Glendale Public Library

- 1919 -

Minutes of meeting of the Woman's Club Library Committee - May 23rd 1919 -
Mrs. J. G. Gant - presided - The following committees and officers were appointed - Mrs. Geo. W. Pratzman purchasing committee - Mrs. J. M. Pearson - Mrs. C. H. Tinker & Mrs. J. F. Lewis - finance committee - Mrs. C. H. Tinker - auditor and Mrs. Ira A. Moore - Sec'y - Treas -
The funds necessary with which to start the library - $5.10 Thrift Stamp Sale Woman's Club - $5.00 library shares purchased by Mrs. J. L. Gant - $5.00 remaining from the Mentor club - totalling $15.10 - The following initial expenses were incurred $6.75 by Mrs. J. M. Pearson $ printing H. C. Reed - $1.25 supplies from Mc Neils - leaving a balance of $3.60 - Miss Ruth Reed was chosen as Librarian - Later Mr. Twinch met informally with the Com. & volunteered to see that the librarian be paid -
For the year just ending financially we stand as follows -

(over)

During this year formal meetings were dispensed with - Ruth Rad served as Librarian then Yeager - until school - when Eudean Teague took her place - at the March meeting of the old Library Association Mr Twinn presented a statement which showed the Committee to be indebted to him which amount was paid - the Com - thereafter assuming the payment of Librarian -

Minutes of Library Board Jan. 14 '24

On the afternoon of Jan. 14th '24 the library board met by pre-arrangement in the Library building. Mayor A. D. Betts presiding. Members present besides the Mayor and Chairman were Mrs. J. L. Gault, Mrs. C. A. Tinker & Mrs. Lora A. Moore. The meeting was called for the purpose of considering the financial condition of the board. It was found that only $85 remained of the years appropriation. Mayor Betts was depended to - to see that we have funds with which to pay salary & purchase some of the books being offered at a reduced price at this time. Mayor Betts agreed to use his efforts to secure $100 & advised the board to see if $100 could be borrowed from perhaps the Womans Club. Immediate purchase of the bargain books was arranged for. Mrs. Gault & Mrs. Tinker to attend to this. Since no board meetings had been held since organization the regular transaction of

the business of fire it was decided to go through the Secretary-
Agreement was reached to meet each last Saturday in the Month - No further business meeting adjourned.

Mrs Ira A. Moore Secy

Oct. - Feb. 28th 24th The library board met in regular session - The matter of stationery for the library & the Secy. was requested to see what could be done about it & to report at the next meeting - There being only matters of a general nature, which were fully discussed at which the meeting adjourned until the last Sat. in March

Mrs. Ira A. Moorhead Secy.

March 27th 1924. The regular meeting of the library board was held in the library building. The stationery referred to the sec. at the last meeting was found to be satisfactorily prepared along with some cards which were needed at that time & the stationery was ordered to be printed.

April 28th The regular monthly library meeting was held at the Municipal Park - Mrs. Tinker proposed Katherine French to go in training as assistant librarian - without pay -
The stationery had been secured since last meeting - submitted & found to be very satisfactory -
No further business meeting adjourned
Mrs -

May 26th The regular monthly meeting of the Library Board was held. Plans for the ensuing year were discussed. The Magazines were ordered at this time from Mr Moon.

June. 28th The library board met and discussed fully plans to present to the Council for consideration of the next year's appropriations.

Later Mrs. Grant & Mrs. Moore appeared at a Council meeting and asked for $1000 for the next year. The general library in general was fully discussed and

July 30th — The regular meeting was duly held — No business of much moment was transacted, as the budget of the Council for the year was still in the making and only desultory plans were discussed —

Aug. 29th At the regular monthly meeting Mrs Gant as chairman of the book committee announced that she with Mrs. Tinker had purchased a set of and a Funk & Wagnall dictionary - the amount being $195 to be distributed over three years. Also it was deemed advisable to look out for a new girl to go in training as Miss Katherine Tinker is to leave early in Sept -

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Later Mrs. Gant reported Miss Ada Shilt to go in training the third week in Sept - to be ready later to take charge of the mid-week opening should such opening seem advisable -

Sept. The regular monthly meeting was held in the park with Miss Bess Dixon the new member in attendance. Decision was made for Miss Shilt to continue her Saturday training until such time as it was thought she could handle the mid-week opening which Mrs. Grant thought should be on Tuesdays & Thursdays in order to give those who care for it the use of the new Encyclopedias for reference.

— 1929 —

Minutes of March regular meeting of the Glendale Public Library Board.
The regular meeting was held on Tues. afternoon Mch. 5th at the library building with Mrs. C. H. Tinker in the chair who announced that she had moved to Phoenix and that her automatic resignation from the board would be followed by her formal resignation to the town council, at the next regular council meeting. Expressions of regret at the loss of Mrs. Tinker were voiced.
The applications of Louise Patterson & Lois Shelby for assistant librarians were read and laid on the table pending future action by the board. The Librarian Josephine Tinker announced to the board that she would serve at the convenience of the board but asked to be relieved before hot weather.
A financial report was made by the sec. that approximately $240.00 as shown by the town clerk to be available exclusive of salaries for the use of the library for the remainder of this fiscal year.
There being no further business the meeting adjourned.

Annie V. Moore, Secy.
(Mrs Ira A.)

-1929-

Special Library Board Meeting

Pursuant to call of the Sec., the Glendale Public Library board met in special session Wed. morning Mch. 13th to elect a chairman, made necessary by the removal from the community of Mrs. Tinker, and her subsequent resignation.
Mrs. R. C. Reynolds was unanimously chosen chairman. After a general discussion as to the immediate operation of the library it was moved by Mrs. Bonsall, seconded by Miss Dixon, and carried that Miss Lu Moore take temporary charge of the library in order to complete the of Mayory Westcott for librarian & Louise Patterson as assistant the latter to serve without pay during her training or until further action of the board. This was done to relieve Josephine Tinker, librarian who had moved to Phoenix and had asked to be relieved before hot weather. No further business the meeting adjourned.

Annie V. Moore, Secy.
(Mrs. Ira A.)

The Glendale Public Library board met in regular session at the library building on Tuesday morning April 2nd with the chairman Mrs. A. C. Reynolds in the chair - Josephine Tinker had since the special meeting of the board requested permission to continue her services as librarian until May 1st which was unanimously granted - Decision was reached to take advantage of the Berry hill book sale which is now on. The meeting was then adjourned

Annie V. Moore
(Mrs. Isaac)

The regular meeting of the Glendale Public Library board was held on the 1st Thurs - instead of the 1st Tues - in May on account of a lack of attendance of members. The magazines ordered were the usual ones - with the exception the Dial was replaced by Harpers & the Atlantic Monthly and Current History added. The vacancy on the board was discussed as requested by the Mayor - but was left for future action - Decision was made to order enough books to use our appropriation for the year.

Meeting adjourned -

Annie V. Moore, Secy.
(Mrs. Isaac)

-1929-

The regular June meeting of Glendale Public Library board was held on Tues. morning the 4th. Only routine business was done at this time. The new books were on hand & were inspected and approved. Meeting adjourned.

Annie V. Moore, Secy.
(Mrs. Dale)

-1929-

On the 1st Tues. of July at 3 P.M. the Glendale Public Library board met at the library building. The decision of asking the Council to appoint Mrs. J. M. Pearson to the vacancy existing on the library board was reached at this time. Since a number of the board members would be away during August the regular monthly meeting was voted to not be held. Meeting adjourned.

Annie V. Moore, Secy.

Special Meeting (Mrs. Dale)

On the last Thursday of July the Library board met at 3 P.M. at the call of the Chairman. A communication from the Town Clerk was read informing the board of the appointment by the Council of Mrs. J. M. Pearson to the vacancy existing on the board. Mrs. Pearson was present at the meeting. Mrs. Reynolds suggested the thought it advisable to inform

ourselves of the County library system now in process of organization. Movement was made & carried that the Chair appoint a committee for that purpose. Mrs. J. M. Pearson was appointed — suggestion was made that the Chair include herself on the committee — The operation of the library was generally discussed, a memorandum was decided upon fixing the regulations of the librarian and assistants. The general meeting day was changed from the morning of the first Tuesday to the first Monday at 4 p.m. Discussion of the methods of purchasing books to be looked into by each member with lists &c to be submitted at the September meeting. Dust cloths — saw dust for cleansing the floor were ordered purchased. — Meeting adjourned.

Agnes M. Nash, Sec'y
(Mrs. Ira)

1924

The Glendale Public Library board met on Sept. 2nd at 4 p.m. The matter of buying books from publishers was again taken up & list submitted — with the idea in view of being prepared to deal with the situation by the next regular meeting —

Mrs. Reynolds suggested the board sponsor a benefit card party to augment the library funds which was unanimously agreed upon as soon as warm weather abated a little. No further business meeting adjourned.

Annie V. Mack Secy.
(Mrs. Grace)

— 1929 —

On Monday the 7th of October the Library board met in regular session. Orders for books were submitted by the members and prices compared from the various book companies. Vroman's of Pasadena was found to be much the lowest & the chairman who had correspondent with them was asked to submit an order. Also the date of the card party was announced to be Friday 18th at the club house. Mrs. McGowan presented an application as librarian as we would soon lose Marjory Westcott. Mrs. McGowan's application was unanimously accepted. Mrs. Reynolds would so notify her & also Marjory Westcott. No further business the meeting adjourned.

Annie V. Mack Secy
(Mrs. Grace)

—1929—

The regular monthly Library Board meeting was held on Monday Nov. 4th. Mrs. McGowan reported that she had been to the County Library and told the board what she had been able to find incident to joining the organization. Her report was not such as we felt to be our advantage to undertake it. Mrs. Moore moved that the set of Shakespeare which the library owns which is a valuable set because of now out of publication be withdrawn from the circulating department and placed in the research department.

At this time a communication from Mrs. Young relative to book given the library by her brother a number of years since that the books be returned to her because of sentiment they having been their fathers. The librarian was asked to pack the books & ship them to Mrs Young. Nothing further the meeting adjourned.

Annie V. Moore, Sec.
Mrs. F.R.A.

-1929-

The Library Board met in regular session on Tuesday Dec. 3rd - The board decided upon a committee composed of (2) two members & the librarian to pass upon proposed gifts of books, and also to return to the donor no more gift books - No further business the meeting adjourned -

Annie V. Moore Secy -

(Mrs. Ira A.)

-1929-

No regular meeting in Dec. due to lack of quorum or attendance -

1930-

The Library Board met on Jan. 6th but as there was nothing of much moment, the meeting consisted of only a general discussion of library conditions -

Mrs. Moore Secy -

-1930-

At the regular Library Board meeting held on Feb, the board decided to at the request of the librarian see about some additional shelves in convenient places - especially for the juvenile department - Mrs. Moore suggested that Mr. Gerrard be sent to the chairman for the purpose of making the shelves - Nothing further was done

Mrs. Moore, Secy

- 1930 -

The regular session of the Glendale Public Library was held on Tues. Mch. at which time nothing with the exception of fixing a definite date for a benefit silver tea.

Mrs. Moore, Secy.

- 1930 -

The April meeting of the Glendale Public Library was held on Tues. 6th when Mrs. Pearson moved that persons residing out side of this municipality with the exception of those served by the water & lights service pay $1.00 for the privilege of the library - the motion was seconded & unanimously carried.

Annie H. Moore, Secy.

- 1930 -

The May meeting of the Glendale Public Library was held on Tuesday 3rd at which time the magazine order was made up for the year which included the most that with a few exceptions of last year and several additions were made. Decision was made to have shelves built around the flag pole & bids were ordered submitted by the various workmen - Also the remainder of the years' appropriation for books was decided to be used at once so as to have the

bills to the Council in due time. Also extra time it was found to be necessary from the librarians in order to make the changes necessary & the extra work incident to the introduction of County books — No further business at this time —

Annie V. Moore Sec.
(Mrs. Ira A.)

1930 —

No meeting was held at the regular date in June — but members of the Library Board met by pre-arrangement on Sat. 28th and discussed the resignation of Mrs. McGowan as librarian — she having informed the chairman that the hours & pay were scarcely satisfactory — & that it was her intention to resign — The board felt that Louise Patterson assist librarian and Dorothea Drake would be able to carry on & so decided — Also the board regretted Mrs. McGowan's resignation if it came — No further business at this time —

Annie V. Moore Sec.
(Mrs. Ira A.)

P.S. A resolution of thanks to H.C. Gilbert chairman of supervision for the County books — so generously provided requested

Monday July 10, 1939.

Library 10 o'clock.

Meeting called to order by the President, Mrs. Pearson. Present were Mrs. Boneall, Mrs. Left, Mrs. McGowan and Mrs. Pearson. Absent Miss Dixon.

The entire meeting was taken up with a discussion of the years budget. It was decided to submit a written budget to the city council amounting to $2180.00

It was also decided the Library should remain open 8 hours a day - six days a week.

The regular Monthly board meeting is to be held the first Tuesday in the month at the Library at 4 P.M. at that time a list of books to be purchased will be given to the Librarian.

It was also decided that one board member should accompany the Librarian on every buying trip.

Meeting adjourned —

M. McGowan

Tues. July 18, 1939.
Library 10 o'clock.

Meeting called to order by Mrs. Pearson, the President. All present except Miss Dixon.

Report of the result of the Council meeting. The years budget for the Library 2100.00

Decided the assistant librarian should take charge of the janitor service. The floor should be waxed and windows be washed at least once a year and the money for the cleaning is to be paid out of the library expenses. One of the board members is to see about the kind of wax used commercially.

A copy of the minutes of each meeting is to be given to the Librarian.

Discussion of the duties of the librarians followed. The Library board decided since the Librarys open eight hours a day, six days a week, two librarians should be on duty at all times, except that each librarian is to take an hour for lunch daily and a half day off weekly — these hours to be arranged between themselves.

The catalogue was discussed. Other systems to be investigated and a report made next fall. All pencil marks to be erased from the catalogue cards.

The old catalogue cards to be replaced by typed cards as soon

as possible. All fiction is to be placed on the shelves alphabetically according to the Writers last name.

Meeting adjourned.

Correction; —

List of books given — The price is to be considered and the books are to be bought at the discretion of the Librarian.

Stand approved as read.

M. McGowan.

Thursday, July 20, 1939.
Library 10 o'clock.

Meeting called to order by the President, Mrs. Pearson, all present except Miss Dixon.

Minutes of the last meeting read and approved.

Mrs. Teague, the Librarian read her report.

A motion made and carried that the Librarian make and present a working plan to keep the Library open 8 hours a day, 6 days a week. This plan to be submitted to the board at a later meeting.

The Librarian suggested that the Library be open from 9 to 12 and 1 to 5 o'clock. This plan is to be discussed at a later meeting.

Meeting adjourned.

M. McGowan.

Monday July 24, 1939
Library 10 O'clock.

Meeting called to order by the President, Mrs. Pearson. All members of the board present. Minutes of July 20th read and approved.

In the absence of a Written working plan submitted by the Librarian, Mrs. Pearson stated the plan was as follows:- The Librarian was to serve 3 full days a week. Mrs. Lane was to serve full time with a half day off each week. A discussion followed as to the noon closing - from 12 to 1. Since Mrs. Lane expressed her willingness to bring her lunch the days she worked alone, it was decided to keep the library open at lunch hour - 12 to 1. The days when both librarians were present, they were to relieve each other - time to be decided upon between them. The above plan adopted.

A motion made and carried that Mrs Pearson purchase mop for the Library.

Mrs. Lee made a motion that a locked box be kept for suggestions for the library - the suggestions to be signed by person making them. The box is to be opened at each meeting, the Secy. of the board

to be custodian of the key.
After consideration by the
board, the Secy. should
answer said suggestions.
Motion, Seconded & Carried.

Mrs. League granted a
vacation as formally. She
hiring a person to take her
place during her absence.

Mrs. Lane was granted
the same privilege.

Printed cards were shown
and it was decided to try
them gradually for the
Non fiction. For fiction
the cards typed are to be
used.

Mr. Locke offered his
book cases for use in
the library. The offer was
accepted.

Meeting adjourned.

Bess Dixon Secy.