

December 8, 1936.

The regular meeting of the Trustees of the Freeport Memorial Library was held on December 7, 1936.

Miss Rogan reported book fines for November of \$84.61. This check, with one for \$60.00 received from the Election Board for the use of the building for election purposes was sent to the treasurer of the Board of Education.

The secretary was authorized to purchase two Christmas trees for the Library.

The following resolution was adopted and a copy sent to Mr. Schuyler F. Cohen.

Whereas Schuyler F. Cohen was appointed a trustee of the Freeport Memorial Freeport Library in November 1926, and

Whereas he has served faithfully and well from that date,

first as trustee, then as treasurer, and later as president of the Board until November 1936, at which time his term of office having expired he declined a reappointment because of ill health,

Therefore, be it resolved that we as fellow members of the Board of Trustees of the Freeport Memorial Library, accept this decision with regret and express herewith our deep appreciation of the services rendered by Schuyler F. Cohen and trust that his health will be completely restored.

All bills were audited and ordered paid.

Jimmie J. Harbuck
Secretary.

January 4, 1937.

The regular meeting of the Board of Trustees of the Freeport Memorial Library was held on the above date.

Present: Messrs. Scott, Vanderpoel, Peden and Winship. Miss Rogan also met with us.

Our new trustee, Mr. H. H. Peden, was welcomed.

Mrs. Hasbrouck, our secretary, being absent through illness, trustee Winship served as secretary pro tem.

Minutes of December 7th meeting were received and accepted.

Miss Rogan presented money order for \$80.00 covering December book fines, which will be deposited with the treasurer of the Board, Mr. de Guiscard.

Bills were passed, and payment authorized, in the sum of \$1167.03.

On account of our low balance at the bank, the secretary pro tem was instructed to write a letter, to be transmitted by our president, to the Board of Education, advising them of the state of our account (the balance in which is approximately \$1260.00) and asking for the transfer of funds to our account, in anticipation of tax receipts.

The Board was reorganized as follows:

Rev. R. H. Scott was placed in nomination for president of the Board, nomination being made by Winship, seconded by Vanderpoel, and unanimously carried.

Mrs. ^{Hasbrouck}~~Peden~~ was nominated by Peden, to succeed herself as secretary, seconded by Vanderpoel, and unanimously elected.

Mr. Peden was nominated by Vanderpoel as chairman of finance committee, seconded by Winship and unanimously elected. This is the office formerly designated as treasurer of the Board.

President Scott named Vanderpoel and Winship as additional members of finance committee.

President Scott designated the finance committee as committee to audit the books of Mr. Cohen our former treasurer. He will arrange for this audit to be effected at a time convenient to Mr. Cohen.

Respectfully submitted

Dr. D. Winship
Secretary pro tem.

February 1, 1937.

The regular meeting of the Board of Trustees of the Freeport Memorial Library was held on February 1, 1937 with Dr. Scott in the chair and Mr. Winship, Mr. Peden and Mrs. Hasbrouck present.

The minutes of the previous meeting were approved.

Miss Rogan reported book fines for January of \$97.11. A motion was made by Mr. Peden, seconded by Mr. Winship, that each month Miss Rogan deposit the book fines in the bank to the credit of the library fund and get a duplicate deposit slip.

Bills amounting to \$1067.88 were passed for payment.

A letter was read from Mr. Pearsall, village clerk, in reference to repairs to library building and grounds. As the Village Board is better able to estimate the cost of the necessary repairs it was decided to ask them to send a representative to confer with the Library Board.

Mr. Williamson of the Board of Education attended the meeting and stated that if the Library Board so desired Mr. Wilson, auditor for the Board of Education would audit our books up to June 1, 1936 without charge and from that date for \$25.00 per year. Mr. Winship made a motion that Mr. Wilson be engaged to audit the books subject to these conditions. Motion carried.

The secretary was requested to write Mr. Vanderpoel asking for a list of all insurance policies, expiration dates, and premiums, asking him also to arrange to have the Board members written into the liability policies.

Respectfully submitted,

Jennie S. Hasbrouck
Secretary.

February 8, 1937

A special meeting of the Board of Trustees of the Freeport Memorial Library was held February 8, 1937, to consider the budget for the coming year.

Dr. Scott presided; all members were present.

Following a discussion of the above matter it was unanimously decided to set the sum of \$17 500 as the budget requirements for the coming year.

Respectfully submitted,

Jennie S. Hasbrouck

Jennie S. Hasbrouck,

Secretary

March 1, 1937.

The regular meeting of the Board of Trustees of the Freeport Memorial Library was held on March 1, 1937. Dr. Scott presided and Mr. Peden, Mr. Winship and Mrs. Hasbrouck were present.

The minutes of the previous meeting were approved.

Miss Rogan reported book fines of \$83.10 for February deposited in the First National Bank.

The auditor, Mr. F. B. Wilson, submitted his report of the accounts of the treasurer from June 1, 1935 to December 31, 1936. This was ordered received and filed.

A letter accompanying the report recommended that the disbursements of the petty cash be handled under the Imprest System. A motion, made by Mr. Winship, that this method be followed was seconded by Mr. Peden and carried. Mr. Winship also moved that the petty cash accounts for the past few years be audited by the finance chairman at his convenience. Seconded by Mrs. Hasbrouck and carried.

A letter from Mr. Tolman, director of the Library Extension Division, in reference to opening the library on legal holidays was filed for future reference on motion made by Mr. Winship.

Mr. Winship stated that he had submitted to Miss Rogan a letter containing certain booklets listing the books in the library of the University of Virginia with the request that she check them with the books in our library and advise him of the comparison. The letter noted that these lists would be submitted from time to time for comparison.

Mr. Winship moved that the president and finance chairman have access to the safe deposit box in the First National Bank. Carried.

A copy of the history of the Rock Smith family, early settlers of Long Island, was received from the Queensborough Public Library. The secretary was instructed to send a letter of thanks to the above library, also to Valentine Smith.

The bills were audited and passed for payment.

Respectfully submitted,

Jessie S. Hasbrouck
Secretary.

April 5, 1937

The regular meeting of the Board of Trustees of the Freeport Memorial Library was held April 5, 1937, with Dr. Scott in the chair and Mr. Winship, Mr. Peden and Mrs. Hasbrouck present.

The minutes of the previous meeting were accepted.

Miss Rogan reported book fines of \$85.87 for March, deposited in the ~~First National~~ Bank.

Freeport

The usual bills were audited and passed for payment.

Mr. Winship made a motion that, as the Fuel Oil Utilities Co. seem to be charging more than other companies, payment be withheld on the current bill until a satisfactory explanation is obtained, when the check may be issued by the finance chairman. Seconded by Mr. Peden and carried.

Mr. Winship stated that he had given to Miss Rogan a booklet listing the books in the Oregon State Library for comparison with the books in the Freeport Memorial Library.

After due consideration by the members of the Board, Dr. Scott made the motion that beginning May 1, 1937, any librarian or assistant in the library who should marry may be employed for a period not to exceed six months after marriage. Seconded by Mr. Peden and carried.

Applications for the position of children's librarian, made vacant by the resignation of Mrs. Dean, to take effect on May 3, 1937, were received from Miss Helen MacDonough and Mrs. Margaret Ely. The matter was held over for action until the May meeting.

Mr. Peden stated that at a meeting of the Finance Committee, it was decided to notify the Board of Education that \$17 000 would be required for the Library for the coming year.

Respectfully submitted,

Jennie S. Hasbrouck

Jennie S. Hasbrouck
Secretary

May 3, 1937

The regular meeting of the Board of Trustees of the Freeport Memorial Library was held May 3, 1937, with Dr. Scott in the chair and Mr. Peden and Mrs. Hasbrouck present.

Miss Rogan reported book fines for April amounting to \$82.10 deposited in the Freeport Bank.

Applications for summer work in the library were received from Eleanor Snedeker and Virginia Miller.

Mr. Peden reported that the oil bill had been paid and that the rate would be reduced after May 1.

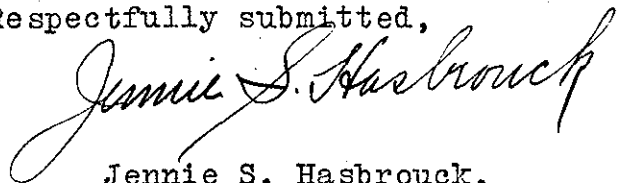
All bills presented were audited and ordered paid.

Mr. Condit, a representative of Baker & Taylor, interviewed the Board with the object of regaining the business which had been given to Mr. Bliss of Freeport. He stated that his firm was offering a discount of 30% on all books purchased, would assume all transportation charges and would send from five to fifteen books weekly on approval. This matter was laid on the table for further consideration when Mr. Winship was present.

Mr. Peden moved that a fee of \$2.00 be charged to all non-residents of Freeport who use the library. Seconded by Mrs. Hasbrouck and carried.

A special meeting to be held May 10, 1937, was called by the president.

Respectfully submitted,



Jennie S. Hasbrouck,
Secretary

May 10, 1937

A special meeting of the Board of Trustees of the Freeport Memorial Library was held May 10, 1937, with Dr. Scott, Mr. Peden, Mr. Vanderpoel and Mrs. Hasbrouck present.

Mr. Vanderpoel made the motion that the trustees increase the per hour basis of payment for Mrs. Goetschius and Miss Liebler to \$.40 per hour, not to exceed \$85.00 per month; for Miss MacDonough, Miss Earl and Mrs. Haass to \$.50 per hour, not to exceed \$100.00 per month: this to be retroactive to May 1, 1937, and to pertain until further consideration. Carried.

Mr. Vanderpoel also moved that the annual salary of the librarian, Miss Rogan, be increased \$120.00 per year, making the total amount \$2 100.00, retroactive to May 1, 1937, and to pertain at pleasure of the Board. Carried.

Mr. Vanderpoel and Mr. Peden were appointed by Dr. Scott to explain the new financial schedule to Miss Rogan.

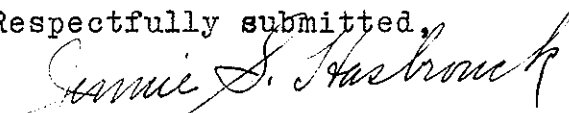
It was decided to give the assistants on the hourly basis one week's vacation with pay, with extra time not to exceed one week at their own expense.

Mr. Vanderpoel and Mr. Peden were appointed the house committee, with power to replace the furniture in the main reading room.

The resignation of Mrs. Dean was accepted with sincere regret.

The meeting then adjourned.

Respectfully submitted,



Jennie. S. Hasbrouck,
Secretary

June 17, 1937

A special meeting of the Board of Trustees of the Freeport Memorial Library was held June 17, 1937, with all members present.

Mr. Vanderpoel made a motion that until further notice the Library be closed on Saturdays at 4 P.M. and all day Sundays. Seconded by Mr. Peden and carried.

The Board then met with the librarian and assistants, and Mr. Peden explained the new hourly schedule.

The meeting then adjourned.

Respectfully submitted

Jennie S. Hasbrouck

Jennie S. Hasbrouck,
Secretary.

July 7, 1937

The regular meeting of the Board of Trustees of the Freeport Memorial Library was held July 7, 1937, with all members present.

Miss Rogan reported book fines for June amounting to \$88.01 deposited in the Freeport Bank.

All bills were audited and passed for payment,

The meeting then adjourned.

Respectfully submitted,

Jennie S. Hasbrouck

Jennie S. Hasbrouck,
Secretary

August 2, 1937

The regular meeting of the Trustees of the Freeport Memorial Library was held August 2, 1937, with Dr. Scott, Mr. Terhune, Mr. Peden and Mrs. Hasbrouck present.

Miss Rogan reported book fines for July amounting to \$91.80 deposited in the Freeport Bank. The state appropriation of \$100.00 was received.

Mr. Peden moved that the typewriter be repaired, cost \$7.50. Motion seconded by Mr. Terhune and carried.

A motion was made by Mr. Peden that a new chair be purchased for Miss Rogan. Seconded by Mr. Terhune and carried.

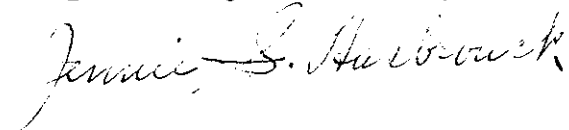
Mr. Peden made a motion that the Library Board join the New York Library Association, dues \$3.00. Seconded by Mr. Terhune and carried.

Mr. Terhune was appointed a member of the finance committee.

All bills were audited and passed for payment.

The meeting then adjourned.

Respectfully submitted,



Jennie S. Hasbrouck,

Secretary

Freeport Memorial Library

TRUSTEES:

SCHUYLER F. COHEN, PRES. AND TREAS.
MRS. GEORGE F. HASBROUCK, SECRETARY
REV. REGINALD HEBER SCOTT, M.A., B.D.
W. IRVING VANDERPOEL
WILLIAM W. WINSHIP
MISS ALICE B. ROGAN, LIBRARIAN

FREEPORT, LONG ISLAND, N. Y.,

Feb. 29, 1937

A meeting of the Finance Com-
mittee was held on above date
for final action on Budget appor-
portionation. The following members
were present: Vanderpoel, Winship
and Pedler. After short discussion
a figure of \$17,000 was decided upon
and the chairman was requested
to notify the Board of Trustees in
that effect. The meeting then
adjourned.

J. H. Pedler
Chairman Finance
Committee.

May 3, 1958

Mrs. Schuyler F. Cohen,
Park Avenue,
Freeport, Long Island, New York.

My dear Mrs. Cohen,

The Board of Trustees of the Freeport Memorial Library, at its meeting held last night, instructed me to express to you, its sorrow and sincere regret at the sudden passing of Mr. Cohen.

The Board remembers Mr. Cohen's many services and wishes to convey to you its sense of loss as a Board, and as individuals, who knew Mr. Cohen.

Yours very sincerely,

Secretary.

MINUTES OF MEETING OF BOARD OF TRUSTEES OF FREEPORT MEMORIAL LIBRARY
HELD AT THE LIBRARY OCTOBER 4, 1937

PRESENT:

Dr. Scott, President
Mr. Peden
Mr. Terhune

In the absence of the Secretary, the Board appointed Mr. Terhune, Secretary pro tem.

Dr. Scott presented the resignations of Mrs. Hasbrouck, Secretary of the Board, and of Mrs. Haas of the Library Staff. The Board accepted the resignations with regret and directed the Secretary pro tem. to accept the resignations and to express to Mrs. Hasbrouck and Mrs. Haas, its sincere regret for their resignation.

The Librarian presented the transactions for the month of September 1937 to the Board as follows:

Library fines \$85.84 and incurred liabilities
and petty disbursements totalling \$1,160.83.

The foregoing transactions were examined in detail and approved for presentation to the Treasurer of the Board of Education for usual action.

On resolution proposed by Mr. Peden and seconded by Mr. Terhune, the salary of Miss Liebler and Mrs. Goettschius was increased to fifty cents per hour, the increase to take effect as of October 1, 1937. Miss Liebler was notified by the Board and requested to notify Mrs. Goettschius.

On resolution presented by Mr. Peden and seconded by Mr. Terhune, it was authorized that all applications for positions on the Library Staff be submitted to the Board before being placed in the Librarian's file for future reference.

On resolution presented by Dr. Scott and seconded by Mr. Terhune, the hours in which the Library shall be opened for public use on Saturday, was authorized to be from 9 A. M. to 9 P. M. until further notice.

The Librarian presented applications for positions on the Staff from Lena S. Englestein and Marjorie Sprake. The Librarian was instructed to reply to these applications, stating that there was no immediate vacancy on the staff of the Library, and to place the applications in her file for future reference.

Mr. Peden reported that acting on the suggestion of Dr. Scott, he had called at the office of Alpha Utilities, Inc. and had authorized this firm to make necessary repairs to the oil burner of the Library.

Mr. Peden reported that the new furniture recently authorized for the Library, had been purchased and installed therein.

The old furniture of the Library was offered for sale and it was reported by Mr. Peden that the amount offered was so small, that it was decided to give the furniture to various members of the Staff who wished it. This was authorized by the Board upon resolution by Dr. Scott, seconded by Mr. Peden.

Mr. Peden reported that a notice had been received of a convention to be held at Niagara Falls of the New York Library Association, with which was coupled, an invitation for representation from the Freeport Memorial Library. The invitation was not accepted and the notice was noted and filed.

The Board adjourned.



Secretary pro tem.

REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES OF FREEPORT
MEMORIAL LIBRARY - NOVEMBER 1, 1957

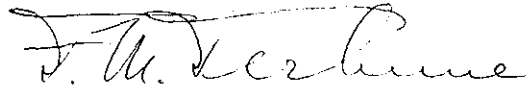
PRESENT: Mr. Peden
Mr. Terhune

The Librarian presented invoice for disbursements totaling \$1,141.51, which was approved and submitted to the Board of Education for payment.

Fines collected totaled \$87.50, which had been deposited by the Librarian.

A letter was received from Mrs. E. D. Philbrick requesting, in the name of a group of Freeport women, that the library institute a service of new fiction on a fee payment basis. The proposal is being considered and the letter has been placed on file.

The meeting adjourned.



Secretary Pro Tem.

MEETING - BOARD OF TRUSTEES, FREEPORT MEMORIAL LIBRARY, WEDNESDAY,
DECEMBER 3, 1937

PRESENT: Dr. Scott, President
Mr. Peden
Mr. Terhune

The Librarian reported receipts of \$89.46 for book fines and a check from the Board of Election Inspectors for \$60.00, total \$149.46.

The Librarian submitted vouchers for disbursements totaling \$1,085.94, which were approved and passed by the Board.

A bid was received from Donald Reid of 205 North Long Beach Avenue for \$93.75 for magazine services. The Librarian was advised to accept the foregoing bid at an early date.

The Board authorized the Secretary Pro Tem to submit to the Board of Education, the name of Charles E. Mack, 145 South Long Beach Avenue, Freeport, L. I. as a candidate for the vacant membership on the Library Board.

Upon motion of Mr. Peden, seconded by Mr. Terhune, the Board authorized the Librarian to give each member of the Library staff, one-half day off per week with pay. The resolution was unanimously passed.

The Board authorized the purchase by the Librarian of fifty-seven books as selected by her from Mrs. deGuiscard at a price of \$35.00 for the total lot.

The Board discussed the establishment of a separate list of new current fiction to be available to borrowers on a fee basis with the understanding that this service, if established, should be in addition to, and apart from, the regular books available to all without cost. Mr. Terhune was authorized to prepare an outline of the proposed service. It is then proposed to print a number of slips outlining this service and to issue these slips for a few weeks with the books as taken from the library. If a sufficient number of the borrowers wish this service, it will then be authorized and installed.

The meeting then adjourned.



Secretary Pro Tem