $20.

It was decided to hold the regular monthly meeting of this Board on the third Thursday of each month.

The recommendations of the Book Committee were read and acted upon.

There being no further business, the meeting was adjourned.

[Signature]
Secretary
RESOLVED that the following

Memorial

be adopted in recognition and appreciation in small part of the services of Miss Carrie Burnley as a member of this Board.

Miss Burnley has been a member of the Board of the Public Library of the City of Charlottesville since its organization March 9, 1921, to her retirement by resignation effective July 1, 1946. During this period the Library has become established as a vital factor in the life of the community. The contribution which this Library has made to the life of this community has been the result of thoughtful definition of the place a public library should take and the function it should perform. So it has come to be accepted that the Library should provide cultural opportunity not only in satisfying the desires of those of literary taste and inclination but also in affording recreational satisfaction and diversion for those whose vocations and activities do not permit serious study.

In thus defining the function of the Public Library and fulfilling that purpose Miss Burnley has had no small part.

She has brought to the deliberations of the Board fine taste in literature, with observation and knowledge of human nature, and that peculiarly uplifting influence which has characterized her participation in the many fields of endeavor to which her thought has been directed. Serenity, that crowning characteristic which comes only to those of trained and disciplined judgment with wide social experience, has during these latter years given added weight and telling effect to
Miss Burnley's views on all problems. For the successful establishment and operation of this Library, the community is deeply indebted to Miss Burnley. Miss Burnley's influence is a tradition which the Board must jealously regard in the solution of the problem which the future holds.

The Board extends to Miss Burnley the privileges of a member of the Board with the hope that she may for many more years enjoy them.
Thursday, September 19, 1946

The regular monthly meeting of the Board of the
Charlottesville Public Library was held on September 19, 1946,
with Mr. Walsh, the Board's Chairman, presiding.

In addition to Mr. Walsh there were present Mrs.
Zehmer, Mr. Michie, Miss Revercomb and Miss King.

The financial report and the minutes of the preceding
meeting were read and accepted.

The recommendations of the Book Committee were read
and acted upon. The purchase of a set of Robert Louis Stevenson
from Mrs. Wilson at the price of $18.00 was authorized.

Mr. Walsh presented a letter from the Secretary of the
State Library Fund, in which it was indicated that it might be possible
for this Library to secure extra funds annually from State Aid, by
giving further library services to the citizens of Albemarle County.
This possibility was discussed at length and Miss Revercomb, Librarian,
was instructed to secure further information on this subject from
the Secretary of the State Library Fund and to report such findings
to the Board at its next meeting.

There being no further business, the meeting was adjourned.

[Signature]

Secretary
November 20, 1946

The regular monthly meeting of the Charlottesville Public Library Board was held on Wednesday, Nov. 20, 1946, at 3:30 P. M.

In addition to Mr. Walsh, the Board's Chairman, there were present Mrs. Zehmer, Dr. Tunstall, Mr. Michie and Miss Revercomb, Librarian.

The financial report was read and approved as were the recommendations of the Book Committee.

Miss Revercomb reported she had no substitute to call in case of absence of any member of the staff and since all other possible ways of securing one had been exhausted she was instructed to advertise in the local paper.

At four P. M. Miss Christine Coffey, Assistant Extension Librarian, of the Virginia State Library met with the Board members to explain at length the proposal for the County of Albemarle to combine with this Library so as to enable the rural sections of the county to receive library service by bookmobile.

She was heard with interest and at her suggestion she will meet with the County Board of Supervisors in December or January, provided they are interested in having her do so.

There being no further business, the meeting adjourned.

Secretary Pro Tem

Chairman
December 17, 1946

The regular monthly meeting of the Board of the Charlottesville Public Library was held on Thursday, December 17, 1946, at three P. M., with its Chairman, Mr. Walsh, presiding.

In addition to Mr. Walsh there were present:
Dr. Tunstall, Mr. Michie, Miss Revercomb, Librarian, and Miss King, Secretary.

Minutes of the preceding meeting and the Financial Report were read and approved.

The recommendations of the Book Committee were read, discussed and acted upon.

It was ordered that the Library be closed December 24, December 25, and January 1.

There being no further business, the meeting was adjourned.

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Secretary
March 3, 1947

To the City Council of the City of Charlottesville

The City Library Board, at the suggestion of the Virginia State Library, has for some months had under consideration the extension of library services more effectively to the residents of Albemarle County.

The State will allocate for this purpose $5,000 to be expended in the purchase of a bookmobile and books. This is the initial allocation by the State. After the first year the State will allocate a sum not exceeding $1,500 equal to the amount expended by the library for books. Since the City Library now expends approximately $1,500 for the purchase each year of books this allocation by the State would be available. At present the State allocation for the City Library is $500.

The method of extending library facilities into rural areas by bookmobile is by a truck body on a chassis similar to a school bus chassis, the body being equipped with shelves to carry about fourteen hundred books. This bookmobile would travel to the rural areas on specified routes, stopping at various hamlets on the way. The routes and stops would be determined on a careful survey of the County. The County would be covered probably by six routes. The service to each section at the outset would be once a month, as that is the custom in the counties which now operate a bookmobile. But a schedule of twice a month is being tried in some counties among which is Harrisonburg and Rockingham.

In order to operate the enlarged facilities to City and County it would be necessary to add to the staff a library director whose salary would be $2,400. It has seemed to the City Board in conference with Miss Coffey of the State Library that the salary of the Library Director should be divided one-half to the County and one-half to the City.
City Council of the City of Charlottesville

It would also be necessary to employ a bookmobile librarian, the greater part of whose time would be devoted to services through the bookmobile. She would arrive with the bookmobile and advise and assist persons desiring books from it. She would also devote part of her time to the City Library, working there. Her salary would be $1,500, of which it seems $1,000 should be allocated to the County and $500 to the City.

It would also be necessary to employ a driver for the bookmobile. This man could also serve as janitor at the City Library. His salary would be $110 a month, $1,320 a year. The City is now paying $15 a week for a janitor and securing very poor service. It is thought that the additional $600 for this driver and janitor should be borne $400 by the County and $200 by the City.

The expense of operating the bookmobile should, of course, be borne wholly by the County. It is estimated that this cost would be about $400. Enclosed is a budgetary statement regarding this additional cost.

This matter of extension of library facilities to the County has been taken up before the Board of Supervisors and it has appropriated $3,000 for this purpose. In order to put into effect this extension under the budget above indicated it will be necessary that the City appropriate $1,900 for this purpose.

The advantages to the City by reason of this extension service, as it seems to the City Library Board, will be that the City will have a larger and more competent staff. And during the first year of operation additional books to the extent of approximately $1,900 can be purchased; in subsequent years additional books to the extent of $1,500 can be purchased.

In a word, extension of library facilities by bookmobile to the County will involve a cost to be borne locally of approximately $5,000 of which the County should pay $3,000 and the City $1,900. The County will have efficient library service extending throughout the rural areas; the City will have additional staff and twice as many new books.
City Council of the City of Charlottesville

In order properly to put into effect these changes there should be a contract between the City Library Board with the approval of the Council and the Board of Supervisors, and it would seem that the City Library Board should be enlarged to include two residents of the County appointed by the Board of Supervisors.

The above is submitted for your consideration. If further information is desired Miss Coffey, will I am sure, be glad to attempt to give it, and your Board will, of course, be at your command.

Respectfully,

Chairman of the City Library Board

HWW:hh
Encl.
March 19, 1947

The monthly meeting of the Board of the
Charlottesville Public Library was held on Wednesday, March 19, 1947,
at 3:30 P. M., with Mr. Walsh, Chairman of the Board presiding. In
addition to Mr. Walsh, Mr. Michie, Dr. Tunstall, Mrs. Zehmer, Miss
Revercomb, Miss Coffey, representing the State Library Board, and
Miss King, Secretary, were present.

The financial reports for the months of December,
January and February were read and approved, as were the minutes of the
preceding meeting.

The recommendations of the Book Committee were
presented and discussed. It appearing that our annual appropriation for
the expenses of the Library had been to a great degree expended, the
book order was drastically cut and the Chairman of the Book Committee was
instructed to confine book purchases for the rest of this fiscal year to
a minimum. In this connection, also, Miss Revercomb was instructed to
communicate with The Personal Book Shop, 95 St. James Avenue, Boston,
Massachusetts, in an effort to secure a larger discount on books purchased
for the library, with the understanding that the New Dominion Book Shop
of this City should be given an opportunity to meet such discount as might
be offered by the Personal Book Shop of Boston.

Mr. Walsh and Mr. Michie were appointed a Committee
of two to represent this Board before the City Council in all matters that
might arise in connection with the proposed Bookmobile project.

There being no further business, the meeting was
adjourned.

______________________________
Secretary
Monday, April 21, 1947

The monthly meeting of the Board of the Charlottesville Public Library was held on Monday, April 21, 1947, at three P. M., with Mr. Walsh, Dr. Tunstall, Miss Revercomb and Miss King in attendance. Mr. Walsh presided.

The financial report was presented, discussed at length and approved.

The recommendations of the Book Committee were presented and acted upon.

It was decided to hold the regular meeting of this Board on the third Monday of the month rather than the third Thursday.

The following resolution was offered, seconded and unanimously carried:

RESOLVED, that patrons of the Fourth Street branch may borrow from the Main Branch Library such books as are not available to them from the shelves of the Fourth Street Branch, and that Mr. Walsh be empowered to take such steps as are necessary for the installation of a telephone at the Fourth Street Branch, to facilitate such a procedure. The privileges of the reading room of our main Library are not hereby extended to the patrons of the 4th. St. Branch.

There being no further business, the meeting was adjourned.

[Signature]

Secretary
May 12, 1947

The regular monthly meeting of the Board of the Charlottesville Public Library was held on Monday, May 12, 1947, at 3:30 P.M., with Mr. Walsh, Dr. Tidball, Mrs. Zehmer, Mr. Michie, Miss Revercomb and Miss King in attendance. Mr. Walsh, Chairman, presided.

A letter from Miss Coffey, of the State Library Board, with reference to the establishment of a Bookmobile in Charlottesville and Albemarle County, was read and discussed at length.

Mr. Walsh was authorized to sign, on behalf of this Board, such contract as he deemed it advisable to enter into with the County Board of Supervisors for the operation of this Bookmobile.

The Financial Report was offered and accepted, as were the recommendations of the Book Committee.

There being no further business, the meeting was adjourned.

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Secretary
June 9, 1947

A Special Meeting of the Board of the Charlottesville Public Library was called and held on Monday, June 9, for the purpose of interviewing Miss Evelyn Mullen, applicant for the position of Bookmobile/Director. At this meeting were present Mr. Walsh, Dr. Tunstall, Mrs. Zehmer, Mr. Michie and Miss King.

After a thoroughly satisfactory interview with Miss Mullen, it was unanimously decided to offer Miss Mullen the aforesaid position and it is earnestly hoped that she will accept it.

At this meeting also appeared Dorothy Allen, Librarian of our Fourth Street Branch. She gave a report on the activities of the Branch Library, also a meeting of Librarians which she had recently attended. She requested that the hours of the Branch Library be changed from what they are at present to the hours of three to eight P.M. This request was granted. She was also instructed to spend a sum not exceeding $5.00 for posters.

There being no further business, the meeting was adjourned.

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Secretary
July 17, 1947

The monthly meeting of the Board of the Charlottesville Public Library was held on Thursday, July 17, 1947, with Mr. Walsh, Mr. Michie, Miss King, Miss Mullen, our New Library Director, and Miss Revercomb, Librarian, in attendance. The Board's Chairman, Mr. Walsh, presided.

The Financial Report, the Budget for the ensuing year and the recommendations of the Book Committee were presented and accepted.

Upon motion of Mr. Michie, which motion was duly seconded and carried, it was unanimously resolved that the following scale of salaries for the personnel of our two libraries be adopted:

<table>
<thead>
<tr>
<th>Name</th>
<th>Salary</th>
</tr>
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<tbody>
<tr>
<td>Miss Revercomb</td>
<td>$140.00</td>
</tr>
<tr>
<td>Mrs. Brooks</td>
<td>125.00</td>
</tr>
<tr>
<td>Mrs. Wilson</td>
<td>105.00</td>
</tr>
<tr>
<td>Miss Wright</td>
<td>60.00</td>
</tr>
<tr>
<td>Dorothy Allen</td>
<td>57.50</td>
</tr>
<tr>
<td>Branch Janitor</td>
<td>6.00</td>
</tr>
<tr>
<td>Alex Southall, Janitor</td>
<td>15.00 per week</td>
</tr>
</tbody>
</table>

The existing book Committee, consisting of Miss King, Chairman, Miss Mary Rawlings, Mrs. Keith Wiley and Mr. Robert Webb, was re-appointed.

Mr. Michie and Miss Mullen were authorized to negotiate for the purchase of our bookmobile.

There being no further business, the meeting was adjourned.

Secretary
City of Charlottesville, Virginia
Office of Clerk of the Council

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF CHAPTER 16 OF THE CHARLOTTESVILLE CITY CODE OF 1945 WITH REGARD TO THE COMPOSITION OF THE LIBRARY BOARD.

BE IT ORDAINED by the Council of the City of Charlottesville that Section 1 of Chapter 16 of the Charlottesville City Code of 1945 be and the same is hereby amended and reenacted so as to read as follows:

Section 1. Library Board -- Election and Term of Members, Vacancies.

There shall be a library board of Charlottesville consisting of five members to be elected by the Council and two members, residents of Albemarle County, to be elected by the County Board of Supervisors of Albemarle County. The present members of the City Library Board, five in number, who hold office for terms, one of which expires on the first day of September in 1947, and one on the first day of September in each succeeding year for a total of five years, shall continue to hold office for their respective unexpired terms, and upon the expiration of the term of any member elected by the Council, a successor shall be elected for a term of five years except when a vacancy occurs which shall be filled by the Council for the unexpired term. The terms of members of said board, to be elected by the County Board of Supervisors, shall be fixed by that board and vacancies in the office held by any such member shall be filled by that board, provided however, that in the event of the termination of the present arrangement between the Library Board and the Board of County Supervisors of Albemarle County for extended services in the county, or the termination of any renewal of said contract without further renewal, the powers and duties of the members of said board elected by the Board of County Supervisors shall terminate and thereafter the board shall consist only of the five members elected by the Council.

Adopted by the Council
August 18, 1947

Copy teste:

[Signature]
Clerk of the Council
BUDGET
FOR EXTENSION OF LIBRARY SERVICE
IN ALBEMARLE COUNTY

<table>
<thead>
<tr>
<th>County</th>
<th>City</th>
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<tbody>
<tr>
<td>Income</td>
<td></td>
</tr>
<tr>
<td>Board</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

<table>
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<th>Expenditures</th>
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<tr>
<td>$2,400</td>
<td>Salary of Library Director</td>
<td>$1,200</td>
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<tr>
<td>1,500</td>
<td>Bookmobile Librarian</td>
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<tr>
<td>1,320</td>
<td>Bookmobile Driver &amp; Janitor</td>
<td>400</td>
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<td>Bookmobile, operating cost</td>
<td>300</td>
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<tr>
<td></td>
<td>Miscellaneous</td>
<td>100</td>
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$3,000  $3,000 $1,900 $1,900

Capital Budget

| State Aid | $3,100 | $5,000 |
| Bookmobile|       |       |
| Books     | 1,900  |       |
September 16, 1947

The regular monthly meeting of the Board of the Charlottesville Public Library was held on Wednesday, September 16, 1947, at 3:30 P. M., with Mr. Walsh, Chairman, presiding, and Mrs. Zehmer, Mrs. Randolph Catlin, one of the new Board members for Albemarle County, Miss Mullen, Miss Riverdomb, and Miss King, Secretary, in attendance.

The minutes of the preceding meeting, the Financial Report and the recommendations of the Book Committee were presented and accepted.

The proposed budget for maintenance of the Library and the Bookmobile for the fiscal year 1947-48 was presented, discussed at length and adopted. A copy/miss Mullen reported that the removal of the Fourth Street Branch Library from its old location in the Jefferson School to its new quarters had been effected. The Secretary was instructed to write to Dr. A. J. Jackson, expressing the appreciation of this Board for his generous contribution to the Branch Library of tables and chairs for use in the juvenile department.

The Board authorized the expenditure of traveling expenses and maintenance for the Library Director, the City Librarian and the Fourth Street Branch Librarian, in connection with their attendance upon the Annual Meeting of the Virginia State Library Association, to be held in Richmond, Virginia, on October 3 and 4.

The sum of $20.00 was appropriated for the purchase of bulletin boards to be used in our Library for display purposes in our Library.

The Library Director was authorized to assemble and to lend books as special loan collections to persons whom she may consider worthy, for distribution in the neighborhoods of such representatives chosen by her.

There being no further business, the meeting was adjourned.

[Signature]
Secretary
The monthly meeting of the Board of the Charlottesville Public Library was held on Thursday, October 22, 1947, at 3:30 P. M., with the Board's Chairman, Mr. Walsh, presiding. Other members present were Dr. Tunstall, Mr. Michie, Mrs. Catlin and Miss King.

The minutes of the preceding meeting, the recommendations of the Book Committee, and the Financial Report were presented and accepted.

Our Librarian Director, Miss Mullen, gave an interesting and informative report upon the recent Annual Meeting of the Virginia State Library Association which she had attended; as did the Librarian our Fourth Street Branch Library, Mrs. Dorothy Allen.

Miss Mullen was authorized to place an order for additional sections for Card Catalogue files.

A motion was made, seconded and unanimously carried that the name for our library operations shall be changed to Charlottesville-Albemarle Public Library.

Mr. Walsh was requested and empowered to consult Mr. Charles Baker, local architect, with respect to an appropriate sign for the library; also additional shelving in the reading room.

The Chairman of the Book Committee, Miss King, announced that she had received a letter from Miss Mary Rawlings, in which Miss Rawlings stated that due to the uncertain condition of her health, she was forced to tender her resignation as a member of the Book Committee. This resignation was regretfully accepted and the Secretary was ordered to draft a resolution for the minutes, a copy to be transmitted to Miss Rawlings, in pursuance of this.

The following was spread upon the minutes:
November 17, 1947

The regular monthly meeting of the Board of the Charlottesville Public Library was held Monday, November 17, 1947, at 3:30 p.m. with Mr. Walsh, Dr. Tunstall, Mrs. Zehmer, Mrs. Catlin and Miss Mullen in attendance. Mr. Walsh, Chairman, presided and in the absence of Miss King, Secretary, the minutes were recorded by Miss Mullen.

The Financial Report was presented and accepted as were the recommendations of the Book Committee.

Mr. Baker's design for a Library sign was presented and approved. Miss Mullen was instructed to secure full information and estimates of the cost of construction of such a sign for presentation at the next Board meeting.

Mrs. Zehmer raised the question of whether the book order could not be sent off immediately after the Book Committee meeting without being referred to the Board. Mr. Walsh said that authority had not been delegated to the Book Committee to determine the final book order but only to submit recommendations for such to the Board.

There being no further business, the meeting was adjourned.

Evelyn Day Mullen, Acting Secretary
BE IT RESOLVED, that this Board submit to Miss Mary Rawlings an expression of its appreciation for the devoted and distinguished services rendered by her to the Book Committee of the Charlottesville Public Library, and through it, to the citizens of Charlottesville. Further, let it be expressed to her, that this Board is fully aware that it will be difficult, if not impossible, to find a successor to Miss Rawlings for the Book Committee of equal caliber and experience. Her profound learning and scholarly interest in all things literary and historical have been of the utmost aid and guidance to the Chairman and other members of the Book Committee, and so it is with a very real regret that her resignation is accepted.

At the request of the Chairman of the Book Committee, Mr. Walsh appointed Mrs. Randolph Catlin as the new member of the Book Committee.

There being no further business, the meeting was adjourned.

[Signature]
Secretary
December 28, '47.

My dear Jill,

The Library Board's resolution of appreciation for my services on its Book Committee, which you have forwarded to me, was so much more than my work deserved that I can only express my gratitude for such generous and uncritical acceptance of my efforts.

The work was a constant pleasure, and the association with each member of the Committee will always be remembered with affectionate interest.

May I ask you to convey to the Library Board my grateful thanks for their message?

Cordially,

Mary Rawlings
January 21, 1948

The Board of the Charlottesville Public Library met in regular monthly session on Thursday, January 21, 1948, with its Chairman, Mr. Walsh, presiding and Mrs. Zehner, Mrs. Catlin, Mr. Michie, Dr. Tunstall, Miss Mullen, Miss Revercomb and Miss King in attendance.

The minutes of the preceding meeting were read and accepted, as was our Financial Report.

Our Library Director, Miss Mullen, reported that the latest advices concerning the Bookmobile were to the effect that its price had advanced to $3,809.; that delivery would probably be made some time during March and that it was hoped the Bookmobile would be in operation by April 1st. In the meanwhile, she is operating a branch library in Crozet, which is open, under her direction, every Wednesday afternoon; efforts are being directed towards a similar project in Scottsville.

It was with considerable pride that this Board learned that Miss Mullen was one of the three Librarians in the State who have been invited to attend the Conference of Librarians to be held in Atlanta, Georgia, from February 28 to March 6, for which period of time she was, of course, granted a leave of absence.

The proposed budget for the ensuing year, with particular reference to salaries, was discussed at length. It was moved, seconded and carried that with the exception of Miss Mullen's salary, which was fixed at this meeting by this Board, the salary scale of the library personnel be set up by Mr. Walsh and Miss Mullen.

Bids received for the proposed painting of the Juvenile Room were read to us by Mr. Walsh; it was the sense of our Board that we recommend to the City that Mr. Mowbray's bid be accepted.
The many problems connected with our operation of the present Fourth Street Branch Library were next laid before us. After a thorough discussion of this subject and much earnest thought, it was moved, seconded and carried that the two libraries should be consolidated and that Mr. Walsh be empowered to draw up a suitable resolution embodying this action, which resolution is to be posted in to be our Library, and a copy thereof is/hereto attached.

There being no further business, the meeting adjourned.
The Board of the Charlottesville-Albemarle Public Library held its regular monthly meeting, Monday, May 17, 1948, with the following members present: Mr. Walsh, Dr. Tunstall, Miss King, Mrs. Zehmer, Mrs. Bruce, Miss Mullen and Miss Revercomb. Miss King was called away from the meeting so Miss Mullen recorded the minutes.

The Secretary's report was read and approved. Mr. Walsh presented the financial report which was approved. The Secretary read a letter from Mr. Hewson Michie, in which he resigned from the Library Board.

Miss Mullen announced that Mr. Robinson, County Executive, said that the County budget for 1948-49 contained $3000.00 for the Library.

Miss Mullen also presented the question of sick leave and vacation for the Janitor-Driver, now that the job was full time. It was decided that this could be decided later. The sick leave ruling for staff members was brought up again and some discussion followed. It was felt that the Chairman should appoint a committee to study this but no action was taken at this meeting.

Dr. Tunstall presented, and Mrs. Zehmer, seconded, a motion to spread the Bookmobile Rules and Regulations in the Minute Book.

Miss Mullen raised the question of the city-county contract which has to be renewed. It was decided that Mr. Walsh would present a resolution to the County Supervisors to continue and extend the present library contract.

The recommendations of the Book Committee were read and acted upon.

Miss Mullen reported on Bookmobile activities and the response to the first week's schedule.

There being no further business the meeting adjourned.

Respectfully submitted,

Evelyn Day Mullen
The Board of the Charlottesville-Albemarle Public Library held its regular monthly meeting Monday, April 21, 1948 with the following members present: Mr. Walsh, Dr. Tunstall, Mrs. Catlin, Mrs. Zehmer, Miss Mullen and Miss Revercomb. In the absence of the secretary, Miss Mullen recorded the minutes.

There was no Secretary’s report due to the absence of Miss King. Mr. Walsh presented the financial report. A question was raised as to the charge against our Budget for the rental of the room for the Branch Library. Mr. Walsh said that he would consult Mr. Bowen about this. Apart from this item, the budget report was approved.

In connection with the illness of a staff member, Mrs. Brooks, Mr. Walsh asked that the Board’s resolution regarding sick leave for staff members be brought up at the next meeting.

Miss Mullen presented the copy for the Bookmobile rules and regulations. After informal reading and discussion of this copy as presented, Miss Mullen was instructed to proceed with the printing of the Rules, incorporating the changes approved by this Board.

The Board adjourned informally.

Respectfully submitted,

Evelyn Day Mullen
June 21, 1948

The monthly meeting of the Board of the Charlottesville-Albemarle Public Library was held on Monday, June 21, 1948, with the following members in attendance: Dr. Tunstall, Mrs. Zehmer, Mrs. Catlin, Miss King, Miss Mullen and Miss Revercomb. In the absence of the Board's Chairman, the Vice-Chairman, Dr. Tunstall presided.

The minutes of the preceding meeting and the Financial Report of the Library were presented and accepted.

The Secretary announced that it was with great regret that she had received the resignation of Mr. Hewson Michie as a member of this Board. Mr. Walsh was appointed as draftsman of a suitable resolution to express to Mr. Michie the appreciation of this Board for his services and its feeling of loss at his resignation. A copy of this resolution is hereto attached.

Miss Mullen gave an enthusiastic and most informative report concerning the operations of our Bookmobile.

The recommendations of the Book Committee were read and accepted.

There being no further business, the meeting was adjourned.

Secretary
April 12, 1948

Charlottesville and Albemarle Library Board
Charlottesville Public Library
Charlottesville, Virginia

Gentlemen:

Acting under the advice of my physician I am forced to tender my resignation as a member of the Library Board. It is with extreme regret that I must take this step since I have enjoyed the work of the Board and my association with the members thereof.

Very truly yours,

A. Hewson Michie
RESOLUTION
OF THE LIBRARY BOARD
ADOPTED JUNE 21, 1948

RESOLVED that this Board express its appreciation of the services of Mr. A. Hewson Michie as a member of this Board, thus,

Mr. Michie has served continuously on this Board since he was first elected in September 1940, succeeding Dr. James Hardy Dillard. Mr. Michie's interests in all literature are deep and wide. Those members of the Board who served while Miss Burnley and Mr. Michie were both members will recall sitting in wrapt astonishment while Miss Burnley and Mr. Michie emulated each other in the refreshing exercise of naming and placing the more obscure characters in Dickens. Mr. Michie delighted in Macauley and Ferrero as well as Poe and Hawthorne and Daphne DuMaurier and Somerset Maugham. His interest is not casual but scholarly. It is not surprising therefore that he evidently enjoyed, as other members have enjoyed, participation in the literary discussions into which meetings of the Board often resolved themselves. And because his literary interests were wide his judgment on literary policy was always accorded great weight.

Mr. Michie also brought to the Board extended business experience and knowledge of the temper and desires of the community. The growth and usefulness of the library has been due in no small part to Mr. Michie's attention to its affairs.

This community is deeply indebted to Mr. Michie for his service on the Board.

A Copy Teste

[Signature] Chairman
September 21, 1948

The monthly meeting of the Board of the Charlottesville-Albemarle Public Library was held on Tuesday, September 21, 1948, at 3:30 P. M., with the following members present: Mr. Walsh, Mrs. Zehmer, Dr. Tunstall, Mrs. Catlin, Miss Mullen and Miss King.

The present officers, namely: Mr. Walsh, Chairman, Dr. Tunstall, Vice-Chairman and Miss King, Secretary, were reelected for the ensuing year. The Book Committee, consisting of Miss King, Chairman, Mr. Robert Webb, Mrs. Randolph Catlin, Mrs. Keith Wiley, Miss Mullen and Miss Revercomb, was reappointed.

The financial report was presented and approved as were the recommendations of the Book Committee.

The Board authorized and requested Miss Mullen to attend the annual meeting of the State Library Board to be held in Richmond, Virginia, during October, and approved the payment of Miss Mullen’s expenses incident to her attendance at this meeting.

Miss Mullen was authorized to have such furniture in the Library as she considered necessary and desirable put in a proper state of repair. She was also requested to again interview the Charlottesville Lumber Company and to take such action as she considers proper concerning additional shelves for the Reading Room of the Library.

There being no further business, the meeting was adjourned.

[Signature]
Secretary
Mr. H. W. Walsh, Chairman  
City Library Board  
Peoples National Bank  
Charlottesville, Virginia

Dear Mr. Walsh:

It is my pleasure to inform you that Mr. Fred L. Watson has been appointed a member of the City Library Board to fill the vacancy created by the expiration of the term of Mr. A. Hewson Michie.

Yours very truly,

M. M. Pence  
Clerk of the Council

MMP:BM
November 1, 1948

At a meeting of the Board of the Charlottesville and Albemarle Library, held on Monday, November 1, 1948, at 3:30 P. M., the following members were in attendance: Mr. Walsh, Mrs. Zehmer, Mrs. Catlin, Miss Mullen and Miss King. The Board's Chairman, Mr. Walsh, presided and Miss King acted as Secretary.

The financial report was presented by Mr. Walsh and approved by the Board.

Miss King, as Chairman of the Book Committee, announced that it was with sincere regret that she had received the resignation of Mr. Robert Webb as a member of that Committee. Mr. Walsh was appointed as draftsman of a suitable resignation to express to Mr. Webb the appreciation of this Board for the valuable services rendered by him to the Library and the reading public of Charlottesville and Albemarle.

The resignation of Mrs. Evelyn P. Brooks from the staff of the Library was read by Mr. Walsh and a draft of a Resolution to be sent to Mrs. Brooks, also prepared by Mr. Walsh, was presented and approved. A copy of this resolution is hereto attached.

The replacement of Mrs. Brooks was discussed at considerable length. Mrs. Wilson was appointed Children's Librarian, with incidental duties and a salary of $1,600 per annum, retroactive to October 15, 1948. Mrs. Armentrout was appointed Assistant to the Librarian on Mondays, Fridays and Saturdays, at a monthly salary of $60, and Mrs. Palmer appointed to act in a like capacity, at a salary of $60 per month, on Tuesdays, Wednesdays and Thursdays.

The recommendations of the Book Committee were read, discussed and acted upon.

There being no further business, the meeting was adjourned.

[Signature]
Secretary
RESOLVED, That in accepting the resignation of Mrs. Evelyn P. Brooks as a member of the staff of the Charlottesville and Albemarle Library, the Board take this occasion to express its appreciation of Mrs. Brooks' services in that capacity.

Mrs. Brooks first accepted a position on the staff in 1931 and in various positions has continued as a member of the staff until her recent resignation. Daughter of the Honorable John S. Patton, for many years Librarian of the Library of the University of Virginia and the first Librarian of this Library, books have always been an intimate and integral part of her life. To her a library was never merely a place to work, austere and remote. Rather it was a sort of home of friends, a place of congenial surroundings. Service in the public library has been for her an opportunity to invite the patrons to meet her friends in literature. Mrs. Brooks' view of the duty of those serving in a public library has been to extend to all a welcome into the fraternity of book-lovers and to develop that love of books which adds so much to every life.

Thus it was most natural that Mrs. Brooks' interest has been primarily in the children who patronized the library. Perhaps more sensitive to the enthusiasm of their elders than grown people, these children have early learned the delights which reading can afford. Many indeed can attribute their love of reading and of reading the best to the enthusiasm which Mrs. Brooks inspired in them as youthful patrons of the library.

Mrs. Brooks has given of her time and thought to this library and to the reading public. The City Library and now the City and County
Library and its patrons are deeply grateful for her service. But to her, as we who know her, know that gratitude will seem unmerited for this work was a joy to her. Rather should we extend sympathy, as we do, that she is no longer permitted to continue to lead the public to that gracious region of books she knows so well.

__________________________
Chairman

__________________________
Jice H. King
Secretary
LIBRARY BOARD

Resolved that the resignation of Mr. Robert H. Webb as a member of the Book Committee of the Library be accepted but that the Board express to Mr. Webb at this time its appreciation of his services as a member of this Committee. The excellence of the selection of books recommended by this Committee for purchase, during the time Mr. Webb has been a member of the Committee, has been notable and has been a subject of comment many times. It is recognized that the problems of a Book Committee for a small City Library are many. The appropriation for new books is necessarily very limited. The public taste is varied, and must be wisely met. The moral, artistic and educational influence of the books bought must be given due weight. These factors entering in in the selection of each book are frequently, indeed most often, conflicting and can be resolved only in wide current reading and in even wider critical knowledge of literature. Mr. Webb has given graciously and generously of his time and thought to this work. In no small part the success of the recommendations of the Book Committee have been due to the literary appreciation which he was peculiarly qualified to bring to the deliberations of the Committee. The Board extends its sincere thanks and the thanks of the reading public to Mr. Webb for his superlative service in this public effort.
January 17, 1949

The Board of the Charlottesville and Albemarle Library met on Monday, January 17, 1949, at three-thirty P.M. The Chairman, Mr. Walsh, presided, and the following members were in attendance: Mrs. Catlin, Mrs. Walsh, Dr. Tunstall, Mrs. Bruce, Mr. Emmett Gleason and Miss King; also Miss Mullen and Miss Revercomb.

The minutes of the preceding meeting were read by the Secretary and approved by the Board. Mr. Walsh then presented the Financial Statement which was also approved, as were the recommendations of the Book Committee.

The expenditure of a sum not to exceed $75.00 was authorized for the purpose of distributing a pamphlet concerning the Bookmobile.

Miss Mullen was granted a leave of absence to enable her to attend a meeting of the American Library Association to be held in Chicago on January 20, 21 and 22. The sum of $50.00 was appropriated from the funds of the Library to help defray Miss Mullen's expenses in this connection.

There being no further business, the meeting was adjourned.

[Signature]
Secretary
Monday, February 21, 1949, 3:30 P. M.

A meeting of the Board of the Charlottesville and Albemarle Public Library was held on Monday, February 21, 1949, at 3:30 P. M., with the Board's Chairman, Mr. Walsh, presiding, and the following other members in attendance: Dr. Tunstall, Mrs. Zehmer, Mrs. Catlin, Mr. Gleason, Miss King, Secretary, and Miss Mullen and Miss Revercomb of the Library's staff.

The minutes of the January meeting were read and approved, as was the Financial Statement.

The recommendations of the Book Committee were discussed and acted upon.

The Budget of the Library for 1949-1950 was presented, discussed at some length, and with a few modifications, adopted. It was moved, seconded and carried that a copy of the Budget, as adopted, be sent to the proper officials of the County and of the City.

There being no further business, the meeting was adjourned.
September 19, 1949

The Board of the Charlottesville and Albemarle Public Library met on Monday, September 19, 1949, at three P. M. The Board's Chairman, Mr. Walsh, presided and the following additional members were present: Mrs. Zehmer, Dr. Tunstall, Miss King; also Miss Mullen and Miss Revercomb.

The minutes of the preceding meeting were read and approved. The Financial Report for the Fiscal year ending June 30, 1949, was presented by Mr. Walsh and approved by the Board; as were the Financial Reports for the months of July and August.

The recommendations of the Book Committee were presented and accepted. A resolution was proposed, seconded and unanimously adopted to the effect that henceforth a list of all Books bought on State Aid money, as well as all Juvenile books, be submitted for the Board's approval.

Miss Mullen announced the resignation of Mrs. Palmer as Assistant Bookmobile Librarian and the appointment of Miss Anne Marvin, to this position and at the same salary, was authorized by the Board.

There being no further business, the meeting was adjourned.

[Signature]

Secretary
October 17, 1949

The Board of the Charlottesville-Albemarle Public Library met on Monday, October 17th at 3:30 P.M. The Board's Chairman, Mr. Walsh, presided and the following members were present: Mrs. Zehmer, Mrs. Catlin, Mr. Gleason; also Miss Mullen and Miss Revercomb. In the absence of the Secretary, Miss King, Miss Mullen recorded the Minutes.

There was no Secretary's report for September as the Minutes were not ready. The Financial Report for September was presented by Mr. Walsh and accepted.

There was no Book List as the Book Committee had not met.

Mr. Walsh read a letter from Mr. Keith Wiley, of Earlysville, (a copy of which is appended) offering, as a gift from him and Mrs. Wiley, a record collection of some 60 albums and 200 single records as the start of a Music Department in the Public Library. Mr. and Mrs. Wiley offered to undertake the initial expenses of the Department and to run the Department for six months, after which the Board would decide whether they could continue the Department satisfactorily. After discussion of the gift and the probably location of such a department, the Board accepted the gift with the assurance that every effort would be made to continue the Department at the end of the experimental period. Mr. Gleason was appointed to work with Miss Mullen and Mr. Wiley on problems of location and Mr. Walsh was appointed to draft a resolution to Mr. and Mrs. Wiley accepting the gift.

Mr. Walsh reported that Mr. Jack Dalton was unable to accept appointment to the Library's Book Committee and the Board empowered Mr. Walsh to offer the appointment to Mr. Bernard Mayo.

There being no further business the meeting adjourned.

Respectfully submitted,

Evelyn Day Mullen

Evelyn Day Mullen
Acting Secretary
Miss Evelyn Mullen, Librarian
Charlottesville Public Library
Charlottesville, Virginia

Dear Miss Mullen:

With the approval of the Library Board, Mrs. Wiley and I should very much like to see established in Charlottesville a circulating library of classical records.

From our own experience, we know that only through the repeated hearings afforded by recordings can the great works of music become thoroughly known and appreciated.

Richmond (among other cities) has for several years been successfully maintaining a record collection as part of its public library, and its value to the community can in part be realized from its circulation: from 4,000 to 7,000 records a month.

Towards the end of making available to the citizens of our community a similar service, we hereby offer to the Public Library of Charlottesville our own private collection of classical phonograph records to be used as a nucleus for a collection that will presumably be greatly expanded through the years.

The initial gift would consist of a minimum of 500 records, collected during the past 25 years, and covering many different branches of classical music such as symphonies, concertos, operas, secular and religious songs, etc.

In addition, Mrs. Wiley and I, working in cooperation with the library staff, would volunteer to take entire charge of the collection for the first six months of its existence as a department of the library, checking the records in and out, cataloging the collection, and making the records available to the public three afternoons a week, from 2 until 5 p.m.

If it were found expedient to have a phonograph placed
in some suitable spot in the library building where the public, by appointment, might listen to any records, we would further donate to the library a suitable instrument for this purpose. In addition, all expenses such as shelving, installation, filing cabinets, etc. incidental to the establishment of the department in the library would be met by us during the first six months. At the end of that period, the success or failure of the experiment should be readily apparent, and, if successful, suitable arrangements for its continuance could doubtless be worked out by members of the Board.

If the Board is willing to accept this offer, it can be assured of the fullest cooperation from Mrs. Wiley and myself in this attempt to institute in Charlottesville a community service for which we believe there is a real need.

Respectfully yours,

[Signature]
RESOLVED that the gift of music records proposed by Mr. and Mrs. Keith Wiley in their letter of be accepted upon the conditions stated, and that the Board formally express to Mr. and Mrs. Wiley its appreciation of this gift and the establishment of a music record library thus,

Mr. and Mrs. Wiley have sensed a cultural need of this community as no one else. Uniquely they have created a need and at the same time fulfilled it. One of the purposes of a public library, if not the chief purpose, is to provide cultural diversion and enjoyment to the community. In accomplishing that purpose it has been thought that the Library was limited to the pleasures of literature. That music records were literature in a broad sense had received at most a passing thought. The demand on the part the public was problematical, the development of such a demand without prohibitive cost, had appeared impractical. Mr. and Mrs. Wiley have believed in a latent demand and have had the courage to provide the means for its growth and development. The Board eagerly grasps the opportunity to assist through its facilities in broadening the usefulness of the Library and encouraging in the community a love and appreciation of fine music. The gift will flower through the generations, which will more and more appreciate the highest type of cultural diversion. It will bring to persons in all walks of life wise use of the new-found leisure which accompanies the machine age.

The Board assures Mr. and Mrs. Wiley that the community will gratefully appreciate this gift.
The Board of the Charlottesville-Albemarle Public Library met on Tuesday, January 24, 1950 at 3:30 p.m. The Board's Chairman, Mr. Walsh, presided and the following members were present: Mrs. Zehmer, Mrs. Catlin, Dr. Tunstall, Mr. Gleason, Mrs. Bruce, and Miss Mullen, the Librarian. In the absence of the Secretary, Miss King, Miss Mullen recorded the Minutes.

There were no Minutes for the December meeting.

The Financial Report for December was read and approved.

The report of the Book Committee was read and approved.

The Library Budget for 1950-51 was presented in the form shown on the attached sheet. After a brief discussion, Mr. Gleason moved and Dr. Tunstall seconded the motion, that the Budget in this form amount be presented to the City Council and the County Supervisors. The Librarian was instructed to prepare copies of the Budget for these officials with a sheet of explanation showing how the figures were determined, and a covering letter to be signed by the Chairman and the Librarian.

There being no further business the meeting adjourned.

Respectfully submitted,

Evelyn Day Mullen
Acting Secretary
Monday, Feb. 20, 1950

The Board of the Charlottesville-Albemarle Public Library met on Monday, February 20, 1950, at 3:30 P. M. with the Board’s Chairman, Mr. Walsh, presiding, and the following other members in attendance: Mrs. Catlin, Mrs. Bruce, Mr. Gleason, Miss King, and Miss Mullen.

The minutes of the January meeting and the latest Financial Report were read and accepted, as were the recommendations of the Book Committee.

The Library Director presented a most encouraging and gratifying report concerning our new Music Room.

A pamphlet prepared and distributed by the Miller Manual Labor School in connection with its recent History Teaching Campaign was brought to the Board’s attention. In this pamphlet there was an expression of appreciation to the staff of our Library for its cooperation and assistance in securing materials and books which materially aided in the conduct of this campaign.

There being no further business, the meeting was adjourned.

[Signature]

Jill King, Secretary
May 5, 1950

The Board of the Charlottesville-Albemarle Public Library met on Friday, May 5, 1950, at 3:30 P. M., with the Board's Chairman, Mr. Walsh, presiding, Miss King acting as Secretary and the following others in attendance: Mrs. Catlin, Mrs. Zehmer, Mr. Gleason and Miss Mullen.

The resignation of Miss Mullen as our Library Director was announced by Mr. Walsh and with the greatest of reluctance was it accepted. Mr. Walsh was appointed by the Board to draft a suitable resolution to present to Miss Mullen, expressing our appreciation of the splendid service rendered by her. A copy of this resolution is hereto attached.

The Chairman appointed the following Committee to secure a successor to Miss Mullen: Mrs. Catlin, Chairman, Mr. Gleason and Miss King.

Miss Mullen was authorized to engage Mrs. B. K. Wiley and Mr. Wayne Overman for work in our Music Room - the former for nine hours per week, the latter for two hours per week, at the rate of .50 per hour. A resolution was made, seconded and carried that these two, Mrs. Wiley and Mr. Overman, be thanked for their efficient and generous services to date. The expenditure of a sum not to exceed $15.00 was authorized for the purpose of painting the room leading into the Music Room.

Mr. Walsh then read the Budget for the preceding month and this was approved by the Board.

There being no further business, the meeting was adjourned.

[Signature]
RESOLVED that the resignation of MISS EVELYN DAY MULLEN as Library Director effective July 1, 1950 be accepted with great regret, but with deep appreciation of the work which Miss Mullen has accomplished during her encumbrancy of that position. The position was created to organize and conduct the extended library services which the Board had undertaken in supplying books to the residents of Albemarle County by book-mobile, and to coordinate all activities and functions of the Library. The task, as the Board realized, was one of great difficulty. The authorities of both City and County were skeptical of the need of extended services. Miss Mullen brought to the task a wide and successful experience in extended library service, eagerness and enthusiasm accompanied by an ease of manner which overcame all obstacles. Shortly the enlarged operations were moving smoothly and efficiently. Her eagerness in this work has been unremitting. She has inculcated in the Board and in the patrons of the Library the view that the Library must serve as many literary, scientific, educational and cultural needs of the community as possible, that the Library must develop and stimulate needs which it can serve for the general welfare. Miss Mullen has done a great work for Charlottesville and Albemarle and her influence will long be felt.

The Board extends to Miss Mullen its best wishes for the success of the work she is undertaking and great satisfaction in all that she may do.
The Board of the Charlottesville-Albemarle Public Library met on Monday, July 10, 1950, at 3:30 P. M., with the Board's Chairman, Mr. Walsh, presiding, and the following members in attendance: Mrs. Catlin, Dr. Tunstall, Miss King. Also present were Miss Revercomb, Acting Librarian, and Miss Marjorie Carver, of the staff of the Alderman Library.

Mr. Walsh reported that the resignation of Miss Mullen and the subsequent failure to find a successor to her, had created a chaotic and most unsatisfactory situation in our Library. Accordingly, he had made an appeal to Mr. Dalton, Librarian of the Alderman Library, for help. To tide us over this emergency, Mr. Dalton had most generously offered us the services of one of the most efficient members of his staff, Miss Marjorie Carver, whose annual salary is $3,945. Mr. Walsh stated that he had received an assurance from Mr. Bowen that the City Council would approve the payment of such salary to Miss Carver for such time as might be necessary to retain her services. The Board unanimously voted to accept Mr. Dalton's offer and to engage Miss Carver as she might be needed.

Mrs. Catlin, Chairman of the Special Committee appointed by Mr. Walsh to secure a successor to Miss Mullen, reported that out of four applicants she had approached, three had definitely refused, the fourth is to let Mrs. Catlin know later.

The Financial Report was presented by Mr. Walsh and approved by the Board, as were the recommendations of the Book Committee. The revised budget for the ensuing year was
read, discussed and approved.

Mr. Keith Wiley, whose munificent donation of records made possible the creation of a Music Room in our Library, and whose untiring efforts have made the operation of this room such a success, appeared before the Board, to report upon the progress of this new venture is meeting with. Upon resolution of Miss King, seconded by Mrs. Catlin and unanimously approved, Mr. Wiley was appointed Director of the Music Room.

The sum of $25.00 was appropriated for the purpose of cataloguing the records in our Music Department. The question of how to handle the difficult question of what to do with the money received for broken records was discussed at length but no satisfactory solution was arrived at; this problem is to be further considered and discussed at a future Board meeting.

There being no further business, the meeting was adjourned.

Secretary
The Board of the Charlottesville-Albemarle Public Library  
Charlottesville,  
Virginia

Dear Mr. Walsh; Ladies and Gentlemen:

In surrendering our six-month's stewardship of the Music Room, Mrs. Wiley and I want to express our thanks to the members of the Board for their cooperation and enthusiasm in establishing this new service in the Library.

The response of the public has been most heartening, and with new interest being shown by the local press and radio stations, the announcements should bring an ever-widening registration of Borrowers.

We want to say especially how consistently pleasant it has been to work with Miss Mullen and the members of her staff. They helped to make unfamiliar work both pleasant and instructive, and it has been a most rewarding experience for both Mrs. Wiley and myself.

It was a happy suggestion, made by Mr. Wayne Overman, to increase the service of the Music Room by keeping it open one evening a week, and Mr. Overman's freely-contributed time made this possible.

It would be inappropriate to close without mentioning the great number of hours that my mother, Mrs. Bradford K. Wiley, volunteered in our stead during the winter, and it is fine to know that her enjoyment of the work prompts her to continue it now.

Respectfully yours,

[Signature]

June 3, 1950
Monday, September 18, 1950

The Board of the Charlottesville-Albemarle Public Library met on Monday, September 18, 1950, at 3:30 P. M., with the Chairman of the Board, Mr. Walsh, presiding, and the following members present: Dr. Tunstall, Mrs. Catlin, Mrs. Zehmer and Miss King; also present was Mr. Keith Knight, Library Director.

Mr. Walsh reported a gift of $50.00 from the Harry Futterman Fund, to be used for the purchase of records for our Music Room. Mr. Walsh stated that this sum had been turned over to the City and that he had been assured by the City Manager that this donation would not be subject to appropriation by the City for any purpose other than the purchase of victrola records, and that proper notation to this effect had been entered on the records of the City Manager.

The financial report and the report of the Book Committee were read and accepted.

Mr. Knight reported the resignation from the staff of Miss Marvin and he was authorized to secure a successor for this position at the same salary, to-wit, $65.00 per month.

There being no further business, the meeting was adjourned.
January 15, 1951

The Board of the Charlottesville-Albemarle Public Library met on Monday, January 15, 1951, at 3:30 P. M., with the Chairman of the Board, Mr. Walsh, presiding, and the following other members in attendance: Mrs. Catlin, Mrs. Zehmer and Miss King. Also present were Mr. Knight and Miss Revercomb.

The Financial report and the minutes of the preceding meeting were read and accepted.

Mr. Knight was asked to report upon what progress he had made in an effort to secure another position. After making such report, he was informed by the Board's Chairman that inasmuch as his resignation had been requested on November 6, 1950, he must consider his tenure of service with this Library to be over as of March 1, 1951.

Mrs. Zehmer informed the Board that the Rivanna Garden Club, of which she is a member, was willing to again under take the upkeep of the grounds of the Library, provided that the janitor of the Library be utilized for a portion of this work. This generous offer on the part of the Rivanna Garden Club was accepted with the utmost appreciation, and Mrs. Zehmer was asked to convey the thanks of the Board to the Garden Club.

Mrs. Zehmer was also asked to ascertain the cost of replacing the curtains in the Reading Room of the Library as well as the cost of some other much needed replacements, and re-upholstery of some of the furniture.

There being no further business, the meeting was adjourned.
February 12, 1951

The Board of the Charlottesville-Albemarle Public Library met on Monday, February 12, 1951, at three-thirty P. M., with the Board's Chairman, Mr. Walsh, presiding and Mrs. Zehmer, Dr. Tunstall, Mr. Gleason, Mrs. Catlin and Miss King in attendance.

Mr. Walsh presented to the Board two applications received by him for the position of Director of our Library. Mr. Walsh was authorized to make all necessary arrangements for personal interviews with these applicants at as early a date as possible.

It was moved, seconded and carried that the salary of the Janitor-Driver of the Bookmobile of the Library be raised from $26.40 per week to $30.00 per week.

There being no further business, the meeting was adjourned.

[Signature]
Secretary
Virginia I had the following: Classification, Cataloging, Bibliography, Reference, Juvenile Literature, Adolescent Literature.

At Columbia University I had courses in Book Selection and Management. Do the above we can add my years of experience don't you think?

I've talked with Mr. Healey as you suggested. He seems to be a very fine fellow and I do hope he will stay...
March 26, 1951

Mr. James Walsh
People's Bank
Charlottesville, Va.

Dear Mr. Walsh,

Since I had that short conversation at the City Library with you relative to a full-time day position at the City Library, I think I should state the library science courses I have held at two universities at the University of
with us.  
I'm counting on you as usual to secure for me this full time day position and Mr. Healey can tell you about some suggestions I made to him.
Hope you are feeling fine today.
Most sincerely,
Jo Wright
March 29, 1951

The Board of the Charlottesville-Albemarle Public Library met on Thursday, March 29, 1951, at three-thirty P. M., with the Board's Chairman, Mr. Walsh, presiding; also present were Mrs. Zehmer, Mrs. Bruce, Dr. Tunstall, Miss King and Mr. Heely, Library Director.

Mr. Walsh reported that following the Special Meeting of this Board held on February 15, 1951, the position of Library Director of the Charlottesville-Albemarle Public Library had been offered to Mr. Daniel Heely, at an annual salary of $3,500, which offer Mr. Heely had accepted, entering upon his new duties as of March 15, 1951.

The Book Committee's recommendations were presented and accepted.

The 1951-52 Budget for our Library was again discussed, accepted and spread upon the minutes.

Mrs. Zehmer made a report as to the progress she had made towards the redecorating of the reading room. She was authorized to accept the bid of Mr. Theodore Wood for $1,000 as the total cost of doing this work.

Mr. Heely suggested that he thought it desirable that the Library have a book-plate designed, and printed and put into use. The Board authorized this expenditure and appointed Mrs. Zehmer and Miss King a Committee of two to confer with Mr. Heely concerning this matter.

There being no further business, the meeting was adjourned.
The board of the Charlottesville-Albemarle Public Library met on Monday afternoon, May 21, 1951, at three-thirty PM. with the Board's chairman, Mr. Walsh, presiding; also present were Mrs. Bruce, Mrs. Catlin, Mrs. Zehmer, Mr. Gleason, Dr. Tunstall and the Librarian.

Expenditures for the month of April were reported; the Board decided that a typewriter should be purchased if sufficient funds are available in the budget in June.

Following a discussion concerning filling the vacancy on the Book Committee, it was decided that the Chairman would invite Mr. Clemmons, Librarian Emeritus of the Alderman Library, University of Virginia, to serve on the committee.

In connection with the imminent birthday of Mr. Paul McInire, donor of the Library, the Chairman was requested to write a letter of congratulations to him on behalf of the Board.

The Director was authorized to expend the sum of $75.00 of library funds towards expenses of attending the 75th annual conference of the American Library Association to be held in Chicago, July 8th through 14th.

The Board authorized the Director to proceed with a plan to convert the present workroom into a Music Room to house the Library's record collection and provide space for concerts and story hours. The present store room in the Northwest corner of the basement is to be made into a workroom for the staff.

There being no further business, the meeting was adjourned.

Acting Secretary
June 22, 1951

Mr. H. W. Walsh, Chairman
Charlottesville-Albemarle Public Library Board
% Peoples National Bank
Charlottesville, Virginia

Dear Mr. Walsh,

I am writing to tender my resignation as a member of the staff of the Charlottesville-Albemarle Public Library to take effect July 1, 1951.

Mr. Healey and I do not see eye to eye on several matters so that I feel that the best solution for me is to leave.

With best wishes for the continued success of the library, I am

Very truly yours,

Virginia R. Revercomb
Charlottesville, Virginia
June 27, 1951

Mr. H. W. Walsh
Chairman, Library Board,
Dear Mr. Walsh,

Upon learning that there are to be several vacancies at the City Library, I wish to be considered an applicant for a part-time or a full-time position.

I am a College graduate and have had six college hours of Library Science.

I have been a teacher, a hostess at Monticello, and did substitute work.
at the City Library for about five years.
I shall appreciate any consideration in this matter.

Very truly yours,
Thelma H. Grove
27 June 1951

The board of the Charlottesville-Albemarle Public Library met on Monday afternoon, June 18, 1951, at three-thirty; Mr. Walsh, the chairman, presiding. Also present were Mrs. Catlin, Dr. Tunstall and the Librarian.

Expenditures for the month of May were reported.

The June booklist was approved by the board.

After some discussion of signs for the library building, it was decided to purchase a bronze plate, bearing the inscription "McIntire Library" which is to be placed on the porch of the library.

A bookplate bearing the words "Charlottesville-Albemarle Public Library, Charlottesville, Virginia" was also adopted.

There being no further business, the meeting was adjourned to view the location of the sign mentioned above.

Respectfully submitted

Daniel H. Healey
Acting Secretary
June 29, 1951

A special meeting of the Board of the Charlottesville and Albemarle Public Library was held on Friday, June 29, 1951, at 3:30 P. M. in the home of one of the Board's members, Mr. J. Emmett Gleason. In addition to Mr. Gleason, there were present the Board's Chairman, Mr. Walsh, Dr. Tunstall, Miss King, Secretary, and Mr. Heely, Library Director.

The purpose of this meeting was to consider the resignation of Miss Revercomb, the Librarian. It was unanimously decided to ask Miss Revercomb to reconsider her resignation and in the event of her refusal so to do, Mr. Walsh was requested to draft a suitable resolution of appreciation for Miss Revercomb's many years of faithful and efficient service.

There being no other business, the meeting was adjourned.

[Signature]
Secretary
July 5, 1951

A regular meeting of the Board of the Charlottesville and Albemarle Public Library was held on Thursday, July 5, 1951, at three-thirty P. M. In addition to Mr. Walsh, who presided, there were present Mrs. Catlin, Dr. Tunstall, Mrs. Bruce, Miss King, Secretary, and Mr. Heely, Library Director.

Mr. Walsh reported that Miss Revercomb had declined to reconsider her resignation and accordingly he had prepared a resolution of appreciation for Miss Revercomb's services. This Resolution was read by Mr. Walsh, accepted by the Board and the Secretary was instructed to mail a copy thereof to Miss Revercomb and to spread a copy upon the minutes.

Applications for the position made vacant by Miss Revercomb's resignation were considered. It was moved, seconded and carried that a position in our Library be offered to Mrs. Arthur Pegau at an annual salary of $1,800, and with the title of Library Assistant.

The Financial Statement was presented by Mr. Walsh and accepted by the Board.

There being no further business, the meeting was adjourned.

[Signature]
Secretary
Resolution Respecting Services of Miss Virginia Revercomb
Adopted by the Library Board of Charlottesville, July 5, 1951.

RESOLVED that the resignation of Miss Virginia Revercomb, as Librarian, be accepted as that is her wish, although it has been the sincere hope of the Board that her resignation should be withdrawn. But this Board accepts Miss Revercomb's resignation only with deep regret that she will no longer be connected with the Library.

Miss Revercomb has served in many positions but principally as Librarian. She has served during most trying times. By her tact she has guided the staff that the patrons of the Library have been wholly unaware of the difficulties of the organization and of operation which at times were very present. When circumstances required, she has accepted responsibility, which many would decline. And she has done this in loyalty to the Board, that the Library should not fail in service. The Board is very grateful to Miss Revercomb and very conscious that without her help the operation of the Library could at times have been seriously disturbed.

But it is not in difficult times only that Miss Revercomb has guided the conduct of the Library with great satisfaction. By her gentle, kindly manner and eager helpfulness she has stimulated the use of the Library to a marked degree. As she has treated the public, so she has the staff. She may well be proud that criticism of the manner of conduct of the Library has been extremely rare, though it is well known, criticism of any public service is generally almost impossible to avoid.

Miss Revercomb will be greatly missed by the patrons of the Library. She has accomplished much during her years of service for which the community is deeply in her debt.

Certified as a true copy, this 5th. day of July, 1951.

______________________________
CLERK
Mrs. Hannah White Catlin
"Red Acres"
R.F.D. 2
Charlottesville, Virginia

Dear Mrs. Catlin:

At the last regular meeting of the Board of County Supervisors you were reappointed to the Library Board for a three year term expiring June 30, 1954. I have been requested to notify you of this appointment and to determine whether or not you will be able to continue to serve on this Board.

I wish to take this opportunity to thank you for the service you have rendered the County in the past and trust that you may be able to again render the County this public service.

With best wishes, I remain,

Yours very truly,

D. A. Robinson
County Executive

DAR:jtv

CC: Library Board
Mrs. T. E. Bruce
Scottsville
Virginia

Dear Mrs. Bruce:

At the last regular meeting of the Board of County Supervisors you were reappointed to the Library Board for a two year term expiring June 30, 1953. I have been requested to notify you of this appointment and to determine whether or not you will be able to continue to serve on this Board.

I wish to take this opportunity to thank you for the service you have rendered the County in the past and trust that you may be able to again render the County this public service.

With best wishes, I remain,

Yours very truly,

[Signature]

County Executive

DAR: jtv

CC: Library Board
A special meeting of the Board of the Charlottesville-Albemarle Public Library was held on Wednesday July 25th at 3:30 P.M. at the Library. In addition to Mr. Walsh, who presided, there were present Mr. Cathie, Mrs. Zehme, Drs. Tunnell, Mr. Heason and the Library Director, Mr. Keith Wiley was also present as a guest of the Board.

The Board considered an offer of an anonymous donor to present a collection of phonograph records to the Library. After some discussion the offer was accepted on the conditions specified in the attached "Resolution in respect to the offer of the Congdon collection of music records."

There being no further business, the meeting was adjourned.

Dr. H. Healey
Acting Secretary.
July 24, 1951

To the Board of the Charlottesville-
Albemarle Public Library:

The library has been offered
a very fine collection of records of
classical music for our Music
Room. There are about a
thousand of these records (30
running feet on the shelves).

They are in good condition,
purchased within the last six
or six years, and cost probably
$1200. or $1300.

In order to insure the
maximum value to the public
This acquisition, it is offered to the library on two conditions:

1. That additional clerical help be hired to catalogue the records by September 1st.

2. That the services of a Music Room attendant be increased from ten to twenty hours a week, so that the time when the Music Room is open to the public will be fifteen hours a week, and that the additional five hours a week will be available for necessary
clerical work such as cataloguing, sorting, etc.

If the Board accepts this gift, the collection of records can be delivered to the library within a few days —

Hannah Cat Swi
RESOLUTION IN RESPECT TO THE OFFER OF THE CONGDON COLLECTION OF MUSIC RECORDS

RESOLVED that to the anonymous donor of the Congdon collection of musical records be extended the thanks of this Board and the patrons of the Music Room of the Library; by this gift musical enjoyment afforded by the Music Room will be greatly broadened and public appreciation of fine music stimulated; the Board recognizes that this gift will be of far reaching public benefit; and

RESOLVED FURTHER, that to the donor be expressed the purpose of this Board that the public shall be afforded the benefit of this gift in the manner set out in the conditions attached to the gift, although as the Board is a public body it cannot by accepting the gift obligate the City to conduct the Library or any of its departments in any particular way at the request of any private individual; there must always remain the reserved duty to conduct the Library, in circumstances which may arise, in that manner which in the judgment of the Board is for the public welfare; that with this reservation the donor may understand that the records will be catalogued as promptly as possible with such additional help or extended time as may be available without unduly encroaching upon work or money required in other Library operations and certainly not later than October 1st, 1951 (the date for completion of the cataloguing being set a month later than the time specified in the conditions in the gift because the additional help which the Board hopes to obtain will probably be in small part only available in August) and

So soon as the cataloguing shall be completed the hours during which the Music Room shall be open to the public each week
will be extended to not less than fifteen (15) hours and additional time for cataloguing, sorting and other work incident to the operation of the Music Room, not exceeding five (5) hours each week, will be allowed, and this arrangement will be continued so long as in the judgment of the Board the public demand may justify it and sufficient money shall be subject to appropriation to these purposes without prejudicing the other operations of the Library.

RESOLVED FINALLY, that it is hoped that the donor will so understand the position of the Board in respect to the conditions of this gift and find the expression of purpose so far satisfactory that the gift may be completed and the public have the benefit of it.
September 6, 1951

Mr. H. W. Walsh
Chairman City Library Board
Charlottesville, Virginia

Dear Mr. Walsh:

It is my pleasure to advise that by action of the Council at its regular meeting, held on September 4, 1951, Mr. Harry Clemons of McCormick Road, was appointed a member of the City Library Board for a term of five years commencing September 1, 1951.

Very truly yours,

[Signature]

Clerk of the Council
My dear Mr. Walsh:

Thank you for your gracious letter of September tenth. The appointment by the City Council took me completely by surprise—and it has caused me not a little dismay. The dismay is because it seems to be taken for granted that such experience as I have had with university libraries can be applied to public libraries. I myself realize only too completely that my ignorance of public library administration is abysmal. As I stated in regard to membership on the Book Committee, I hope that you and the other members of the Board of Trustees will expect from me only the efforts of an interested citizen.

As for membership on the Book Committee, I have just begun to learn the operations and responsibilities of that committee, and I am willing to continue if you deem that to be a post appropriate for such contribution as I can make. You have been most considerate in appreciating that I have to conserve my strength. Realizing that an effective means for such conservation is to maintain a regular schedule of work on a project which commands my interest, I have got myself thoroughly involved in such a project here at the Alderman Library. It is going to be the part of wisdom, therefore, that I do not undertake overmuch in addition.

I have surrounded myself with reminders that there is to be a meeting of the Board at 3:30 on the afternoon of Monday the seventeenth, and I have hopes that this first-year man will be prompt in attendance.

Sincerely yours,

Harry Clemons
Librarian
Retired

To Homan W. Walsh, Esq.
Chairman of the Library Board
Charlottesville-Albemarle Public Library
Charlottesville, Virginia
Dr. Harry Clemons,
Alderman Library,
University Station,
Charlottesville, Virginia.

My dear Dr. Clemons:

I very much appreciate your more than kind letter of September 7 with regard to the termination of my term as a member of the Board of the Charlottesville and Albemarle Public Library.

Until now, I had thought that appointment to this Board meant a life-time sentence, and that, to use a phrase of Mr. Jefferson, retirement was only by "death, disease or dispersal." I think, however, that in this instance the City Council acted with great wisdom in the breaking of a precedent inasmuch as by your appointment, the Board of our Library will be so immeasurably strengthened. For the City to have failed to grasp the opportunity of securing for one of its Boards a gentleman of your experience and ability would seem to me to have been a great civic stupidity.

I believe that you will enjoy working with the members of the Board of our Library, as I am confident they will enjoy their association with you. My experience as a member of the Board has been a pleasant and rewarding one and I only regret that its termination must necessarily begin at a time when, by your appointment, the pleasure of its meetings will be greatly enhanced.

Cordially,

Jill H. King

Copies to:

Mr. H. W. Walsh, Chairman,
Board of the Charlottesville and Albemarle Public Library,
Charlottesville, Virginia.

Clerk of the City Council,
Charlottesville, Virginia.
The 1951-52 organization meeting of the Board of the Charlottesville-Albemarle Public Library was held in the library on 17 Sept. 1951 at 5:30 p.m. with Mrs. Walsh, Mrs. Bruce, Mrs. Parker, Mrs. Zehnti, Mr. Claman, Mr. Glessen, Dr. Tunsell and the Library Director.

In addition to Mrs. Walsh, who presided, there were also present Mrs. Bruce, Mrs. Parker, Mrs. Zehnti, Mr. Claman (attending his first meeting as a member of the Board) Mr. Glessen, Dr. Tunsell and the Library Director.

Mrs. Walsh and Dr. Tunsell were re-elected as Chairman and Vice-Chairman respectively and the Library Director as secretary of the Board for the ensuing year.

The financial report for July and August was read and approved, no Board meeting having been held in August.

A resolution was unanimously adopted approving loan of the 6th Albemarle library bookmobile to the Virginia State Library for exhibit at the Atlantic Rural Exposition, September 28 through October 6, 1951.

The Board then examined the Library periodical subscription list; it was decided to cancel our subscription to the "Ehrony" magazine and remove back issues from circulation; it was also decided not to renew subscription to the following - "Gourmet", "Haynes' Bozor", "Lyric", "Your Farm and Agricultural Leaders' Digest". It was further decided to subscribe to "Country Gentleman" and "The Southern Pictor".
It was unanimously voted by the Board to reappoint the present membership of the Book committee viz., Miss Gill King, Chairman, Mrs. Randolph Cottin, Mrs. Keith Wally, M. Clements & the Library Director of officers. The Library Director reported progress on obtaining a sign for the building and the completion of cataloging of the Cookson record collection.

Then being no further business after meeting was adjourned.
The Board of Trustees of the Charlottesville-
Albemarle Public Library met in the Library on
5 November, 1951, at 3:30 p.m. In addition
for Mr. Walsh, who presided, there were also present
Mrs. Cathie, Mrs. Zehme, Mrs. Heason and
the Library Director.

The minutes of the previous meeting were
read and approved.

Mrs. Arthur E. Toone, then reported to the
Board her decision not to take the State
examination for the certificate of librarians
scheduled for December, 1951. Mr. Walsh explained
to her that was much as the position she
was to fulfill required (by state law) the
services of a certified librarian, and her
appointment to the position was conditional
on her taking the certification examination.

She now was necessary to terminate
her service as of 1 December, 1951. The Board
then assured her that, so far as possible,
she would be given what substitute work
would be available in the future.

The Board then interviewed Mrs. Francis
F. Shahan, candidate for the position, vacancy
caused by termination of Mrs. Toone's duties.
After a discussion of her qualifications and background
A motion was made and carried to employ Mrs. Sleeman as Associate Librarian at the rate of $500 per month beginning 1 Dec. 1951. Mrs. Sleeman holds a Library Science degree from the University of Chicago for Women and a Virginia Librarian Certificate.

The November Bulletin was then read and approved.

The Board then passed a motion approving payment of the expenses of the Director involved in attending the VLA conference at Alexandria during October.

There being no further business, the meeting was adjourned.
November 21, 1951

Mr. H. W. Walsh
Chairman, Library Board
Peoples National Bank
Charlottesville, Virginia

Dear Mr. Walsh:

Inclosed herewith please find extract from
the minutes of the meeting of the Council held
on Monday, November 19, 1951, with regard to the
Library Board communication.

Very truly yours,

M. M. Pence
Clerk of the Council

MMP: BS
INC. (1)
A通信 from the Charlottesville-Albemarle Library Board advising of the necessity of employing a certified librarian was presented. The communication stated that Mrs. Marie Louise Sheehan had been employed at a salary of $200.00 per month commencing December 1, 1951, and requested that the Council give approval to the action of the Board in this instance. A motion by Mr. Haden, seconded by Mr. Barr, that the request of the Library Board be approved was unanimously adopted.
22 January 1952

The Board of Trustees of the Charlottesville-Albemarle Public Library met in the Library on 21 January 1952 at 3:30 P. M. In addition to Mr. Walsh, who presided, there were also present Mrs. Bruce, Mrs. Zehmer, Mr. Clemons, Mr. Gleason, Dr. Tunstall and the Librarian. Miss Christine Coffey, of the Extension Division of the Virginia State Library, was also present as guest of the Board.

The minutes of the previous meeting and the financial report were read and approved.

Miss Coffey then spoke to the Board and told them of an interest and desire on the part of citizens of Fluvanna County to obtain library service for that county. She said that Fluvanna County could most economically and efficiently be served by joining the Charlottesville-Albemarle Public Library system. After discussion of the possibility of extending service to that county, the following resolution was unanimously adopted by the board:

RESOLVED, That this Board entertain a suggestion for an arrangement with the County Board of Supervisors of Fluvanna County whereby this Library will provide by bookmobile, library facilities to such points of Fluvanna County as may justify this extension, and use of the Main Library to residents of Fluvanna County.

The booklet for December and January was then considered and approved.

Mr. Walsh spoke briefly of the possibility of reestablishing a Negro branch.

There being no further business, the meeting was then adjourned.

Respectfully submitted

D. H. Healey
Secretary
14 February 1952

The Board of Trustees of The Charlottesville-Albemarle Public Library met in the Library on 13 February 1952 at 3:30 P. M. In addition to Mr. Walsh, who presided, there were also present Mrs. Bruce, Mrs. Catlin, Mr. Clemons, Dr. Tunstall and the Librarian.

The minutes of the previous meeting and the financial report were read and approved.

Mr. Walsh presented the proposed budget for the fiscal year 1952-1953. After some discussion of the items in it, principally the increase of the salary of the Librarian, the budget as presented was moved for adoption and passed unanimously.

The Board then resolevd unanimously to allow the use of the upstairs Reading Room of the Library by the Albemarle Art Association for its monthly meetings.

The Board then unanimously resolved to forbid the use of the Library's name on materials distributed by the local Welcome Wagon.

There being no further business, the meeting was adjourned.

Respectfully submitted,

D. H. Healey
Secretary
11 March 1952

The Board of Trustees of the Charlottesville-Albemarle Public Library met in the Library on 10 March 1952 at 3:30 P. M. In addition to Mr. Walsh who presided there were also present Mrs. Bruce, Mrs. Zehmer, Mr. Clemons, Mr. Gleason, Dr. Tunstall and the Librarian.

The minutes of the previous meeting and the financial report were read and approved.

The librarian reported the following items:

1: That the 1952-53 budget had been approved by the City Manager and the County Executive,

2: That the Librarian and Miss Coffey of the State Library had appeared at the meeting of the Board of Supervisors of Fluvanna County on 3 March 1952 and had informed them of the library services that would be available to that county if it would join this library system,

3: The progress of the State aid to public libraries bills.

Appportionment of substitute work was then discussed and the board authorized the librarian to divide such work among available substitutes at his discretion.

A gift of honograph records to the Library by Radio Station WCHV was reported.

The booklist for February and March was then considered and approved.

There being no further business, the meeting was adjourned.

Respectfully submitted,

D. H. Healey
23 April 1952

The Board of Trustees of the Charlottesville-Albemarle Public Library met in the library on 21 April 1952 at 3:30 P. M. In addition to Mr. Walsh who presided, there were also present Mrs. Bruce, Mrs. Catlin, Mr. Clemons, Mr. Gleason, Dr. Tunstall and the Librarian. Miss Christine Coffey, Assistant Extension Librarian of the Virginia State Library was also present.

Miss Coffey reported to the Board the decision of the Virginia State Library Board to sponsor a public library demonstration project in Fluvanna County, the entire cost to be borne by the State Library and the demonstration to be carried out by this library in accordance with a decision adopted by this board at its meeting of 22 January 1952.

Miss Coffey told the board that she had been invited to be present at a meeting of the Board of Supervisors of Fluvanna County on 5 May 1952 at which time she expected that that board would take formal action to permit the demonstration in the county. After discussion of the ways of carrying out the project the following resolution was unanimously adopted by the board:

"RESOLVED, That this Board accept the proposal of the State Library that this Board provide library facilities to Fluvanna County during a demonstration period ending June 30, 1953, with the understanding that all expenses incident to this project or operation be defrayed by the State Library without charge to this Board; and if such proposal becomes effective, the Library Director will proceed to establish such library facilities in Fluvanna County in accordance with directions of the State Librarian."

The booklist for April was considered and approved.

Mr. Walsh reported the indefinite loan of a phonograph record cabinet to the library by Mr. Gleason and expressed the Board's thanks for it.

There being no further business, the meeting was adjourned.

D.H. Healey
Secretary
The Board of Trustees of the Charlottesville-Albemarle Public Library met in the Library on 19 May 1952 at 3:30 P.M. In addition to Mr. Walsh who presided, there were also present Mrs. Zehmer, Mr. Clemmons, Mr. Gleason and the Librarian.

The minutes of the previous meeting and the financial report were read and approved.

The Chairman reported that the attached contract between this Board and the Virginia State Library had been completed. Under terms of the contract this library will undertake to provide a demonstration of public library service in Fluvanna County during the period June, 1952, through June 30th, 1953. The contract as executed was approved by the Board.

The Librarian then presented for approval booklists which had been prepared for purchase of new books and replacements in connection with the demonstration program.

The librarian also reported the employment of Miss Elsie Oakley as Bookmobile Librarian beginning June 1, 1952, to fill the vacancy caused by the recent resignation of Mrs. Adelaide John.

There being no further business, the meeting was adjourned.

Respectfully submitted,

D. H. Healey, Secretary
COMMONWEALTH OF VIRGINIA

VIRGINIA STATE LIBRARY

RICHMOND 19

May 22, 1952

Mr. Daniel H. Healey, Librarian
Charlottesville-Albemarle Public Library
Charlottesville, Virginia

Dear Mr. Healey:

I am returning herewith executed copy of the contract for the demonstration of public library service by the Charlottesville-Albemarle Library for Fluvanna County. This will constitute your authority to spend up to $5,000 in the budget year ending June 30, 1952, and up to $2,121 for the budget year ending June 30, 1953, in accordance with your submitted budget for the expenses of this operation.

It will be necessary for the Charlottesville-Albemarle Library to present to the State Library certified copies of bills, together with a vendor's invoice drawn on the Virginia State Library for the amount of money covered by these papers. It will not be possible for us to make payment to you until such vouchers are received. Payments for salaries would be made under a bill to the Virginia State Library approved by the Chairman of the Charlottesville-Albemarle Library or designated representative indicating that the services for which the salaries are asked have been performed. You may consolidate on one State vendor's invoice any number of approved bills for any purpose.

Sincerely yours,

/\ Randolph W. Church

Randolph W. Church
State Librarian

RWC:T
Charlottesville-Albemarle Library

Statement of Receipts and Expenditures

July 1, 1951 to June 30, 1952

To appropriation for
operation less building maintenance 16,869.00

By amount expended for operation less
building maintenance and Fluvanna 18,182.87

Excess of operating expenses
over appropriation 1,313.87

By excess expenditure 1,313.87

To excess appropriation 1,875.00

To unexpended building
maintenance 69.30

To balance unexpended 620.43

1,944.30 1,944.30

City's Statement

To amount expended for
operation of Library 24,460.18

By State Aid 6,498.82

By appropriation 18,719.00

By balance unexpended 757.64

25,217.82 25,217.82
Statement of proposed expenditures in connection with Fluvanna County library demonstration

To June 30, 1952

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, periodicals, etc.</td>
<td>$2,325.00</td>
</tr>
<tr>
<td>Supplies and equipment</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Phonograph records</td>
<td>$500.00</td>
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<tr>
<td>Travel expenses</td>
<td>$100.00</td>
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<tr>
<td>Salaries</td>
<td></td>
</tr>
<tr>
<td>Bookmobile librarian</td>
<td>$48.00</td>
</tr>
<tr>
<td>Bookmobile driver/janitor</td>
<td>$96.00</td>
</tr>
<tr>
<td>Cataloger (20 hrs per wk - $20.)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Library Director</td>
<td>$500.00</td>
</tr>
<tr>
<td>Miscellaneous e.g. printing, phone</td>
<td>$381.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,050.00</strong></td>
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July 1, 1952--June 30, 1953

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td></td>
</tr>
<tr>
<td>Bookmobile librarian</td>
<td>$468.00</td>
</tr>
<tr>
<td>Bookmobile driver/janitor</td>
<td>$468.00</td>
</tr>
<tr>
<td>Cataloger (relief for Sheehan)</td>
<td>$780.00</td>
</tr>
<tr>
<td>Bookmobile operation</td>
<td>$150.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$205.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,071.00</strong></td>
</tr>
</tbody>
</table>

$2,071.00

$7,121.00

25.

14/60

28/80

80
Charlottesville-Albemarle Library
Statement of Receipts and Expenditures
July 1, 1951 to June 30, 1952

To appropriation for
operation less building maintenance 16,869.00

By amount expended for operation less
building maintenance and Fluvanna
Excess of operating expenses
over appropriation 18,182.87

By excess expenditure
To excess appropriation 1,313.87
To unexpended building
maintenance 1,875.00
To balance unexpended 69.30

             1,944.30  1,944.30

City's Statement
To amount expended for
operation of Library 24,460.18

By State Aid
By appropriation 6,498.82
By balance unexpended 18,719.00

               757.64

                25,217.82  25,217.82
July 16, 1952

The Board of Trustees of the Charlottesville Albemarle Public Library met in the Library on 14 July 1952 at 4 PM. In addition to Mr. Walsh who presided, there were also present Mrs. Bruce, Mrs. Catlin, Dr. Clemmons and Dr. Tunstall.

The minutes of the previous meeting and the financial report for the fiscal year 1951-52 were read and accepted.

The Board then adopted a resolution to close the Library on Saturdays at 1 PM. beginning on July 19, 1952.

The Librarian reported on his attendance at the second meeting of the Fluvanna Public Library Demonstration Advisory Committee meeting in Palmyra on 3 June 1952. Circulation and registration statistics for the first six weeks of operation in Fluvanna County were also reported.

The Board then adopted a resolution, filed with the minutes, in memory of Mr. Paul Goodloe McIntire who died on July 1, 1952.

The Board then approved an increase in the hourly rate of pay of the Music Librarian to $1.00 per hour.

The booklist for May, June and July was considered and approved with the deletion of one title.

There being no further business the meeting was adjourned.

Respectfully submitted

[Signature]
Daniel H. Healey, Director.

Resolution passed by the Board of Trustees of the Charlottesville Albemarle Public Library on 14 July 1952 in memory of Mr. Paul Goodloe McIntire.
The Board of Trustees of the Charlottesville-Albemarle Public Library met in the library on 15 September 1952 at 3:30 P. M. In addition to Dr. Tunstall who presided there were also present Mrs. Bruce, Mrs. Catlin, Mrs. Zehmer, Dr. Clemmons and Mr. Gleason.

Officers of the board were then unanimously elected as follows:
Chairman--Dr. Tunstall; Vice-chairman--Mr. Gleason; Secretary--Mr. Healey.

The minutes of the previous meeting were read and approved.

The financial report was made by the chairman and approved.

A resolution on the occasion of Mr. Homan W. Walsh's Retirement from the board after twenty years of service was proposed by Mr. Gleason and unanimously adopted by the board. A copy of the resolution was ordered sent to Mr. Walsh and another filed with the minutes of this meeting.

The board then approved the expenditure of $100. towards defraying the expenses of the Librarian to attend the biennial conference of the Southeastern Library Association at Atlanta, Georgia, in October, and those of the Librarian and Assistant Librarian to attend the conference of the Virginia Library Association at Roanoke, Virginia, in November.

The board then discussed the recommendation of the Librarian that the Book Committee be dissolved. After some discussion Mr. Gleason moved that the matter be carried over until the next meeting. The motion was carried.

The booklist for August and September was approved.

There being no further business the meeting was adjourned.

Respectfully submitted,

Daniel H. Healey, Secretary
July 16, 1952

The Board of Trustees of the Charlottesville Albemarle Public Library met in the Library on 14 July 1952 at 4 PM. In addition to Mr. Walsh who presided, they were also present Mrs. Bruce, Mrs. Catlin, Dr. Clammons and Dr. Tunstall.

The minutes of the previous meeting and the financial report for the fiscal year 1951-52 were read and accepted.

The Board then adopted a resolution to close the Library on Saturdays at 1 PM. beginning on July 19, 1952.

The Librarian reported on his attendance at the second meeting of the Fluvanna Public Library Demonstration Advisory Committee meeting in Palmyra on 3 June 1952. Circulation and registration statistics for the first six weeks of operation in Fluvanna County were also reported.

The Board then adopted a resolution, filed with the minutes, in memory of Mr. Paul Goodloe McIntire who died on July 1, 1952.

The Board then approved an increase in the hourly rate of pay of the Music Librarian to $1.00 per hour.

The booklist for May, June and July was considered and approved with the deletion of one title.

There being no further business the meeting was adjourned.

Respectfully submitted

Daniel H. Healey, Director.

Resolution passed by the Board of Trustees of the Charlottesville Albemarle Public Library on 14 July 1952 in memory of Mr. Paul Goodloe McIntire.
The Board of Trustees of the Charlottesville-Albemarle Public Library met in the library on 15 September 1952 at 3:30 P. M. In addition to Dr. Tunstall who presided there were also present Mrs. Bruce, Mrs. Catlin, Mrs. Zehmer, Dr. Clemmons and Mr. Gleason.

Officers of the board were then unanimously elected as follows:
Chairman--Dr. Tunstall; Vice-chairman--Mr. Gleason; Secretary--Mr. Healey.

The minutes of the previous meeting were read and approved.

The financial report was made by the chairman and approved.

A resolution on the occasion of Mr. Homan W. Walsh's Retirement from the board after twenty years of service was proposed by Mr. Gleason and unanimously adopted by the board. A copy of the resolution was ordered sent to Mr. Walsh and another filed with the minutes of this meeting.

The board then approved the expenditure of $100. towards defraying the expenses of the Librarian to attend the biennial conference of the Southeastern Library Association at Atlanta, Georgia, in October, and those of the Librarian and Assistant Librarian to attend the conference of the Virginia Library Association at Roanoke, Virginia, in November.

The board then discussed the recommendation of the Librarian that the Book Committee be dissolved. After some discussion Mr. Gleason moved that the matter be carried over until the next meeting. The motion was carried.

The booklist for August and September was approved.

There being no further business the meeting was adjourned.

Respectfully submitted,

Daniel H. Healey, Secretary
"It is with profound sorrow that the Trustees of the Charlottesville-Albemarle Public Library record the death of Mr. Paul Goodloe McIntire on July 1, 1952. Mr. McIntire's generous gift of a public library building and book collection to his native town revealed his high concept of the mission of the public library in enriching and safeguarding a democratic community. His munificence will influence the life of the community for generations to come.

"With this sense of civic loss is mingled deep sympathy for the members of his family."
Resolution passed by the Board of the Charlottesville-Albemarle Public Library on the occasion of the retirement of its Chairman.

"In recognition of the long and faithful services of Mr. Homan W. Walsh as member and chairman, the Board of Trustees of the Charlottesville Albemarle Public Library wishes to express its sense of loss in his retirement and its appreciation of his outstanding leadership during his 20 years of service.

"Mr. Walsh has wisely guided the library in its growth and expansion from a small city library to its present status as a regional library.

"During his chairmanship the library acquired a bookmobile and began to provide library facilities to Albemarle County; opened the library to use by all citizens on an equal basis; established a phonograph record department; employed professional librarians for the first time, and has just recently contracted to provide demonstration library service in another adjacent county.

"Be it therefore resolved that this expression of appreciation of long and untiring services be sent to Mr. Walsh and a copy spread upon the minutes of this meeting."
17 September 1952

Mr. Homan W. Walsh
Peoples National Bank
Main Street
Charlottesville, Virginia

Dear Mr. Walsh,

It gives me pleasure to forward to you the enclosed copy of a resolution adopted by the Board of Trustees of the Library at its organization meeting on Monday, 15 September, 1952.

Sincerely yours,

Daniel H. Healey
The Board of Trustees of the Charlottesville-Albemarle Public Library met in the library on 20 October 1952 at 3:30 P. M. In addition to Dr. Tunstall who presided there were also present Mrs. Bruce, Mrs. Catlin, Mrs. Zehmer, Dr. Clemmons, Mr. Cohen and Mr. Gleason.

The minutes of the previous meeting and the financial report were read and approved.

The librarian reported the latest registration and circulation statistics on the Fluvanna County demonstration.

The board then discussed at length the recommendation of the librarian that the book committee be abolished--this discussion having been carried over from the previous meeting. At the conclusion of the discussion Dr. Clemmons motion that the book committee be abolished was voted unanimously.

The Chairman read a communication from the State Librarian to the effect that the State Library Board had approved a state aid grant of $3459 to this library for the fiscal year 1952-53. The board approved the use of 25% of that sum for the increase of salaries of the three certificated librarians on the staff. The sum of $250. was also approved to increase the purchase of phonograph records for the Music Room.

The Chairman then read to the board a letter from Mr. Floyd E. Johnson concerning the acquisition of property adjacent to the library. It was decided that the Chairman would communicate to Mr. Johnson the board's interest in acquiring that property for possible future expansion of the library building, and the board's intention to take action when necessary.

The chairman then read a letter from Mr. Homan Wa Walsh thanking the Board for its resolution concerning his retirement from the chairmanship.

The librarian reported acceptance of the service of a volunteer worker, and the employment of a page which was approved by the board.
There being no further business the meeting was adjourned.

Respectfully submitted,

[Signature]

Daniel H. Healey
October 6, 1952

Mr. Daniel H. Healey, Director
Charlottesville Albemarle Public Library
Charlottesville, Virginia

Dear Mr. Healey:

Please tell the Library Board that I greatly appreciate the resolution adopted by the Board at its meeting on September 15, 1952 respecting my services as a member and chairman.

Meetings of the Library Board are unique in that the members approach the problems not differing from each other but rather supplementing and expanding others' views. And this characteristic of the discussions is due perhaps largely to the innate courtesy of book-lovers but in part at least to the purpose of the discussion, the encouragement of good reading in the public. Books, except possibly scientific works, always evoke discussion but peculiarly thoughtful and considerate discussion, stimulating and expanding. A cogent reason for approval of the Book Committee's report by the Board is that it evokes discussion of books and brings into the deliberations of the Board concretely the real purpose of the meeting. And so I have always found the meetings, even when the occasion was the consideration of so sordid a subject as the budget, most pleasant and stimulating.

I retired reluctantly and only because I had become well aware that a change in the chairmanship—which seemed impossible so long as I remained a member—would add strength and force in increasing and developing the uses of the Library.

With great respect to you and to all members of the Board, I am,

Cordially yours,
September 22, 1952

Mr. D. M. Healey  
City Library  
Charlottesville, Virginia

Dear Mr. Healey:

This is to advise that at a meeting of the Council, held on Monday, September 22, 1952, Mr. M. A. Cohen was elected a member of the City Library Board for a term of five (5) years, beginning September 5, 1952, succeeding Mr. H. W. Walsh, whose term expired on August 31, 1952.

Very truly yours,

M. M. Pence  
Clerk of the Council

MMP:aw
The Board of Trustees of the Charlottesville-Albemarle
Public Library met in the library on 15 December 1952 at 3:30 P. M.
In addition to Dr. Tunstall who presided, there were also present
Mrs. Bruce, Dr. Clemons and Mr. Gleason.

The minutes of the previous meeting and the financial
report for November were read and approved.

The librarian reported on the progress of the Fluvanna
Demonstration.

The booklist for December was approved.

The board approved the construction of a pair of built-in
bookcases for the lobby of the library, one to be used for teenage books
and the other to be used for display purposes.

There being no further business the meeting was adjourned.

Respectfully submitted,

Daniel H. Healey, Sec.
The Board of Trustees of the Charlottesville-Albemarle Public Library met in the library on 17 November 1952 at 3:30 P. M. In addition to Dr. Tunstall who presided, there were also present Mrs. Catlin, Mrs. Zehmer, Dr. Clemons, Mr. Cohen and Mr. Gleason.

The minutes of the previous meeting and the financial report were read and approved.

Dr. Tunstall raised the question as to whether the Board should acquire property adjacent to the library which now houses the Greek Community Center or whether the Board should—as an alternative—plan establishment of a branch in a populated neighborhood. After considerable discussion Mr. Gleason moved that the City Attorney be notified that the Board would at the appropriate time oppose any appeal for exemption from the zoning law which applies to the properties adjacent to the library. The motion was unanimously carried.

The librarian reported the latest registration and circulation statistics on the Fluvanna County demonstration.

The booklist for October and November was approved.

The librarian reported on his attendance at the Southeastern Library Association convention and on his and the Assistant Librarian's attendance at the Virginia Library Association convention.

There being no further business, the meeting was adjourned.

Respectfully submitted,

[Signature]

D. H. Healey Secretary
The Board of Trustees of the Charlottesville-Albemarle
Public Library met in the library on 12 January 1953 at 3:30 P. M.
In addition to Dr. Tunstall who presided there were also present Mrs.
Catlin, Mrs. Zehmer, Dr. Clemmons and Mr. Gleason. Mrs. Haden, Chairman
of the Fluvanna Public Library Demonstration Advisory Committee was also
present.

The minutes of the previous meeting were read and approved.

The librarian reported on his and the Bookmobile Librarian's
attendance at a meeting of the Board of Supervisors of Fluvanna County on
5 January at which continuance of the bookmobile and library service to
the county during 1953-54 was discussed.

A discussion of the proposed contract by which the service
to Fluvanna County could be continued followed. The contract, similar
to that now in effect between the Board of Trustees and Albemarle County Board
of Supervisors, was approved by the board.

A tentative budget for 1953-54 was discussed but was carried over
to the next meeting.

Installation of a natural gas furnace in the library was discussed
and it was decided that Mr. Gleason would take up the matter with the City Mgr.

The booklist for January was approved.

There being no further business the meeting was adjourned.

Respectfully submitted,

Daniel H. Healey
February 10, 1953

Mr. Daniel H. Healey  
Director  
Charlottesville-Albemarle Public Library  
Charlottesville, Virginia

Dear Mr. Healey:

Enclosed are three copies of the Contract for the continuation of library service to Fluvanna County, properly executed by Mr. Griffin.

It was a pleasure to cooperate with you in this matter.

Very truly yours,

George P. Smith, Jr.

S/w
AGREEMENT made this 10th day of Feb., 1953, by and between the Charlottesville Library Board hereinafter called the Board, party of the first part, and the County Board of Supervisors of Fluvanna County, hereinafter called the Board of Supervisors, party of the second part.

WITNESS

That for and in consideration of the mutual promises and agreements by said parties respectively to be performed as herein contained, said parties promise and agree with each other as follows:

(1) That the Board will provide library service to residents of Fluvanna County who apply for books which it may have in its library from a bookmobile travelling over such routes in Fluvanna County with stops as may be approved by the Extension Division of the Virginia State Library as reasonably adequate, and from its main library.

(2) That the Board of Supervisors will pay to the City of Charlottesville for the aforesaid service the sum of fourteen hundred dollars ($1400.00) per year, in monthly installments of $116.66 for the first eleven months with the balance being payable in the twelfth month.

(3) That one resident of Fluvanna County appointed by the Board of Supervisors shall serve as a member of the Board, which shall be enlarged by ordinance of the City Council of the City of Charlottesville to consist of eight (8) members of whom (5) shall be appointed by the City Council, two (2) shall be appointed by the County Board of Supervisors of Albemarle County, and one (1) shall be appointed by the County Board of Supervisors of Fluvanna County.

(4) This contract shall become obligatory upon the parties hereto when approved by the Council of the City of Charlottesville.

The term of this contract shall be for one year from July 1st, 1953, and from year to year thereafter until the end of a year, one month prior to the end of which, either party shall have given to the other notice in writing of
desire to terminate; such notice to be by registered mail addressed to the Chairman of the body to be notified, at the Clerk's Office of Fluvanna County, Palmyra, Virginia, in case of notice to the Board of Supervisors and at the Charlottesville-Albemarle Public Library, Charlottesville, Virginia, in case of notice to the Board.

In testimony whereof the parties hereto have caused this instrument to be executed on their behalf by their respective officers, hereunto duly authorized this 28th day of Feb., 1953.

Witness:  
Daniel H. Healy

Charlottesville-Albemarle Public Library Board
By:  

Witness:  
George S. Smith, Jr.
Com. Off.

County Board of Supervisors of Fluvanna County
By:  

Chairman
AN ORDINANCE AMENDING AND RE-ENACTING CHAPTER 16 OF THE CODE OF THE CITY OF CHARLOTTESVILLE OF 1945, AS AMENDED, BY AMENDING SECTION 1 OF CHAPTER 16 ENTITLED "LIBRARY BOARD - ELECTION AND TERM OF MEMBERS - VACANCIES"

BE IT ORDAINED by the Council of the City of Charlottesville that Chapter 16 of the Charlottesville City Code of 1945 as amended, is hereby amended and re-enacted by amending Section 1, Chapter 16 entitled "Library Board - Election and Term of Members - Vacancies" to read as follows:

Section 1 - "Library Board - Election and Term of Members - Vacancies".

There shall be a Library Board of Charlottesville consisting of five members to be elected by the Council and two members, residents of Albemarle County, to be elected by the County Board of Supervisors of Albemarle County and one member, a resident of Fluvanna County, to be elected by the County Board of Supervisors of Fluvanna County. The present members of the City Library Board, five in number, who hold office for terms, one of which expires on the first day of September in 1953, and one on the first day of September in each succeeding year for a total of five years, shall continue to hold office for their respective unexpired terms, and upon the expiration of the term of any member elected by the Council, a successor shall be elected by the Council; a successor shall be elected for a term of five years except when a vacancy occurs which shall be filled by the Council for the unexpired term. The terms of members of said Board elected by either the County Board of Supervisors of Albemarle County or by the County Board of Supervisors of Fluvanna County shall be fixed by the respective Board by which such member or members are elected and vacancies in the office held by any such member or members shall be filled by the respective electing Board, provided, however, that in the event of the termination of the present arrangement between the Library Board and the Board of County Supervisors of Albemarle
Fluvanna County, for extended services to those Counties, or the
termination of any renewal of such present arrangement without further
renewal, the powers and duties of the member or members of said Board
elected by such County Board of Supervisors with whom such arrangement
of renewal thereof has been terminated, shall cease and determine and
thereafter the Board shall consist only of the remaining members
elected as aforesaid.

Adopted by the Council
February 16, 1953

Copy Teste:

Clerk of the Council
FEBRUARY 17, 1953

Mr. D. H. Healey
City Librarian
Charlottesville, Virginia

Dear Mr. Healey:

Inclosed herewith please copy of an ordinance with respect to enlarging the Library Board, which was adopted by the Council at its regular meeting held on Monday, February 16, 1953. Also, there is inclosed an extract from said meeting showing authorization of the Chairman of the Library Board to execute contract with Fluvanna County for library services.

Sincerely,

[Signature]

Clerk of the Council

MHP:AW

INC. (2)
Mr. D. H. Healey  
City Librarian  
Charlottesville, Virginia

Dear Mr. Healey:

Inclosed herewith please copy of an ordinance with respect to enlarging the Library Board, which was adopted by the Council at its regular meeting held on Monday, February 16, 1953. Also, there is inclosed an extract from said meeting showing authorization of the Chairman of the Library Board to execute contract with Fluvanna County for library services.

Sincerely,

[Signature]

Clerk of the Council

NMP: AW

INC. (2)
AN EXTRACT FROM THE MINUTES OF THE MEETING OF THE COUNCIL
HELD ON MONDAY, FEBRUARY 16, 1953.

A motion by Mr. Forbes, seconded by Mr. Davis, that the
Chairman of the Charlottesville and Albemarle Public Library
be authorized to execute contract with Fluvanna County for
library services, was unanimously adopted.

Copy Teste:-

Clerk of the Council

February 17, 1953
The Board of Trustees of the Charlottesville-Albemarle Public
Library met in the library on 16 February 1953 at 3:30 P. M. In addition
to Dr. Tunstall who presided there were also present Mrs. Catlin, Mrs. Zehmer,
Dr. Clemons and Mr. Cohen.

The minutes of the previous meeting and the financial report were
read and approved.

The proposed budget for 1953-1954 was discussed and adopted for
presentation to the City Manager and the County Executive.

The librarian reported that the contract for continuation of library
service in Fluvanna County during 1953-1954 had been signed by the Chairman
of the Board of Supervisors of Fluvanna County and had been submitted to
the City Council for approval.

There being no further business the meeting was adjourned.

Respectfully submitted,

D.H. Healey, Sec.
17 March 1953

The Board of Trustees of the Charlottesville-Albemarle Public Library met in the library on 16 March 1953 at 3:30 P. M. In addition to Dr. Tunstall who presided, there were also present Mrs. Catlin, Dr. Chelmons and Mr. Cohen.

The minutes of the previous meeting and the financial report were read and approved.

Dr. Tunstall reported to the Board the budget for the library for 1953-1954 as finally presented to the City Manager and the County Executive.

The librarian reported on the continued progress of the Fluvanna demonstration.

There being no further business the meeting was adjourned.

Respectfully submitted,

D. H. Healey, Secretary
<table>
<thead>
<tr>
<th>PER CAPITA CONTRIBUTIONS (ALL NET)</th>
<th>CITY %</th>
<th>COUNTY %</th>
<th>NET 1952-53</th>
<th>NET 1953-54</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prop. 52-53 54 pop. 59-60 pop. 66-67</td>
<td>300.00</td>
<td>00.00</td>
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</tr>
<tr>
<td>Prop. 52-53 54 pop. 59-60 pop. 66-67</td>
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</tr>
<tr>
<td>County 60-61 pop. 68-70 pop. 71-73</td>
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<td>Prop. 68-70 71-73 pop. 74-75 pop. 76-78</td>
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<td>00.00</td>
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<tr>
<td>County 68-70 pop. 71-73 pop. 74-75 pop. 76-78</td>
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<tr>
<td>Prop. 71-73 74-75 76-78 pop. 79-80 pop. 81-82</td>
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<td>00.00</td>
<td>200.00</td>
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</tr>
<tr>
<td>County 71-73 74-75 76-78 79-80 pop. 81-82</td>
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<td>00.00</td>
<td>200.00</td>
<td>00.00</td>
</tr>
<tr>
<td>Prop. 79-80 81-82 83-84 85-86 pop. 87-88 pop. 89-90</td>
<td>300.00</td>
<td>00.00</td>
<td>200.00</td>
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</tr>
<tr>
<td>County 79-80 81-82 83-84 85-86 87-88 pop. 89-90</td>
<td>300.00</td>
<td>00.00</td>
<td>200.00</td>
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</tr>
<tr>
<td>Prop. 87-88 89-90 91-92 93-94 95-96</td>
<td>300.00</td>
<td>00.00</td>
<td>200.00</td>
<td>00.00</td>
</tr>
<tr>
<td>County 87-88 89-90 91-92 93-94 95-96</td>
<td>300.00</td>
<td>00.00</td>
<td>200.00</td>
<td>00.00</td>
</tr>
<tr>
<td>Prop. 91-92 93-94 95-96 97-98 99-00</td>
<td>300.00</td>
<td>00.00</td>
<td>200.00</td>
<td>00.00</td>
</tr>
<tr>
<td>County 91-92 93-94 95-96 97-98 99-00</td>
<td>300.00</td>
<td>00.00</td>
<td>200.00</td>
<td>00.00</td>
</tr>
</tbody>
</table>

**Note:** 1952-53 Increase Justification.
<table>
<thead>
<tr>
<th>Year</th>
<th>City and County Total</th>
<th>Main Rd Cycle Total</th>
<th>Phone Records Cycle Total</th>
<th>Cycle (26000 Pop)</th>
<th>County (26000 Pop)</th>
<th>EXCLUDING STATE FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1951-52</td>
<td>64% city 36% county</td>
<td>50-50</td>
<td>250.00</td>
<td>350.00</td>
<td>335.00</td>
<td>50-50, 36-64</td>
</tr>
<tr>
<td>1952-53</td>
<td>64% city 36% county</td>
<td>250.00</td>
<td>250.00</td>
<td>350.00</td>
<td>339.25</td>
<td>36-64, 300 Fix</td>
</tr>
</tbody>
</table>

*Note: Increase justifies salary sheet.*
<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Range (per year)</th>
<th>Increase</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington, Res. Dir.</td>
<td>$30,600.00</td>
<td></td>
<td>$30,600.00</td>
</tr>
<tr>
<td>Galaxy, Res. Lib.</td>
<td>$37,600.00</td>
<td></td>
<td>$37,600.00</td>
</tr>
<tr>
<td>Secretary</td>
<td>$26,400.00</td>
<td></td>
<td>$26,400.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>$94,600.00</td>
</tr>
</tbody>
</table>

*Note: The positions are listed in descending order of salary.*

**Salary Schedule:**

- **Supervisor:** $94,600.00
- **Case:** $94,600.00
- **Tuition:** $94,600.00
- **Driver:** $94,600.00
- **Music Assist.:** $94,600.00
- **Night Assist.:** $94,600.00
- **Choir:** $94,600.00
- **Admissions:** $94,600.00
- **Wilson:** $94,600.00
- **Sheehan:** $94,600.00
- **Director:** $94,600.00

*Note: The positions are listed in descending order of salary.*
<table>
<thead>
<tr>
<th>Description</th>
<th>Budget 1965-66</th>
<th>Budget 1966-67</th>
<th>Variance</th>
<th>Percentage Increase</th>
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</thead>
<tbody>
<tr>
<td>Phone &amp; Telegraph</td>
<td>$10,000.00</td>
<td>$10,500.00</td>
<td>$500.00</td>
<td>5.0%</td>
</tr>
<tr>
<td>Water</td>
<td>$7,500.00</td>
<td>$8,000.00</td>
<td>$500.00</td>
<td>6.6%</td>
</tr>
<tr>
<td>Maintenance</td>
<td>$80,000.00</td>
<td>$82,500.00</td>
<td>$2,500.00</td>
<td>3.1%</td>
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<tr>
<td>Heat</td>
<td>$45,000.00</td>
<td>$45,000.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Light</td>
<td>$22,000.00</td>
<td>$24,000.00</td>
<td>$2,000.00</td>
<td>9.1%</td>
</tr>
<tr>
<td>Office Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Cleaning of Plant &amp; Equipment</td>
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<td></td>
</tr>
<tr>
<td>Salary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
21 April 1953

The Board of Trustees of the Charlottesville-Albemarle Public Library met in the library on 20 April 1953 at 3:30 PM. In addition to Dr. Tunstall who presided, there were also present Mrs. Catlin, Dr. Clemons and Mr. Gleason.

The minutes of the previous meeting and the financial report were read and approved.

Following a discussion of library finances, a motion by Mr. Gleason was carried by which the librarian was instructed to invite the City Manager and a representative of the Extension Division of the State Library to appear at the next meeting of the Board to talk about the way the library's appropriation is handled and how appropriations are handled in other Virginia communities.

The resignation of Mrs. Frederic Burke, Bookmobile Librarian, was accepted. The Board then approved the employment of Mrs. Elizabeth McCue to replace her.

The librarian reported that he would attend a public library workshop at the Virginia State Library on April 24-25.

There being no further business the meeting was adjourned.

Respectfully submitted

D. H. Healey, Secretary
The Board of Trustees of the Charlottesville-Albemarle Public Library met in the library on 11 May 1953. In addition to Dr. Tunstall who presided, there were also present Mrs. Bruce, Mrs. Catlin, Mrs. Zehmer, Dr. Clemons and Mr. Gleason. There were also present Miss Christine Coffey of the Extension Division, Virginia State Library and Mr. James Bowen, Charlottesville City Manager.

Mr. Bowen explained to the Board the way in which state aid funds allotted to the library are handled by the city, that they are estimated as revenue in preparing the library's budget and that the total appropriation authorized by the City Council for the library includes the estimated amount of state aid to be received, whether or not it actually is received. Miss Coffey then explained to the Board how the amounts of state aid funds allotted to each library are arrived at on the basis of local funds received and amounts available for allocation.

The minutes of the last meeting and the financial report were accepted.

The librarian reported that Mr. Weldon Cooper of the Bureau of Public Administration of the University of Virginia had agreed to undertake a survey of the library's activities in order to properly apportion operating expenses equitably between the city and the counties served by the library.

Respectfully submitted,

Daniel H. Healey
BOARD MEETING OF JULY 13, 1953

Agenda

Minutes of meeting of 11 May 1953
Financial report
New business

Appointment of new board member, Mrs. Wesley Haden to represent Fluvanna County

Resignation of librarian

Booklist for June and July
AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF FLUVANNA COUNTY, HELD AT THE COURTHOUSE, THEREOF, ON MONDAY, JUNE 1, AND IN THE YEAR OF OUR LORD ONE THOUSAND NINE HUNDRED AND FIFTY THREE:

Present: George P. Griffin, W. W. Wilson, John A. Hughes and E. C. Browning

It is moved, seconded and approved that Mrs. Wesley Haden be appointed the resident member of the Board of Trustees of Charlottesville-Albemarle Public Library for a term of one year beginning July 1, 1953.

AN EXTRACT - TESTED: Clerk.

Minutes of Board of Supervisors Book #5 Page 193.

Copy to: Library &
Mrs. Wesley Haden
13 July 1953

The Board of Trustees of the Charlottesville-Albemarle Public Library met in the library on 13 July 1953. In addition to Dr. Tunstall who presided, there were also present Mrs. Catlin, Mrs. Zehner and Dr. Clemons. The minutes of the previous meeting and the financial report were accepted as read. The Board accepted with regret the resignation of Mr. Healey, Director, and instructed Mrs. Sheehan to draw up a resolution expressing their thanks and appreciation.

The Board asked Mr. Healey to write to the library schools at Columbia University and Chapel Hill, and to the Extension Division of the Virginia State Library to recruit applicants for the position of Director.

Moved and seconded that Mrs. F. X. Sheehan be appointed acting Director and Mrs. Elizabeth McCue be appointed acting assistant Librarian.

Moved and seconded that the meeting date of the Board of Trustees be changed from the third Monday to the second Monday pending notification and approval of the absent members of the Board.

Moved and seconded that Mrs. Sheehan be paid at the minimum standard of $4652 and Mrs. McCue at $3200 pending confirmation by the City Council.

Booklist approved with additions

There being no further business the meeting was adjourned.

Respectfully submitted

M. L. Sheehan, Secretary
The Board of Trustees of the Charlottesville-Albemarle Public Library met in the library on 10 August 1953. In addition to Dr. T unstall who presided, there were present Mrs. Catlin, Mrs. Bruce, Mr. Gleason, Dr. Clemens and Mr. Cohan.

The minutes of the previous meeting and the financial report were accepted as read.

It was moved and seconded that the possibility of erecting steel or wooden stacks in the area downstairs (just before the work room) be investigated. The stacks to be used for the purpose of housing bookmobile books.

It was moved and seconded that Mrs. White be appointed bookmobile librarian for one month with no obligation on her part or that of the Board at the end of that period.

A resolution on the occasion of Mr. D. H. Healey's resignation as Director of the library was proposed by Mrs. Catlin and unanimously adopted by the Board. A copy of the resolution was ordered sent to Mr. Healey and another to be filed with the minutes of this meeting.

Book list approved as read.

There being no further business the meeting adjourned.
At a meeting of the Board of Trustees of the Charlottesville-Albemarle Public Library held at the Library on August 10, 1953 the following resolutions were adopted.

Resolved, That upon the resignation of Daniel H. Healey as Director of the Charlottesville-Albemarle Public Library this institution has lost a conspicuously successful librarian. Under his able direction the library has grown and progressed to attain the status of a regional library. Through his efforts library service was extended to all residents of Fluvanna County. The music room has expanded from an experimental project to a permanent and flourishing service. The size and scope of the book collection has been constantly enlarged and enhanced. His sincerity and warmth has won friends and appreciation for the library.

Resolved, That a copy of these resolutions be transmitted to Mr. Healey and a copy be spread upon the minutes of this meeting.
Mr. Daniel H. Healey, Director
Harrisburg Public Library
Harrisburg, Pennsylvania

Dear Mr. Healey,

It is with great pleasure that I send you a copy of the enclosed resolutions which the Board of Trustees adopted at their regular meeting of August 10, 1953.

Sincerely yours

(Mrs. F. X. Sheehan)
Dear Colleague:

Because we believe the Bulletin of the Atomic Scientists concerns you so closely, we are making available this special authorization in your name.

Founded and supported by scientists to help prevent the catastrophe of atomic war through an informed public opinion, the Bulletin has survived as the only magazine reflecting the mutual impact of science and public affairs. Now, it has, in the words of the St. Louis Post Dispatch "...already served the right to be called one of the most important magazines in today's world."

If you want first-hand information on such matters as the implications of radio activity from bomb tests, atomic power plants or X-ray machines -- for health and heredity; on the importance of atomic power in industry and of atomic weapons in a future war; on the contribution of science to the development of technically backward countries; or on the relation of science to education, religion, philosophy and art -- you will find it in the Bulletin earlier, more detailed, and presented more objectively than anywhere else.

The enclosed authorization will enable you to receive the Bulletin for a full year at a special introductory rate of only $4.00 (instead of the regular rate of $5.00).

In this way you will be certain to read the interesting forthcoming articles on the Failure of the Federal Civil Defense Administration -- The Decision to Use the Bomb -- The Soviet Economy -- IGY: Science and Public Affairs -- and Guided Missiles, to mention but a few.

On behalf of the Board of Sponsors and the Editorial Board of the Bulletin, may we say how much we look forward to having you join the select audience of natural and social scientists, men of affairs and other thinking individuals here and abroad who read the Bulletin regularly.

Sincerely,

Edgar Swanson
1922 Year end report: "Mr. Bruce Bradley is now employed for the right work. Respectfully submitted, Eva Taylor, Asst. Libr."

1925 Quotation from Ann. Reports letter to Libr. Patton

"I offered Miss Michie, subject to the consent and approval of the Board, the position resigned by Miss Farrar, but she has been in combat since September 1.

1932 "It was also moved by Mr. Michie that, if owing to the absence of a regular employee, a substitute is necessary, the library will pay 50c per hour to the substitute, but in no event will a regular employee be allowed this extra compensation for such extra work."

1933 "In the matter of a 2nd substitute, the librarian was requested to find a proper person, and to report to the Board at the next meeting."

1934 The question of supply & substitute work having arisen, it was resolved that the supply for vacation periods this year be divided between those members of the staff including Miss Minor, who wishes to serve, & that Miss Wright & Miss Minor divide the vacation substitution this year."
Dear Friend of the Oriental Institute
and of Ancient Egypt:

We wish to share with you some of the most exciting news which we have been able to announce for a long time. The Oriental Institute has just published another volume—the first in nearly twenty years—in our monumental series devoted to the temple of the pharaoh Ramses III at Medinet Habu: Medinet Habu V, by the Epigraphic Survey. However, in addition to this event, owing to the generosity of a great and good friend of the Institute, we have been enabled to make available once more a number of our Egyptological volumes which have long been out of stock, including our magnificent Medinet Habu IV. Festival Scenes of Ramses III, which, because of World War II, never had the circulation which it deserves. And what is more, we are offering most of the Medinet Habu volumes and several other Oriental Institute Egyptological publications at a substantial discount from the former prices.

All the details of this special offer are outlined in the inclosed folder. It contains the titles and prices, together with a concise order form for your convenience. Please note that, while price reductions apply to nearly all the volumes listed, even larger discounts are allowed on orders for the several sets listed as Group I, Group II, or Group III. The number of copies available is distinctly limited, and this is therefore truly the opportunity of a lifetime.

Sincerely yours,

Keith C. Seele
Chairman, Oriental Institute
Editorial Committee
1934
Jl4 Resolved further: That the substitute or supply
librarian will be expected as part of their duties to
substitute during vacations in the future.

1935
F12 "It was resolved that the action of the librarian in
appointing Mrs. Lucy M. Wilson as Second Supply Helper be approved
by the Board."

1937
F8 "It was decided that Mrs. Phillip Grove should be
given a trial as Substitute Supply"

Apr.12 "Mrs. Phil Grove was appointed Assistant Substitute
Supply."

1940
S10 Salary Schedule: Mrs. Thelma Harmon Grove, (Supply) 50¢
per hour.

1941
Mrs. Grove promoted to Acting Right Ass't.

1943
Je21 Resolved, That Louise Wyatt be appointed as her [Fourth
St. Branch Librarian Julia Hamilton] substitute with
payment of .25 per hour. The amount of .30 per hour
to be deducted from Julia's salary whenever absent
except for sickness, she being allowed one
months' sick leave over a yearly period..."
1946
My 16

"Miss Revercomb, librarian, reported that two
members of the regular staff were absent from
the library due to illness. Miss Revercomb
was authorized to secure such temporary
help as might be needed from the Student's
Self-Help Bureau at the Univ. of Va.

Mrs. Bean, as needed, $.50 per hr. . . ."

Je 20

"Resolved, That Miss Revercomb be empowered to secure the
services of Mrs. Bean, at the rate of $.50 per hour,
for such period of time as she might deem it
necessary. Should Mrs. Bean's services be un-
available, to secure someone of her choosing
from the Student's Self-Help Bureau at the Univ. of Va."

N 20

"Miss Revercomb reported she had no substitute to call
in case of absence of any member of the staff since
all other possible ways of securing one had been
exhausted she was instructed to advertise in the local
paper."

PUBLIC LIBRARY
Charlottesville, Va.
August
1957
CIRCULATION
MINUTES OF BOARD OF TRUSTEES OF THE CHARLOTTESVILLE-ALBEMARLE PUBLIC LIBRARY

The Board of Trustees of the Charlottesville-Albemarle Public Library met in the library 14 September 1953. In addition to Dr. Tunstall, who presided, there were present Mrs. Bruce, Mrs. Catlin, Mrs. Zehmer, Dr. Clemons and Mr. Cohen.

The minutes of the previous meeting and the financial report were accepted as read.

After a discussion of the official form of the name of the library, Dr. Tunstall instructed Mrs. Sheehan to give him data from minutes of previous meetings regarding the library's name.

The Board accepted with regret Mrs. Sheehan's resignation and extended their thanks to her.

It was moved and seconded that Mrs. White be appointed permanent Bookmobile Librarian.

The Board instructed Mr. Pickering to mail the booklist to the Board members a few days before the regular meetings.

The Booklist was accepted as read.

There being no further business the meeting adjourned.

Respectfully submitted

M. L. Sheehan
The minutes were read for the last meeting. There were no corrections.

A letter was read from the Virginia State Library approving the board's request for state aid to the amount of $4,529.00, 25% of which might be applied to the salaries of full-time professionally certified librarians. All felt that it should be used for books.

A motion was carried to write the city council a letter asking them to increase our budget by $1,070.00 which is the amount above what had been anticipated from the state aid fund.

Parking for the bookmobile was discussed and it was decided that we ask the City Police Department to reserve the best parking space for the bookmobile for certain scheduled hours.

Dr. Tunstall, after discussing the director's request for certain "committees-of-one" decided to advise the director on which members of the board could be most helpful to him in specific problems rather than appointing these committees as a matter of formal procedure. The director said that this arrangement met his needs just as well.

A motion was made to pay the expenses of either the director or assistant director to the forthcoming Virginia State Library Association meeting in Roanoke, November 11-13.

The fiscal report was discussed and approved.

The booklist was approved as it stood.

Respectfully submitted,

James S. Riddick
Director
Minutes  Charlottesville-Albemarle Public Library Board
November 9, 1953
3:30 P. M.

Mr. Gleason presided in the absence of Dr. Tunstall. Others present were: Mrs. Catlin, Mrs. Zehmer and Dr. Clemons.

The minutes were read and stood approved as read.

Simplification of the monthly statistical breakdown was approved as explained by the director.

A report on the storage shelves to be installed by the city carpenter was accepted and approved.

What should be done about library service to non-taxpaying temporary residents was discussed. It was decided that this matter should be put before the city manager and Council if necessary. It was also suggested that if deposits were still received, this should be handled through the director of finance or the account should be audited yearly, whichever the city manager recommends.

The director reported his conversation with Dr. Weldon Cooper of the Bureau of Public Administration (University of Virginia) in which it was discovered that no study of the relationship of county to city services and expenses was made since he thought Mr. Healey understood that the present library statistics are the type they would collect and present. The director reported that he, acting on Dr. Tunstall's suggestion, has already requested Dr. Cooper to put this report in writing. It was decided that a copy of this report should be forwarded to City Council and the County Board of Supervisors.

The booklist and financial reports were approved as presented.

It was reported that an auxiliary seat had been installed in the bookmobile for the librarian's comfort and safety at an expense of $5.50.

It was reported that Mrs. McCue attended the Maryland, Virginia, and District of Columbia Regional Group of Catalogers and Classifiers annual meeting in Washington, D. C. on November 7th. The Board felt that her expenses should be approved upon presentation of a statement.

Respectfully submitted,

James Pickering
Charlottesville-Albemarle Public Library's Board of Trustees met at the library 3:30 P.M. 14 December 1953 for its regular monthly meeting, with Dr. Cuthbert Tunstall presiding. Others present were Mrs. George Zehmer, Mrs. Randolph Catlin, Mrs. Wesley Haden, Mr. J. Emmett Gleason, and Library Director J. H. Pickering.

The minutes were read and stood approved as read.

The financial statement was presented in graphic and tabular form.

City Manager Bowen's reply to the Board's reference to him concerning the problem of deposits for temporary residents was presented and discussed. It was moved and seconded that the Director should write for information on what other libraries in other states do, and that he present specific recommendations to the Board at its next meeting.

The booklist was discussed and approved.

Christmas Day, Christmas Eve, and the following Saturday; also, New Years Day were approved as library holidays.

Service to Fluvanna was discussed and it was suggested the Director write a news release calling attention to the main library privileges of Fluvanna residents and particularly to the building's location.

[Signature]
Secretary
In understanding our proposal.

Please let us know if we can furnish further information which would be of help to you.

Person per year that can hardly be done.

Good service. We wish we could offer adequate service at the price but for less than 60 per cent.

We feel that we are offering the service at the lowest possible cost consistent with

each area. Each percentage that figure in the combined total.

It is important on the basis of the number of times books were checked out as attendance of

attachment to a copy of the proposed budget for the support of library services to the

BUDGET PROPOSAL 1954-55

CHARLOTTEVILLE-ALBEMARLE PUBLIC LIBRARY
### Per Capita Expenditures

<table>
<thead>
<tr>
<th>Item</th>
<th>Increase</th>
<th>Decrease</th>
<th>Net 1952-53 Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base on 1952-53 Estimated Expenditure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loss in Real Estate, State Aid</td>
<td>25,290</td>
<td></td>
<td>$25,290</td>
</tr>
<tr>
<td>Miscellaneous, Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books, Magazines, Reprints</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies, Office</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Budget, 1953-54</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Notes

- Base on net operating costs, except where otherwise prescribed.
- Includes all expenses of the library.
- Base on 1952-53 estimated expenditures.
- Base on net operating costs of new buildings and equipment.
- Base on net operating costs of new buildings and equipment.

**Note:**

- Percentages refer to all items below.

**Note:**

- Figures subject to audit. See summary below.

**Note:**

- Base on net operating costs, except where otherwise prescribed.
The regular meeting this time is at 3:30 Monday, January 11. Please return the enclosed self-addressed cards letting us know if you plan to come.

The prepared agenda is as follows:

Minutes
Report from director on replies from other libraries concerning regulations governing short-term residents use of public library with recommendations for policy here.
Book order (enclosed)
Financial report (May be available from City by meeting time)
Circulation report (enclosed)

Nine letters have been received at this writing from libraries in other states in response to the requests for information authorized at the last meeting. These were from six states, and the practices reported varied widely. Some reported that they required deposits varying from $2.00-5.00, or the price of each book taken out. Some returned the deposits for a card, and some did not.

Louisville Public, for instance, gives a free card to anyone staying there 3 months, but anyone staying less than that time must put up a deposit on the book he wants to take out. Non-residents living in Kentucky may pay $2 for a 6-month card, or $3 for a full year. This is not a deposit.

Baltimore, for example, requires a deposit card registration which is free, but $3 must be deposited on the first book, $2 on each additional, and $1 for each magazine taken out. The deposits are refundable on return of borrowed items. Students attending non-city tax supported schools are required to deposit $1 refundable upon presentation of a copy of a triplicate form required by the city.

I have discussed the entire problem with members of the staff, and have the following recommendations to make:

1. Require anyone staying here less than six weeks to deposit $3 for each book borrowed, or $1 for each magazine.
2. Give anyone staying here longer than six weeks a free card. If his home is not here, require in addition only that he have some local resident sign his card as a reference. Such cards would expire at the end of the estimated period of stay.
3. Follow the former practice in the record department as long as the person in that department takes full responsibility for all deposits and refunds.

The financial report is delayed because Finance Director's office is swamped with Social Security reports which have to be made at this time.

Dr. Weldon Cooper, Bureau of Public Administration, has sent me a letter in quadruplicate explaining what he told me and I reported to you earlier.
The regular meeting time this month is Monday, February 8, at 3:30. A self-addressed post card is enclosed for your convenience.

Agenda as follows:

Minutes
Regular Reports
Deposit Policy
Budget for 1954-55

One more letter has come in concerning deposits in other libraries. This one is from Charlotte, N.C. They require deposits only from visitors, and charge those who live curside Charlotte and Mecklenburg County a yearly or quarterly fee. You will be interested in his reasoning.

The Finance Director's office has been handicapped by sickness and could not furnish a report this early. They hope they can do so by Monday afternoon.

The budget proposal is not complete yet, but the table below will give you the basic facts on which it will be based for your consideration.

<table>
<thead>
<tr>
<th>Cooperating Unit</th>
<th>Per Cent Total Budget</th>
<th>Per Cent Total Circulation</th>
<th>Current Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlottesville</td>
<td>50.26</td>
<td>64.88</td>
<td>53.50 cents</td>
</tr>
<tr>
<td>Albemarle Co.</td>
<td>28.27</td>
<td>28.69</td>
<td>29.3</td>
</tr>
<tr>
<td>Fluvanna Co.</td>
<td>5.06</td>
<td>6.43</td>
<td>19.6</td>
</tr>
<tr>
<td>State</td>
<td>16.41</td>
<td></td>
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</tr>
</tbody>
</table>

*Budget is for 1953-54
**Circulation is last year's, 1952-53

Last year's budget
PROCEDURE NUMBERS 1954-59
CHARLOTTE'S BIBLIOTHEQUE-PARIS LIBRARY SERVICE

PER CAUTIA EXEMPTIONES
To the nearest $1 of $1

Based on 1952-53 appropriations and salaries

1952-53 PERCENT

<table>
<thead>
<tr>
<th>Item</th>
<th>1954</th>
<th>1955</th>
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</thead>
<tbody>
<tr>
<td>Net 1954-55 Budget</td>
<td>$2,000,000</td>
<td>$2,100,000</td>
</tr>
<tr>
<td>Over 1954-55 Budget</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Net 1954-55 Budget</td>
<td>$2,100,000</td>
<td>$2,100,000</td>
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</tbody>
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1952-53 PERCENT

<table>
<thead>
<tr>
<th>Item</th>
<th>1954</th>
<th>1955</th>
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<tbody>
<tr>
<td>Net 1954-55 Budget</td>
<td>$2,000,000</td>
<td>$2,100,000</td>
</tr>
<tr>
<td>Over 1954-55 Budget</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Net 1954-55 Budget</td>
<td>$2,100,000</td>
<td>$2,100,000</td>
</tr>
</tbody>
</table>

For ease of presentation, above data is presented based on best years, e.g., 1946-48, 1950-52, 1958-60, 1961-63.
MINUTES - Regular Meeting, Monday, 8 February 1954, 3:30 P.M.

The following were present: Mrs. T.E. Bruce, Mrs. George Zehmer
Mrs. H.W. Catlin, Mr. J.E. Gleason
Dr. Harry Clemens, Dr. Cuthbert Winstead, Chairman
Mr. M.A. Cohen, Mrs. Elizabeth C. McCue, Asst Director
James H. Pickering, Director

The minutes of the last meeting were read and approved.

The director reported that bills for the first half of the state aid money were forwarded to the State Library Board before the February 1 deadline.

The policy about deposits required of persons with temporary addresses in Charlottesville, Albemarle, or Fluvanna was discussed again. The director recommended that those who can get someone who has a permanent address to sign the registration card recommending the newcomer, and that those who each cannot be required to deposit $3 for a book or record taken out, and $1 for each magazine refundable when these are returned in good condition. The recommendation carried.

The new booklist and the financial report were presented and discussed.

The budget proposal for the fiscal year, 1954-55, was presented by the director for the consideration of the board, and a motion was carried to adopt the proposal for presentation to the various governing bodies concerned.

Adjournment followed.

James H. Pickering, Secretary
The next regular meeting is scheduled for Monday, March 8, at 3:30 p.m. in the library building. The agenda is as follows:

Minutes
Regular reports from director
Approval of salary raises & decreases
Travel expense
Insurance on bookmobile

At Mr. Bowen's suggestion, and using his figures which he says are in line with general city personnel policy, I am presenting a revised salary schedule for your approval.

The Fluvanna County Board of Supervisors unanimously accepted our budget proposal to them. I would appreciate expenses on the round trip to Palmyra, and back.

With regret I report that Jesse Washington is leaving us March 6 for a better paid job with Mr. Healey in Harrisonburg, Pa. We are considering two applicants, and recommending, at Mr. Bowen's suggestion, an annual wage of $1664 ($32 per week).

Our page has given up her duties because she was having trouble with her eyes and felt she was not giving satisfactory service. We have employed Frances Meeceer for a probation and orientation period of one month.

Mrs. Wiley wishes to call to your attention the fact that the long playing records don't count up as fast in the circulation figures as the older and more numerous 78 r.p.m. records. Consequently present statistics are not exactly comparable to earlier ones. You can get more on fewer discs with the long play type.

Mr. Bowen informs me that we do not carry fire or collision insurance on our bookmobile, and in the event of extensive damage due to either, a very embarrassing situation could develop. You will notice that the proposed budget carries a $200 item for this purpose. I hope to have a quotation for your approval when we meet.

I recommend a sign with only the words PUBLIC LIBRARY painted on the smooth part around the top of the front porch molding. The letters could be of sufficient height and boldness to be seen from Market and Main streets— at least the LIBRARY half of the sign could be seen from that direction. An alternate suggestion would be sign board properly hung from the porch ceiling and visible from the same direction. If possible I will have estimates by the time we meet.
MINUTES - REGULAR MEETING - 8 MARCH 1954 - 3:30 P.M.

The following were present: Mrs. T.E. Bruce Mrs. George Zehmer
Mrs. H.W. Catlin Mr. J. E. Gleason Dr. Harry Clemons
Dr. Cuthbert Tunstall, Chairman James H. Pickering, Director

Minutes of the last meeting, 8 February, were read and approved.

A revised budget proposal providing raises for most personnel was presented and approved.

Employment of Frances Meeteer as part-time shelver was reported.

Insurance for the bookmobile was discussed and the director was asked to have it insured for fire and collision losses, and look into the possibility and advisability of insuring the contents. The collision deductible was set at $100.

A sign to identify the building better was suggested by the director, and he was authorized to consult with City Manager Bowen, and report at the next meeting.

Director's travel expenses to Palmyra on official business with the Fluvanna County Board of Supervisors were approved for payment.

The book order and financial reports were presented by the director.

Leave for Mrs. McCue to take a trans-continental trip was left up to the discretion of the director.

A wire to the legislative committee concerned with the new budget for the State Library Board was authorized in the name of the board and in support of the State Librarian's request.

Adjournment followed.

James H. Pickering Secretary
AGENDA: Minutes
Reports
Compensation for leave-of-absence substitutes

STATISTICAL REPORTS: Circulation and registration statistics are presented in a slightly different tabular form this time with the hope that it will take more in a smaller space. The advantages are: circulation is also given by departments as well as by geographical areas, and so are registrations. Circulation statistics are not an infallible guide to reckoning library use, but it does definitely indicate the amount of clerical labor. Consequently, knowing how heavy the load is for each department is important.

PERIODICAL ORDER has the approval of Virginia State Library and the bill can be paid on state aid. By subscribing to several years at a time, sometimes as much as a year's subscription is saved. Competitive bids are as follows:

<table>
<thead>
<tr>
<th>BIDDER</th>
<th>TOTAL BID ON</th>
<th>DISCOUNT</th>
<th>BID AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayfair Agency</td>
<td>$634.40</td>
<td>$165.60</td>
<td>$468.80</td>
</tr>
<tr>
<td>Turner Agency</td>
<td>687.90</td>
<td>162.90(23%)</td>
<td>525.00 Suggested longer terms</td>
</tr>
<tr>
<td>City News Store</td>
<td>634.40</td>
<td>139.40(21%)</td>
<td>495.00</td>
</tr>
<tr>
<td>F.W. Faxon</td>
<td>631.40</td>
<td>140.00(22%)</td>
<td>491.00 Omitted one title</td>
</tr>
</tbody>
</table>

STATE AID FOR 1954-55 has already been applied for. If all other libraries in the state will do likewise, the money will be available on July 1st.

BOOKMOBILE INSURANCE POLICY has been taken out as directed. The cost is $52 per year. Mr. Bowen and I felt that the insurance quoted on books was too high. They had to quote us on cargo rates which might explain why it was so high.

SIGN. Mr. Bowen says that a painted sign will chalk from the weather and complicate repainting. Let's just forget about it. We'll see if we can overcome the handicap some other way.

VACATIONS. The staff has the impression that all vacation must be taken by July 1st. I hope this is the result of a former executive decision and not a board policy. I much prefer the following and will put them into effect unless some point is contrary to an established board policy. There is no conflict with city regulations.

Before July 1st - A staff member may take any part of his vacation already earned.
After July 1st and until Dec. 31st - He may take the balance of his vacation earned from July 1st of preceding calendar year.

SUBSTITUTES DURING LEAVE OF ABSENCES. Mrs. John M. (Isabelle) Higginson plans to take Mrs. McCue's place during her vacation and leave of absence. Mrs. Higginson is a former cataloger at Alderman. Mrs. White wants to attend summer school and take some library science. A substitute for Mrs. White is being sought to do her work during her absence. Compensation for these two substitutes is on the agenda for this meeting.
MINUTES - REGULAR MEETING - 12 April 1954 - 3:30 P.M.

Meeting was called to order by Mr. Gleason, and the following were present:

Mrs. George B. Zehmer  
Mrs. H.W. Catlin  
Mr. M.A. Cohen, and  
Dr. Harry Clemons  
James H. Pickering, Director

Minutes of the last regular meeting, 8 March, were read and stood approved as read.

Regular reports were presented by the director.

Substitute pay for Mrs. Higginson was discussed and the director's recommendation of $200 was approved. Compensation for work on the bookmobile was left to the discretion of the director within the limits of the present salary set up for this position. The director reported that Mrs. Higginson may be able to substitute for Mrs. White in this position.

Adjournment followed.

James H. Pickering, Secretary
MINUTES OF THE REGULAR MEETING, MAY 10, 1954 AT 3:30 P.M.

The meeting was called to order by Dr. Cuthbert Tunstall, chairman. The following members were present:

- Mrs. T.E. Bruce
- Mrs. G.B. Zehmer
- Dr. Harry Clemmons
- Mr. J.E. Gleason

Minutes of the last meeting, 11 April 1954, were read and stood approved as read.

The regular statistical and book selection reports were presented by the director.

The director was asked to extend the sympathies of the board members to Mrs. Armentrout, a staff member, following the recent loss of her father.

Adjournment followed.

James H. Pickering, Secretary
This important volume offers a broad coverage of Alaskan scientific work. The introductory papers include Governor Gruening's political analysis and reviews of biology (Wiggins), medicine (Schiller), social science (Skarland), and physical science (Reed). The contributed papers that follow report research and analyze problems in thoughtful detail. Those in Agriculture, Botany, Forestry emphasize dairying, soil and land use, agricultural economics, forestry, and ecology. Medicine, Physiology, Public Health include nutrition, effects of cold on organisms and basic animal mechanism for adaptation to arctic conditions and Alaskan health problems, Engineering, Industrial Science, Aviation and Geology, Geography spotlight mining permafrost, and petroleum. In Sociology, Economics, Education and Anthropology, Eskimo and Indian studies are most numerous. Drawing heavily on the Geophysical Institute of the University of Alaska, Geophysics, Meteorology, Oceanography form a substantial section of highly significant papers. Wildlife, Zoology stress ecological and conservation problems.


SEND ORDERS FOR SCIENCE IN ALASKA, 1951 to:

Dr. Troy L. Pewe, Secretary
Alaska Division, AAAS
Box 4004, College, Alaska

My check or money order for $________ is enclosed for ______ copies of SCIENCE IN ALASKA, 1951 at $3.00 per copy.

Name ________________________________
Address ______________________________
City __________________________ Zone ____ State ________
We want you to know that our sincerest sympathies go out to you during this period of bereavement.
REGULAR MEETING OF THE BOARD FOR MONDAY, 14 JUNE, AT 3:30 P.M.

AGENDA. Minutes
        Regular reports

STATE AID has been exhausted, and so have the remainder of our budgeted book funds, and then some. The enclosed book list is for next year's budget.

FINANCIAL STATEMENT shows overages on certain items, but not in the total balance. On the 18th I should know what the final balance will be, so we can know whether there will be left anything from operating expenses to allow purchase of any number of pieces of equipment which we need. For example, we need several swivel secretarial chairs, and we have quotations from Dominion Services on quantities of 3 each at $26.50 or 1 for $28.50. However, we have a very small unexpended balance, and after regular salaries payable, another invoice from Personal for books, and an invoice from Gaylord for record holders, the balance stands at $1,114.93 as of now.

CIRCULATION is still a little off from last year. At the main building, again, the record department is the only department below last year, and you will remember that this is due in part to longer playing records now more and more in use, and to the extension, perhaps, of the loan period from 1 to 2 weeks. This cuts down on clerical work for renewals, but doesn't necessarily mean less volume. The adult and junior departments are a little ahead of last year, and that in spite of the extension of the loan period for most books from 2 to 3 weeks, again to cut clerical time occasioned by more frequent renewals to be expected for the shorter 2 weeks period.

WORK EFFICIENCY. Since my arrival the staff and I have worked toward more efficiency as, I am sure, my predecessors and the staff have worked. We have reappraised every step in our routines with the idea of eliminating unnecessary work, and finding more efficient ways of doing those necessary. This will be a continuous process. Changes which have already been made, and are still in use seem to have proved themselves. Others are contemplated when there are no longer the present overriding considerations. Some changes have occasioned some mild criticisms here and there, but our public relations and staff morale, if anything, have been helped on the whole I believe. There has been no intention on my part to eliminate any present positions, but I definitely hope that, with the increase in business we hope for, the present staff can, with changes already made or contemplated, manage without additional help. We may need to mechanise some routines more, but this can be done much more cheaply than adding another staff member. The point has been to work toward better pay and more work with less effort.

BUILDING USE AND FUTURE NEEDS. As soon as some much-needed discarding can be done, and an inventory can be taken, we should be in better position to report on any present needs with more accuracy, and anticipate future needs so that we can begin making some long-range plans.
POLICY GOVERNING EXTENSION OF SERVICES BY BOOKMOBILE. I wish to make sure of the general policy governing this service. Since my arrival I have presumed that, as long as the counties contract for library service, they enjoy access to the entire collection on the same basis local citizens have. I have presumed, also, that any volume in our collection may be loaned through our bookmobile on the same basis that it would be loaned to anyone at the main building, but that additional copies should be ordered when justified by anticipated and/or actual demand both at the main building and on the bookmobile. I have also presumed that we should have no more duplication than is justified by the considerations just mentioned. I have always felt that blind or arbitrary duplication, because free interchange is not allowed, tends to decimate the total value of the collection, and tends to cancel out the advantages of a pooled collection, central selection, and preparation.

Also, I have presumed that we should be as accommodating to citizens of the six counties as possible and consistent with our general service. For example, we are allowing citizens of the counties to borrow any book through the bookmobile and return it through the main building desks, or vice versa. This is provided, of course, that they make it clear what they are doing, etc. I have felt that we should emphasize to all local citizens what the mutual advantages of the cooperative plan are. It should not be regarded as charitable arrangement since the counties pay their share of the expenses as fairly as we can figure them, and we have more money to buy books with from state funds — more than can be carried on the bookmobile, and more than needs to be duplicated since some books can be shared by all through the years. Another advantage to us, as I see it, is that all the books are ours should the service agreement be terminated.

If I am misinformed on any of these points, kindly correct me.

BOOK JOBBER. A representative from Baker & Taylor recently offered to give us prompt service from New Jersey and pay all postage. We presently order from a firm in Boston and pay the postage. We plan to switch to Baker & Taylor and cash in on this sizable saving.

If you are in the City please call the library if you cannot attend the meeting. If you are outside the City please use an enclosed card.
REGULAR MEETING OF THE BOARD, MONDAY 12 JULY, AT 3:30 P.M.

AGENDA: Minutes of the last meeting
Regular reports
$743 increase in State Aid appropriation

MINUTES OF LAST MEETING.
Dr. Tunstall presided and Mr. Cohen, Mrs. Catlin and Dr. Clemons were present.

The director's understanding of the policy of the board governing service to county residents through the bookmobile as he stated it in his letter preceding the 14 June meeting was confirmed.

Regular reports were presented and discussed.
Mrs. Hoden's desire to retire from membership was reported, and the secretary was advised to write her procedures to follow with the Fluvanna County Board of Supervisors since this board could not act on such matters.

The director was authorized to pay regular desk assistants at the rate of $1 per hour for extra duty assignments.

Adjournment followed.

REGULAR REPORTS - CIRCULATION. We stayed within our budget this year, but managed to get within $117.51 of the goal. Most of the credit for this goes to the wonderful cooperation of Mrs. Waddell in the Finance Director's office, and Mrs. Barnett, in the City Manager's office. We might have done better if we could have known earlier exactly what our coal bill would be.

To get so close to our limit, I took certain liberties listed below which I felt sure you would approve.

1. Paid all staff members scheduled for extra hours at the rate of $1 per hr. for June, though you did not authorize this until July.
2. Bought another typewriter with a 3-year service contract.
3. Overspent in certain categories, esp. books.
4. Reimbursed myself for travel to Richmond and return for a professional meeting at the cost of a round-trip bus ticket.

REGULAR REPORTS - CIRCULATION. The 1952-53 circulation figure was 138,824. This didn't include the July '52-Jan.'53 bookmobile circulation of 5,357. For purposes of comparison of the 1952-53 & 1953-54 years the total 163,864 is more accurate. The total for the 1953-54 year is 138,833 which makes a difference of 5,011.

All geographical areas showed slight declines over the prior year. All departments showed less for the year except the Junior Dep't which showed an increase of 1,322. All the increase was for city dwellers.

Just the opposite was true in the Adult Dep't which showed a slight decrease and of only 134 thanks to an increase in circulation to county dwellers.

I have already mentioned the fact that fewer renewals made for less circulation, and less work, the switch from 78 r.p.m. to LP records makes for lower count, and again less work--not necessarily less reading or less listening. Albemarle bookmobile circulation may have been adversely affected by the loss of several high schools, but it is difficult to understand the reduction in Fluvanna.
PUBLIC LIBRARY
Charlottesville, Virginia

September 8, 1954

MEMO TO LIBRARY BOARD MEMBERS FROM THE DIRECTOR

NEXT MEETING is scheduled for September 13, at 3:30 p.m.

MINUTES OF LAST MEETING, July 12:

Attendance: Mrs. Zehner, Dr. Clemens, Mr. Clemson, Mrs. Catlin
Dr. Tastall presided.

Minutes of the previous meeting were approved.

The regular reports were presented and approved.

The director was asked to send a copy of the board's resolution to increase the budget by $743 to cover the underestimated state aid grant.

REGULAR REPORTS are enclosed with the exception of the financial statement from the finance director. They hope to have it ready for us by meeting time.

Mrs. White has reported that many adults who have been using the bookmobile are now working away from home. This may explain some of the decrease in use.

TOILET FACILITIES FOR STAFF WOMEN seem to be satisfactory now. Some of you may have been approached about this problem. As soon as I found out about the seriousness of it, I reserved the rest room between the record and junior departments in the basement. I mention this because several staff members had that it would be necessary to add more plumbing to gain the desired privacy, and felt that board members would have to be sold on the added expense. However, the simple change seems to be entirely satisfactory. Had I observed this discrepancy earlier, or had some staff member mentioned to me earlier, this need not have bothered any of you.

ANOTHER MATTER OF STAFF MORALE concerns the pay plan for this fiscal year. The raises are certainly appreciated. I could not have asked more, but some feel that percentage increase for the director and assistant director was too much higher than for the others. I have received the brunt of the criticism, all friendly with the exception of one who seems to be softening a little, because I accepted Mr. Bowen's recommendations without protest and passed them on to you unchanged. Actually, in the preparation of the budget I failed to anticipate any raises, and Mr. Bowen's suggestions came after Fluvanna's adoption, so he was limited in what he could suggest. However, I would have recommended the proportions he suggested since your policy is to follow city policy, even had they been more in favor of those doing the most complaining.

In view of this, I have suggested to your chairman that he appoint a committee of the board to make a thorough study of the present scale, and all recommendations for next year in advance of preparation of the total budget proposal for the next fiscal year. In this way the full board may then be more fully advised on the duties, qualifications, tenure, and expectations of each staff member, as well as what the City will allow us. Just the knowledge that this has been done may serve to bolster staff morale to a new high.

PAGES come and go. The present one, Roberta Case, is going back to college. Since we are greatly in need of someone with typing skill, we are looking for a temporary replacement.
PUBLIC LIBRARY

Charlottesville, Va.

November 4, 1954

IN ANTICIPATION OF THE REGULAR MEETING, MONDAY, NOVEMBER 8, AT 3:30

Minutes

AGENDA: Regular reports
Other business as needed
October 1954

MINUTES:
Attendance: Mr. Gleason, Chairman; Mrs. Catlin, Dr. Clemons, Mrs. Zehner; Mr. Walker; and Mr. Cohen.

Mr. Gleason, acting as vice-chairman, called for nominations for chairman for the new year. He was nominated and, with another serving as temporary chairman, the board voted to elect him. A second nomination was for vice-chairman, to which Mrs. Catlin was first nominated and then elected.

Minutes of the last meeting were read and approved.

Service to Fluvanna was discussed and Mr. Walker was requested to study the school situation in that county and report to the board on possible future steps to take to improve service to the children of school age.

The statistical and travel expense reports were presented. The new booklist was presented also.

A resolution concerning Dr. Tunstall's retirement from the board was discussed and a motion was made to ask the chairman of the board, with the assistance of the secretary, to present for the board's consideration an appropriate resolution for consideration. It was passed.

Adjournment followed.

Information on pay scales is enclosed for your information as the first step toward the adoption of a new budget which was presented for final adoption last year in February.
Since the last budget proposal, February 1953, I have talked to Mr. Bowen several times about budget preparation and especially salaries. I find that most jobs on our staff are unique and Mr. Bowen says it's up to the library board to determine what the salaries and wages should be, subject, of course, to Council approval.

This being the case I would like to have guidance from the board on several questions which come immediately to mind. I feel that the personnel part of the budget will have to be settled on first, and then others in proportion. I'm therefore asking you to consider such questions as:

1. How many classifications, or levels, should we have? Based on what?
2. How much difference should there be between these?
3. How many steps, or raises, should there be in each classification?
4. How much difference should there be between steps?
5. Would it be better to establish a base pay and give raises across the board on a percentage-of-base-pay basis?
6. Would it be wise to set any limits in any or all of the classifications?

Since writing you last Mr. Charles T. Neale, Gordonsville, has generously contributed $25 for new records.

Also I forgot to inform you that Miss Jill King has presented to the library for permanent exhibit a watercolor of the library building. It has been hung in the reading room.
9 December 1954

TO: MEMBERS OF THE BOARD OF TRUSTEES
FROM: LIBRARY DIRECTOR

IN ANTICIPATION OF REGULAR BOARD MEETING MONDAY, 9 DECEMBER 1954, AT 3:30.

MAYOR R. L. STUART, JR. (Chairman)
MRS. M. S. GLEASON, JR.
MR. H. W. WALKER
MR. D. H. CLEMONS
MRS. H. W. CATLIN

Minutes of the last meeting were approved as written in director's letter to members prior to

The report of the committee on the new automobile service to children of school age during school

hours was presented.

The following have been appointed by Mr. Gleason to serve as

a committee of the board to study the pay scale and any other

conditions of employment deemed necessary in this connection:

the first year as the first step in preparing a budget proposal for the next fiscal year.

Mr. H. W. Walker, Chairman, appointed the following as the several days deliberating:

Dr. Harry Clemons

Mr. Gleason suggested that the committee look into the conditions of employment in other city departments, prepare a

manual for the guidance of the director, and recommend a pay scale to the board as a first step in preparing the budget proposal for the next fiscal year.

If the committee wishes to hold any meetings or do any of its work in the library building, the little office room

formerly occupied by the director will be available, and the director or any member of the staff will be at its command.

James H. Pickering, Secretary

RES. DR. CLEMONS. I'm Othneral glad of it
Mr. Gleason agreed. It is a boon to the library, and the more it is used the better.
9 December 1954

TO: MEMBERS OF THE BOARD OF TRUSTEES
FROM: LIBRARY DIRECTOR

IN ANTICIPATION OF REGULAR BOARD MEETING MONDAY, 13 DEC. 1954, AT 3:30.

MINUTES OF THE LAST MEETING: Attendance: Mr. Cleason, Mr. Walker, Dr. Clemens, Mrs. Zehmer.

Minutes of the last meeting were approved as written in director's letter to members prior to the last meeting.

The regular reports were presented by the director and discussed.

Mr. Walker's report on bookmobile service to children of school age during school hours was not ready at the time of meeting.

The director asked for consideration of an equitable pay scale with provision for the future as the first step in preparing a budget for the next fiscal year, suggesting that the chairman might prefer to appoint a committee to make a preliminary study and bring recommendations to the full board at the next meeting.

Mr. Cleason, the chairman, appointed the following committee: Mr. Walker, Mrs. Catlin, and Dr. Clemens.

Adjournment followed.

COMMITTEE REPORT: You should have already received the part of the committee's report dealing with a proposed pay plan for the next fiscal year. It is based on a state pay scale for library clerks and professional librarians. They are also recommending that we follow the prevailing City Hall practice concerning vacation, sick leave, (and holidays?). They are also suggesting that, with the raises, we return the staff to a 40 hr. week. In this connection I have since noticed that a 5-day week works out neatly, e.g., 8 hrs. daily for 5 days. However, 7 hrs. daily for 5 days plus 4 hrs. on Saturday is only 39 hrs. Allow me to suggest that a 39 hr. week be set for those full-time employees who work 6 days, and 40 hrs. for all others including the janitor.

Allow me to suggest that the full board or the committee of the board ask for the views of the library employees who would like to express themselves.
Memo to: Board Members
From: Library Director

TRAVEL EXPENSES TO ROANOK: I have reimbursed myself at the rate of one round-trip ticket to Roanoke, $5.89, and $3.50 for one meal in connection with my one-day attendance at the Virginia Library Association's annual two-day convention.

BUILDING ROOF: I regret to report that the roof is in bad shape, but I cannot yet report on the estimated cost of repair. Mr. Davis, the city building inspector, is sick at the moment, and he has not advised me on what will have to be done. I'm afraid we'll have to brace ourselves for a complete job.

FLUVANNA BOARD MEMBER'S TERM: The clerk of the Fluvanna County Board of Supervisors has notified me since the last meeting that Mrs. Irving's term is for one year, expiring 2 November 1935.

VIRGINIA STATE SALARY CLASSIFICATION FOR LIBRARIES

The upper figures indicate yearly salaries, the lower figures indicate monthly salaries. Increases in the first three classifications as well as the third and fourth can be made at intervals of one year, if merit ratings are satisfactory.

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**Note:** This table represents a template for payroll calculations, possibly for different weeks. The values in the table are placeholders and should be replaced with actual data. The table includes weeks and their corresponding salaries, with some weeks marked as 'Start' indicating the beginning of a new period.
IN CONNECTION WITH COMMITTEE'S REPORT ON BOARD ON PERSONNEL -- CIRCULATION LOADS

ADULT CIRCULATION DESK (Books & Magazines only)

Open to public: 9:00-6:00 & 7:00-9:00 Daily except Saturday
9:00-1:00 Saturday

Sample: October '54

Monday - Friday 21 days @ 11 hrs. 231.0 hrs.
21 " @ 1.5 hrs. 31.5 hrs. for shelving
Saturday 5 " @ 4 " 20.0 "
5 " @ 4 " 20.0 "

maximum time; not always used

TOTAL hours for October circulation 302.5 divided by 6,111 circulation for mo. equals
.0495 hr. per circulation
60 min. per hr.
2,970 minutes per circulation
5.0 " " " is standard allowance according to Miss Grafton of State Lib.

Allows for setting up for each day, registration, charging, filing, discharging, reserving,
shelving; sending overdues, recording and counting statistics, and answering telephone &
simple questions.

CHILDREN'S ROOM (Books & magazines only)

Open: 2:30-5:00 Daily except Saturday
9:00-12:00 Saturday

Monday - Friday 21 days @ 2.5 hrs. 52.5 hrs.
Saturday 5 " @ 3 " 15.0

TOTAL hrs. for Oct. circulation 67.5 hrs. divided by 2,671 circulation for mo. equals
.0273 hr. per circulation or
x 60 min. per hr.
1,638 min. per circulation as compared with 5,000 min. standard allowance. See above.

RECORD ROOM

Open: 2:00-5:00 Mon., Wed., Fri.
7:00-9:00 Wed., Fri. evenings
9:00-12:00 Saturday
To: BOARD MEMBERS  
From: LIBRARY DIRECTOR

IN ANTICIPATION OF MEETING NOW SET FOR MONDAY, DECEMBER 20, AT 3:30.

The meeting scheduled for last Monday was postponed because of the weather. This meeting is extremely important. It may mean the difference between having our budget proposal prepared on time for the county and city executives to include in their planning meetings with their governing bodies, or coming up late.

PERSONNEL & CLERICAL COSTS: Shortly after I took this job, I promised you to do everything I could to keep down personnel and material costs. Progress in this direction has been slow, however certain practices have been successfully revised, others have been fairly successful according to public and staff acceptance, but some are having to wait for more favorable times. The public is always reluctant to adapt themselves to changes which affect them, and staff members who have been doing the same thing the same way for many years find it very difficult to change some practices which need or have needed change because of the increasing volume of work.

Another reason some obvious changes have not yet been made is the design and arrangement of the present building which could hardly have been anticipated 30 years ago. It allows for limited rearrangement. Every rearrangement contemplated so far has met with serious objection on the part of the staff. Both the public and the staff would probably object strenuously to any other use of the big reading room, but it looks like some compromise will have to be made on this if I can come up with a good one.

Everybody shudders when I suggest bringing the children up on the main floor.

Due to the damageable nature of phonorecords the record room staff don't want anybody else checking in the records, and nobody else wants the responsibility, so no consolidation has been attempted there. Even proximity of these two rooms would allow one staff member to cover both during slack periods.

The workroom is so far from all clerical workers who are presently employed that they can be of no help during slack periods in their schedule. The only help which
MINUTES OF REGULAR MEETING WHICH WAS POSTPONED TO DECEMBER 20, 1954

Attendance: Mrs. Catlin, presiding during first part of meeting until Mr. Gleason's arrival, Dr. Clemons, Mr. Walker, Mrs. Irving, Mrs. Zehmer.

Minutes of the last meeting were approved as they appeared in the director's letter to members prior to meeting.

The booklist and other regular reports were presented and approved. Payment to Miss Jo Wright for service-connected injuries was approved for whatever her insurance did not cover.

The committee's report on salaries, hours of work, etc. was presented by Mr. Walker and approved. The janitor's wage was not included in the report, but 85¢ was suggested and approved. Miss Wright's salary figure was not considered pending further study of the attendance during the part of the day she is on duty with the adjustment of these hours to be decided on later. The director was instructed to report further on this next time.

The director was instructed to follow City Hall practice with reference to holidays.

Also discussed, but not acted upon at this meeting, was the possibility of changing the charging system in favor of one which would require less clerical work. The director reported that such a change may be desirable and would likely require some investment in equipment.
VIRGINIA STATE SALARY CLASSIFICATIONS FOR LIBRARIES

The upper figures indicate yearly salaries, the lower figures indicate monthly salaries. Increases in the three Library Clerk classifications and in the Librarian A and Librarian B classifications come after intervals of one year. The increases must in each case be approved.

### Library Clerk Scales

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