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NOTE: CORRECTIONS TO THESE MINUTES ARE IN THE BACK OF THE PREVIOUS VOLUME

Adjourned Meeting — January 31, 1953

The adjourned meeting of January 10, 1953, was held at the house of the Vice-president, Mrs. Gertrude Robinson, on Saturday, January 31, 1953, at 2:00 P.M.

In the absence of the President, Mr. Wood, due to illness, the Vice-President, Mrs. Robinson was in the chair.

Trustees present: Mr. Everett Tuthill, Mrs. Anna Dickerson, Mr. Elliott Dickerson, Mr. St. John Cambell, Mrs. William Wilcox and Mrs. Jane Payne.

The minutes of the previous meeting were read for approval. Correction on minutes as recorded, and the Annual report of the Librarian and the Treasurer, as presented at the Annual Meeting, be incorporated as the minutes of that meeting. Otherwise, the minutes accepted as read.

The Chair had the Secretary read to the meeting the following correspondence which she had received from Mr. Wood: Letter of January 13 to Mrs. Robinson expressing regret at not being able to be at the January 10th meeting, and commenting favorably on possibility of increasing the number of Trustees on the Board. The copy of letter of January 19 to Mrs. Conklin on her resignation. Letter of January 19 to Mrs. Robinson, stating he had received on that date the resignation of Mrs. Conklin, as Librarian, effective February 1, 1953, and requesting Mrs. Robinson to call a meeting of the Trustees to consider the appointment of Ms. Kathryn D. Wilcox, as Librarian.

The resignation of Mrs. Conklin was discussed and it was the consensus of the meeting that due to her ill health, her resignation be accepted.

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Motion On motion by Mr. Everett Tuthill, seconded by Mr. Elliott Dickerson, the resignation of Mrs. Minnie Conklin, as Librarian, be accepted, effective as of February 1, 1953. Motion carried.

Motion On motion by St. John Cambell, seconded by Elliott Dickerson, that Mrs. Conklin's salary, as Librarian, be paid for the first quarter of 1953, ending on April 1st. Motion unanimously carried and so declared by the Chair.

Motion It was regularly moved by Mrs. Anna Dickerson, seconded by St. John Cambell, that the Secretary be instructed to write a letter to Mrs. Conklin expressing appreciation for her long faithful service as Librarian in the Shelter Island Public Library — Motion so carried.

Secretary sent letter to Mrs. Conklin on February 3, 1953.

Following a discussion on the appointment of the Librarian and Assistant Librarian, the following action was taken.

Motion It was moved by Jane Payne, seconded by St. John Cambell - that Mrs. Kathryn D. Wilcox be appointed Librarian of the Shelter Island Public Library, at a salary of five hundred (500.00) dollars per year. — Motion so carried.

Motion On motion by Elliott Dickerson, seconded by Everett Tuthill - That an Assistant Librarian be appointed for one (1) day a week (4 hrs) at a salary of \$200.00 per year. Motion carried

The Chair appointed Mrs. Anna Dickerson and Mrs Jane Payne as a committee, for the

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purpose of securing an Assistant Librarian — the committee to confer with Mrs. Wilcox for suggestions as to the appointment.

Motion It was regularly moved by Everett Tuthill, seconded by Elliott Dickerson — That the committee as appointed by the Chairman of this meeting, for its purpose of securing an Assistant Librarian, be empowered to act. — Motion declared carried by the Chair.

At the meeting of January 10th, an informal discussion took place as to increasing the present Board of Trustees of ten members, to thirteen members, it was brought out that the Board is now represented by seven men, and three women — that it might be well to consider amending the Constitution and By-Laws to permit an increase of three members to the Board, and consideration be given to an addition of three women to the Board, thereby having a representation of seven men and six women.

Following a discussion of the above, the following action was taken:

Motion It was regularly moved by Everett Tuthill, seconded by Elliott Dickerson — That the chair be empowered to appoint a committee to amend Article V - Section 1, of the Constitution and By-Laws of the Shelter Island Public Library, to increase the number of Trustees by three members. Motion declared carried by the Chair.

The Chair appointed Mrs. Anna Dickerson, St. John Cambell and William Wilcox, to act on the Committee.

To give the committee an opportunity to discuss

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the proposed Amendment, the Chair declared a recess.

Following the recess, the Chair reconvened the meeting and called for the committee report. The report of the committee submitted in writing, stated that, "The Committee on Constitution and By-Laws, proposes that Article V-Section 1, of the Constitution and By-Laws of the Shelter Island Public Library Society and its Board of Trustees, be amended to read as follows: "That the Society shall be represented by a Board of Trustees consisting of thirteen (13) members. Twelve of whom shall be members of the Society, four (4) of these shall be elected by ballot at each annual meeting in January commencing in January 1954; their terms of office shall be three (3) years or until their

successors are elected, and they shall serve without compensation. The thirteenth member shall be the Supervisor of the Town, Ex-Officio, and he shall serve without compensation from this Board.”

Motion It was regularly moved by Elliott Dickerson, seconded by Everett Tuthill — “That this report of the Committee on Constitution and By-Laws be received and to be acted upon at the April 1953 meeting of the Board of Trustees.” Motion declared carried.

I was brought before the meeting that the contents of the Library Safe Deposit Box had not been checked for some time.

Motion On motion by Everett Tuthill, seconded by St. John Campbell - “That the treasurer be authorized to open the Library Safe Deposit Box, in the First National Bank, Greenport, N.Y.”

Motion declared carried

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The Chair appointed Mr. Everett Tuthill, to act with the Treasurer, Mr. Elliott Dickerson, and the Secretary instructed to give to Mr. Dickerson, for bank purposes, his authorization from the Board of Trustees to open the box.

This letter sent to the Treasurer, Elliott Dickerson, Feb. 4, 1953.

After a discussion on disposal of the glass doors in the exhibit room and the completion of new work, the following action was taken:

Motion That the “House Committee” be empowered to dispose of the glass doors, and to take such action as may be necessary to complete the new work being done.

Motion declared carried by the Chair

Report Mr. Wilcox reported that the oil burner had been installed in the furnace and would be working satisfactorily after a few adjustments — hr also reported that Mr. Vincent King, appointed to the Book Committee at January 10th meeting, was splendid on this Committee.

The Treasurer reported a receipt of \$35.68, from Mrs. John Snyder, for children’s books.

All necessary correspondence from this meeting taken care of — letter to Mrs. Wilcox fort her appointment and salary — to Mr. Flske on his election to Board of Trustees — to Mrs. Conklin on her resignation.

No further business to come before the meeting, it was moved to adjourn.

Jane D. Payne
Secretary

§10 is a notice of the forthcoming meeting

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Regular meeting — April 18, 1953

A regular meeting of the Board of Trustees of the Shelter Island Public Library, was held on Saturday, April 18, 1953.

The meeting was called to order at 8:00 P.M., by the President, Mr. Wood in the Chair.

The following Trustees were present: Mrs. Anna Dickerson, Mr. Elliott Dickerson, Mrs. Gertrude Robinson, Mr. St. John Cambell, Mr. Andrew Fiske, Mr. Wm. Wilcox, and Mrs. Jane Payne. Absent: Mr. Everett Tuthill and Mr. Milton Sherman,

We were particularly pleased to have our new Trustee, Mr. Fiske, with us, and Mr. Wood welcomed him to the Board.

The minutes of the adjourned meeting of January 10th, held on January 31st, were read. A correction made on the report of \$35.68 from Mrs. John Snyder for books. Corrected to read "Children's Books". Otherwise minutes accepted as read.

The minutes of the January 10th meeting, also read for information of Mr. Wood, absent from the meeting due to illness, and for Mr. Fiske, new Trustee.

The Treasurer reported for the period of Jan. 1, to April 15, 1953, as follows:

Receipts of	\$1286.62
Receipts and balance	1513.59
Expenditures	1478.32
Balance on hand, First National Bank, Checking account	
April 15 53	\$65.27

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Motion It was moved and seconded, that the Treasurer's report be accepted and placed on file — so carried.

The Treasurer also reported for information of Mr. Fiske, on the five accounts of invested funds, namely: 1-Cornelia Horsford Memorial Fund 2-General Dering Memorial Fund 3-J. Wickham Tuthill Memorial Fund 4-Lillian Loper Endowment 5-U.S. Government Bonds

Mrs. Wilcox, Librarian, gave a fine report for the first quarter of the year, Jan. 1 to April 15th, stating that an extension of time was granted for the filing of the Annual Report to the New York State Library, which was due on Feb. 1, 1953, and the State Library had reported its receipt on March 13th. That the application for the Public Library money — \$100.00, was made on April 3rd. The Library had

been open 31 days from January 1st, with a circulation for this period of 3535, an average of 114 each library day. The following recommendations were made:

1-Kindergarten table and chairs be purchased as soon as possible.

2-The filing system in use at present time was obsolete and inadequate, and suggested a "Two Card filing system", to replace the loose leaf note book now being used, be purchased.

3-That the two frames of "Arrow Head" be remounted.

Mrs. Wilcox stated there was considerable interest in the "Indian Relics", and offered to have the "Arrow Head" remounted. Also stated every effort was made to have on Library shelves

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a selection of books to meet public demands.

The Librarian's report was accepted and placed on file.

Motion It was regularly moved by Mr. Dickerson, seconded by Mrs. Robinson, That the offer by Mrs. Wilcox to have the "Indian Heads" remounted, be accepted.

Motion carried

Motion On motion by Mrs. Robinson, seconded by Mrs. Dickerson, That a "Two Card filing system for Library cards be purchased at a cost not to exceed five (5.00) dollars.

Motion carried and so declared

Mrs. Dickerson reported that an order had been placed for the kindergarten table and four chairs.

Mrs. Robinson, Chairman of the meeting on January 31st, appointed Mrs. Anna Dickerson, and Mrs. Jane Payne as a Committee for the purpose of securing an Assistant Librarian. The Chair called for the report of the Committee, and Mrs. Dickerson reporting, stated that Mrs. Wilcox had expressed to the committee the wish that no appointment for Assistant Librarian be made until after April 1st. The committee has given careful thought to the appointment, and pleased to submit to the Trustees, the name of Mrs. Katherine Bittner, with the recommendation that she be considered for the appointment of Assistant Librarian.

Motion It was regularly moved by Mr. Cambell, seconded by Mrs. Robinson, "That Mrs. Katherine Bittner be appointed Assistant Librarian, effective May 1, 1953, for one Library day per week, at a salary of two hundred (\$200) dollars per year.

Motion carried and so declared by Chair

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Mrs. Bittner notified by letter on April 20th, of her appointment and acknowledgment received from Mrs. Bittner, accepting the appointment.

At the January 31st meeting, a proposed amendment to Article V-Section 1, of the Constitution and By-Laws of the Shelter Island Public Library and its Board of Trustees, increasing the number of

Trustees by three was received, and by motion to be acted upon at the April meeting of the Board of Trustees.

The proposed amendment, as recorded in the minutes of the January 31st meeting, was read to the meeting by the Chair.

Motion It was regularly moved by Mrs. Robinson, seconded by Mrs. Dickerson, "That the proposed Amendment to Article V-Section 1, of the Constitution and By_Laws of the Shelter Island Public Library and its Board of Trustees, be adopted. — Motion carried.

Following a discussion of the Amendment, and of the appointment of three additional Trustees, which the Amendment called for action was deferred on any appointments at this meeting. It was felt that the Amendment as adopted, calling for the elections of the Trustees by ballot, at each Annual Meeting, beginning in January 1954, might cause a legal question on the appointment at this time It was suggested, legal opinion, if possible, be secured to clarify the particular point in the Amendment and report made at next meeting of Board of Trustees.

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Mrs. Dickerson brought before the meeting for discussion, The Constitution and By-Laws of the Shelter Island Public Library and its Board of Trustees, stating that she had gone over them, and over a long period of years, no revisions had been made — that in the present form, they were not being used, and were of no value to the Board. She suggested they be revised and brought up to date.

Mr. Wood appointed Mrs. Dickerson, Mrs. Robinson, and Mr. Fiske, as a Committee, to draw up a revised set of the Constitution and By-Laws, and report to the Trustees.

The By-Laws as they now stand, state that to become a member of the Board and eligible to act, dues of 25¢ must be paid into the Society Treasury. So there would be no question of eligibility on the appointed Committee, the 25¢ dues were paid to the Treasurer.

Reports:

House Com. Mr. Dickerson reported he had not been able to dispose of the glass doors from the museum room, and they were stored in Mrs. Maggie(?) Dickerson's barn until such time as they could be disposed of. That the front of the library had been reshingled, and the necessary painting done on the new work.

Book Com. Mr. Wilcox reported that through Mr. O'Keefe of Doubleday Book Co., a friend of Vincent King's of Book Committee, many gifts of the latest books were presented to the Library. That the Library had joined the "Literary Guild Book Club"

No other reports presented

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Mr. Dickerson reported that he had not had an opportunity to check the Safe Deposit Box contents in First National Bank, Greenport.

Mr. Wilcox reported that it was doubtful if any work would be done this year on the installation of a water line to the Library.

Correspondence was received from the Shelter Island Craft Club, stating that a Community Exchange Store was to be opened at the Beach Club, and that any money remaining after expenses were paid was to be donated to the Shelter Island Public Library.

Secretary instructed to write a note to the Craft Club, expressing the appreciation of the Library Trustees.

Letter mailed to Craft Club, April 21st.

No further business to be brought before its meeting, on motion, the meeting adjourned.

Jane Payne
Secretary

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Regular Meeting — July 11, 1953

A regular meeting of the Board of Trustees of the Shelter Island Public Library, was held on Saturday Evening, July 11, 1953.

The meeting was called to order at 8:00 P.M., by the President, Mr. Wood in the Chair.

The following Trustees were present: Mrs. Anna Dickerson, Mrs. Gertrude Robinson, Elliott Dickerson, William Wilcox, Andrew Fiske, Jane Payne.

Absent: Everett Tuthill, St. John Cambell and Milton Sherman

The minutes of the preceding meeting, April 18th, were read and approved as read.

The Treasurer reported for the second quarter, April 15 - July 11, as follows:

Balance on hand, April 15, First National Bank	\$65.27
Receipts:	
Interest transferred, Gen. Dering Fund	\$383.18
" Cornelia Horsford "	300.00
Donation	2.00
State Grant	100.00
Interest on Government Bonds	37.50

Total receipts	\$822.68
Total receipts and balance	\$887.95
Expenditures:	
Salaries	\$195.80
Books	132.66
Desk Supplies	13.90
Electricity	5.80
Table	31.76

Total expenditures	\$379.92

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Balance on hand, First National Bank, Greenport, July 1, 1953 \$508.03

Motion By motion, duly seconded, the treasurer's report was accepted as presented and placed on file.

Mrs. Dickerson presented a comparison of the book expenditures covering the year 1946 to July 11, 1953, calling particular attention to the fact that \$328.89 had been spent for books for the first six months of this year, against a maximum of \$262.52, in any one full year from 1946 through 1952, and suggested that very careful consideration be given to the matter to forestall difficulties in the 1953 budget year.

Mrs. Wilcox, Librarian, gave an interesting report on the Spring Meeting of the Suffolk County Library Association, which she attended on May 11, at the Research Library, Brookhaven National Institute, Upton, N.Y. A lengthy discussion on the "Union Catalog" in Suffolk County took place at this meeting. Mrs. Wilcox felt our borrowing from our State Library was so satisfactory, that it was not advisable for our Library to join "Union Catalog" in Suffolk County. The address by J. P. Bennington, Librarian of the Institute, the inspection of the Brookhaven National Library, with the outstanding collection of research materials, and the guided tours of the "Cosmotron" in operation at the time was a day well spent in the interest of Library work. The report also stated that the \$100 state grant had been received, and the filing cabinet authorized at the April meeting had been purchased. The library circulation for the second quarter was 3,247 for 25

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library days. There were 25 new borrowers added to the file also, 143 new books had been added to the library shelves. Also, Mrs. John Snyder had made a gift of 71 new books, including books for children and young adults. A report on the circulation for 2 Monday night openings, totaled 612. Due to the interest being shown in the evening openings, it was the opinion of both Mrs. Wilcox and Mrs. Bittner that another evening opening would be of great value, and recommended that the Library be opened one more evening a week during the summer months.

Motion On motion by Ana Dickerson, seconded by Andrew Fiske, That the Librarian's report be accepted and placed on file.

Motion carried

Motion It was regularly moved by Andrew Fiske, seconded by Elliott Dickerson, "That an additional expenditure of \$1.50 per week, be authorized to permit the library being opened two (2) extra hours per week for the summer months.

Motion carried and so declared by Chair

Reports:

Book Com. Mr. Wilcox reported satisfactory progress being made on the Book Committee

No other Committee reports.

Following the discussion of the revision of the Constitution and By-Laws of the Library at the April meeting, a report was to be submitted to its July meeting. The Chair called for this report from the Committee. Mrs. Anna Dickerson, reported, stated she had received correspondence

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from the State Library Department, and a copy of the Constitution and By-Laws, as adopted in 1918, by the Trustees and Library Society. That the Committee appointed by Mr. Wood, namely, Mrs. Robinson, Mrs. Dickerson and Mr. Fiske, had met and submitted in writing to this meeting, the proposed amendments.

A discussion followed this report from this Committee, and suggestions for possible changes in some of the Amendments were made. It was the opinion of the meeting that it would be advisable to give the matter further consideration before adoption, and the Chair suggested to the Committee that the proposed amendments be written up and submitted at a later meeting, possibly a special meeting, for further discussion.

At a previous meeting, it was brought to the attention of the Trustees, that the Library was not covered by a "Liability Insurance Policy".

Motion It was regularly moved by Mrs. Robinson, seconded by Mr. Fiske — "That the Treasurer, Elliott Dickerson, arrange with our Insurance Agent for Liability Insurance in an amount sufficient to cover the Library"

Motion unanimously carried

Mrs. Dickerson reported that the kindergarten table and chairs, as ordered, had been received.

Mr. Wood brought before the meeting for discussion, a suggestion that it might be well

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to have a Finance Committee to study the invested funds of the Library, looking into the possibility of securing a larger income. It was discussed informally, and the opinion was expressed that it might be well to defer any investments at this time due to uncertain market and business conditions.

In the general discussion of the uses of the "Museum Room", it seemed to be the consensus of Trustees present, that it be used for an "Adult Reading Room".

A suggestion was also brought before the meeting, that a budget for the 1954 library year be prepared, and that it be considered to have an additional amount appropriated for the budget to allow a little more flexibility in maintaining the library. The opinion was expressed that instead of trying to run sales, etc., to raise additional funds, that if the request was presented to the Town Board, it would receive cooperation. No definite action was taken on this matter at this meeting, but further consideration be given to it at the September meeting.

No other business to come before the meeting, it was regularly moved and seconded to adjourn.

Jane D. Payne
Secretary

§22 is a notice of the forthcoming meeting.

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Regular Meeting — September 19, 1953

A regular meeting of the Board of Trustees of the Library, was held at the library, on Saturday, September 19, 1953.

The meeting was called to order at 8:00 P.M., by the President, Mr. Wood in the Chair.

The following Trustees in addition to Mr. Wood were present: Mrs. Anna Dickerson, Mrs. Gertrude Robinson, William Wilcox, Elliott Dickerson, Jane Payne.

Absent: Everett Tuthill, Andrew Fiske, St. John Cambell, Milton Sherman.

The minutes of the preceding meeting, July 11, 1953, were read and accepted as read.

The Treasurer's report for the quarter July 11, '53 to September 19, 1953, was as follows:

Balance on hand, First National Bank, July 11, 53	\$508.03
Receipts:	
Interest on Gov't Bonds	\$6.25
Donations	4.00
Shelter Island Craft Club	45.00
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Total	\$55.25
Total receipts and balance	\$563.28
Expenditure:	
Salaries	\$128.64
Kindergarten chairs	24.70
Card cabinet and supplies	21.60
Books	53.78
Light and Power	3.30
Liability Insurance 1 yr`	<u>13.60</u>
Total Expenditures	\$245.62
Balance on hand First National Bank, Sept 18, 1953	\$317.66

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By motion, duly seconded, That the treasurer's report be accepted as presented and placed on file.

Librarian's Report:

Mrs. Wilcox, Librarian, gave an interesting report on the library activities, bringing out the interest being shown in our library as evidenced by the number of new borrowers, 93 for the year to-date — the majority not having used the library facilities at any previous time. The gifts of books for children and young adults, given by Mrs. John Snyder, had been of tremendous value particularly to the young borrowers. In general, the use of the library and materials, had far exceeded expectations. She also reported that the added evening each week, had added considerably to the circulation. The total circulation for the year totals, was 12,505, showing an increase over the entire circulation for the year 1952 of 894. It was the recommendation of both Mrs. Wilcox and Mrs. Bitter that the schedule of the library now in effect, 3 hours on each Wednesday and Saturday, and 2 hours each Monday evening be continued, thereby affording library facilities, the one evening a week for our young people and adults of the community. A report was also made that the evening hours of 7-9, were more popular than the 1-2 hours. Mrs. Wilcox reported the kindergarten table and chairs had arrived and being enjoyed by the youngest readers.

Motion It was moved by Mrs. Dickerson, seconded by Mrs. Robinson, "That the Trustees accept the recommendations made by Mrs. Wilcox, on the

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continuation of the present schedule of library hours, 3 hours on each Wednesday and Saturday afternoon, and 2 hours on each Monday evening."

Motion carried

Reports:

Book Mrs. Wilcox reported that the 4 books received each month through the Jean Carr Book Club, 2 western and 2 fiction, had proved very popular. That very favorable comment had been heard from the borrowers on the new selections placed on the Library shelves at the beginning of the Summer season. Mrs. Wilcox also reported that the Book Committee was very interested in the work, and considered Mr. Vincent King, one of the most interested and valuable members on the Committee.

HouseThe House Committee reported that a new lock was needed the front door of Library. Mrs. Robinson was authorized to see that the necessary work was done and to have a Yale Lock placed on the door. It was suggested that 8 additional keys be made for same, so Trustees could have a key. A report on the heating system stated the fan was not working properly to heat the Adult Reading Room.

No other reports.

Motion It was regularly moved by Elliott Dickerson, seconded by Gertrude Robinson — “That Mr. Wilcox be authorized to arrange for the necessary work to put the fan in proper working order, at a cost not to exceed \$30.00, the work to be completed by October 1st.”

Motion carried

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Constitution and By-Laws Report:

Mr. Wood called for its report on the revision of the Constitution and By-Laws of the Shelter Island Public Library Society and its Board of Trustees. Mrs. Dickerson, Chairman of the Committee, stated the Committee had met several times, and were submitting to the meeting, the revised set, and each Trustee present was given a copy. Mrs. Dickerson read each article to the meeting, calling for suggestions and corrections. Following a general discussion, and two corrections, each article was read and rechecked. It was the consensus of the meeting that this be the final reading, and that the Constitution and By-Laws of the Shelter Island Public Library Society and its Board of Trustees, as revised, be brought before the Annual Meeting in January 1954, for adoption.

At the July 11th meeting, the opinion was expressed that we did not have sufficient funds to properly maintain our library, and that instead of trying to run cake sales, etc., that consideration be given to a request being made to the Town Board for additional funds. Mr. Wood reported to the meeting that the request for additional funds had to be submitted in the form of a proposition to be placed on the ballot for the election in November, and the September meeting of the Board of Trustees would not allow a sufficient time for the proposition to be submitted. That he had discussed the request for additional funds with Supervisor Tuthill and it was felt advisable not to request over \$1600 for each year, 1954 and 1955. Mr. Wood stated he had instructed

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the Secretary to prepare a proposition to be placed on the ballot at its November election, requesting an appropriation of \$1600, for the year 1954 and for the year 1955. For the information of the Trustees, the proposition was read to the meeting, as follows:

1954=yes 199
no 47
1955=yes 88
no=49

The
vote

“The sum of \$1600 be raised by tax in the Town of Shelter Island for the Public Library of Shelter Island for the year 1954, and a like amount of \$1600, to be used for the same purpose, for the year 1955”.

Motion It was regularly moved by Mrs. Wilcox, seconded by Mrs. Dickerson — “That there not being sufficient time to bring before the Trustees of the Library, for action, the proposition to be submitted to the voters at the election in November, requesting \$1600 be raised by tax for the year 1954 and year 1955 for Library purposes, that the meeting approve of its proposition and the action which was taken to have it placed on the ballot”.

Motion unanimously carried

Mr. Wood brought to the attention of the Trustees, the beautifully bound book, recording the history of the “Village of Dering Harbor, for the period of 1652-1933, compiled by the late Charles Lane Poor, which Mrs. Poor had bound and placed in our Library, and requested that the book not be allowed to be taken from the Library. The request was made due to the fact that only one copy was bound.

A letter was sent to Mrs. Poor expressing the appreciation of the Trustees for this lovely gift.

It was reported that the “Craft Club” had

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made a donation of \$45.00, proceeds from the Summer Shop Exchange.

Mr. Wood appointed the following nominating Committee, to prepare a slate of officers for the 1954 year — also a slate of Trustees, whose terms of office expire in January 1954. and three new Trustees, for the amendment increasing the Board of Trustees by three members.

Committee appointed: Mrs. Jane Payne, chm.
Mrs. Elliott Dickerson
Mr. St. John Cambell

No other business to come before the meeting, it was regularly moved and seconded, the meeting be adjourned.

Jane Payne
Secretary

Annual Meeting — January 30, 1954

The 68th Annual Meeting of the Board of Trustees of the Shelter Island Public Library, was held at the Library on Saturday, January 30, 1954.

The meeting was called to order at 2:30 P.M. by the President, Mr. Wood in the Chair.

In addition to Mr. Wood, the entire Board of elected Trustees were present — namely: Mrs. Anna Dickerson, Elliott Dickerson, Mrs. Gertrude Robinson, St. John Cambell, Andrew Fiske, Milton Sherman, William Wilcox and Mrs. Jane Payne.

Absent: Supervisor Evans Griffing, Trustee Ex-Officio. Mr. Griffing replaces on the Board, former Supervisor Everett Tuthill.

The minutes of the Annual Meeting of Jan. 10, 1953, were read, and also for information, the minutes of the September 19, 1953 meeting.

Motion Regularly moved by Mrs. Robinson, seconded by Mr. Fiske, "That the minutes of both meetings be approved as read". Motion carried.

Treasurer's Report:

The Treasurer, Elliott Dickerson, reported as follows for the year Jan. 1, 1953 - Jan. 1, 1954:

Balance on hand in checking account, Jan. 1 1953	\$256.97
Receipts:	
Interest on Gov't Bonds	\$87.50
Town Grant	1200.00
Petty Cash - Desk Fund	7.19
Trans. Gen Dering Fund	383.18
Trans. Tuthill Fund	300.00

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Shelter Island Craft Exchange	\$45.00
Mrs. John Snyder, Gift for books	35.68
Mrs. Thos. Oliver, " " "	25.00
Donations	<u>9.00</u>
Total Receipts	\$2192.55
Total Receipts and balance	\$2449.52

Expenditures:

Salaries	1059.10
Safe Deposit Box	6.00
Newspapers & magazines	95.75
Books	371.06
Fuel	205.16
Lock repairs	6.25
Electricity	38.70
Oil burner and labor	383.18
Window in Reading Room	106.89
Venetian Blinds	92.00
Kindergarten table and chairs	56.46
Card cabinet	6.30
Repairing light	1.60
Card Holder - Filing Library cards	30.70
Premium on Liability Insurance	13.60
Repairs for typewriter	<u>12.50</u>
Total expenditures	\$2485.25

Balance on hand Jan. 1, 1954-checking acc't= \$35.73

Correction 6/5/54 Deficit on Jan. 1, 1954 of \$35.73, instead of balance

The Treasurer also reported on securities and Interest accounts, as follows: In Safe Deposit Box, Greenport, N.Y.

\$1000.00	Government Bond,	purchased	Jan. 1943
\$1000.00	"	"	Jan. 1944
\$1000.00	"	"	Jan. 1944
\$500.00	"	"	Mar. 1944

Total in Government Bonds = \$3500.00

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Southold Savings Bank, the following accounts, each showing balance on January 1, 1954.

1-Building Fund	\$2437.61
2-Cornelia Horsford Memorial Fund	\$5344.16
3-Tuthill Memorial Fund	\$3075.27
4-General Deering(<i>sic</i>) Fund	\$2920.27
5-Lillian Loper-General Endowment	\$116.31

The Treasurer also made the following report on the Insurance Policies, as of January 1, 1954:

Building	\$12,000.00
Books	8,000.00
Contents of Library	2,500.00
Liability	\$25,000.00 to \$50,000 bodily injury

Motion It was moved by Milton Sherman, seconded by St. John Cambell, "That the Treasurer's report be accepted with thanks and placed on file.

Motion carried

Librarian Report:

Mrs. Kathryn Wilcox presented her report for the year, which showed a circulation of 16,068, an increase in the circulation over the 1952 year of 4,457. The total number of borrowers at the close of the year totaled 518. There were 158 new books purchased, and the library had received gifts of 242, making a total of 400 books added to the book stock during the year. Among the gifts received, was a new set of the latest issue of the Encyclopedia Britannica, which replaced the outdated one being used. Mrs. Wilcox also reported that the facilities of the New York State Library were used for a number of its borrowers requesting reference and technical books.

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Motion It was regularly moved by Mrs. Robinson, seconded by Mr. Fiske, "That the fine report of the Librarian be accepted with thanks".

Motion carried.

Mrs. Wilcox reported that the "Accession Book" now being used for Library filing was practically filled and it would be necessary to purchase a new one very shortly.

Motion It was moved by Elliott Dickerson, seconded by Milton Sherman, "That Mrs. Wilcox be authorized to place an order through Mr. Wilcox of the Book Committee for the "Accession BOK" she requests.

Motion carried.

A report was also made that the library typewriter was broken, and due to age and condition of machine, the typewriter company felt it would be inadvisable to make any further repairs on the machine.

Motion It was regularly moved by Jane Payne, seconded by Elliott Dickerson, "That Mrs. Wilcox be authorized to proceed with the purchase of a typewriter which would be satisfactory for library use, and report price of same to the Treasurer".

Motion carried

A letter had been receive from the State Department in regard to an Extension Course being offered if a sufficient number of the Librarians were interested in registering for same - further details at a later date.

Committee Reports:

Book Mr. Wilcox reported that the Book Com. were

§33

meeting when necessary to review books, and that it was hoped the "Adult Reading Room" would be in order by Spring.

House Mrs Robinson, reporting, stated that the new lock had been placed on the front door—that there was a leak over the holding doors, and a new step ladder was needed for reaching high places on library shelves.

Motion It was moved by Milton Sherman, seconded by Elliott Dickerson, “That Mrs. Wilcox be authorized to purchase a suitable step ladder for library use.”

Motion carried.

In regard to the leak in the roof, Mr. Sherman stated he would fix that as soon as possible.

Nominating Report:

Mr. Wood called for the report of the Nominating Committee, appointed in September, to prepare a slate of officers for the 1954 year, and a slate of trustees — the three Trustees whose terms of office expire in January 1954, and the three new Trustees.

Mr Cambell reported that the following Trustees terms expire in January 1954, namely: Mrs. Gertrude Robinson. Mr. Cornelius Wood, and Mrs. William Wilcox, and the nominating committee were submitting to the Trustees for their consideration, the same three trustees, each for a three year term.

The Chair called for further nominations — none were placed before the meeting.

Motion It was regularly moved and seconded, That nominations be closed — so carried.

§34

Motion Motion by Milton Sherman, seconded by Andrew Fiske, “That the three Trustees, Mrs. Gertrude Robinson, Cornelius Wood and William Wilcox, succeed themselves, each for a three year term, and the Secretary instructed to cast one ballot”.

The secretary announced the ballot had been cast, and the Chair declared the three trustees duly elected.

On the officers for the 1954 year, Mr. Cambell submitted for consideration to the Trustees, the following slate of officers:

President	Mr. Cornelius D. Wood
Vice President	“ Andrew Fiske
Treasurer	“ Elliott Dickerson
Secretary	Mrs. Jane Payne

Motion It was moved by Anna Dickerson, seconded by Milton Sherman “That the report on the slate of officers for the 1954 year be accepted, and the Secretary be instructed to cast one ballot for same”.

The secretary announced the ballot cast, and the Chair declared the officers duly elected.

At the April 18, 1953 meeting, Article V-Section 1, of the Constitution and By-Laws was amended to increase the Board of Trustees by three, thereby having twelve elected trustees instead of nine, as heretofore. The three new trustees were to be elected at the January 1954 meeting.

The Chair called for the nominating report on this slate of Trustees. Before its slate was

§35 presented, Mrs. Payne reported that each Trustee had been contacted and requested to submit to the nominating committee, names of trustees, as their recommendation for the Board. Following receipt of those names, the Committee met and selected the names of the three persons who had been prominently mentioned by the Trustees, as the new members of the Board, which they would like to have serve on the Library Board.

Mr. Cambell submitted for consideration by the trustees, the following names:

Mr. William Becker	3 years term
Mrs. Thomas Oliver	2 years term
Mr. George Sloan	1 year term

The recommendations on the terms of office were for the purpose of eventually having the terms of four trustees expire in one year, instead of six, as would happen if the three new trustees were each elected for a three year term.

In the discussion following, the Trustees all expressed the feeling that the Library Board would be very fortunate if these three people would agree to serve on it.

Motion It was moved by Anna Dickerson, seconded by Gertrude Robinson, "That the report on the slate of the three new Trustees, and the recommended terms of office, be accepted.

Motion unanimously carried and so declared.

The Chair instructed the Secretary to notify Mrs. Oliver, Mr. Sloan and Mr. Becker of the actions taken at its meeting, and express to them that it

§36 was its wish of all the trustees that they would favorably consider accepting the office.

(A favorable reply was received from each)

The Chair called for nominations for the appointment for Librarian and Assistant Librarian.

Motion Regularly moved by Elliott Dickerson, seconded by St. John Cambell, "That Mrs. Kathryn Wilcox be appointed Librarian for the 1954 library year at her present salary of \$500 per year, and Mrs. Kathryn Bittner be appointed Assistant Librarian at her present salary of \$200 per year, each under the same schedule of library hours now in effect".

Motion carried and so declared.

At the September 19, meeting, following many weeks of work by the Committee on revision of the Constitution and By-Laws of the Shelter Island Public Library and its Board of Trustees, Anna Dickerson, Chm. of the Committee, presented its final reading, as revised, and it was agreed by the Trustees at that meeting, that they be brought before the Annual Meeting for adoption.

So that there would be no misunderstanding, and for the information of the Trustees not present at previous meeting, Mrs. Dickerson again read each Article.

Following this reading, and the assurance by the trustees that they were correct, the following motion was made:

§37

Motion It was regularly moved by Andrew Fiske, seconded by Elliott Dickerson, "That the Constitution and By-Laws of the Shelter Island Public Library, and its Board of Trustees, as revised, be adopted as of this date, January 30, 1954, and by this adoption, supersede all previous Constitutions and By-Laws of the Shelter Island Public Library and its Board of Trustees".

Motion unanimously carried and so declared by Chair

At a previous meeting, there had been discussion on the preparation of a budget for library year. The chair appointed Anna Dickerson, Andrew Fiske and St. John Cambell, with Mr. Fiske serving as Chairman of the Com., to prepare a budget for the 1954 library year and submit it for discussion at the April meeting.

No further business to come before the meeting, it was moved and seconded to adjourn.

Jane D. Payne
Secretary

All correspondence from the meeting taken care of.

§38 is a notice for the forthcoming meeting.

§39

Regular Meeting — June 5, 1954

A regular meeting of the Board of Trustees of the Library, was held at the library, on Saturday afternoon, June 5, 1954.

The meeting was called to order at 2:30 P.M., by the President, Mr. Wood in the Chair.

In addition to Mr. Wood, the following trustees were present:

Anna Dickerson	Absent:	Milton Sherman
Elliott Dickerson		St. John Cambell
Gertrude Robinson		William Wilcox
Andrew Fiske		Evans Griffing
George Sloane		
William Becker		
Mrs. Thos. Oliver		
Jane Payne		

Mr. Wood welcomed to the Board, the three new members, Mrs. Oliver, Mr. Sloane and Mr. Becker, elected in January 1954, expressing the feeling of the entire Board that we were indeed fortunate to have them as members.

The minutes of regular meeting of September 19th, and of the Annual Meeting of January 30th, were read for information. A correction recorded on Treasurer's report Jan. 1, 1953 to Dec, 31, 1953 as follows: The report corrected to read "Deficit on Dec. 31, 1953 of \$35.73, instead of balance of \$35.73 — otherwise minutes of both meetings accepted as read.

The Treasurer's report covered the period from Jan. 1, 1954 to June 5, 1954, as follows:

First National Bank, Greenport, Jan. 1, '54, deficit of \$35.73.

§40

Receipts:

Interest transferred from Cornelia Horsford Rec'd	\$100.00
Town Grant	1600.00
State Grant	100.00
Interest on Government Bonds	43.75
Petty cash - Desk FUnd	10.00
Lost or replaced books	11.75

Total Receipts	\$1865.50
Deficit	35.73

Balance	\$1829.77

Expenditures:

Salaries	\$424.92
Insurance premium	119.44
Repairs - Light and Roof	16.31
Flowers - Mrs. Conklin	3.50
Safe Deposit Box rental	6.00
Electricity	31.32
Desk supplies	4.20
Account Book - (Accession Book)	14.00
Books	253.21
Fuel Oil	239.40
Typewriter	<u>52.50</u>
Total expenditures	\$1165.10

Balance on hand First National Bank, June 5, 1954 \$664.67

Motion It was moved by Mrs. Robinson, seconded by Mrs. Oliver, "That treasurer's report be accepted as presented" Motion carried

Mrs. Wilcox, Librarian, submitted her report for the first quarter of the year - Jan. 1, 1954 to April 16, 1954, showing a circulation for that period of 4625. Of this number, 723 represented

§41

the Monday Evening hours. The circulation of 4625, showed an increase of 1226, over the same period of 1953. Nine books had been borrowed from the New York State Library in the first quarter. Books added to the book shelves, totaled 91. There had also been gifts of 48 adult books, 27 childrens books and a 50 vol. set of Harvard Classics.

The application for the State Grant of \$100 had been made and received in April. Typewriter at cost of \$52.50, and the accession Book at \$14.00, had been purchased.

Mrs. Wilcox, also reported on the Library Course held at Patchogue in April, for benefit of library workers, sponsored by the Suffolk County Library Association, cooperating with the Library Extension Division of the New York State Library. The course of 4 weeks, completed by 50 of the Librarians, covered classification, cataloging and book rebinding. Mr. Verschool, Library Consultant in the State Department, lectured on the importance of Librarians creating a friendly feeling in the library, and the importance of contact with children so they would get the proper start in using the library.

Mr. Verschool hopes to make a visit to Shelter Island Library at a future date to discuss library problems with the Trustees.

Both Mrs. Wilcox and Mrs Bittner, felt the course was of tremendous value to them ,and was worth the time spent on it.

There was no fee attached to the course, but Mrs. Wilcox stated there had been traveling and incidental expenses of approximately \$25.00.

Motion It was regularly moved by Elliott Dickerson, seconded by Andrew Fiske, "That the splendid report of the Librarian be accepted." — so carried.

§42

Motion It was regularly moved by Elliott Dickerson seconded by Mr Becker, "That Mrs. Wilcox be reimbursed \$25.00, to cover expense incurred by her on the Library Course taken in Patchogue, N.Y." — motion carried.

Relative to the questions brought before the meeting by Mrs. Wilcox, in regard to the Summer schedule of Library hours, the following action was taken:

Motion Moved by Jane Payne, seconded by Gertrude Robinson, "That the same summer schedule of 10 hours a week, which was in effect in summer of 1953 be put in operation for the 1954 Summer season, beginning on July 8, 1954."

Motion unanimously carried.

Committee Reports:

Book Mrs. Wilcox, reporting, stated progress was being made in the checking of books and placing them on shelves in the Adult Reading Room.

House Mr. Dickerson, reported that no progress had been made in repairing the front porch, or the leak in the roof.

Publicity Reports on Library activities sent to local correspondent.

No other reports presented

At the January 30th meeting, Mr. Wood appointed Anna Dickerson, St. John Cambell and Andrew Fiske, to prepare a budget for the 1954 year.

The Chair called for this report.

§43

Mr. Fiske of the Committee, presented for discussion, a tentative budget of \$2080.00, and showing anticipated income of \$2073.50,

The budget as submitted, was as follows:

Salaries	\$862.00
Electricity	40.00
Fuel	250.00
Stationery and Supplies	90.00
Books	400.00
Insurance	88.00
Subscriptions	100.00
Repairs and Maintenance	250.00

Total	<u>\$2080.00</u>
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Anticipated Income:

New York State Aid	\$100.00
Town Grant	1600.00
Interest on Bank Acc'ts	286.00
“ Gov't Bonds	\$7.50

Total	<u>\$2073.50</u>
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Mr. Fiske called particular attention to several of the items, particularly in the face of rising costs, the small amount of maintenance, and the fuel item, which it was felt was high, that the present income would permit.

Following a discussion on the budget, no actions were taken on its adoption. It was decided to bring it up for future discussion at a future meeting.

Mr. Wood brought before the meeting, the

§44

possibility of reorganizing the “Shelter Island Public Library Society”. He felt it should be kept in mind to go forward with. It was discussed, but no action was taken.

Mr. Fiske reported that plans were being made to have “Sylvester Manor Day”, for the benefit of the Shelter Island Public Library, on July 3rd, at which time there would be exhibits at the Manor House, Ingrid MacBrian’s hooked rug, “Miss Shelter Island.” Also the “Manor gardens” would be open and tea served to the visitors There was to be a contribution of \$1.50 for each visitor — the contribution to go to the Library Fund.

No bills presented for action. No other business to come before the meeting, it was regularly moved and seconded to adjourn.

Jane D. Payne
Secretary

Following "Sylvester Manor Day", letters of appreciation sent to Mr. and Mrs. Fiske, Mrs. Ingrid MacBrian.

§45 is blank

§46

Special Meeting August 18, 1954

A special meeting of the Board of Trustees of the Library was held on Wednesday, August 18, 1954, for the following purpose, as stated in the call to the meeting.

"To consider acquisition of additional land adjoining the Library plot on corner of State and Bateman Road."

The meeting was called to order at 8:30 P.M., and in the absence of the President, Mr. Wood, Vice-President, Andrew Fiske was in the Chair.

In addition to Mr. Fiske, the following Trustees were present:

Anna Dickerson	William Wilcox
Elliott Dickerson	William Becker
Gertrude Robinson	Mrs. Thos. Oliver
George Sloan	Evans Griffing
Jane Payne	

Absent: Milton Sherman, C. D. Wood, St. John Cambell

correction 9/24 Wm. Wilcox absent

Motion It was moved by Mr. Becker, seconded by George Sloan, "That the reading of the June 5th, meeting, be dispensed with.

Motion carried

To bring before the meeting for discussion, the matter for which the meeting was called, Mr. Sloan stated that he had discussed with Nathan P. Dickerson, owner, the possibility of acquiring additional land adjoining the lot now owned by the Library on the corner of State and Bateman Road. He stated the lots were 40 feet on

§47

the State Road and 155 feet deep, and that Mr. Dickerson would sell to the Library either 40 or 80 feet on the State Road. The first price quoted was \$2000.00 for 80 feet, but had reconsidered, and offered to the Library, two 40 ft lots, at a price of \$1800.00

As other parties were interested in this piece of property, Mr. Dickerson wanted to be informed of action taken by Trustees not later than September 1, 1954.

Mr. Sloan offered for consideration by the trustees, the following resolution, which was seconded by Mrs. Gertrude Robinson.

Resolution "Resolved that the Society purchase from Nathan P. Dickerson, his successors or assigns, the parcel of land, to be free and clear of all liens, described as follows:

"Commencing at a point on the northeast corner of property presently owned by the Society on the State Road, running north a distance of 80 feet; thence west a distance of 155 feet to property owned by one Clark; thence south a distance of 80 feet to the northwest corner of property now owned by the Society; and thence East a distance of 155 feet to point of beginning."

At a price of \$1800.00, to be paid by the Treasurer of the Society to the seller at the time of the delivery of a Warranty Deed or a Bargain and Sale Deed with covenant against Grantor's acts and upon agreement by the Title Guarantee and Trust Company to furnish the purchaser its policy of Title Insurance.

Further resolved, That the treasurer of the

§48

Society be authorized to pay for said property and the expenses incidental to the closing of title thereof, out of such funds as may be available.

This resolution was unanimously carried and so declared by the Chair

In the discussion following the adoption of the foregoing resolution, as to funds available for payment of the land, Mrs. Robinson stated that she and her brother Everett Tuthill had discussed the matter and the possibility of using funds from the "J. Wickham Tuthill Memorial Fund", which had been given to the library by the late Mrs Amie Tuthill Wallace, in memory of her father. That the lot presently owned by the library had been paid for in the amount of \$1000.00 from the account, and having had a very close relationship with Mrs. Wallace, it was their feeling that it would have been the wish of Mrs. Wallace that the sum necessary to purchase this additional land be taken from this account.

Motion It was regularly moved by Mrs. Oliver, seconded by Mr Sloan, "That the money for the purchase of this particular piece of property be taken from the "J. Wickham Tuthill Memorial Fund."

Motion unanimously carried and so declared by the Chair.

Motion It was regularly moved by Evans Griffing, seconded by Gertrude Robinson, "That Mr. Sloan be empowered to complete negotiations

§49
with Mr. Nathan P. Dickerson, for the transfer of property in question, and to negotiate with a reputable Title Company for a Title Policy on the entire premises."

Motion carried

Motion Regularly moved by Anna Dickerson, seconded by Mrs. Oliver, "That the treasurer, Elliott Dickerson, and the secretary, Jane Payne, and/or Trustee, Andrew Fiske, be authorized to open the Library Safe Deposit Box, First National Bank, Greenport, N.Y. and make a record of its contents.

Motion carried

Secretary instructed to forward to bank, motion authorizing box to be open.

To give to Mr. Sloan necessary papers for Dickerson on land purchase.

To have record of contents of Safe Deposit Box ready for next Trustees meeting.
(all above instructions carried out.)

No other business to come before the meeting, it was moved and seconded, to adjourn.

Jane D. Payne
Secretary

§50 is blank

§51

Annual Meeting — September 24, 1954

In accordance with the provisions of the Constitution and By-laws of the Shelter Island Public Library Society and its Board of Trustees, adopted at its 68th Annual Meeting held on January 30, 1954, changing the Annual Meeting from month of January to September, the Annual Meeting of the Board of Trustees, postponed from September 11, due to hurricane, was held on Friday, September 24, 1954.

The meeting was called to order by the President, Mr. Wood in the Chair.

In addition to Mr. Wood, the following Trustees were present:

Supervisor Evans Griffing	Gertrude Robinson
William Becker	George Sloan
Mrs. Thos. Oliver	Andrew Fiske
Elliott Dickerson	Anna Dickerson
Jane Payne	

Absent: Milton Sherman, St. John Cambell, William Wilcox

As the minutes of the Annual Meeting of January 30, 1954, had been read for information at the regular meeting of the Board held on June 5th, it was regularly moved, seconded and carried, "That the reading of the minutes of both these meetings be dispensed with."

The minutes of the Special Meeting of August 18, 1954 were read. A correction to Trustees at that meeting, William Wilcox was recorded as present — should have been recorded absent. Otherwise accepted as read.

The report of the Treasurer for the period from January 1, 1954 to September 24, 1954, was as follows:

§52

Treasurer's Report - January 1, 1954 - Sept. 24, 1954	
Deficit, First National Bank, Jan. 1, 1954 - \$35.73	
Receipts:	
Town Grant	100.00
State Grant	1600.00
Int. on Gov't Bonds	43.75
Petty Cash-desk account	10.00
Lost books	11.75
Sylvester Manor Day & Mrs. McBrian's Hooked Rug	616.25
Int. Cornelia Horsford Fund	100.00
	<u>\$2481.75</u>
Receipts less deficit of \$35.73.....\$2446.02	
Expenditures:	
Salaries	\$637.38
Insurance premium	154.68
Electricity	43.76
Repairs	16.31
Safe Deposit Box rental	6.00
Accession Book	14.00
Secretarys Book	4.00
Typewriter	52.50
Desk supplies	4.20
Books	430.28
magazines	2.50
Fuel	239.40
Flowers-Mrs. Conklin	3.50
Down pay't on Dickerson property	100.00
Librarians expenses-Regional Conf erence	25.00
Total expenses	<u>\$1773.51</u>
Balance on hand in checking account.....\$712.51	
September 24, 1954	
Petty Cash Account:	
Balance, Jan. 1, 1954.....	\$5.00
Receipts.....	28.71
	<u>\$33.71</u>
Expenditures, Box rent, postage & magazines.....	
	<u>9.27</u>
Balance, Petty Cash Account \$24.44 - Sept. 24, 54	
Elliott Dickerson, Treas.	

§53

Motion It was regularly moved by Mr. Becker, seconded by Mr. Fiske, "That the treasurer's report be accepted and placed on file".

Motion carried.

The librarian, Mrs. Wilcox, presented her report for the period Jan. 1, 1954 to Sept. 24, 1954, stating that 327 volumes had been added to the library stock — 183 by purchase — 144 by gifts. The total circulation for the nine month period totaled 16,260. The entire circulation for the 12 month period of 1953. was 16,068, making an increase in the 9 month period of 192.

Due to increased use of the library, it was necessary to open the library additional hours during month of August, being open 12 hours each week, arranged so the library was open for 2 hour periods each week day. The extra hours being opened was appreciated by library patrons, and its circulation for the months of July and August increased by 2,500 over same two months of 1958.

Ms. Wilcox felt its extra hours being open were well worth while, and from comments by library patrons, was what the public wanted.

Motion It was regularly moved by Anna Dickerson, seconded by Mrs. Oliver, "That the fine report of the librarian be accepted with appreciation."

Motion carried

Committee Reports

House Elliott Dickerson reported that Milton Sherman had checked on the leak in library roof.

Book Mrs. Wilcox, reporting for Mr. Wilcox, who was absent, that Book Committee working satisfactorily.

Publicity Items of library interested published several times.

§54

No other committee reports made.

Election of Trustees:

The terms of office of four trustees, expire at this time, namely: Mrs. Anna Dickerson, Mr. George Sloan, Elliott Dickerson, Jane Payne.

The Chair called for nominations for four trustees to be elected to succeed the trustees then in office.

Motion It was regularly moved by Mrs. Oliver, seconded by Mrs. Robinson, "That the four Trustees, Elliott Dickerson, George Sloan, Anna Dickerson, and Jane Payne, be nominated for reelection, each for a three-year term."

No other nominations being made, they were declared closed.

Motion Moved by Evans Griffing, seconded by William Becker, "That the secretary be instructed to cast one ballot for the four trustees named, to succeed themselves."

Ballot cast and so declared by Chair.

Officers for year Sept. 1954 - Sept. 1955:

The following slate of officers for the 1954-1955 library year was presented:

President	Mr. Cornelius D. Wood
Vice President	" Andrew Fiske
Treasurer	" Elliott Dickerson
Secretary	Mrs. Jane Payne

§55

Motion Regularly moved by Mrs. Robinson, seconded by Mr. Sloan, "That the secretary be instructed to cash one ballot for the slate of officers as presented, for the next library years.

Ballot cast and so declared by chair.

Librarian and Assistant Librarian:

Motion It was regularly moved by William Becker, seconded by George Sloan, "That Mrs. Kathryn Wilcox be appointed Librarian for the next library year, at her present salary of \$500.00 for an 8-hour library week, and Mrs. Katherine Bittner be appointed Assistant Librarian for the next library year, at her present salary of \$200.00, for a 4 hours library week, and the secretary be instructed to cast one ballot for these two appointments."

Ballot declared cast and so declared by Chair.

The tentative budget for the next library year, Sept. 1954 to Sept. 1955, was presented for consideration by the Trustees, by Mr. Fiske, as follows:

(budget on next page)

§56

<u>ESTIMATED BUDGET - LIBRARY YEAR - 1954 - 1955</u>	
Salaries	\$862.00
Electricity	40.00
Fuel	250.00
Stationery & Supplies	90.00
Books	400.00
Insurance	88.00
Subscriptions	100.00
Repairs & Maintenance	250.00
	<hr/>
Total.....	\$2,080.00
Estimated receipts as follows:	
State Aid	\$100.00
Town Aid	1600.00
Savings Bank interest	286.00
Gov't Bond interest	87.50
	<hr/>
Total	\$2,073.50

§57

Following a discussion on the estimated budget, the following action was taken:

Motion Regularly moved by William Becker, seconded by Jane Payne "That the budget as presented for the next Library year, be adopted."

Motion carried

The Chair called for the report on the parcel of land being bought by the library from N. P. Dickerson. Mr. Sloan, authorized at its Special Meeting of August 18th, to complete the negotiation on this purchase, reported he had written Mr. Dickerson, and had deposited with him the \$100 binder check, and had arranged for the completion of purchase of the land. Also, he had talked with the Riverhead office of Title Guarantee and Trust Co., and if no exceptions were found when the completed report was reviewed by their Jamaica office, it was expected to close the title very shortly.

Mr. Sloan presented the bill for the guaranteed survey made by Otto Van Tuyl, and the Title bill for the Title Fee. Action had been taken on payment of these bills at the Special Meeting of August 18th.

The Chair called on Mr. Fiske for a report which he had relative tentative planes for a new library building.

Mr. Fiske reported he had discussed with Mr. Becker, Milton Sherman, and other trustees, the possibility of a new library building, utilizing the present building, and the possibility of having it moved to the new library lot. Mr. Sherman it could be moved at an approximate estimate of \$1200.00

Mr. Fiske also stated that Harold B. Willis, a noted architect, member of firm of Allen, Collins and Willis of Boston, and a friend of Horsford family,

§58
had offered to donate his services. Mr Willis has drawn plans for many noted buildings, including Cathedral of St. John, other noted churches, libraries and schools. Mr. Fiske said there would be a complete set of plans, with definite specifications, which he, Mr. Fiske, would pay all expenses in connection with draftsmen, blue prints, etc., so that architectural services would cost nothing, which are generally 10-12% of cost. Mr. Fiske also informed the trustees, that Milton Sherman had offered his services, as Inspector, to see that the work is done in best interests of the library.

The tentative plans are that the present building would be moved to the new site — have an “EL” built to balance present “EL”, that it would be brick veneer, and the completed building would be in conformity with Town Hall and Electric Light office, etc.

It was estimated, tentatively, that the cost of moving the present building, modernizing and grading, would be approximately \$22,000. No furnishings included in this figure. It was felt the estimate of \$1200, for the grading, which was included in the \$22,000, was too low a figure. The estimate of \$1200, for moving the building was included in the \$22,000.

As negotiation for the Dickerson land had not been completed, and further information would be necessary, no action was take by the trustees on any part of this report which Mrs. Fiske gave to the meeting.

Mr. Fiske felt it would be desirable to appoint a “Special Building Committee”, and a “Special Fund Raising Committee”, and

§59
suggested that appointments be made to these Committees.

Motion On motion by Mr. Sloan, seconded by Mrs. Oliver, “That President, Mr. Wood, be authorized to appoint a “Special Building Committee”, and a “Special Fund Raising Committee”.

Motion carried

The following appointments were made:

Building:	Milton Sherman, Andrew Fiske, William Becker, Harry Underhill	
Fund Raising:	Elliott Dickerson, Chm. Gregory Price John Snyder Ingrid McBrian,	Joseph Mack Gertrude Robinson Douglas Black Jane Payne

Motion On motion by Mr. Sloan, seconded by Mr. Becker, "That the Chairman of the Fund Raising Committee, be authorized to add additional members to the committee, if necessary.
Motion carried

The Chair expressed the opinion that he felt it would be advisable to have a "Finance Committee".

Motion It was moved by Anna Dickerson, seconded by Mr. Becker "That Mr. Wood be empowered to appoint a special committee, to be known as "The Finance Committee."
Motion carried

The following appointment to this Committee

§60
were made: Mr. George Sloan, chairman
Finance Com. " Andrew Fiske

Other appointments to committees for next library year were as follows:

Book	William Wilcox, Katherine Bittner, Mrs. Dudley Miles Mrs. Thos. Oliver, Mrs. Holly Case, Mrs. Vincent King.
House	Elliott Dickerson — Gertrude Robinson
Publicity	Gertrude Robinson — Jane Payne
Auditing	No appointments

It was understood that President, Mr. Wood, would automatically be a member of each of the committees.

Copy attached A report was made to the Trustees on the contents of Library Safe Deposit Box #38, to minutes of First National Bank, Greenport, N. Y., drilled open on September 20, in presence of this meeting Andrew Fiske and Jane Payne.

September 20, 1954

Library Safe Deposit Box # 38 - First National Bank, Greenport, N.Y., drilled open Sept. 20, 1954, in presence of Andrew Fiske & Jane Payne, Trustees of S. I. Public Library.

Contents as follows:

1-\$1000.00 U.S.A. Savings Bond, #12-594884-G, dated January 1943-Series G-12yr.
1-\$1000.00 U.S.A. Savings Bond, #M2213187 G, " " 1944- " G-12yr
1-\$1000.00 U.S.A. " " , #M2213186 G, " " 1944 " G-12yr
1 \$ 500.00 U.S.A. " " , #D1-241-708 G, " March 1944 " G-12yr

1 Certificate of Incorporation of Shelter Island Public Library (COPY) dated October 28, 1943

1-Insurance Certificate -Niagara #10117-\$2000.00-Building & contents-exp. 11/46
" " " #10124-\$3000.00 " " " 1/47
1 " " -U.S.Fire Ins. Co., #60737,\$5000.00 " " " 10/46

Papers on Samuel M. Lempert mortgage as follows:

1-Affidavit of Title -dated July 30, 1924
1-Deed-Samuel H. Lempert to S.I. Public Library Trustees-dated July 25, 1941
1-Bond & Mortgage Guarantee Co., Mortgage Guarantee for \$5000.00, guarantee #169307, dated September 5, 1928
1-Assignment of Mortgage-Bond #336684-dated Sept. 5, 1928
1-Extension Agreement -Guarantee #169307-Unit #57018-dated August 28, 1935
1-Mortgage, #1190269 -dated August 15, 1928
1-Bond for \$5000.00, # 336684 - dated August 15, 1928
1-Extension Agreement # 1190269 - dated August 8, 1931
1-Contract to Frank Badolato - dated August 21, 1943 - price \$5,175.00
1 Letter Title Guarantee Trust Co., relating to contract above.

Three (3) canceled Bank books - Southold Savings Bank - #15952
#24927
33342

1-Safe Deposit Vault Lease - dated August 15, 1942, for Box # 38

New safe deposit box # 57, with two (2) keys assigned to Library -9/20/54

Jane S. Payne
A. Fiske

A statement of the contents was given to each trustee, and it was reported that no deeds for any of the library property were found in the box. Contents included many old reports.

It was regularly moved by Anna Dickerson, seconded by Mr. Sloan, "That the report of the contents of the Library Safe Deposit Box #38, in First National Bank, Greenport, N.Y., be accepted and a copy be attached to the minutes of this meeting."

Motion carried

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Copy, signed by Trustees, Andrew Fiske and Jane Payne, attached to the minutes of this meeting.

Motion On motion by Mr. Sloan, seconded by Mrs. Oliver, "That the treasurer be authorized to destroy expired Insurance policies, and papers of Samuel M. Lempert mortgage, as itemized in the report submitted to the trustees on contents of Library Safe Deposit Box #38, dated September 20, 1954."

Motion declared carried.

A new Library Safe Deposit Box #57, was assigned to the Library on September 20 1954.

Motion Regularly moved by Mr. Sloan, seconded by Gertrude Robinson, "That either the Secretary, Jane Payne, or the Treasurer, Elliott Dickerson, be authorized to have access to the Library Safe Deposit Box, in the first National Bank, Greenport, N.Y."

Motion carried

Supervisor Evans Griffing reported that a member of the family of the late Lynn Riggs had contacted him in regard to a donation of books to the library from the Riggs estate, and that at different times, Mrs. Riggs had made donations to the library. Mr. Wilcox of the Book Committee stated that donations which had been made were mostly text books. However, it was agreed to accept any books which the estate wished to donate to the library,

Mr. Griffing, also called to the attention of the trustees, that if any request was to be made for supplemental Town Grants, it would be necessary to file same for action by Town Board, not later than Sept. 30, 1954, if it was to be placed on ballot for election in November.

§62
Regarding this matter, the meeting felt it would be advisable to delay any request for additional funds until another year.

Mr. Sloan brought to the attention of the meeting, that it might be well for the Library to file Tax Form #990, with the Tax Department, to insure tax exemption for the library relative to gifts, etc.

No other business to come before the meeting, on motion, it was moved to adjourn.

Jane D. Payne
Secretary

Special Meeting — November 26, 1954

A special meeting of the Board of Trustees of the Library, was held at the Library, on Friday, November 26, 1954, for the following purpose:

“To consider increasing the salary of the Librarian and Assistant Librarian”

The meeting was called to order at 8:00 P.M., by the President, Mr. Wood, in the Chair. In addition to Mr. Wood, the following Trustees were present:

- | | |
|-------------------|-------------------|
| Anna Dickerson | Gertrude Robinson |
| William Wilcox | St. John Cambell |
| Andrew Fiske | George Sloan |
| Elliott Dickerson | Evans Griffing |
| Jane Payne | |

Absent: Milton Sherman — Mrs. Oliver — William Becker

The meeting required that the minutes of the Annual Meeting of September 24, 1954, be read for information.

There were no corrections and minutes declared approved as read.

The Chair brought before the meeting, the special business for which it was called, stating he had received from Mrs. Wilcox, Librarian, and Mrs. Bittner, Assistant Librarian, requesting that consideration be given to an increase in their salaries. Both felt that the increased circulation and additional work in the library over past months, warranted an increase in salary for each.

The letters from Mrs. Wilcox and Mrs. Bittner were read to the meeting.

The Chair reported that he was under the impression that an increase of \$100.00 to both Librarians would be satisfactory to them, from conversation he had with the Librarian.

In reply to the call for this meeting, the Secretary read letters from Mrs. Oliver and Mr. Becker, both stating they felt an increase of salary was justified, and that their vote could be so recorded.

Following a general discussion on the salary matter, the following actions were taken:

Motion It was regularly moved by Anna Dickerson, seconded by Gertrude Robinson “That the wishes of both Librarian and Assistant Librarian be granted, and an increase in each salary of \$100.00 be given, effective December 1, 1954.”

Motion It was moved by Andrew Fiske, seconded by Evans Griffing “That an increase of \$150 be given to Librarian Kathryn Wilcox, for an 8 hr. library week, and an increase of \$100.00, be given to Mrs. Katherine Bittner, for a 4 hr. Library week, both effective December 1, 1954.”

Mr Sloan brought before the meeting for discussion, the question of differentiation in the two salaries, feeling that the additional work required of the Librarian, merited a higher increase in salary, therefore offered the following Amendment to the first motion by Anna Dickerson.

Motion Regularly moved by Mr. Sloan, seconded by Jane Payne, "That the motion on the amendment increase of salary of \$100.00, to librarian, Ms. Wilcox, be amended from \$100.00 §65 to \$200.00"

The voting on the amended increase resulted as follows: negative 6
affirmative 2
Motion declared lost

Motion It was moved by Anna Dickerson, second by St. John Cambell, "That the motion of Andrew Fiske, be amended to have salary increases effective as of January 1, 1955."

Amended motion unanimously carried.

Motion Regularly moved by Andrew Fiske, seconded by Evans Griffing "That the original motion, as amended, be adopted."

Motion carried and so declared by the Chair

In a letter to Mr. Wood, Mrs. Wilcox reported that Mrs. O'Byrne, due to ill health, would be unable to continue her duties at the library, and wished to be relieved as soon as possible.

Motion It was moved by Anna Dickerson, seconded by Evans Griffing, "That the resignation of Mrs. O'Byrne be accepted with regret."

So carried

Motion On motion by Mr. Sloan, seconded by Evans Griffing "That the House Committee be authorized to retain Mrs. O'Byrne's successor."

Motion carried

The treasurer reported that a gift of \$35.00 had been received from Mrs. Oliver, with the request that additional kindergarten chairs be purchased for the library,

§66
and any balance be used for books."

Motion It was regularly moved by Anna Dickerson, seconded by Mr. Sloan, "That 4 kindergarten chairs be purchased, and any surplus be used for books."

Report of Mr. Sloan:

Mr. Sloan reported that as per instruction of the Special Meeting of August 18, 1954, he had completed negotiations with Nathan P. Dickerson, for the transfer of property to the Shelter Island Public Library Society, and all papers pertaining to same had been turned over to Secretary, Jane Payne.

Copy attached The Secretary made a report as receipt of papers from Mr. Sloan, and presented to the meeting the list of this property transaction Copy of same has been attached to minutes of this meeting.

November 26, 1954

I have received the following from Mr. George P. Sloan, Trustee.

- 1 - Deed made the 28th day of September, 1954, from Nathan P. & Blanche E. Dickerson, his wife, for the parcel of land 80 X 165 feet, sold to the Shelter Island Public Library Society. This deed recorded in Office of Suffolk County Clerk on October 15, 1954, in Liber of Deeds on pages #241 & 242.
L- 3774,
- 2 - Certificate and Report of Title #1210587 of the Title Guarantee and Trust Company.
- 3 - A partial duplicate of Title # 1210587, containing Schedule A of original - description of both parcels combined.
- 4 - Tax Search on Title #1210587, dated September 29, 1954
- 5 - Map of property - Survey guaranteed to Title Guarantee & Trust Company, by Otto W. VanTuyt & Son, Surveyors, under date of August 24, 1954.
- 6 - Receipt from Title Guarantzee and Trust Company for \$98.00 - Title fee for policy # 1210587
- 7 - Policy of Title Insurance from Title Guarantee & Trust Company, covering all of land of Library on State Road purchased from N. P. Dickerson - Policy #1210587, in the amount of \$2800.00

Jane D. Payne
Secretary

§67

Relative to a discussion at the Annual Meeting in September, at which time Mr. Sloan thought it might be wise for the library to file form #990 with the Tax Department, to insure tax exemption on any gifts which might be made to the library, Mr. Sloan reported that he had discussed the matter with the Tax office in Riverhead, and they suggested that the matter be brought to attention of the Tax Office i Brooklyn, which he had done, discussing the matter with an official of the Tax Department.

It was the opinion of that office, that due to nature of library charter, no technical point would be raised on any contributions made to the library, and it was felt that their office, which handles tax matters for the district, would approve any such gifts. However, if the library wished to have further clearance, it was suggested that the matter be cleared with the Tax Department Office in Washington.

Mr. Sloan suggested to the Trustees, that in view of the information which had been given to him, that nothing further be done on filing any forms and the matter be dropped.

This suggestion was approved by the Board of Trustees.

Motion It was regularly moved by Evans Griffing, seconded by Anna Dickerson "That Mr. Sloan's report on Dickerson Land negotiations be accepted with thanks, and that he be discharged from his duties on this committee.

Motion carried

The secretary reported that a search had been made and no deeds to any property held in name of Shelter Island Public Library Society could be found. However, she had made a search of records in Suffolk County Clerk's Office in Riverhead, and had found records of the three pieces of property owned by the Library, had been recorded in years 1906, 1931 and 1939, and she had made

§68

a record of these transactions. The information found on these records given to this meeting.

Mr. Sloan suggested the secretary make a typewritten copy of this information which she had found, and place one copy in Library Safe Deposit Box for future reference.

Opposite Copy of these records attached to minutes of this meeting.
page

The Trustees also suggested that the Secretary contact Mr. John Laspia to see if any deeds to library property might be in his files.

No further business to come before the meeting, it was moved and seconded to adjourn. So carried.

Jane D. Payne
Secretary

All correspondence from this meeting taken care of.

§69

Copies of deeds of Lilian Farlow, Cornelia Horsford and N. P. Dickerson, attached.

COPY OF DEED

MRS. LILLIAN HORSFORD ^{Farlow} TO SHELTER ISLAND PUBLIC LIBRARY SOCIETY

The deed of Mrs. Lillian Horsford Farlow to the Shelter Island Public Library Society is recorded in LIBER 594, PAGE 236 and recorded on JULY 31, 1906, Court House, Riverhead, L.I.

The property is described as follows:

Beginning at S.W. corner at point where southerly line of the premises of the Grantor intersects the easterly line of Public Highway - thence northerly along said easterly line of the highway seventy - five (75) feet, -- then turning at a right angle and running easterly about fifty - six (56) feet to boundary line between the Grantor and land of Shelter Island Public School District # 1, - then turning and running southerly along land of school district about seventy - five (75) feet to the south easterly corner of land of Grantor, - thence turning and running nearly westerly along boundary line between Grantor and Shelter Island School District about fifty - six (56) feet to point of beginning, containing about 4,200 square feet of land, being the southerly portion of land conveyed to Grantor by Benjamin C. Cartwright and Benjamin C. Cartwright, Jr., on March 4, 1889, and recorded in Suffolk County Clerk's Office, LIBER # 317 - PAGE 184.

Boundary part of deed

The above deed was made out to Shelter Island Public Library Society, Shelter Island, N.Y., and was checked with Grantor Book of year 1906

Copy of this deed made on October 5, 1954 by Jane D. Payne, Trustee

COPY OF DEED

CORNELIA C. F. HORSFORD TO TRUSTEES OF SHELTER ISLAND PUBLIC LIBRARY

The deed of Cornelia C. F. Horsford to Trustees of the Shelter Island Public Library is recorded in Court House, Riverhead, N.Y., in LIBER #1551, PAGE 152, and was recorded on JANUARY 16, 1931

The boundary lines of property described as follows:

Bounded on north by plot of land recently conveyed to Town of Shelter Island and the State Road; East by land of Shelter Island School District #1; South by land belonging to said party of second part; West by Public Highway, known as Daniel Lord Road and plot of land recently conveyed to Town of Shelter Island; being the same property conveyed to party of the first part by Lillian Horsford Farlow by deed dated November 19, 1919, with exception of small plot of land recently conveyed to Town of Shelter Island.

The above deed was made out to Trustees of Shelter Island Public Library and was checked with Grantors Book of year 1931.

Copy of this deed was made as the original deed could not be found. Copy made on October 5, 1954 by Jane D. Payne, Trustee

COPY OF DEED

NATHAN P. DICKERSON TO SHELTER ISLAND PUBLIC LIBRARY ASSOCIATION

The deed of Nathan P. Dickerson to the Shelter Island Public Library Association is recorded in Court House, Riverhead, N.Y., in LIBER # 2060, PAGE 554, and was recorded on September 5, 1939.

not found in original

The boundary lines of property described as follows:

(1) Beginning at granite monument set on northerly line of Bateman Road 29.93 feet westerly from former point of intersection of said northerly line with westerly line of State Road, running from said granite monument westerly along said northerly line of Bateman Road 170.07 feet to a concrete monument, thence easterly 200.0 feet to concrete marker, thence southerly along west side of State Road 95.07 feet to granite marker which is 29.93 feet northerly from said point of intersection - parcel is 125 feet along State Road and westerly line, and 200 feet along Bateman Road and northerly line, except at intersection of highway where joined by circular curve.

The above deed was made out to Shelter Island Public Library Association and was checked with Grantors book of year 1931

Copy of this deed was made as the original deed could not be found. Copy made on October 5, 1954 by Jane D. Payne, Trustee

§70 is blank

§71

Regular Meeting — March 12, 1955

A regular meeting of the Board of Trustees of the Shelter Island Public Library, was held at the Library on Saturday, March 12, 1955.

The meeting was called to order at 2:30 P.M. with the President, Mr. Wood, in the Chair.

In addition to Mr. Wood, the following trustees were present:

- | | | |
|-------------------|---------|---------------------------|
| Andrew Fiske | Absent: | Supervisor Evans Griffing |
| Gertrude Robinson | | Katherine Oliver |
| Anna Dickerson | | George Sloan |
| Elliott Dickerson | | William Becker |
| St. John Cambell | | Milton Sherman |
| William Wilcox | | |
| Jane Payne | | |

The minutes of the Special Meeting of November 26, 1954, were read for information.

Motion It was regularly moved by Gertrude Robinson, seconded by Andrew Fiske, "That the minutes as read by accepted."

Motion carried

The treasurer's report for the period from the Trustees meeting of September 24, 1954, to March 12, 1955, was as follows:

(over)

§72 held treasurer's quarterly report with Scotch tape

<u>SHELTER ISLAND PUBLIC LIBRARY TREASURER'S REPORT - SEPT. 24, 1954-March 12, 1955</u>	
Balance on hand, checking account, September 24, 1954.....	\$ 712.61
Receipts:	
Transfer from Tuthill account.....	\$1798.00
Town Grant.....	1600.00
Interest Gov't Bonds.....	37.50
Donation, Mrs. Oliver.....	35.00
Donation, Mrs. M.B.Griffing.....	5.00
Dues.....	3.00
Sylvester Manor Day, additional.....	2.00
Total.....	<u>\$3480.50</u>
Total receipts & Balance.....	<u>\$4193.01</u>
Expenditures:	
Salaries.....	\$ 498.10
Electricity.....	32.54
Fuel Oil.....	211.81
Magazines.....	77.50
Books.....	58.87
Cleaning.....	32.50
Cleaning Equipment.....	5.86
Electrolux.....	39.50
Rubber mat.....	2.25
Telephone call.....	.25
Insurance.....	21.18
Chairs.....	25.00
Safe Deposit Box rental.....	5.50
Opening Safe Deposit Box.....	12.00
Repairs.....	57.01
Guaranteed Map of Library property.....	25.00
Guarantee Title & Trust Co. Title Insurance on property purchased from N.P.Dickerson	98.00
Recording Deed.....	5.00
N.P.Dickerson, balance on lot.....	<u>1700.00</u>
Total.....	<u>\$2907.87</u>
Balance on hand March 12, 1955.....	\$1285.14
Elliott Dickerson, Treasurer	

COPY

§73
Copy
attached

The Treasurer also submitted for the information of the Board, the financial report of the library year, January 1, 1954, to January 1, 1955. Also, a statement of the Securities in the Library Safe Deposit Box, First National Bank, Greenport, N.Y. and of the funds as

SHELTER ISLAND PUBLIC LIBRARY - TREASURER'S REPORT JAN. 1, 1954 to Jan. 1, 1955

Balance on hand First National Bank, Greenport, January 1, 1954....\$ - 35.73

Receipts:

Interest transferred from Horsford Acc't.....	\$ 100.00
" Government Bonds.....	87.50
Town Grant.....	1600.00
State Grant.....	100.00
Transferred from Tuthill Acc't.....	1798.00
Sylvester Manor Day.....	618.25
Donations-Mrs. Oliver and Mrs. Moses Eriffing.....	40.00
Transferred from Desk Petty Cash Fund.....	10.00
Lost books.....	11.75
Dues.....	3.00

Total.....\$4368.50

Total receipts of \$4368.50 less deficit of \$35.73.....\$4332.77

Expenditures:

Salaries.....	\$ 873.84
Books.....	499.15
Magazines.....	9.00
Fuel.....	280.52
Electricity.....	57.98
Insurance premiums.....	154.68
(Building & contents..\$119.44 -Comp..\$21.64-Gen. Liability,..\$13.60)	
Repairs.....	16.31
Flowers, Mrs. Conklin.....	3.50
Safe Deposit Box rental.....	6.00
Opening Safe Deposit Box.....	12.00
Desk Supplies.....	4.20
Typewriter.....	52.50
Accession Book.....	14.00
Secretary's Book.....	4.00
N.P. Dickerson for Library lot.....	1800.00
Otto VanLuyk & Sons for Guaranteed Maps.....	25.00
Title Guarantee & Trust Co., Title Insurance.....	98.00
Recording Deed.....	5.00
Cleaning equipment.....	4.86
Cleaning Library.....	32.50
Expenses of Librarians attending Regional School..	25.00

Total.....\$3978.04

Balance on hand January 1, 1955, First National Bank, Greenport...\$ 354.73

Statement of Securities, January 1, 1955 - Government Bonds in Safe Deposit Box, First National Bank, Greenport

January 1943....	\$1000.00
" 1944....	\$1000.00
" 1944....	\$1000.00
" 1944....	500.00
Total.....	\$3500.00

Southold Savings Bank, Acc't #35030, Building Fund.....	\$2503.75
" " " " 40338, Cornelia Horsford Mem. Fund.....	\$5489.21
" " " " 24927, Tuthill Memorial Fund.....	\$1348.36
" " " " 33342, Gen. Deering Mem. Fund.....	\$2999.52
" " " " 38616, General Endowment Fund.....	\$ 119.12
Total.....	\$12459.96

Interest for year...\$302.76

Elliott Dickerson, Treasurer

§74

Motion It was moved by Gertrude Robinson, seconded by Andrew Fiske, "That the Treasurer's financial reports as submitted be accepted."

Motion carried

Librarian's Report:

Mrs. Wilcox presented the Librarians Annual report for the library year, January 1, 1954 to January 1, 1955, showing a circulation for the year of 21,840 for the year. Of this number, 11,015 represented adults —4950 children and 5,875 periodicals.

The increase in circulation over year 1953, was 5,772, attesting to the increased use of library facilities.

Mrs. Wilcox also reported the following gifts to the library during the year:

County News Review	by Mrs. Southwick
Mercury Magazine	Miss Caroline Webber
Chairs for children	Mrs. Andrew Fiske
“ “ “	Mrs. Katherine Oliver
Book of Garden Flowers	Shelter Island Garden Club
	in memory of Mrs. Brander

The following recommendations were made in the report of Mrs. Wilcox:

- 1 —To relieve congested conditions in summer time, a separate desk for children.
- 2 — A summer schedule of 12 hours per week, the library being open two (2) hours each day beginning July 1st.
- 3 — Street light be placed on pole in front of library to relieve darkened street, and also a white line be painted on edge of building steps, and also

§75

on steps leading to street, to relieve the dangerous condition of these two places.

- 4 — A filing cabinet was needed for Librarians records.

Motion It was moved by Anna Dickerson, seconded by Mr. Wood, "That the splendid report of the Librarian be accepted with thanks.

Motion carried

Action was taken on the recommendations as follows:

Motion It was moved by Jane Payne, seconded by Elliott Dickerson, "That a separated desk for children be arranged, and the Library go on the summer schedule of 12 hours per week, being open 2 hours each day beginning on July 1st.

Motion carried

Motion Motion by Andrew Fiske, seconded by Anna Dickerson, "That white lines be painted on the library building steps, and on the steps leading to the street."

Motion carried

Motion It was moved by Elliott Dickerson, seconded by Andrew Fiske, "That Mr. Wood be authorized to purchase a suitable four drawer filing cabinet, with lock, for the Librarians Records."
Motion carried

Mrs. Wilcox brought to the attention of the meeting, the possibility that the Assistant Librarian, Mrs. Bittner, might be appointed Postmistress of the Heights Post Office, and secondly, the question of the circulation of Comic Books in the Library.

In regard to Mrs. Bittner, if appointed to the Heights Post Office, she was willing to serve the

§76
evening hours in the Library during the Summer.

It was the consensus of the Board, that Mrs. Wilcox make the arrangements with Mrs. Bittner for the Summer evening hours.

Relative to the Comic Book situation, that the comic books be taken out of circulation in the library.

Mrs. Wilcox explained to the meeting that the origin of the comic books in the Library was through donations, and at no time had any of the library budget been used for purchase of same.

Motion It was regularly moved by William Wilcox, seconded by Gertrude Robinson, "That the Librarian be instructed to dispose of present stock of comics and to accept no further donations of these books.

Motion unanimously carried

The Chair called for Committee Reports.

Book Mr. Wilcox, reporting, stated the library subscribed to several book clubs — that the new books would be ready for the summer season, and steps had been taken to clear out the old discarded books.

House Elliott Dickerson, reporting, stated the sash cord in the Reading Room had been fixed, and the roof and porch had been repaired. Mrs. Robinson reported that as authorized at the November 26 meeting to retain a successor to Mrs. O, Byrne, she had secured the services of Mrs. Sophie Sherman, as janitress, at a salary of \$15.00 per month, she being willing to accept the same salary as

§77
paid to Mrs. O'Byrne. Mrs. Robinson also stated that it had been necessary to purchase a second-hand vacuum cleaner with attachments, and the Library has been thoroughly cleaned.

Publicity No report.

No other committee reports

Motion It was regularly moved by Andrew Fiske, seconded by St. John Cambell, "That the Board approve the action taken by Mrs. Robinson in employing Mrs. Sherman at a salary of \$15.00 per month, and purchase of vacuum cleaner, and thanking her for her attention to these matters.

Motion carried

Following a discussion on the Magazine Rack which had been ordered several months ago, and not delivered, Mrs. Wilcox was authorized to contact John Carmen and to cancel the order if delivery was not made within a few days.

The House Committee was authorized to have the white lines painted on library steps and steps leading to the street.

Mr. Fiske reported that Mr. Mosher(*sic*) had made arrangements with novelist, Louis Bromfield, to come to Shelter Island on August 6, to give a talk for the benefit of the Shelter Island Public Library Building fund, and Mrs. John Snyder had made the arrangements for transportation for Mr. Bromfield. Other than the date, plans for Mr. Bromfield's visit were tentative.

§78

Mrs Anna Dickerson reported that the Shelter Island Garden Club were planning a Tour of Gardens of different homes, instead of the regular Flower Show this Summer, and that the net proceeds would be donated to the Library Building Fund. Definite arrangements on the tour had not been complete.

The secretary reported, that as instructed at the Special Meeting in November, she had contacted Mr. John Laspia to see if there was a possibility that he might have the missing deeds to the Library property. Mr. Laspia reported that he had none of the Library deeds and was sure they had been given to Library officials.

No other business to come before the meeting, it was moved and seconded to adjourn.

Jane D, Payne
Secretary

§79 is blank

§80 is a notice of the forthcoming meeting.

§81

Regular Meeting — June 13, 1955

A regular meeting of the Board of Trustees was held on Monday, June 13, 1955, at the Library.

The meeting was called to order at 8:00 P.M., by the President, Mr. Wood in the Chair.

In addition to Mr. Wood, the following Trustees were present:

George Sloan	Absent:	Mrs. Theo. Oliver
Anna Dickerson		William Becker
Elliott Dickerson		St. John Campbell
Gertrude Robinson		Milton Sherman
Andrew Fiske		William Wilcox
Supervisor Evans Griffing		
Jane Payne		

The minutes of the regular meeting of March 12, 1955, were read for information and accepted as read.

The treasurer reported a balance of \$956.44, in the checking account, First National Bank, Greenport, N.Y.

The Librarian reported a circulation for this report period (3 months) of 6,345. The request for State Aid of \$100.00 had been filed and money received.

The book stock had been augmented by 105 gift books and 107 by regular purchase.

The gifts included the following Books:

Sat(?) of Stevenson	Mr. C. D. Wood
4 editions of American Heritage and 1 copy of Currier and Ives in America	Mr. Douglas Black
Sets of Plutarch's Lives, Scott's Waverly novels Thackery(<i>sic</i>), Dickens and George Elliot(<i>sic</i>)	Mr. and Mrs. Lamont

§82

Mrs. Wilcox also reported that the filing cabinet and step stool had been received.

Also, she brought to the attention of the Trustees that a "Griffin's Journal", year 1850, could be purchased for \$30,00, and it was desirable to have this book at the Library, as it was a rare edition and valuable for reference work.

Motion It was regularly moved by Evans Griffing, seconded by Mr. Sloan, that the Librarians report be accepted. Motion carried

Committee Reports:

Book Mrs. Wilcox, reporting, stated that there was only a balance of \$58.75, in the book budget. The book committee was active, and some old books had been discarded from the store rooms.

House Mrs. Robinson reported that the windows had been cleaned and a new mat purchased.

Finance Mr. Sloan reported that the \$1000 Government Bond, due in December 1954, should be redeemed.

No other committee reports.

Motion It was regularly moved by Mr. Sloan, seconded by Mr. Fiske, "That the treasurer be authorized to redeem the \$1000 Government "G" Bond, now past due, and its proceeds be placed in an account of "Bonds". If unable to locate such an account, a new account to be opened with this fund."

Motion unanimously carried.

§83

Mr. Fiske reported that arrangements had been made to have Mr. Louis Bromfield give an address at a benefit dinner to be held on August 6th, at Gardiner's Bay Country Club, for benefit of "Library Building Fund," and that the Sylvester Manor Gardens, would be open to the public on Sunday Afternoon, August 7, and Mr. Bromfield would give an address that afternoon on "Lawns".

Mr. Fiske stated the admission fee from the Sunday afternoon affairs, would also go to the "Library Building Fund."

A discussion followed as to the price to be charged for the benefit dinner. A suggested price of \$25.00, per person, was felt to be too expensive for majority of people wishing to attend the dinner.

Motion It was regularly moved by Evans Griffing, seconded by Gertrude Robinson, "That the committee make arrangements for the benefit dinner and lecture, at a price per person, not to exceed \$10.00 to \$12.50 per ticket.

Motion carried.

Motion It was regularly moved by Mr. Sloan, seconded by Jane Payne, "That \$25.00 be transferred from Magazine Fund to the Books fund."

Motion carried

Motion Regularly moved by Mr. Sloan, seconded by Mrs. Robinson, "That the library purchase "Griffin's Journal" and the treasurer be instructed to pay for same out of general funds."

Motion carried

Motion It was moved by Evans Griffing, seconded by Mr. Sloan, "That the book, "Griffin's Journal," be

§84
restricted to library use in the building".

Motion carried

The Librarian suggested that there be some changes in the hours in which Library is open.

It was suggested the evening hours be changed from 7:30 - 9:30, as heretofore, to 7 to 9.

The Summer schedule, to have the Library open for 2 hours, on Monday, Tuesday, Thursday and Friday evenings, and 2 hours on Wednesday and Saturday afternoons.

The Librarian was instructed to keep the Library open 12 hours each week, and to use her judgment on the time. The 12 hours was for the Summer schedule.

Corrected
9/20/1955

Mr. Sloan reported as a suggestion for "Fund Raising Committee", that he had spoken with officials of "Carnegie Foundation", as to possibility of getting a grant for a new library building, and had found that considerable data would be required, such as History of Library and of the Island — how much money would be raised and used — how much support would be given by

§85
local people and Trustees, also a separate allegation as to the possibility of raising funds, would be required.

Mr. Sloan felt that it might be possible to get 1/10th of cost of building, if information was satisfactory.

It was the feeling of Mr. Sloan, that all information, such as might be required, should be assembled and ready for use when needed.

The Trustees felt that Mr. Sloan would be of valuable assistance on the "Building Committee." and his name was added to the Committee at this meeting.

The Trustees also suggested that the "Fund Raising Committee" meet as soon as possible to arrange means of raising money.

No other business to come before the meeting, it was moved and seconded to adjourn.

Jane D. Payne
Secretary

Correction Correction on Mr. Sloan's report — Mr. Sloan talked with attorney connected with "Carnegie Foundation", not with officials as recorded in minutes. Otherwise, minutes accepted as read, Sept. 20, 1955.

J. D. Payne

§86 is blank

§87

Annual Meeting — September 20, 1955

The Annual Meeting of the Board of Trustees of the Shelter Island Public Library, was held on Tuesday, September 20, 1955, at the Library.

The meeting was called to order at 8:00 P.M., with the President, Mr. Wood, in the chair.

In addition to Mr. Wood, the following Trustees were present:

Anna Dickerson	Absent:	Milton Sherman
Elliott Dickerson		St, John Cambell
Gertrude Robinson		
William Wilcox		
Andrew Fiske		
George Sloan		
William Becker		
Katherine Oliver		
Evans Griffing		
Jane Payne		

The minutes of the Annual Meeting of September 24, 1954, had been read and accepted at the Special Meeting of November 26, 1954.

The minutes of the meeting of June 13, 1955, were read for information. A correction on report made by Mr. Sloan, otherwise accepted as read.

§88 Holds treasurer's report typescript, folded with Scotch tape. Copy follows, next page.

The Treasurer's Annual report from September, 24, 1954, to September 21, 1955, including a report on Securities, was as follows:

Shelter Island Public Library Society		COPY
Treasurer's Report September 24, 1954, to September 21, 1955		
Balance in checking account September 24, 1955,.....		\$750.64
Receipts:		
Town Grant.....	\$1600.00	
State Grant.....	100.00	
Int. on Gov't Bonds.....	68.75	
Trans. from Tutthill Acc't for N.P.		
Dickerson Lot.....	1828.00	
Sylvester Manor Day.....	2.00	
Donations, Mrs. M.E. Griffing \$25 and Mrs. Thos Oliver \$35.....	40.00	
Deak Fund-petty cash.....	23.00	
Dues.....	8.00	
Lost & bought books.....	11.64	
Bromfield dinner & day debates and ticket sale.....	913.00	
Total.....	\$4701.63	\$4701.63
Total receipts & balance.....\$6452.27		
Expenditures:		
Salaries.....	\$1103.06	
Cleaning and equipment.....	47.86	
Cleaning.....	32.50	
Chairs.....	25.00	
Griffin Journal.....	30.00	
Repairs.....	60.92	
Magazine Rack.....	41.00	
Filing Cabinet.....	64.50	
Stapladder.....	7.95	
Desk supplies.....	14.73	
Stationery.....	22.50	
Fuel oil.....	304.60	
Electricity.....	67.75	
Insurance & Liability.....	135.35	
Books.....	369.27	
Magazines.....	80.50	
Safe Deposit Box rental.....	5.50	
Opening safe deposit box.....	12.00	
Expenses-Bromfield Dinner & Day.....	779.50	
N.P. Dickerson, balance on library lot.	1700.00	
Title Insurance.....	98.00	
Guaranteed May.....	25.00	
Recording Deed.....	5.00	
Transferred to building fund from prof its of Bromfield Dinner & Day.....	133.50	
Total.....	\$5155.99	\$5155.99
Balance in checking account, September 20, 1955.....\$ 286.28		
Statement of Securities:		
Government Bonds, Safe Deposit Box, Greenport.....		\$2500.00
Jan. 1944....\$1000.00 - Jan. 1944....\$1000.00 - Jan. 1944....\$500.00)		
Southold Savings Bank-Cornellia Horaford Memorial Fund.....		\$5,558.02
" " " Tutthill Memorial Fund.....		1,235.25
" " " General Deering Memorial Fund.....		4,049.62
		(Bond \$1012.50)
Gen. " " General Endowment Fund.....		120.60
" " " Building Fund.....		4,436.63
(Amount added to building fund from Bromfield Dinner & Day		
<i>Elliott Dickerson, Treasurer</i>		

§89

Motion It was regularly moved by Mr. Sloan, seconded by Mr. Becker, "That the treasurer's report and report on Securities, be accepted.

Motion carried

Librarians Report:

The Annual report of the Librarian, Mrs. Wilcox, showed an increase in book stock, and also in gifts of books to its library.

Mrs. Wilcox reported special book gifts from Mr. and Mrs. Lamont, Mrs. C. D. Wood and Mr. Robert Carse.

Mrs. Wilcox also stated that the additional hours the library had been open during the summer, had been well received, and the experiment of loaning books to the school had been most successful.

The Library circulation from January 1, 1955, to August 31, 1955, had been 12,709 an average borrowed per month of approximately 1600.

Mrs. Wilcox recommended that a new large dictionary be purchased for library use.

Motion It was moved by Elliott Dickerson, seconded by Mrs. Oliver, "That the Librarians report be accepted with appreciation."

Motion carried

Committee Reports:

Book Mr. Wilcox reported that subscriptions were used to the Doubleday and Literary Guild Book Clubs. That the Book Committee were performing satisfactorily, and they were able to get a substantial discount on books purchased through Ann Oliver's association with McGraw Hill Book Company.

§90

House Mrs. Robinson reported that all necessary work in library had been done.

Publicity No report

Finance Mr. Sloan reported there had been no discussion with the Finance Committee. He felt every effort should be made to find out origin of Horsford and Deering(*sic*) Funds, and how they could be used.

Building No report

Fund Raising Elliott Dickerson reported that no meetings had been held with the Committee.

No other reports from Committees

In connection with the "Fund Raising" Mr. Fiske reported, that the "Shelter Island Library Weekend with Mr. Louis Bromfield, had netted the amount of \$1901.50.

The total receipts were	\$2681.00
“ expenses “	<u>779.50</u>
net	1901.50

Mr. Fiske reported that the expenses were as follows:

Dinner expense	\$514.00
Mr. Bromfield	200.00
Suffolk Times	30.50
Mr. Barr	<u>35.00</u>
Total	\$779.50

§91

In connection with the expenses, Mr. Fiske reported that Mrs. Fiske had donated \$75.00, to help defray expenses.

A nominating committee, namely, Mrs. Anna Dickerson, chairman, Mrs. Oliver and Mr. Becker had been appointed by Mr. Wood to prepare a slate of Trustees and officers for this meeting.

The Chair called for the report of this Committee.

Mrs. Dickerson, reported that the terms of the following trustees expire at this time:

Mrs. Catherine Oliver	Mr. Milton Sherman
Mr. Andrew Fiske	Mr. St. John Cambell

Mrs. Dickerson stated that Milton Sherman did not wish to be considered for reelection. As Mr. Sherman had made the request several times previously, it was the consensus of the meeting that his wishes be respected.

It was the recommendation of the Nominating Committee that the three other trustees be asked to serve again.

Motion It was regularly moved by Mr. Sloan, seconded by Mrs Robinson, “That Mrs. Oliver and Andrew Fiske, succeed themselves, each for a three-year term.”

Motion carried and Secretary instructed to cast one ballot.
Ballot cast and so declared by Chair.

§92

Motion It was moved by Mr. Sloan, seconded by Mr. Fiske, “That Mr. John Laspia be elected as the new trustee, and St. John Cambell succeed himself, each for a three year term.

Motion unanimously carried, and Secretary instructed to cast one ballot.
Ballot cast and so declared.

The Secretary instructed to notify Mr. Laspia of action taken by the meeting.

Slate of Officers:

Mrs. Dickerson reported that Mr. Wood did not wish to continue as President and Chairman of the Board, due to his health, and presented for consideration by the trustees, the following slate of officers for the 1955-1956 Library year:

President	Andrew Fiske
Vice President	Gertrude Robinson
Treasurer	Elliott Dickerson
Secretary	Jayne Payne

Motion It was moved by Anna Dickerson, seconded by Mr. Sloan, "That the officers as recommended by the Committee, be approved, and Secretary instructed to cast one ballot."

Motion carried and ballot declared cast.

Following the election of the new officers, Mr. Fiske took the chair for the balance of the meeting.

§93

Mr. Wood spoke of his health and continued interest in the library. It was regretted by the Trustees that Mr. Wood was unable to carry on the duties of President and Chairman of the Board.

Motion It was moved by Mr. Sloan, seconded by Mrs. Oliver, "That a letter of appreciation for his long years of service be sent to Mr. Wood, and a copy of letter be spread upon the minutes of this meeting."

Motion unanimously carried and Secretary instructed to send letter.

Copy attached to these minutes.

July 14, 1956

Mr. C. D. Wood
Shelter Island Heights
New York

Dear Mr. Wood:

At the Annual Meeting of the Board of Trustees of the Shelter Island Public Library, held on September 20, 1955, you asked to be released of your duties as President and Chairman of the Board, and the Trustees very reluctantly acceded to your wishes. Your relinquishing of this important position was tempered somewhat by our knowledge that you were remaining with us as a Trustee.

The members of the Board desire to express their appreciation and thanks for your service as a Trustee of our organization for over thirty years, and as its President and Chairman for the past five years.

During the period of your association the library has grown, expanded and progressed. Much can be attributed to your sound and farsighted efforts. Over the years, you have worked for the good of the library in the community along social, cultural and educational lines. No one has contributed more to the library's advancement, and you have earned the respect, admiration and affection of all with whom you have been associated.

Looking backward, you can be proud of the role you have taken in promoting the welfare of the Shelter Island Public Library. Looking ahead, you may be sure that your clear wisdom will find many more beneficial occasions for use and that the Trustees will continue to rely on your counsel and guidance.

With kind personal regards, I am

Sincerely yours,

Jane D. Payne
Secretary

Mr. Wood elected Trustee - January 3, 1925
Elected President and Chairman of the Board - January 6, 1951

§94

Regarding the salary of the Librarian for the 1955-1956 Library year, the following action was taken:

Motion Regularly moved by Mr. Sloan, seconded by Evans Griffing, "That the salary of the Librarian, for the 1955-1956 library year be \$650.00 per year, for an 8-hour library week.

Motion carried

Motion It was moved by Jane Payne, seconded by Mr. Wood, "That Mrs. Katherine Wilcox be re-elected Librarian for the 1955-1956 library year at a salary of \$650 per year, for our 8 hour library week,

Motion carried

Motion It was moved by Mr. Becker, seconded by Evans Griffing, "That the Secretary be instructed to cast one ballot for election of Librarian, Mrs. Wilcox.

Ballot cast and so declared

Correspondence was received from Mrs. Katherine Bittner, tendering her resignation as Assistant Librarian, effective August 31, 1955

Motion It was moved by Anna Dickerson, seconded by Mrs. Oliver, that Mrs. Bittner's resignation be accepted with regret, and a letter of appreciation sent to her for her faithful service as Assistant Librarian.

Motion carried

§95

Correspondence was received from Miss Louise Hay applying for the position of Assistant Librarian left vacant by Mrs. Bittner's resignation.

Following a discussion, it was the feeling of the Board, that for the present the Assistant Librarian be appointed for a probationary period of three months.

Motion Regularly moved by Mr. Sloan, seconded by Mrs. Oliver, "That an Assistant Librarian be appointed for a three month probationary period, at \$1.00 per hour for our 8 hour library week."

Motion carried

Motion It was moved by Mr. Sloan, seconded by Anna Dickerson, "That Miss Louise Hay be appointed Assistant Librarian for a three month period at \$1.00 per hour for our 8 hour work week."

Motion carried and the Secretary instructed to cast one ballot — Ballot cast and so declared by Chair.

Motion Regularly moved by Jane Payne seconded by Mr. Wood, "That Mrs Sophie Sherman be rehired as janitress at a salary of \$15.00 a month for the year 1955-1956.

The budget for the next library year was discussed, and Mr. Sloan pointed out that previous budgets had not been adequate to meet library expense, and if it had not been for receipts of "Sylvester Manor Day", the budget for the 1954-1955 library year could not have been met.

A tentative budget of \$2750.00 was

§96

prepared for the 1955-1956 library year as follows:

ESTIMATED BUDGET FOR THE 1955 - 1956 LIBRARY YEAR ADOPTED AT THE ANNUAL MEETING SEPTEMBER 20, 1955

Salaries.....	\$1250.00
Electricity.....	75.00
Fuel.....	325.00
Stationery & supplies.....	100.00
Books.....	500.00
Insurance.....	150.00
Subscriptions.....	100.00
Repairs & Maintenance.....	250.00
Total.....	<u>\$2750.00</u>

Estimated Receipts:

State Aid.....	\$ 100.00
Town Aid.....	
Interest Savings Bank.....	275.00
Gov't Bond Interest.....	<u>75.00</u>
Total estimated income.....	\$ 450.00

Motion It was regularly moved by William Wilcox, seconded by Elliott Dickerson, "That the estimated budget of \$2750.00, be adopted for the 1955-1956 library year."

Motion It was moved by Mr. Sloan, seconded by Mrs. Oliver, "That an application be made to the Town of Shelter Island for an appropriation of

§97

\$2500, to be raised by tax, for the use of the Shelter Island Public Library for the year 1956, and a like amount, for the same purpose, for the year 1957."

Motion unanimously carried and so declared by the Chair.

The Secretary was instructed to file the application with the Town Board of Shelter Island.

The following Committees for the 1955-1956 year were appointed:

COMMITTEES APPOINTED AT THE ANNUAL LIBRARY MEETING
SEPTEMBER 20, 1955

Book: William Wilcox Mrs. Thomas Oliver
 Katherine Bittner Mr. Vincent King
 Mrs. Dudley Miles Mrs. Holly Case
 Miss Louise Hay

House: Elliott Dickerson
 Gertrude Robinson

Publicity: Jane Payne
 Gertrude Robinson

Building: Milton Sherman Henry Underhill
 William Becker George Sloan
 Andrew Fiske

Finance: George Sloan, Chm
 Andrew Fiske

Fund Raising: Elliott Dickerson, Chm
 Joe Mack
 Gertrude Robinson
 Gregory Price
 Douglas Black
 John Snyder
 Mrs. Ingrid McBrian
 Jane Payne

The Chairman was authorized to add additional names to Fund Raising Committee if necessary.

Auditing: No appointments to this committee

It was understood the President, Mr. Fiske, would automatically be a member of each of the committees

§98

No other business to come before the meeting, it was moved and seconded, to adjourn.

Jane D. Payne
Secretary

§99 is blank

§100 carries a notice of the forthcoming meeting.

Regular Meeting — July 18, 1956

A regular meeting of the Board of Trustees of the Shelter Island Public Library, was held at the library, on Wednesday, July 18, 1956

The meeting was called to order at 8:00 P.M., with the President, Mr. Fiske, in the Chair.

In addition to Mr. Fiske, the following trustees were present:

Anna Dickerson	Absent:	St. John Cambell
Gertrude Robinson		Elliott Dickerson
William Wilcox		Mrs. Oliver
C. D. Wood		
George Sloan		
William Becker		
Evans Griffing		
John Laspia — new Trustee welcomed to the Board		
Jane Payne		

The minutes of the Annual Meeting of September 20, 1955, were read for information.

Motion It was moved by Mr. Wood, seconded by Mrs. Robinson, "That the minutes be accepted as read."

Motion carried

In regard to the report in the minutes on Shelter Island Week-end", with Mr. Louis Bromfield, Mr. Fiske brought to the attention of the meeting, that the fee of \$200, paid to Mr. Bromfield, was not taken out of the receipts of the "Fund Raising", but was paid for by independent contributions from eight people to defray this particular expense.

§102

Treasurer's Report:

The Treasurer reported the \$2500 Series G U.S. Government War Bond, had been redeemed for \$2531.25

The total receipts for the period from September 20, 1955, to July 17, 1956, were \$2836.52. The expenditures for the same period were \$2085.71. The balance in the checking account July 17, was \$3628.34, which included the \$2531.25, received from the redemption of the \$2500 Bond.

Treasurer's detailed report to be filed later.

COPY

Treasurer's Report -Sept. 20, 1955 - July 17, 1956

Balance on hand 1st National Bank		\$236.28
Receipts:		
Interest, Horsford Fund	\$ 300.00	
Dues	9.00	
Town Grant	2500.00	
Gift-Mrs. Oliver	27.52	
	<hr/>	
	2836.52	-\$2836.52
Cashed Government Bonds		\$3122.80
		<hr/>
		2531.25
		<hr/>
		\$5654.05
Expenditures:		
Salaries	\$ 891.60	
Books	396.45	
Electric Light	57.84	
Fuel oil	404.72	
Magazines	84.75	
Painting	8.35	
Safe Deposit Box rental	5.50	
Repair of typewriter	7.50	
Repair of oil burner	7.25	
Insurance premium	58.01	
Repair of porch floor & cellar stairs	70.13	
Catalogue of supplies	4.00	
repair of light fixture	2.09	
Dictionary stand	27.52	
	<hr/>	
Total	\$2025.71	-\$2025.71
Balance, 1st. National Bank, July 17, 56....		\$3628.34

Elliott Dickerson, Treas.

§103

Librarian's Report

The Librarian reported that books added to the library stock were 122 bought by library, and there had been 78 gifts. There had been 60 new borrowers, 36 children and 24 adults. She spoke of the value of the field trips to the library by the school grades 4th through 8th, with their teachers, in studying the library in operation. Also, she had worked with Robert Carse on material for his new book, "Age of Piracy".

Mrs. Wilcox also reported that Mrs. Thomas Oliver had made a gift to the library of a beautiful dictionary and dictionary stand There had also been a gift from Mr. Tener of a framed Commission in the U.S. Army of surgeon general Crane.

Motion Regularly moved by Mr. Sloan, seconded by Mr. Becker, "That the librarian's report be accepted.

Motion carried

Committee Reports:

Book Mr. Wilcox reported that some of the books received by gifts were too obsolete to be put in circulation.

House Mrs. Robinson reported that necessary repairs had been made on light fixtures and furnace.

Publicity No report

Building No report

Finance Mr. Sloan expressed concern over the lack of information on how the Library Savings Bank accounts could be used, and felt an exhaustive search should be made on all Funds, including the Deering(*sic*) and Horsford accounts, and also for the missing deeds to the library property, and

§104

when completed, a record of same be made for the Board of Trustees minutes.

Fund Raising Mr. Fiske reported that no action had been taken on raising funds for Library at this time, due to the raising of funds this summer for "Dr. Currie Day".

No other reports.

Motion It was regularly moved by Evans Griffing, seconded by Gertrude Robinson, "That when information was complete on the source and use of library funds in Savings Banks, and missing deeds to library property, that such information be incorporated in the minutes."

Motion unanimously carried

The resignation of Miss Louise Hay, Assistant Librarian, due to illness, was reported to the meeting.

Motion It was moved by Mrs. Wood, seconded by Jane Payne, "That a letter of appreciation be sent to Miss Hay thanking her for the assistance she had given during the time she had been a member of the library staff."

Motion carried

Motion It was moved by Mr. Wood, seconded by Jane Payne, "That a letter of appreciation be sent to Miss Hay thanking her for the assistance she had given during the time she had been a member of the library staff."

Motion carried

The treasurer reported that Miss Hay had refunded the last check sent to her.

Motion It was moved by Gertrude Robinson, seconded by Mr Wood, "That Mrs. Evelyn Payne be appointed

§105

Assistant Librarian, for a three month probationary period at \$1.00 per hour, for not less than 8 or more than 12 hours a week."

Motion carried

Mr. Fiske appointed Mr. William Becker to the Finance Committee.

Motion Moved by Evans Griffing, seconded by William Wilcox, "That the Finance Committee, Correction Mr. Sloan, chairman, with Mr. Fiske and Mr. Becker, with the treasurer, be Oct. 10, '56 empowered to invest Library surplus funds, in investments legal for library funds in the State of New York." Corrected to read "invest library funds in investments legal for fiduciary funds in State of New York."

Mr. Fiske reported to the meeting that Mr. Becker had made a gift to the library of a beautiful safe.

Motion Regularly moved by John Laspia, seconded by Evans Griffing, "That a letter of thanks be sent to Mr. Becker for the gift.

Motion carried

The secretary was instructed to send a letter to Mrs. Mildred King, expressing sympathy of Board of Trustees, on death of her husband, Vincent King, who was a member of the Library Book Committee.

Mr. Fiske appointed the following "Nominating Committee" to prepare a slate of Trustees and officers for the Annual Meeting:

Mr. George Sloan, Chairman

Mr. John Laspia

Mr. Evans Griffing

§106

The Secretary reported the vote on the \$2500 proposition for the 1956 and 1957 library years as follows:

For the year 1956	=	Yes 518	
		No 90	Total vote of 608

For the year 1957	=	Yes 463	
		No 101	Total vote of 564

No other business to come before the meeting, it was moved and seconded to adjourn.

Jane D, Payne
Secretary

All correspondence from the meeting taken care of

§107 is blank

§108 is blank

§109

Annual Meeting — October 10, 1956

The Annual Meeting of the Board of Trustees of the Shelter Island Public Library, was held on Wednesday, October 10, 1956, at the library.

The meeting was called to order at 8:00 P.M. with the President, Mr. Fiske, in the Chair.

In addition to Mr. Fiske, the following Trustees were present:

Anna Dickerson	Absent:	William Wilcox
Elliott Dickerson		St. John Cambell
Gertrude Robinson		William Becker
C. D. Wood		Evans Griffing
George Sloan		
Katherine Oliver		
John Laspia		
Jane Payne		

The minutes of the Annual Meeting of September 20, 1955, had been read and accepted at meeting of July 18, 1956.

The minutes of the meeting of July 18, 1956, read for information.

Correction on motion regarding investment of Library funds. Otherwise minutes accepted as read.

The Treasurer's Annual report from September 20, 1955, to October 1, 1956, including a report on Securities, was as follows:

§110

Balance First National Bank, Greenport, Sept. 20, 1955 = \$286.28

Receipts

Interest transferred from Horsford Account	\$300.00
Dues	9.00
Town Grant	2500.00
Gift from Mrs. Oliver	27.52
Gift from Mr. Sloan	25.00

Total receipts	\$2861.52
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Receipts and balance	\$3147.80
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Government Bonds redeemed	\$2531.25
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Total	\$5679.05
-------	-----------

Expenditures:

Salaries	\$1099.92
Books	396.45
Electricity	71.59
Fuel Oil	404.72
Magazines	84.75
Painting	8.35
Safe Deposit Box Rental	5.50
Repair of typewriter	7.50
Repair of oil burner	7.25
Insurance premiums	58.01
Repairs of porch floor and cellar doors	70.12
Catalogue of supplies	4.00
Repair of light fixtures	2.09
Dictionary stand	27.52
Otto Van Tuyl map of premises of library	25.00
Transferred to Deering(<i>sic</i>) account	<u>2531.25</u>

Total expenditures	\$4804.03
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Balance, First National Bank — October 1, 1956	\$875.02
--	----------

Other bank accounts balance Oct. 1, 1956:

§111

General Deering(<i>sic</i>) Fund	\$6693.35
Horsford Fund	5332.64
Tuthill Fund	1252.28
Building Fund	4484.67
General Fund	122.25

Total	\$17885.19
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The Treasurer reported that Mr. Sloan had presented a receipted bill for the map of premises of Library property made by Otto Van Tuyl.

Motion It was regularly moved by Mr. Sloan, seconded by Mrs. Robinson, "That the treasurer's annual report, as presented, be accepted."

Motion carried

Librarians Report:

Mrs. Wilcox reported there had been 78 new borrowers during the summer — 48 adults and 28 children. The circulation from July 1 to Labor day had totaled 5258. The report also stated that gifts of books, magazines and papers had been received from Miss Weber and Mrs. Starr Cooper.

Mrs. Wilcox recommended that additional shelving be secured for the juvenile section of library.

Motion It was moved by Elliott Dickerson, seconded by Mr. Wood, "That the Librarians report be accepted with appreciation."

Motion carried

Committee Reports:

Book Mrs. Wilcox reported that new books were being added to Library stock

House Mrs. Robinson reported there had been repairs on the

§112

furnace and House Committee were making plans to have the library cleaned.

Publicity No report

Finance Mr. Sloan suggested that consideration be given to consolidating library funds for investment — that a larger fund was more suitable for investment purposes.

Building No special report

Fund Raising No report

No other reports

At the July 18th meeting, Mr. Fiske appointed a nominating committee of Mr. Sloan, Chairman, John Laspia and Evans Griffing, to prepare a slate of Trustees and officers to be presented at the Annual Meeting.

The Chair called for this report from this report from the Nominating Committee.

Mr. Sloan, reporting, stated that the Trustees whose terms expired at this time were, C. D. Wood — Gertrude Robinson — William Wilcox and William Becker.

Motion It was moved by Mr. Sloan, seconded by Elliott Dickerson, "That Mr. Wood, Mrs. Robinson and Mr. Becker, succeed themselves each for a three year term."

No further nominations, the Secretary was

§113

instructed to cast one ballot for the election of these four trustees.

Ballot cast and so declared

The Committee presented the following slate of officers for the Library years 1956-1957:

President	Mr. Andrew Fiske
Vice President	Mrs. Gertrude Robinson
Treasurer	Mrs. Elliott Dickerson
Secretary	Mr. John Laspia

Motion It was regularly moved by Mrs. Oliver, seconded by Elliott Dickerson, "That nominations be closed and Secretary instructed to cast one ballot for the election of these officers for the 1956-57 library year."

Ballot cast and so declared

Librarian:

Motion It was moved by Mr. Sloan, seconded by Mr. Wood, "That Mrs. Katherine Wilcox be appointed Librarian for the 1956-1957 Library year, at a salary of seven hundred ((700.00) dollars per hear, for an eight (8) hour library week."

The Secretary was instructed to cast one ballot for the election of Mrs. Wilcox as Librarian.

Ballot cast and so declared

Assistant Librarian:

Motion It was regularly moved by Mrs. Dickerson, seconded by Mrs. Robinson, "That Mrs. Evelyn Payne be appointed Assistant Librarian for the 1956-57 library year at a salary of four hundred twenty-five (425.00) dollars per year, for an eight (8) hour library week."

§114

The Secretary was instructed to cast one ballot for the election of Mrs. Payne as Assistant Librarian.

Ballot cast and so declared.

Janitress:

Mrs. Sophie Sherman was appointed janitress for the library year 1956-57 at a salary of fifteen (15) dollars per month.

Budget:

The following estimated budget for the 1956-1957 library year was presented:

Salaries	\$1350.00
Electricity	75.00
Fuel	400.00
Stationery and Supplies	100.00
Books	525.00
Insurance	150.00
Subscriptions	100.00
Repairs and Maintenance	300.00
Total	<u>\$3000.00</u>

Motion It was moved by Anna Dickerson, seconded by George Sloan, "That the proposed budget of \$3000.00, for the 1956-1957 library year, be adopted."

Motion unanimously carried

§115

Committee appointments for the 1956-1957 year:

Book	William Wilcox Katherine Bittner Mrs. Dudley Miles C. D. Wood	Mrs. Thos. Oliver Mrs. Holly Cope Mrs. Evelyn Payne John S. Lamont
House	Elliott Dickerson Gertrude Robinson	C. D. Wood
Publicity	Gertrude Robinson	Jane Payne
Building	Milton Sherman William Becker George Sloan	Andrew Fiske Henry Underhill
Finance	George Sloan Andrew Fiske	William Becker
Fund Raising	Elliott Dickerson, Chm Joe Mack Gertrude Robinson Gregory Price	Douglas Black John Snyder Ingrid McBrian Jane Payne

The Chairman of the "Fund Raising Committee" was authorized to add additional members to this committee if necessary.

It was understood that Mr. Fiske, President, would automatically be a member of each of the committees.

Following a discussion of the library funds in Savings Bank accounts, the following

§116

motions were presented:

Motion It was regularly moved by Ms. Sloan, seconded by Mr. Laspia "That the treasurer be authorized and directed to transfer from the General Deering(*sic*) Fund, i the Southold Savings Bank, to the J. Wickham Tuthill Memorial Fund, in the Southold Savings Bank, the amount of \$1012.50, for the reason that the proceeds of the \$1000 U. S. Government Bond, Series G, redeemed in July 1955, were directed by the trustees to be deposited in the General Deering(*sic*) Fund because of insufficient information available at the meeting."

Motion unanimously carried

Motion It was moved by Mr. Sloan, seconded by Mr. Laspia, "That the Treasurer be authorized and directed to reimburse the J. Wickham Tuthill Memorial Fund in the amount of \$735.22, out of the General Funds of the Society, for the purpose of reimbursing said memorial fund for its advance of cash for purpose of purchasing Dickerson lot on State Road in July 1956."

Motion unanimously carried

Motion It was moved by Elliott Dickerson, seconded by John Laspia, "That a vote of thanks be sent to Mrs. Oliver for her gift of a dictionary and Stand, and to Mr. Sloan, for his gift of the map made by Otto Van Tuyl of the library property.

Motion carried

§117

It was the consensus of the meeting that to try and promote more use of the library, that it is open an additional evening a week. Effective November 1st, the library to be open on Monday and Thursday evenings from 7:30 to 9:30, and on Wednesday and Saturday afternoons from 1:30 to 4:30.

Mr. Fiske brought before the meeting for consideration, the possibility that a small booklet with a brief history of the library, might stimulate interest in the library.

Mr, Sloan reported that all missing deeds, with exception of one deed, had been found, and the one missing deed had been recorded on Riverhead.

In connection with the report of Mrs. Wilcox on the need of additional shelves for juvenile section, Mrs. Oliver said she would like to make a gift to the library of a book case for the children's books.

No other business to come before the meeting, it was moved to adjourn.

Jane D. Payne
Secretary

