

Before the meeting was called to order, a tour of the incompleated Town Hall was taken by the Board members to judge the position and dimensions of the Library.

The meeting was called to order at 9:00 p.m.

MEMBERS PRESENT - Mrs. Winsor Ireland, Mrs. Hobart Cowles, Mr. Charles Mason, Mr. John McHugh.

The first order of business was election of officers. The following were elected: Chairman - Mrs. Ireland, Vice Chairman - Mr. McHugh, Treasurer - Mr. Mason, Secretary - Mrs. Cowles. Officers

Mrs. Ireland presented a copy of the letter written to Mr. S. Gilbert Prentiss, Director of the Library Extension Division, State Library in Albany, notifying him of the appointment of the new Board. Since she had not received a reply as yet, it was suggested the secretary write again to request the forms necessary to apply for our Charter. Charter

The Chairman reminded us that a budget for the new Library should be presented to the Town Board by September. Budget

Mr. Mason proposed we therefore schedule two meetings of the library board for the month of August, the first to be held on August 10th. After that time, meetings would be held once a month. Mr. McHugh suggested that Mr. Hacker, Director of the Rochester Public Library be invited to attend the meeting on August 10th.

Prices on library furniture were to be obtained from both Mr. Hacker and Mr. Strader, Librarian at R.I.T., before the next meeting so that an estimate might be made of the cost of such equipment. It was moved and seconded that Mr. McHugh be Chairman of the Building and Supplies Committee.

It was further moved and seconded that Mrs. Potter be Chairman of the By-Laws Committee. Bi-Laws

Meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Barbara Cowles, Secretary

The meeting was called to order at 8:15 p.m.

MEMBERS PRESENT - Mrs. Ireland, Mrs. Cowles, Mr. Mason,
Mr. McHugh, Mrs. Potter.

GUESTS * Mrs. Connors, Miss Schifferli, Mr.
Hacker, and Mr. Lusk.

Minutes of the last meeting were read and approved.

The Treasurer reported that \$100.00 has been appropriated Budget
for our use this year by the Town Board.

The Secretary then read a letter sent to Mrs. Ireland from
Miss Jean Connor of the State Library in Albany.

It was agreed to delay the application for a Charter until Charter
the next meeting.

Mrs. Cowles reported that Mr. Strader, Librarian at R.I.T.,
would give a card catalogue and complete sets of the National
Geographic and Life to the Chili Library. He also suggested we
rent an electrical charge-out machine. Mr. Hacker said this was
not practical in the Public Library system as all new reader's
cards would have to be made in order to use this machine. He
suggested we use hand charge-out procedures until such time as
we could afford the photographic equipment used at the Main
Library and in the branches.

Mr. Hacker then spoke to us on the problems and responsibilities
of a Library Board. He also emphasized the benefits of the Monroe
County Library System, and urged us to have a library that aims
high in providing reference, non-fiction and periodicals as well
as recreational reading. He then explained the budget he and
Miss Schifferli had worked out for our use. He gave each mem-
ber a kit with several publications which cover most of the pro-
blems that might come up.

The question of when a Book Drive should be held came up.
Mr. Hacker suggested we hold it next spring as this will be
closer to the opening date of the Library.

Mrs. Ireland asked how we can utilize the help of interest-
ed volunteers until such time as they can actually work in the
library, several suggestions were given: Story hour for Pre-
schoolers, film forums with discussion to be held in the even-
ings, a Great Books discussion Group, etc. These would be held
in the library itself when the building is completed. (Target
date November)

It was moved and seconded that the regular meetings of the Meeting
Library Board be held on the second Monday of each month, to be
applicable as of September 1961.

The meeting was adjourned at 10:55 p.m.

Respectfully submitted,

Barbara Cowles, Secretary

Meeting was called to order at 8:00 p.m. by the president, Mrs. Ireland.

MEMBERS PRESENT - Mrs. Ireland, Mrs. Cowles, Mrs. Potter, Mr. Mason, Mr. McHugh.

GUEST - Miss Jean Connor

Minutes were dispensed with as copies had been sent to all Board members. There was no Treasurer's report.

Miss Connor from the State Library spoke on the powers of Trusteeship of the Board. She stated that all money appropriated to Library funds can be dispensed only by the Board; it is the sole decision on hiring of personnell; this status is achieved by charter (incorporation). The first charter is provisional for five years and we will receive a yearly check by Miss Connor to see how much has been accomplished during each year.

Trustee-ship

Mrs. Ireland then explained how our Library came into being.

The budget was then discussed. Miss Connor indicated Mr. Hacker's figures were within reason regarding book allotment and salary of librarian were concerned. Mrs. Ireland stated that figures for a budget must be given the Town Secretary by Thursday of this week. The suggestion was made that we not supply all the shelving proposed by Mr. Hacker at first but add to it when needed. Mr. McHugh gave us estimates from two companies for metal shelving, service desk and tables. Yawman and Erbe's figure was \$3,098, and the figure from Rochester Stationary was \$4,000. Miss Connor suggested we try for a budget of \$21,000. Mr. McHugh made a motion to this effect which was seconded by Mr. Mason and carried.

Budget

Mr. McHugh suggested we contact church groups, political groups, etc. before the budget is presented to the Town Board and show the film, "Books for All." Miss Connor said they have a shortened version they could loan us until November.

Publicity

A letter was then read from the Irondequoit Library offering us congratulations and assistance in any way needed. A letter of thanks was to be sent to them.

Correspondence

The charter (forms) was then discussed and filled out. Miss Connor asked that a letter be sent to her in November on if the budget was accepted by the Town Board.

The meeting was adjourned at 10:45 p.m.

Respectfully submitted,

Barbara Cowles

The meeting was called to order at 8:00 p.m. by Mrs. Ireland.

MEMBERS PRESENT - Mr. McHugh, Mrs. Ireland, Mrs. Potter,
Mr. Mason, Mrs. Cowles.

The budget of \$18,000.00 that was presented to the Town Board was cut to \$8,000.00.

Budget

Mrs. Ireland announced that a special grant of \$250.00 had been made available to all Libraries in the System. We also were given an Encyclopedia Americana and an unabridged dictionary to be kept at the Main Library until we need them.

Grants

Mrs. Potter suggested we use the money allotted us to buy some shelving and some books to be kept in the library room.

The Dedication of the Town Hall will be October 28, 1961. The library room will be open and a film, "Books for All," will be shown. Mr. McHugh proposed we have cards for people to sign indicating they have books to donate, or that they would be willing to work, etc.

Publicity

The meeting was adjourned at 9:35.

Respectfully submitted,

Barbara Cowles, Secretary

Letter sent to Library Committee

Oct. 30, 1961

Pullinaty

A brief memo to Library Committee members instead of a meeting before the TOWN HALL DEDICATION - Sat. Oct. 28 for 2 to 5 p.m. Please come and wear a Hostess button. They will be in the Library room.

A brief progress report:

- July - The Town Board appointed the Library Trustees Cowles, Potter, Mason, McHugh, and myself
- Aug - Applied to the State for Charter
Got budget estimate from Mr. Macker (approx. \$23,000.00)
Got equipment estimates from 3 firms
- Sept - Further discussed budget and presentation
Signed contract with Monroe County Library System
Filed budget request to \$21,000.00 and submitted it.
(4000 for equipment - 7900 for salaries - 8000 for books - 1100 for misc. office supplies and services)
- Oct - The Town Board O.K.'d \$8,000.00
Reasons: Additional necessary town expenses due to becoming a first class town - Hiring 8 new Councilmen. Taking over the collection of the school tax! Loss of revenue of \$180,000.00 from the Railroads. Started 1961 with a \$35,000.00 surplus - this has been used in the Town Hall. They feel it is inadvisable to raise the tax rate the \$3.00 per thousand additional for more library funds this year.
- Nov - We can collect books and process them
We can plan programs, films, book reviews, story hours - or money raising projects in the Library.
- Finally - MONDAY - NOV 13 at 7:30 p.m. at the Main Library -
You are invited to a Trustees Orientation Meeting.
Please let me know if you can go as I have to report the number coming.

The Trustees established the second Monday of the month as the regular meeting date, at the Town Hall. Why don't you come when you can? I am sure you can help.

Remember the Dedication - the 28th.

Thanks so much,

Barbara Ireland

MEMBERS PRESENT - Mt. McHugh, Mrs. Ireland, Mrs. Potter,
Mr. Mason, Mrs. Cowles
GUESTS - Mrs. Lusk, Mrs. Connors, Miss Schifferli,
Miss Ryan

Plans for proposed opening of Library discussed with Miss Schifferli and Miss Ryan, and their suggestions were noted. It was finally decided to buy a minimum amount of shelving, and hire a Librarian in October, 1962.

A motion was passed to have Mrs. Ireland notify in writing the Main Library that we have \$4,000.00 with which to start our book collection.

The correspondence was read,

The Treasurer's report

The Book Drive will be held in February, and posters have been ordered from the Main Library to be distributed in various stores in the community.

The meeting was adjourned at 10:00.

Respectfully submitted,

Barbara Cowles