The regular meeting of the Library Board of the McIntire Public Library was held on Tuesday, November 17, 1970 at the Gordon Avenue Branch Library at 4:00 P.M.

Those present were:

Mr. Channing W. Daniel, Jr., Chairman
Mr. Kenneth O. Lee, Vice Chairman
Mr. George F. Duborg
Mr. James R. Sandridge
Mrs. Gertrude Mitchell
Miss Virginia Moore
Mrs. Paul A. Dahlen

Also present: Mr. Raymond E. Williams, Director

Mr. Daniel called the meeting to order and asked for comments of the minutes. There were none and they stood approved.

Circulation Report. Accepted as presented.

Financial Report. Accepted as presented. Mr. Williams said that the supplemental Federal Aid which will be allowed this library for this year only (1970-71) and which has just been released in the amount of $16,984.00, needs to be added to the 1970-71 budget under "Receipts not Included in Local Appropriations". He said that he would present a schedule to the Board at the December meeting recommending ways in which he would suggest expending the funds. Mr. Duborg suggested that the Board then attach Mr. Williams' schedule to a letter to the City Council and the Board of Supervisors advising them that this is the way in which the Library Board wishes to use the funds and requesting that the library be allowed to expend the funds in accordance with the schedule.

Miss Moore discussed the latest information she has on the proposed move of the Scottsville Branch Library to the downtown area. She felt that probably
there was some hope that the owner of the building, in which the library would be moved, might come to the conclusion that the improvements to the building would be capital improvement in the long run and thus be willing to negotiate with the Board. At this point Mr. Lee moved that if the rent can be negotiated for $150.00 per month that the Board would submit the proposal to the Board of Supervisors and the City Council. Mr. Sandridge seconded the motion and it carried.

Mr. Williams then discussed the work he has been doing recently on the collection of books at Crozet and Scottsville, explaining that this departs somewhat from his long range plan in that the branches will be cataloged branches sooner than planned. Mr. Lee asked Mr. Williams if he is now taking part of the Extension pool and putting it permanently in these two locations so that the net effect is that they will be cataloged for Scottsville and Crozet Branches but that there would still be a reserve at Extension. Mr. Williams replied that this is so.

Committee Reports. Mr. Lee, Chairman of the Committee for a New Director, said that nothing came from the 3 candidates that they had written to. They then wrote to 9 of the more significant library schools in the country and so far had received 6 responses. He said that letters have gone out to 6 candidates but that there had not been time to receive replies. Hopefully, replies will come in before the next meeting. Four of the colleges agreed to use their established policy of letting their alumni know that the position is open. He added that ads had been placed in the Library Journal and American Libraries.

The Budget Committee, chaired by Mr. Duborg with Mrs. Dahlen and Mr. Sandridge serving with him, will meet with Mr. Williams soon, probably the first week in December.
Unfinished business. Miss Moore asked what had happened to the full plan about the library that was to appear in the Progress. Mr. Daniel asked Mr. Williams if he would follow through to learn why it had not been published.

New business. Mr. Williams said that he would like to ask the library staff to take December 26 and January 2 as the days off for the week inasmuch as Christmas and New Years fall on Friday this year and he feels the library will not be used by the public on Saturdays following the two Holidays. He said that he would have a full force on from Monday, December 21 through Thursday at 1:00 o'clock, December 24, and Monday, December 28 through Thursday at 5:00 o'clock on December 31. Mr. Lee moved that the library be closed on December 26 and January 2. Miss Moore seconded the motion and it carried.

Meeting adjourned at 5:00 P. M.
DIRECTOR'S REPORT
for
December 15, 1970 Meeting

The principal activity at the Library, other than the routine work, was in the
collection of the Extension books from Crozet and Scottsville, starting with the
adult non-fiction and the reassignment to Crozet and Scottsville Branches. Due to
staff illness, the project has fallen a little behind schedule and it will be
about two more weeks before the bulk of the adult non-fiction has been reassigned
and cataloged for Crozet and Scottsville. In the meantime, the adult fiction is
starting to come in to be ready for reassignment. Due to the nature of the col-
lection project, the Director has had to do much of the shelf list searching for
the books and designating which branch is to receive the reassigned volumes. How-
ever, it should be cleared up within the near future, leaving our house more in
order for a new Director when he comes.

The City Planning Commission has received its planning consultant's pre-
liminary master plan from Bartholomew Associates and the hearings will be held on
the public facilities part of the Master Plan in January. The public facilities
part of the Master Plan includes the location of library facilities. The sug-
gested program follows the Library's Long Range Plan program almost exactly,
corroborating the effectiveness of our Long Range Plan once again. It is hoped
that a final master plan will be published sometime this spring. This will con-
tinue to support the need for a Main Library, 2 additional major branches, and
eventual expansion of the Crozet Branch as population and use warrants.

Mr. Kenneth O. Lee, on behalf of the Committee to find a new Director, has
been in constant contact with the present Director. Although there is response,
no fully acceptable candidates have been identified at this point.

Respectfully submitted,

Raymond E. Williams
Director
The regular meeting of the Library Board of the McIntire Public Library was held on Tuesday, October 20, 1970 at the Gordon Avenue Branch Library at 4:00 P. M.

Those present were:
Mr. Channing W. Daniel, Jr., Chairman
Mr. Kenneth O. Lee, Vice Chairman
Mr. E. G. Tremblay
Mr. James R. Sandridge
Mrs. Paul A. Dahlen
Miss Virginia Moore

Also present: Mr. Raymond E. Williams, Director

Mr. Daniel declared a quorum present and called the meeting to order. He asked for corrections to the minutes and called attention to the fact that under Committee Reports, second sentence, the words "for the next two years" should be deleted. Also, under New Business, third sentence, the word "one" be deleted and the words "specifications for the position" be added. With those changes, the minutes stood approved.

Circulation Report. Mr. Williams explained why the registration figures reflected such a change. He said that the registration files had been revised completely and expired registrations removed where they no longer applied. The total registration file had not had a card-by-card count for about 5 years. With this done, a new and revised base figure was established. The report was accepted.

Financial Report. Accepted.

Director's Report. Mr. Lee asked if it would be wise to purchase exhibit cases for the front hall at the Main Library while we are clamoring for space. Mr. Williams said he felt that the cases should be purchased with part of the "windfall" grant from State funds for the McIntire Library.
Mr. Williams read the letter which he had received from Mr. C. S. Betts, Jr., Chapter Chairman of the Central Virginia Chapter of the American National Red Cross, in which he stated that the Red Cross Chapter would be very reluctant to move from their building at this time in order for the library to rent it for much needed space.

Committee Reports. Mr. Lee, Chairman of the committee to seek a new library director, advised that they had sent out three letters to individuals inviting them to apply for the position and that he had received replies in each case stating for one reason or another they could not make a move at this time. He said that letters would go out by October 23rd to the placement offices of graduate schools in library science, asking for recommendations.

Mr. Lee also stated that letters had gone to the City Council and Albemarle County Board of Supervisors asking them to hold the Midway Site for the Library.

Unfinished Business. Miss Moore reported on the progress of the relocation of the Scottsville Library to the downtown area of Scottsville. She said that at this point it seems it would be impossible for the library to pay the rent that Mrs. Stinson is asking for the building being considered. Mr. Williams said that the remodeling bid price obtained by Mrs. Stinson was $8,000.00 and he feels that it is more than double what it should be. It was concluded that if the building could be rented for $150.00 per month for at least a 5-year period the governing bodies would probably consider it.

New Business. Mr. Williams asked the Board to set a price for the purchase of a copy of "A Long Range Plan for Library Development of the McIntire Public Library," which he prepared in 1968. An order had been received by the library for a copy. He said that he would recommend $1.50. Mr. Lee moved to set $1.50 as the price of a copy and Miss Moore seconded the move and the motion carried.
Mr. Tremblay asked about the possibility of the library using the buildings of Holy Comforter until such time a new library could be built. He said that the church is considering moving to another location and that it might become available for use if the library could find it practical. Mr. Williams said that he had looked at it after Mr. Tremblay told him of the situation but that after a preliminary inspection he felt the remodeling would be very expensive to make it useful for the library. He said, however, that it might be possible the Rectory could serve the purpose of expansion temporarily for the library but that he had not inspected it. He thought it possible the processing department could use it.

Miss Moore added that she would like to return to a discussion of an item in Unfinished Business to say that if the Scottsville Library remained in the present building it still posed problems and expense because there is much to do to the building to make it attractive and more useful.

Meeting adjourned at 5:15 P. M.
DIRECTOR'S REPORT
for
November 17, 1970

There were 2 special projects under way during the month. One was a continuation of the search for a formula to make possible the move of the Scottsville Branch. The Director and Miss Moore went to see Mrs. Stinson about getting a revised estimate on the repairs necessary to the building in order to bring the monthly rental within the $150.00 per month maximum that the Board indicated would be the most they would pay or that they would submit to the Board of Supervisors for approval. An answer has not been received on this recent negotiation. The second project was to bring in all of the extension collection books now on deposit at Scottsville and Crozet to the bookmobile collection, inter-file them, and send the books that should be cataloged for Crozet and Scottsville to Processing. In the normal course of events, this would have been done in about a year to a year and a half from now when more of the new materials had purged out the older collections at Crozet and Scottsville. However, it seemed better to do the sorting and cataloging before the present Director left. This will mean that all books at Crozet and Scottsville will be fully cataloged but it will take some time to do this. The adult non-fiction, which is the largest group, will be completed in about 3 to 4 weeks. It will take another 2 weeks for the adult fiction. The children's books will take about a month to a month and one-half but some of this can be done after the Director leaves, as the selection and transfer of books will be done through the Children's Department, which will remain manned as it is now. By early next spring, this major task should be completed. Of course, our problem is that we also have our new materials which must be done concurrently.

It is assumed that Mr. Lee will have further information about the correspondence on the Directorship by the time of the Board meeting. Ads have been placed in the Library Journal and American Libraries, probably to appear in the December 1 issue, so there should be responses relatively soon after the ads appear.

It has been a busy month.

Respectfully submitted,

Raymond E. Williams
Director
The regular meeting of the Library Board of the McIntire Public Library was held on Tuesday, September 15, 1970, at the Gordon Avenue Branch Library at 3:30 P. M.

Those present were:

- Mr. Kenneth O. Lee, Chairman
- Mr. Channing Daniel, Jr.
- Mr. James R. Sandridge
- Mrs. Paul A. Dahlen

Absent were:

- Mr. E. G. Tremblay
- Miss Virginia Moore
- Mr. George F. Duborg

Also present: Mr. Raymond E. Williams, Director

Mr. Lee declared a quorum present and called the meeting to order. He announced to the Board that Mr. Williams had informed him of his plans and desires to resign as the Director of the McIntire Public Library as of January 31, 1971, to take a position as Regional Library Consultant for the Virginia State Library. He said he felt that he could speak for the Board that "it is a shock to all of us but that Mr. Williams is not completely lost to us." He felt that the Board should plan to make some announcement of this fact. Mr. Williams then read his letter of resignation, a copy of which was provided each board member.

Mr. Daniel moved that the Board accept Mr. Williams' letter of resignation with the deepest possible regret. The motion was seconded by Mr. Sandridge and the motion carried. Mr. Daniel went on to say that Mr. Williams would go from the McIntire Public Library "with our best wishes and that the Board knows he will help the library find a new Director. Mr. Williams replied that he and his family had been very happy in his work at the Library but that there were many reasons for his leaving. He said that they felt this is a fine
community and that they intend to continue to keep their home here. The
office for his new work will be located in Charlottesville. Mr. Lee responded
for the Board in expressing appreciation for the past seven years service
remarking particularly about the excellent relations that the library enjoyed
with the governing bodies in the annual budget sessions.

Mr. Williams then explained the type of work that he would be doing
for the Virginia State Library. He said he would be working with the indi-
vidual libraries, their boards, and librarians and attempting to foster greater
regional cooperation.

Mr. Lee said a motion for Mr. Williams' service was needed for a letter
he was to write to Mr. Church, State Librarian. Mrs. Dahlen moved that Mr.
Williams be given the highest commendation for his work and service here.
Mr. Sandridge seconded the motion. Motion passed.

The minutes of the August meeting were accepted, as were the Circulation
and Financial Reports.

Director's Report. Mr. Williams reported on the summer library program
at Tonsler Park which the Friends of the Library had sponsored. He said that
a total of 397 books circulated during the summer and that there were only 2
or 3 books not accounted for, out of a stock of 2,000 books. He recommended
that they do it again next summer.

A discussion was had regarding the suggested plan to move the library
from its present quarters in the former elementary school building to a
vacant store building in downtown Scottsville. It was decided that after
rental cost figures were available, that a telephone poll of the Board be
made to determine if the Board should request the Board of Supervisors and
the City Council to rent the former Davis store in Scottsville for library
purposes (preliminary estimate of $125.00 per month). Mr. Daniel so moved
and Mr. Sandridge seconded the motion. Motion carried.
Regarding the fellowship grant for Mr. Robert Molyneaux, the Board decided not to act on the suggestion that Mr. Molyneaux be sponsored for a State-aided scholarship. The Director was asked to let Mr. Molyneaux know the Board's action.

Committee Reports. Mrs. Dahlen, Chairman of the nominating committee, advised that it had met and nominated Mr. Channing Daniel, Jr., as Chairman of the Library Board with Mr. Kenneth O. Lee as Vice Chairman. She moved that they be nominated as they both indicated they would serve for the next two years. There being no other nominations, the committee report was accepted as submitted and passed unanimously.

New business. The Board discussed the requirements for a new director of the McIntire Library. Mr. Daniel asked that Mr. Williams act as a consultant for the new Director. Mr. Williams said that he would be glad to write one. Mr. Lee asked Mr. Williams to give them the names and addresses of possible candidates that he thinks the Board should contact and if this does not produce a satisfactory candidate that the position should be advertised in the national library press. He asked Channing Daniel to appoint the committee and do whatever is necessary to set the stage in seeking a new Director. Mr. Daniel asked Mr. Lee to be chairman and Mrs. Dahlen to serve as a member of the committee to find a new Director. Mr. Daniel said that he would serve as ex officio member and asked Mr. Williams to serve as consultant to the committee.

There followed a discussion as to the procedure of contacting the candidates for the job. They agreed that when the field had been narrowed down to two or three candidates by the committee that the final interviews would be made by the Board acting as a committee of the whole.

Meeting adjourned at 5:30 P. M. and it was unanimous that the next meeting be held at 4:00 P. M.
The Director is taking a week's vacation just prior to the Board meeting, so this Report is being written as of October 7 and therefore there isn't a great deal to report following the September 15 meeting.

Thirteen sections of the shelving that had been used at Tonsler Park have been placed in the reading room at the Main Library and it is expected that the Library will replace the shelving in time for the project to be continued next summer. In the meantime, both the necessary storage of the shelving and the needs of the Main Library can be met by using the shelving here in the Main Library this winter. All of the furniture in the reading room was rearranged and although four tables were removed it resulted rather surprisingly in a better arrangement with the loss of only one seat, so we still have a place for 18 people to sit down in the Adult Department. Of course, when balanced against the 104 seats that we should have, this is pretty small and the chairs are most active.

Orders were placed for some of the major equipment needs for the year—a new catalog case for the Main Library and a new desk and chair for the Processing Department, as well as 2 additional typewriters. They should be in place soon. Our remaining major purchase should be the additional matching shelving for the Children's Room at Gordon Avenue. The Director had priced a much needed set of card files for the shelf list in the Processing Department and this would amount to $900.00. We may have to defer that purchase although it is very badly needed, both for ease of use and space requirements.

The library was informed that our Federal aid would be considerably larger this year, matching the amount from State aid. This library was fortunate in
the way the formula was applied to the State and therefore probably has a 1-
year "windfall" grant of an additional $16,000.00 which can be used for books,
equipment, adjustment of salaries and other operating expenses. This is
probably the best time to make some of the purchases of needed material in the
book collection that are necessary, expensive, but hard to give as high a priority as
new book purchases in the regular annual book budget. This would include such
things as the remaining part of the New York Times microfilm edition, the
earlier issues of many of the periodical indexes, and the equipment like the
card file for processing, an additional desk for Gordon Avenue workroom and
probably additional shelf list files for Gordon Avenue. Another possibility is
exhibit cases for the front hall at the Main Library. In other words, it gives
us a chance to do some of our oft-deferred projects that would help to make the
library more useful.

National Children's Book Week will be celebrated in mid November and our
library will have a National "first" in that sections of a manuscript of Laura
Ingalls Wilder, one of the great children's book writers, will be read at a
meeting at the Gordon Avenue Branch during the celebration of this special
week by Mrs. Wilder's attorney, a resident of Albemarle County. The book will
be published in the early spring and this is the first glimpse that anyone other
than the publisher has had of the book that is a landmark in the history of
children's books. It is hoped that all of the Board will attend this function.
The dates will be announced later.

Respectfully submitted,

Raymond E. Williams
Director
MINUTES OF THE CALLED MEETING OF THE
MCINTIRE LIBRARY BOARD
AUGUST 4, 1970

The called meeting of the Library Board of the McIntire Public Library was
held on Tuesday, August 4, 1970, at the Gordon Avenue Branch Library at 4:00 P. M.

Those present were: Absent: Mr. E. G. Tremblay

Mr. Kenneth O. Lee, Chairman
Mrs. Edwin P. Jordan, Vice Chairman
Mr. Channing W. Daniel, Jr.
Mr. James R. Sandridge
Mr. George F. Duborg
Miss Virginia Moore
Mrs. Paul A. Dahlen

Also Present: Mr. Raymond E. Williams, Director
Mrs. Mary Nolan and Mrs. E. E. Kraehe, representing the
League of Women Voters
Mrs. Jean Myking, Reporter for the Daily Progress

Mr. Lee called the meeting to order and asked for corrections to the minutes
of the last meeting on June 16, 1970. There were none and the minutes stood
approved as submitted.

Circulation Report. This report was discussed at length regarding the
Scottsville Branch. Miss Moore discussed increasing the usage of the library in
Scottsville. It was felt by Miss Moore that the circulation would increase if
the library were more accessible to the down town area of Scottsville. A building
in that area of town is vacant and can be rented for the use of the library
at this time. After much discussion Miss Moore moved that the Library Board
formulate a plan of financing to present to the Board of Supervisors. Mr. Daniel
seconded the motion. In discussion, Mr. Duborg suggested that a survey be made
and if there is no opposition to the move that we may go ahead with formulating
a plan of financing the rental of the property in the down town area. Motion
passed.
Mr. Sandridge said there is a need for more reference material at the Crozet Branch. He also felt that there is a need for the branch to be open more during the evening hours, possibly to open later in the afternoon. No decision was reached on this point. Mr. Williams said consideration for night duty must be given to those staffing the library and there are only two at that branch, making it necessary for the staff to work more at night.

The circulation report was accepted as presented.

Financial Report. This report was also accepted as presented, although regret was expressed that approximately $4,000.00 worth of books did not arrive in time to be invoiced through for payment during the 1969-70 fiscal year. It was suggested by Mr. Duborg that the approximately $2,000.00 budgeted by the county for books, which was not spent, might be used to pay the rent for the 1970-71 fiscal year for the Scottsville Branch if the library moved to the downtown area of Scottsville.

Director's Report. Mr. Williams expanded some on his report and the Board discussed at length alternatives that might be arrived at to provide the space which will be desperately needed the coming year for the book collection, the processing space, and the patrons' reading space. The possibility of moving into the Red Cross Building next door was discussed. Also a mobile unit to be placed in the east courtyard was considered. No action taken on any of these possibilities, although they will be further explored.

Mr. Sandridge discussed the proposed revised bookmobile schedule for the coming fall months, which was submitted at the June meeting but no action taken on it. He asked that some stops eliminated by that proposed schedule be reinstated, particularly those in the Brown's Cove area. Since no action had been taken on the proposed schedule, the present schedule is still in effect.

Mr. Lee asked Mr. Sandridge and Mrs. Dahlen to serve on the nominating committee and advised that the report would be due in September.
Mr. Williams expressed his appreciation to Mrs. Jordan for her faithfulness on the Library Board for 9 years and said that he wished to say "thank you" to her on behalf of the members of the Board and staff for her continued support and her desire to have a good library here. Mrs. Jordan replied that "It has been a very rewarding 9 years." Her term of office expired with this meeting.

Meeting adjourned 5:45 P. M.
Director's Report
for
September 15, Meeting

Miss Virginia Moore and the Director have met with the Lion's Club of Scottsville and the Scottsville Jaycees since the last Board meeting and Miss Moore has been very active in talking with people in Scottsville about the possible move of the library branch. The Director met with Mrs. Stinson, the present owner of the building that the library is considering renting. Details of the work needed to be done were discussed and a letter is going to Mrs. Stinson outlining this and asking what she considers fair rental under each of two different schedules of repair, one of which included provision for new floor tile and the other one if the library or the Friends of the Library furnished the floor covering. She probably cannot get the estimates before the September board meeting but the Library Board may wish to make arrangements for a telephone poll of the members, once the figure has been suggested so that a letter can be forwarded to the Board of Supervisors and the City Council. This would usually be considered a Board of Supervisors' decision.

The Director talked to the president and director of the Red Cross about the availability of the Red Cross building. Mr. Betts has a meeting scheduled with his executive board and has also talked with a number of them by phone, so at this time we do not know if the building will be available for rental by the library. The executive director has also contacted her regional office to see what arrangements are normally made if the Red Cross rents a building. This is unusual for them as they normally are the renters.

The deposit of books at Tonsler Park, instituted by the Friends with the shelving material furnished them and assembled by the library staff, seemed to be quite successful. Final count on the circulation will be
available at the board meeting. There was an arrangement made to have the collection open and available at Tonsler through the end of September, but the Recreation Department lost some of its eligible Neighborhood Youth Corps workers who would have manned it. Therefore, it had to be pulled in on Thursday, September 3. Our staff is now in the midst of taking a recount on the circulation and the location of a few of the books that are still out on loan. We had very fine cooperation from the Recreation Department staff and it established a very good record for security of the materials.

Mr. Philip L. Williams received his $3600.00 Federal scholarship grant and has left to attend North Carolina Library School. Mr. Molyneaux was not given a Federal scholarship and according to the wording of the Board's motion, it was the Federal funds for which we had said we would sponsor his nomination. We still hold $2500.00 earmarked for State scholarship which would mean that the candidate would return to this library for 2 years if we have a position available and if not, he could satisfy it by working in some other Virginia library receiving State aid. In order for us to ask the State Library to award the scholarship, the McIntire Library Board will need to take action to sponsor the State scholarship and the Director advises that the Board do so.

Respectfully submitted,

Raymond E. Williams
Director
The regular monthly meeting of the Library Board of the McIntire Public Library was held on Tuesday, June 16, 1970, at the Gordon Avenue Branch Library at 3:30 P.M.

Those present were:

Mr. Kenneth O. Lee, Chairman  
Mrs. Edwin P. Jordan, Vice Chairman  
Mr. Channing W. Daniel, Jr.  
Mr. James R. Sandridge  
Mr. George F. Duborg  
Mr. E. G. Tremblay  
Miss Virginia Moore  
Mrs. Paul A. Dahlen

Also present: Mr. Raymond E. Williams, Director  
Mrs. Mary Nolan, representing the League of Women Voters

Mr. Lee called the meeting to order and asked if there were any additions or corrections to the minutes. There being none, the minutes stood approved. The financial and statistical reports were also reviewed and they stood approved.

Mr. Williams said a motion was needed from the Board recommending fellowship grants for Philip L. Williams and Robert E. Molyneaux. After discussion, Mr. Duborg moved and Mrs. Jordan seconded the following motion: "That the Library Board reaffirms its action of January 15, 1970, and January 27, 1970, advocating the nomination of Philip L. Williams for a fellowship grant as the library's prime candidate for the fellowship and that the library sponsor the nomination of a second candidate, Mr. Robert E. Molyneaux, for a fellowship grant if there are additional fellowship grants available from Federal funds." Motion passed unanimously.

A proposed revision of the bookmobile schedule was submitted by Mr. Williams in order to have the bookmobile stop for longer periods at any one stop than had been previously done, and to run on a 1-week schedule so that every Monday the bookmobile would be at its designated stop. No stop would be less than 1 hour, which adheres to national standards for bookmobile service. Some stops would be 2 hours or more.

Meeting adjourned 4:45 p.m.
The joint meeting of the City Council Board of Supervisors and the McIntire Library Board was a very serious disappointment in many ways. The response that seemed to come from the Council and Supervisors about the prospects for the development of a reasonable public library building program in Charlottesville - Albemarle was very negative. In effect, as I understood the reactions from the members of the Council and Board of Supervisors, there is a slim possibility that a new main library might be started sometime, perhaps by 1975, but it could be as long as 10 years before the main library might be built. The lease with option to buy arrangement seemed to be completely out of the question but this does not take care of the obvious and pressing need which now exists. If there had been any indication of a reasonable time before capital improvement funds or bond funds were available, the library might be able to "make do" somehow for another short period of time.

In thinking about what this means to the system and what possibilities there are, my feeling is that we should start again with our plans for some other means of obtaining a main library and rethinking the timing of requests for the much needed branch libraries. We also need to plan for how we can carry on our present activities with the facilities now available until a new main library can be obtained.

First, I would like to suggest that the Library Board make immediate request of the two governing bodies for the Midway site to be set aside for the Main Library when it is built.

Second, that the Board, working with the Friends of the Library, start a full scale fund drive for a new main library. This could be launched, probably
starting about November or December of this year, and such campaign to last for one full year with the object of raising some $450,000 to $500,000 in cash or pledges for that amount. This would then be the local share to be matched by Federal funds through the State when such funds are available.

Third, we will need to rearrange the work at the present Main Library. If it is to be 3 or 4 years before we get a new building, we had better do something now. I would suggest transferring the receiving, cataloging and processing work from the Main Library building to the present Red Cross building. The library should rent this at the cost of their rental of other quarters. This will allow a reasonable amount of space for the cataloging and processing work and shelving for the books in processing. This function to be transferred back to the Main Library when the new building is available. A Main Library "shelf list" will have to be extrapolated from the union shelf list. The Director's office would also be moved to the Red Cross building. The present Director's office would become the workroom for the main library adult and children's department. Periodicals would then expand into the present processing room and it would provide storage room for older reference materials. It would also be necessary to make our periodical collection a closed collection serviced by pages from the main floor.

Fourth, I feel that the library should take immediate steps to begin exploring the sites for the two branches to see whether there is land that might be given to the library for the sites for these branches, and develop the building programs for both of them with the idea that local capital improvement funds would be asked for to match the Federal fund grant. At the present time there are no applicants waiting for fiscal 1970-71, so if we proceed quickly our priority on the list should be quite good.

Fifth, a temporary structure could be leased or purchased and placed in the east courtyard at a level with the reading room to provide shelving space for a part of the fiction and reading table space.

Respectfully submitted,

Raymond E. Williams
Director
June 16, 1970

It is proposed that beginning September 1, 1970, the bookmobile schedule of stops be thoroughly revised in order to have the bookmobile stop for longer periods at any one stop than has been previously done and to run on a 1-week schedule so that every Monday the bookmobile would be at its designated stop. No stop would be less than 1 hour, which adheres to national standards for bookmobile service, and many stops would be 2 hours or more. These should be at strategic places around the county.

A draft of proposed schedule is given below, subject to further refinement. With each day’s schedule there is a list of the present stops which would be covered by these longer stops, and a total of the circulation for each of the stops for the past 17 months with a grand total of past circulation for the 17 months. This would be a year round schedule and signs should be placed at the stopping place showing the day of the week and the hour it would be there.

Monday

9:30 - 1:30 - Rio Road Gulf
2:00 - 4:30 - Rio Road and Greenbrier

| Berkeley     | 6078 |
| Woodbrook    | 3895 |
| Carrsbrook   | 2579 |
| Westmoreland | 1996 |
| Northfields  | 1465 |
| Wakefield    | 2651 |
| Rio Gulf     | 250  |
|              | 18,914 |

Tuesday

9:30 - 11:30 - Ivy
12:00 - 2:00 - Batesville
2:30 - 4:30 - Collins Store

| Ivy          | 1314 |
| Yancey Mill  | 160  |
| Midway       | 1050 |
| Miller School| 1080 |
| Batesville   | 677  |
| Collins Store| 1254 |
| Red Hill     | 405  |
| North Garden | 178  |
| Dudleys      | 1048 |
| Alberene     | 158  |
|              | 7,324 |
### Wednesday

<table>
<thead>
<tr>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>9:30 - 11:30</td>
<td>Covesville</td>
</tr>
<tr>
<td>12:00 - 1:30</td>
<td>Esmont</td>
</tr>
<tr>
<td>2:00 - 3:00</td>
<td>Howardsville</td>
</tr>
<tr>
<td>3:30 - 4:30</td>
<td>Keene</td>
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<table>
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<tbody>
<tr>
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<td>1321</td>
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<tr>
<td>Esmont (Deans)</td>
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<td>Esmont (Paiges)</td>
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<tr>
<td>Rhodes</td>
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<tr>
<td>Gulf Rt.6 &amp; 630</td>
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<tr>
<td>Howardsville</td>
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<tr>
<td>Farleys</td>
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<tr>
<td>Scotts</td>
<td>80</td>
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<td>Keene</td>
<td>468</td>
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### Thursday

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<td>Airport Acres</td>
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<tr>
<td>12:00 - 1:30</td>
<td>Earlysville</td>
</tr>
<tr>
<td>2:00 - 3:00</td>
<td>Free Union</td>
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<tr>
<td>3:30 - 4:00</td>
<td>Hessian Hills</td>
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<table>
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<td>Earlysville</td>
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<tr>
<td>Jones</td>
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<td>Vias</td>
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<td>Proffitt</td>
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### Friday

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<tr>
<td>9:30 - 11:00</td>
<td>Stony Point</td>
</tr>
<tr>
<td>11:30 - 2:00</td>
<td>Keswick</td>
</tr>
<tr>
<td>2:30</td>
<td>Gordon Avenue Branch</td>
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<table>
<thead>
<tr>
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<tr>
<td>Keswick</td>
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<td>Cismont</td>
<td>77</td>
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<tr>
<td>Cash Corner</td>
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<td>Shadwell</td>
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<tr>
<td>Stony Point School</td>
<td>5918</td>
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<tr>
<td>and Stony Point</td>
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Stops not covered:

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<tr>
<td>Sherwood Farm</td>
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<tr>
<td>White Hall</td>
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<tr>
<td>Mount Fair</td>
<td>214</td>
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<tr>
<td>Brown's Cove</td>
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<tr>
<td>Walton's Corner</td>
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<tr>
<td>Key West</td>
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<tr>
<td>Warren</td>
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<tr>
<td>Bournes</td>
<td>730</td>
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<tr>
<td>Manley</td>
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<td>Greenwood</td>
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<td><strong>Total</strong></td>
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Schools not covered:

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<td>3,316</td>
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<td>Woodbrook School</td>
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<td>Yancey School</td>
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<td><strong>Total</strong></td>
<td><strong>11,073</strong></td>
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Directors Report
for
June 1970 Meeting

The month of May is normally concerned with winding up the year's book buying and shifting gears to the summer program and this year was no exception. One of the major things to report is the completion of the installation of the air conditioning at the Main Library. This is the result of the Friends' gift of the equipment totaling about $1,270.00. The library will pay for the change in the electrical service and wiring for the machines which comes to $670.00.

The use at the Main Library was lower than last year for the same month, but we seem to be returning to a heavier use now and probably as people get used to the idea that the library is air conditioned and we advertise it, there will be a better summer use of it than in previous years. It certainly makes a tremendous difference in the comfort for staff and public.

Mr. Lee received word from the county executive officer that the Council and County Board of Supervisors will meet with the Library Board on Monday, May 22, at 2:00 P.M., the meeting to be held at the county office building, supervisor's board room, and will be followed by a tour of the Main Library. I hope as many members as possible of the governing bodies will make the tour of the Main Library, as I am sure they would find that even with a brief inspection their avowed priorities on provisions for library facilities would be raised. I also hope that the two new members of Council will be asked to attend.

Rather unaccountably, our book shipments have been somewhat slower the past two months, but we hope the books ordered on the 1970 budget will be delivered in this fiscal year so that we can start the new year with a reasonably clean slate.

Respectfully submitted,

Raymond E. Williams
Director, McIntire Public Library
BOARD MINUTES
of
May 19, 1970 Meeting

The regular monthly meeting of the Library Board of the McIntire Public Library was held on Tuesday, May 19, 1970, at the Scottsville and Crozet Branches...Scottsville at 2:30 P.M. and Crozet at 4:00 P.M.

Those present were:

Mr. Kenneth O. Lee, Chairman
Mrs. Edwin P. Jordan, Vice Chairman
Mrs. Paul A. Dahlen
Miss Virginia Moore
Mr. James R. Sandridge

Absent were:

Mr. George F. Duborg
Mr. Channing W. Daniel, Jr.
Mr. E. G. Tremblay

The Board Members met at the Scottsville Branch and inspected the building and noted needs for making it more attractive. The minutes of the April meeting were approved and the financial and circulation reports also stood approved as presented.

At Crozet, the Board inspected the building and were served refreshments by the branch staff.

Meeting adjourned at 4:45 P.M.
The regular monthly meeting of the Library Board of the McIntire Public Library was held on Tuesday, April 21, 1970, at the Gordon Avenue Branch Library at 3:30 p.m.

Those present were:  
Mr. Kenneth O. Lee, Chairman  
Mrs. Edwin P. Jordan, Vice Chairman  
Mr. Channing W. Daniel, Jr.  
Miss Virginia Moore  
Mr. George F. Duborg

Absent were:  
Mrs. Paul A. Dahlen  
Mrs. E. G. Tremblay  
Mr. James R. Sandridge

Also present: Mr. Raymond E. Williams, Director

Mr. Lee called the meeting to order and introduced one visitor--Mrs. Enno E. Kraehe--Library Committee Chairman of the League of Women Voters. Corrections or additions to the minutes of the previous meeting were called for by the chairman. There being none, the minutes stood approved as presented.

Circulation and Financial Reports were accepted as presented after some discussion of certain items.

Director's Report. Mr. Williams briefly discussed the Virginia Statistical Report which he distributed to the board members. He also reported on the meeting in Richmond which he attended on April 3 regarding the new laws in the Constitution recently passed by the General Assembly relative to public libraries in Virginia. He pointed out three necessary steps which must be taken by the McIntire Public Library:

1. Submitting a signed agreement between Charlottesville and Albemarle County for the operation of the McIntire Public Library,
2. Submitting the Library's long range plan (to be submitted annually),
3. Submitting a written statement of policy of our book selection, and
4. Submitting job descriptions for the McIntire Public Library.

There was some discussion regarding the published report of the City Council and the Albemarle Board of Supervisors relative to a new building for the McIntire Public Library. The two governing bodies have gone on record opposing any immediate action for a new building for the library. The board agreed in its discussion that a letter should be written to the governing bodies asking for a specific reply to the recommendation from the site selection committee and also asking them specifically just what they would like the library board to do at this point toward future plans for the new building. All of this in view of the fact that there is a great deal of public interest in a new facility. It was also pointed out that this is important inasmuch as the application for construction funds should be submitted to the Virginia State Library so that when money becomes available for library construction purposes in the state, this library will be ready to apply.

The Board decided that at its May meeting, it would visit the Crozet and Scottsville Branches.

Meeting adjourned at 5:00 p.m.

Respectfully submitted,

Raymond E. Williams
Director
Director's Report
for
May 19, 1970 Meeting

The major library activity this month centered around the Friends of the Library. A new group of officers and board members was nominated and has held two meetings this month (which is more than last year "already yet"). They conducted the book sale May 1 and 2 and netted almost $900.00 which was the highest total to date, and the library has added about 1,200 books from gifts this year. The books were better quality than last year although not quite as many of them.

The Board of the Friends will be meeting again soon to decide about use of the money and to plan an active program for next year. Their attention will be on support of the Library Board to get a new Main Library Building and to be of help in the scholarship field to help us get more professional librarians.

We seem to have been active on the home front as well because our 12-month total to date for circulation (an index of total activity) has set a new record. We have passed the 350,000 per year level and we seem to have a healthy use in all of our agencies.

One other note on the Friends that will be of interest to all the Board—Miss Moore has helped to start a chapter of the Friends in Scottsville. They elected officers and are organizing efforts to increase use and interest in the Scottsville Branch as well as the system as a whole. This should be of great help in informing the people of the Scottsville area of the services available through the Branch.

Respectfully submitted,

Raymond E. Williams
Director
BOARD MINUTES
of
March 17, 1970 Meeting

The regular monthly meeting of the Library Board of the McIntire Public Library was held on Tuesday, March 17, 1970, at the Gordon Avenue Branch Library at 3:30 P.M.

Those present were:

- Mr. Kenneth O. Lee, Chairman
- Mrs. Edwin P. Jordan, Vice Chairman
- Mr. Channing W. Daniel, Jr.
- Mr. James R. Sandridge
- Mr. George F. Duborg

Also present: Mr. Raymond E. Williams, Director

Absent were:

- Mr. E. G. Tremblay
- Miss Virginia Moore
- Mrs. Paul A. Dahlen

Mr. Lee called the meeting to order and asked if there were any additions or corrections to the minutes. There were none and Mrs. Jordan moved and Mr. Sandridge seconded a motion that the minutes be approved. Motion carried. The circulation and financial reports also stood approved.

The Director reported that he had received the Library Statistics for the State of Virginia, 1968-69, and read a few items of interest from it and said that he would obtain copies for the board members.

The Board expressed concern that the two governing bodies did not take action at their last meeting regarding a new main library. It was pointed out that the two bodies had received the report of the site selection committee for the building, but decided that any statement of concern to the press would come from the Chairman of the Library Board, Mr. Lee.

The approval of the Library Board was given the library to assume the responsibility of the Xerox machine at the library from the Friends of the Library, as that organization wished to be relieved of the responsibility of it. It would involve the library office collecting the money from the machine and depositing it with the Director of Finance in the appropriation set up in the Library Budget for office equipment and repairs. Mr. Duborg moved and
Mr. Daniel seconded a motion that the library accept the transfer of the contract for operation of the Xerox machine but that its use be limited to reproduction of library materials. Motion carried.

Meeting adjourned at 4:15 p.m.
Following the late January meeting, there seemed to be a very full month concerned with the local budget and its hearing, State appropriation, with hearings on the new library law, as well as the State appropriation for State Aid, and constant concern about the status of the HEW appropriation which also affects our library.

On January 29th, Mr. Kenneth O. Lee and the Director made a trip to Richmond to explain the effect the proposed new library law and the appropriation would have on our local library in a meeting with Senator Harry Michael and Delegates Daniel Van Clief and C. Armond Paxon. They seemed to appreciate the specific information and how this library would be affected. The Director has learned in the past few days that the new library law has passed both the Senate and the House. Now, there will be much greater emphasis on the encouragement of regional library programs in Virginia and the strengthening of the major libraries in the State, including our own. As to the State appropriation, as this goes to press, the House has passed an appropriation of $600,000 per year for the biennium, which is below the requirements of the new State law for reasonable operation, but may be accepted at that figure by the Senate even though it is recognized that it is under an appropriation for the program. This, because of the tight fiscal situation in the State budget. Of course, the most important thing is that the library laws of the State have now been revised—something that has been necessary for a long time and reflects the changes in concept of public libraries since the last major revision of State library law in 1942. It will provide a sound, forward-looking program for the development of public libraries in Virginia.
Just for the record, the HEW appropriation will mean that our library will receive probably three-fourths of the anticipated Federal funds for this year. Our share of the distribution was $4,566.00. To date we have received authorization to spend $1,679.00.

On our local budget, Mr. Duborg and the Director presented the budget on February 19, 1970, to the Library Committee of the Albemarle Board of Supervisors and the Charlottesville City Council. There were two changes recommended by the committee which apparently is tantamount to approval by each of the bodies involved. First, the Director’s salary was made $15,000.00 per annum, rather than $14,770.00; second, the local book appropriation was reduced by $5,000.00 to $33,735.00, and the amount for architectural fee for the new main library was deleted, making an operating budget for next year in the amount of $248,088.00. Final word on the budget will probably not come until about April 15 when we see the published budget from the city.

On March 5, the Director was in Richmond and went to the State Surplus Property warehouse and found several items that the library could use. The trip that day was occasioned by the need to take the bookmobile down to Richmond to get the generator repaired and the delivery truck accompanied the Director and his car and the bookmobile, and we all met at the surplus property warehouse. We brought back a mimeograph machine for $7.50 and a long carriage typewriter for $5.00, a comptometer and several other small items. We returned in the truck to pick up the bookmobile on Monday, the 9th and again went to the surplus property warehouse and got two good 60-inch typewriter desks for Crozet and Scottsville Branches at $10.00 each. We also got some cork flooring for the first floor of the main library stack and 10 miscellaneous adding machines, etc., for $1.00 per machine, one of which works perfectly well and is needed at the Gordon Avenue Branch. We will
see if one of the calculators can be made to work for use in the main office.

On Thursday, March 12, the Director went down with the truck again and obtained 6 map case sections which had been spotted on a previous trip, at $3.00 each, or $18.00 total which we will need to have for the new main library for the Geological Survey maps. The initial cost of those was $1,500.00 plus. One other item which seems to be an even greater bargain is a National Cash Register accounting machine which is about 10 years old and apparently in operating condition although has to be cleaned. The original cost of this item was $4,500.00; the cost to us was $125.00 plus cleaning. That is now at the National Cash Register office to be checked out and will be a tremendous help to us—certainly worth the cost of cleaning and adjusting for keeping our records on book bills, periodical bills, and inventory, etc.

A very successful 6 weeks!

Respectfully submitted,

Raymond E. Williams
Director
The called meeting of the Library Board of the McIntire Public
Library was held on Tuesday, January 27, 1970, at the Gordon Avenue Branch
Library at 3:30 P.M.

Those present were:

Mr. Kenneth O. Lee, Chairman
Mrs. Edwin P. Jordan, Vice Chairman
Mrs. Paul A. Dahlen
Mr. Channing W. Daniel, Jr.
Mr. James R. Sandridge
Mr. George F. Duborg

Also present: Mr. Raymond E. Williams, Director

Mr. Lee called the meeting to order and asked if there any additions
or corrections to the draft of the January minutes. There being none, the
minutes stood approved.

There was a detailed discussion of the budget document as presented.
Mr. Duborg made a motion and Mrs. Jordan seconded the motion to accept the
budget dated January 27, 1970, as presented, as a budget request to the
Charlottesville City Council and the Albemarle Board of Supervisors for
operating funds for 1970-71. The motion passed unanimously.

Meeting adjourned at 5:00 P.M.
Board Minutes
of
January 15, 1970, Meeting

The regular monthly meeting of the Library Board of the McIntire Public Library was held on Thursday, January 15, 1970, at the Gordon Avenue Branch at 3:30 P.M.

Those present were:

Mr. Kenneth O. Lee, Chairman
Mrs. Edwin P. Jordan, Vice Chairman
Mrs. Paul A. Dahlen
Mr. Channing W. Daniel, Jr.
Mr. James R. Sandridge
Mr. George F. Duborg

Also present: Mr. Raymond E. Williams, Director

Mr. Lee called the meeting to order and asked if there were any additions or corrections to the minutes. There were none and therefore were accepted.

Circulation Report. It was accepted as presented. However, a discussion followed regarding the bookmobile circulation relative to the decline in circulation over the year. Mr. Williams said that it would be necessary for him to review the scheduled stops in that probably some of the stops should be discontinued and others added. A suggestion was made that possibly the Director could talk with the Superintendent of the County Schools to encourage use of the bookmobile by the various school librarians.

Mr. Sandridge inquired if it was less expensive to get a book to a person via the bookmobile than it would be via branches. It was decided that a study should be made regarding the comparative costs.

Financial Report was accepted as presented.
Mr. Lee reported on the meeting held at the Gordon Avenue Branch on January 12, 1970, relative to the suggested revision of the State Library Laws and the new formula and program of State Aid to Public Libraries and how it would affect the libraries. He said that all of the counties were represented except Louisa and Rappahannock Counties. It was decided that some members of the Board attend the General Assembly when it took this matter up.

The Site Selection Committee Report was discussed at length. Mrs. Jordan moved and Mr. Duborg seconded a motion that the Site Selection Committee Report on the new Main Library site be endorsed by the Library Board, and that the report be forwarded to the Charlottesville City Council and the Albemarle County Board of Supervisors with recommendation for early action. The two absent members of the Library Board are to be polled by letter or telephone to record their votes, this to be recorded in the minutes of action of the meeting. All Board members present voted for the motion. Also, the 2 absent members, when polled, voted for the motion.

Mr. Duborg said that he had had a call from Mrs. Terrant (?) regarding some possible cooperation between the Library and the Recording for the Blind Organization in that the Library might provide facilities for them. The Board thanked him for bringing the matter up but asked him to reply to her that there is nothing developed at Gordon Avenue Branch for such provision.

Budget Committee Chairman, Mr. Daniel, asked that Mr. Williams present the budget to the board, saying that he had gone over it and found it very interesting. Mr. Williams then went over each item.

Salaries. He said that the Labor Department Cost of Living Year End Index shows an increase from October 1968 to October 1969 (the most recent figures available) of 5.6%. Taking this into account, a 5.6% increase plus the present annual increments was added to the salary of each employee. After some
discussion on the salaries, the Library Board asked the Director to use an 8.5% increase in computing the new salaries of each member now on the staff, and 5.5% for adjustment of the beginning rate for each position.

**New positions.** (1), a library order clerk position has been added to combine tasks now performed in part by the Director, Secretary, Catalog Librarian, and others, and to put with this the delivery truck work, and (2) the position of Library Assistant in the Children's Room at the Main Library, which has been paid for out of part-time funds.

**Reclassification.** The Director recommends that the third position at the Reference Desk, heretofore a Library Assistant, should be classified as a Librarian A, holding a Masters Degree in Library Science.

**Other than salaries:**

Office supplies, increased $1,000.00

Books, increased $2,500.00 ($5,000.00 from local funds, less the scholarship fund from State Aid)

Office Equipment, increased $1,000.00

City Maintenance, increased $500.00

Rent, increased $300.00, as agreed to by the Board of Supervisors

**Scholarship.** The Director has asked that $2,500.00 be taken out of State Aid: Funds to be used for Philip L. Williams in his pursuit toward a Masters Degree in Library Science. Philip Williams is now working at the Reference Desk as a Library Assistant.

It was decided to hold a called meeting on January 27th at 3:30 P.M. at the Gordon Avenue Branch, probably in lieu of the regular February meeting to complete the discussion of the budget and the adoption of it by the Board.

Meeting adjourned at 5:45 P.M.