

REGULAR MEETING OF THE BOARD OF TRUSTEES OF FREEPORT MEMORIAL LIBRARY  
HELD ON January 6, 1941

Present:

Dr. Scott  
Mr. Peden  
Mr. Terhune

The Trustees approved receipts of \$146.45, including \$47.52 from the Reserve Book Collection.

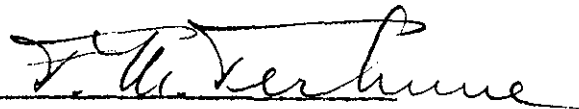
The Trustees approved disbursements totaling \$1,397.13, including \$44.61 for additional books for the Reserve Book Collection.

The Finance Committee was authorized to consider a plan for starting a sinking fund for the construction of a new wing to the Library.

The Board read and approved the minutes of the December meeting, which were prepared by the Librarian in the absence of the Secretary.

The meeting was then adjourned.

By



Secretary

REGULAR MEETING OF THE BOARD OF TRUSTEES OF FREEPORT MEMORIAL LIBRARY  
HELD ON FEBRUARY 3, 1941

Present:

Dr. Scott  
Mr. Mack  
Mr. Terhune

Cash receipts were approved totaling \$365.73, including \$40.60 from the Reserve Book Collection.

Disbursements were authorized (including \$898.67 salaries) totaling \$2,066.48. This amount includes expenditures of \$101.43 for the Reserve Book Collection.

The Librarian read to the Board the annual statement of the Library to be submitted to the State of New York and this report was signed by Dr. Scott as President of the Board.

Mr. Mack was requested to determine from the president or members of the Village Board, whether the Library could legally use a part or all of its surplus funds as a disbursement in connection with the construction of a new building addition or wing of the Library building itself.

The Secretary presented a reconciliation of the cash indicating that the Library's surplus at the end of the current fiscal year, June 30, 1941, would approximate \$11,500. It was further proposed by the Secretary that in presenting budget requirements to the Board of Education for the calendar year beginning July 1, 1941, that approximately \$2,500. might be assigned to current expenditures of this year, thereby reducing the sum to be asked from the village to approximately \$16,000. for the coming year. This was tentatively approved by the Board, but will be presented for formal approval before submitting the same to the Board of Education.

The meeting was then adjourned.

By



Secretary

REGULAR MEETING OF THE BOARD OF TRUSTEES OF FREEPORT MEMORIAL  
LIBRARY HELD ON March 7, 1941

Present:

Dr. Scott  
Mr. Peden  
Mr. Mack  
Mr. Ray  
Mr. Terhune

The Board authorized disbursements totaling \$1,307.54.

The following resolution, proposed by Mr. Peden and seconded by Mr. Ray, was unanimously carried:

A budget for the fiscal year beginning July 1, 1941, was authorized totaling approximately \$21,000. It is proposed to provide this sum in the following manner,

(1) the transfer from the Reserve Fund of the Library of \$3,400,

(2) to secure from the Miscellaneous General Income of the Library \$1,600,

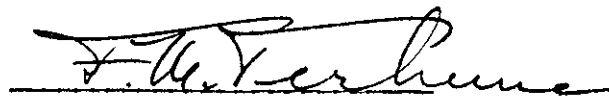
(3) to notify the Board of Education that an amount of \$16,000. will be requested from the taxpayers in the coming year's Board of Education budget.

The Secretary was authorized to notify the Board of Education that the Freeport Memorial Library will require \$16,000. for the fiscal year beginning July 1, 1941.

Proposed by Mr. Mack and seconded by Dr. Scott, the following resolution was made and unanimously carried:

That the Secretary be authorized to write to the Village Board asking that the sum of \$1,000. be included in the Village budget for the coming year to provide for maintenance of the Library building.

The meeting was then adjourned.



Secretary

March 10, 1941

Village Board  
Freeport, Long Island, New York

Gentlemen:

The Trustees of the Freeport Memorial Library request that you include in the Village budget for the coming year, the sum of \$1,000. to cover the maintenance of the Library building during the coming fiscal year.

Mr. Charles Mack of the Board of Trustees will furnish details of the maintenance items.

Yours very truly,

BOARD OF TRUSTEES OF FREEPORT MEMORIAL LIBRARY

By \_\_\_\_\_  
Secretary

March 10, 1941

Board of Education  
Freeport, Long Island, New York

Gentlemen:

The Trustees of the Freeport Memorial Library request herewith that you include in your budget for the coming year an item of \$16,000. as the requirement of the Library for the fiscal year beginning July 1, 1941.

Yours very truly,

BOARD OF TRUSTEES OF FREEPORT MEMORIAL LIBRARY

By \_\_\_\_\_  
Secretary

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF FREEPORT  
MEMORIAL LIBRARY HELD ON APRIL 7, 1941

PRESENT:

Dr. Scott  
Mr. Peden  
Mr. Terhune  
Mr. Mack

The Board approved receipts of \$251.45, including \$52.94 from the Reserve Book Collection.

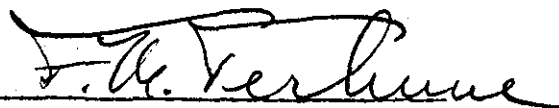
The Trustees approved disbursements totaling \$1,787.25, including \$114.97 for the Reserve Book Collection.

The Board approved that the Librarian engage two applicants for positions on the Library staff, the selections to be made at her discretion.

The Board interviewed Mrs. G. A. Goetchius, Jr. and Mrs. Walter Goetchius, Jr. accepting their resignations from the staff of the Library to take effect at the end of June and at the end of May respectively. The Board expressed to the two Library employees its appreciation of their several years of faithful service and the deep regret of the Board at their voluntary resignations.

The meeting was then adjourned.

By



Secretary

REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE  
FREEPORT MEMORIAL LIBRARY - MAY 5th, 1941.

Present:

Dr. Scott  
Mr. Peden  
Mr. Mack  
Mr. Ray  
Mr. Ross

In the absence of the secretary, the Librarian was asked to serve in that capacity.

Disbursements totaling \$1268.61 were checked and approved.

Dr. Scott presented a letter from Mr. F.M. Terhune announcing the necessity of his withdrawal from the Board in as much as he has moved from the Village of Freeport. It was with sincere <sup>regret</sup> that the Board accepted Mr. Terhune's resignation.

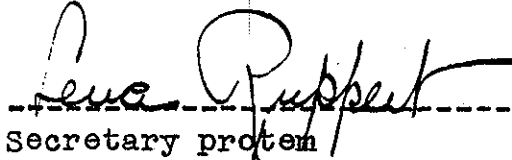
To fill the existing vacancy it was moved and unanimously approved that Mr. Jerome B. Ross's name be presented to the School Board for appointment as a member of <sup>our</sup> the Board.

In anticipation of the above mentioned appointment and acceptance, it was moved by Mr. Mack, seconded by Mr. Ray and passed, that Mr. Ross serve as Secretary of the Board; to become effective at the June Meeting.

The Librarian reported that the two available positions on the Library Staff have now been contracted for. The position of Assistant to the Librarian in the Adult Dept. will be filled on June 23rd by Miss Marguerite Partridge of Cleveland, Ohio; a graduate of Western Reserve Library School this June. The new Children's Librarian who will report for duty on June 16th comes from Great Neck. She is graduating from Pratt Library School this year. Both assistants are very highly recommended by their Library Schools and by heads of departments in libraries where they have formerly been employed. The beginning annual salary of each is \$1320.00

General suggestions for additional wings on either side of the present Library building were presented to the Board by Mr. Mack. Owing to the steady growth of the Library, creating the necessity for increasing the size of the building, Mr. Mack was authorized to secure preliminary plans and estimates for such proposed wings; and cost of such plans and estimates, not to exceed \$125.00, was approved.

There being no further business the meeting was adjourned.

  
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Secretary protem

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REGULAR MEETING OF THE BOARD OF TRUSTEES OF FREEPORT MEMORIAL LIBRARY  
HELD ON

JUNE 2, 1941.

PRESENT:

Dr. Scott  
Mr. Peden  
Mr. Ray  
Mr. Mack  
Mr. Ross

The Trustees approved receipts of \$202.06 including \$46.03 from Reserve Book Collection.

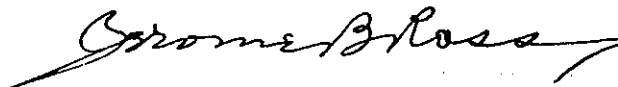
The Trustees approved disbursements totaling \$1858.63 including \$46.21 for additional books for the Reserve Book Collection.

Pay Roll \$1074.92; Petty Cash \$23.19 and Insurance premiums of \$107.25.

Fifty Seven (57) books were transferred from Rental to regular collection at 50% cost of each \$46.92.

Proposed by Dr. Scott and seconded by Mr. Ross, the following resolution was made and unanimously carried:

That Mr. Mack and Mr. Peden be authorized to attend the State Library Convention, to be held at Lake Mohonk, N.Y. in September 1941 as representatives of the Trustees of Freeport Memorial Library.



SECRETARY

MEETING OF THE BOARD OF TRUSTEES OF FREEPORT MEMORIAL LIBRARY  
HELD ON JUNE 30, 1941.

PRESENT:

Mr. Peden  
Mr. Mack  
Mr. Ross

The Trustees approved receipts of \$338.53 including \$45.03 from Reserve Book Collection and a refund of \$15.00 on account of insurance premium.

The Trustees approved disbursements totaling \$1,328.55 including \$54.74 for additional books for the Reserve Book Collection; pay roll \$945.78; petty cash \$14.29.

76 books were transferred from rental to regular collection at 50% of cost of each \$61.44.

Mr. Mack presented a letter from The Frink Corp. ,Long Island City, N.Y. naming a price of \$128.85 f.o.b. their factory, for manufacturing a reflector, approximately ten feet long, to be installed on the parapet of the library building for illuminating the words "FREEPORT MEMORIAL LIBRARY". This reflector to be installed by Mr. Minke, who is to submit an estimate of the cost of doing this work. These items being a part of the budget item of \$1,000.00 provided annually by the Village for maintenance of the building. After a discussion of this matter, Mr. Peden proposed, Mr. Mack seconded, and it was unanimously carried that the contract for this work be awarded the Frink Corp. That Mr. Minke be instructed to install the reflector after he has submitted his estimate for doing so.

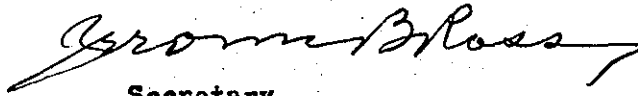
Freeport  
Mr. Mack proposed that the estimate of \$33.00 submitted by the Floor Covering Co. for furnishing and installing linoleum floor covering at the foot of the stairs to the Children's Room be accepted. Mr. Peden seconded this proposal and it was unanimously carried.

Mr. Mack also proposed that three slack suits be purchased for the

MEETING OF THE BOARD OF TRUSTEES OF FREEPORT MEMORIAL LIBRARY

janitor and that the expense of laundering be paid by the library. Mr. Peden seconded this proposal and it was unanimously carried.

Mrs. Ruppert gave an interesting account of her trip to Boston as a representative of the library at the convention.



Secretary.

REGULAR MEETING OF THE BOARD OF TRUSTEES OF FREEPORT MEMORIAL LIBRARY

HELD ON JULY 31, 1941.

PRESENT:

- Dr. Scott
- Mr. Peden
- Mr. Mack
- Mr. Ross

The Trustees approved receipts of \$178.79, including \$29.77 from Reserve Book Collection.

The Trustees approved disbursements totaling \$1486.40, including \$61.25 for additional books for the Reserve Book collection; pay roll \$945.42 petty cash \$19.17.

Forty two (42) books were transferred from rental to regular collection at 50% of cost of each, amounting in all to \$32.66.

On motion of Dr. Scott, seconded by Mr. Mack, it was unanimously carried that the contract with the Roosevelt Community Library be renewed for a period of one year from July 1, 1941 to June 30th, 1942 under the same terms and conditions as existed in the previous contract.

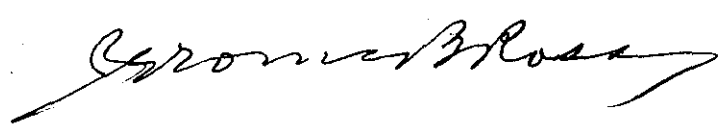
The Trustees also unanimously approved the contract with the Board of Elections of Nassau County whereby space is to be provided in the library building for the Primary Registration and Voting for six (6) days beginning September 16th through to November 4, 1941 for the sum of \$10.00 per day; this fee to include the free use of light and heat.

Upon motion by Mr. Peden, seconded by Mr. Mack, the Trustees unanimously approved the obtaining from the New York Telephone Company an additional extension of the telephone at an installation cost of \$2.00 and an additional monthly charge of \$1.00.

Mrs. Ruppert presented an outline of a program to be given for library clerical workers by the New York State Extension Dept. for a period of three weeks this Fall and for a period of three weeks during the Fall of 1942. This course when completed will give workers a one year's certificate.

Mrs. Ruppert also brought to the attention of the Trustees an article appearing in the Nassau County Leader under date of July 24, 1941, giving an outline of the work being done by the Freeport Memorial Library.

No other business coming before the Trustees, the meeting was regularly adjourned.



SECRETARY

REGULAR MEETING OF THE BOARD OF TRUSTEES OF FREEPORT MEMORIAL LIBRARY

HELD ON SEPTEMBER 8, 1941.

PRESENT:

Mr. Ray  
Mr. Mack  
Mr. Ross

The Trustees approved receipts of \$175.59, including \$31.53 from Reserve Book Rental Collection.

The Trustees approved disbursements totaling \$1,873.66, including \$63.35 for additional books for the Reserve Book Rental Collection; payroll \$1,056.50; petty cash \$14.54.

Forty (40) books were transferred from rental to regular collection at 50% of cost of each, amounting in all to \$32.56.

Mrs. Ruppert brought to the attention of the Board the note of thanks from Mrs. Peden and family for the flowers sent by the Board.

Motion by Mr. Ray, seconded by Mr. Mack, that all salaries be computed on a monthly basis at the present rate. One exception to this rule is that of the girl who works part time and is on an hourly basis.

The following resolution was unanimously adopted:

"It is with a feeling of deep regret and heavy loss, that we, the members of the Freeport Memorial Library Board record the passing of Horatio Harwood Peden to the higher life, in the spiritual kingdom of God.

BE IT RESOLVED THEREFORE that we place on the minutes of the Board our deep appreciation of the valuable work that Mr. Peden did in keeping the Financial Records of the Library; the faithfulness that characterized his relationship with the Board and the staff of the Library; the intense interest that he always maintained in the institution; the cheerful spirit that guided him in this work.

AND BE IT FURTHER RESOLVED that a copy of this resolution, be sent to Mrs. Peden, that it may reveal to her the sincere feelings of the members of the Board concerning her dear husband who is at peace with the Heavenly Father".

  
SECRETARY

REGULAR MEETING OF THE BOARD OF TRUSTEES OF FREEPORT MEMORIAL LIBRARY

HELD ON OCTOBER 6, 1941.

PRESENT:

Dr. Scott  
Mr. Ray  
Mr. Mack  
Mr. Ross

The Trustees approved receipts of \$88.30.

The Trustees approved disbursements totaling \$1,483.32 of which pay roll amounted to \$985.72 and petty cash \$21.37.

Motion by Dr. Scott, seconded by Mr. Ray and passed unanimously, that Jerome B. Ross, Secretary of the Board, have right of access to the safe or safes in the vault of the First National Bank & Trust Company of Freeport NY now or hereafter standing in the name of Freeport Memorial Library.

Motion by Mr. Ray, seconded by Mr. Mack and passed unanimously that Mrs. Ruppert and Jerome B. Ross, Secretary of the Board, go over the papers which were in the possession of Mr. Peden at the time of his demise and destroy those having no value or use to the Library.

Motion by Mr. Ross, seconded by Mr. Mack, that the columnar Cash Book formerly kept by Mr. Peden and in his possession at the time of his decease now be stored in the cabinet at the Library and that the actual entries be made by some member of the staff as may be selected by Mrs. Ruppert.

Motion by Mr. Ray, seconded by Dr. Scott, and unanimously passed (Mr. Mack not voting) that Mr. Mack be elected Chairman of the House Committee of Freeport Memorial Library.

Motion by Dr. Scott, seconded by Mr. Ray, and unanimously passed, that the salary of Mrs. Ruppert, Librarian, be increased from \$2300.00 to \$2580.00 effective as of October 1st, 1941 and that of Peter Cario, Janitor, be increased from \$1300.00 to \$1420.00 effective as of October 1st, 1941.

Mrs. Ruppert gave an interesting talk on her trip to the annual convention of State Librarians held during the week of September 15th, 1941 at Lake Mohonk, N. Y. and among other things reported that after January 1, 1942 all positions in State Libraries will be under Civil Service. All employees who have served satisfactorily for a period of one year or more will automatically come under this law.

Mrs. Ruppert also reported that the Freeport Library had been selected as the place in this locality where the six week New York State Librarian course is to be given, to commence on October 20th and end November 26th. Miss Fjerri Hess is to be the speaker at the Library on Thursday November 6th in connection with book week which is being celebrated Nov. 2nd to 9th, 1941. Broadcasting by the Library over WGBB will be resumed Tuesday evening Nov. 11th at 8:30 o'clock for a period of 15 minutes and will continue weekly thereafter at the same hour for the season.

No further business appearing this meeting was closed.

*Jerome B. Ross*

SECRETARY

REGULAR MEETING OF THE BOARD OF TRUSTEES OF FREEPORT MEMORIAL LIBRARY

Held on Monday, November 3, 1941.

PRESENT:

Mr. Ray  
Mr. Mack  
Mr. Ross

The Trustees approved receipts of \$285.60.

The Trustees approved disbursements totaling \$1740.16  
of which pay roll amounted to \$1018.07 and petty cash \$24.57.

In the absence of Dr. Scott, our President, Mr. Mack  
presided.

Mrs. Ruppert gave a talk on the library course at present  
being conducted at our library and spoke about the enthusiasm of the students.

No other business appearing, the meeting was closed.



Secretary