Minutes of meeting of the Board of Trustees of the Bowling Green State Normal College, held in the Administration Building, on Saturday, September 25th, 1915.

Present: President John Begg, Vice President J.E. Collins, Treasurer J.D. McDonel, Secretary J.E. Shatzel.

Absent: Wm. F. Suttle.

President H.B. Williams also present.

President John Begg presided.

Minutes of previous meeting read and approved.

President Williams submitted the following nominations of instructors, to-wit: -

To the President and Members of the Board of Trustees,
State Normal College,
Bowling Green, Ohio.

Gentlemen:

I hereby nominate the following persons as instructors for the academic year of 1915-1916 at the salary and for the number of weeks of service set opposite the name of each:

G.W. Beattie, Agriculture $2000.00 36 wks.
E.L. Fosely, Science 2000.00
J.R. Overman, Mathematics 1900.00
L.J. Winslow, Industrial Arts 1500.00
Rea McCain, English 1700.00
J.E. Talbot, Director Training of School 1500.00
E.G. Hesser, Music 1500.00
Mary Chapin, Home Economics 1300.00
Harriet R. Hayward, Training Supervisor 1300.00
E.G. Walker, Extension work 2000.00
Robt. A. Cumins 2000.00
Effie Alexander, Critic Teacher 1000.00
Grace Poorbaugh 1000.00
Lucy Beacham 1000.00
Estelle E. Rich 1000.00
J.W. Zeller, History $2000.00 and confirmation of said nomination by the Board of Trustees of said College, does hereby agree with said President Williams and Board of Trustees that he will cheerfully and willingly accept, and perform to the best of his ability, whatever assignments or duties are required of him by President Williams and work always for the best interests of said Normal College and in harmony with the policies and promulgations of its President and Board of Trustees.

In further consideration of said appointment said John W. Zeller expressly stipulates and agrees that he will keep the lots on East Wooster Street, which he owns, lying just east of President Williams' residence on the Normal College property, for the Board of Trustees, and will not build upon the same, nor allow anyone else to build upon the same, but will, on demand, sell and transfer said lots to the State of Ohio, for a consideration not to exceed $2000, and make and deliver a good and sufficient warranty deed, with complete abstract of title to date of sale, whenever said Board of Trustees shall desire to purchase said property.

J.W. Zeller

The State of Ohio, Wood County, ss.-

Be it remembered that on this 10th day of September, 1915, before me, the undersigned notary public in and for said county, personally appeared the above named John W. Zeller and acknowledged the signing of the foregoing stipulation of agreement as his free act and deed for the purposes above set forth.

J.W. Zeller
Proceedings, Trustees Bowling Green Normal College  Bowling Green, Ohio, Sept. 25, 1915.

Witness my hand and official seal on the day and year above written.
J.E. Shatzel,
Notary Public, Wood County, Ohio.

Moved by McDonel and seconded by Shatzel that the above stipulation of agreement be approved and accepted by the Board and entered on the minutes. Voting Aye: Begg, Collins, McDonel, Shatzel. Nays, none.

Motion declared carried.

President Williams thereupon made the following nomination, to-wit:

Sept. 25, 1915.

President and Members of the Board of Trustees,
State Normal College,
Bowling Green, O.
Gentlemen:

I hereby nominate Miss Grace E. Peters as matron of the Dormitory for Women at a salary of $75.00 per month, effective Sept. 6, 1915.

Very truly yours,
H.B. Williams

Moved by Collins and seconded by McDonel that the above and foregoing nomination of President Williams be approved and confirmed. Voting Aye: Begg, Collins, McDonel, Shatzel. Nays, none.

Motion declared carried.

President Williams submitted the following communication from Kenower Bros., to-wit:

Sept. 10th, 1915.

Board of Trustees,
State Normal College,
Bowling Green, O.
Gentlemen:

At the suggestion of President Williams I am presenting bills $1350.00, the full amount of balance due on contract for decorating women's dormitory; also for $218.00 for giving woodwork of dormitory one coat of shellac and one coat of varnish. We have discussed with President Williams the condition of the walls of the diningroom and kitchen, and we both agree that the walls are not dry enough to enable us to do a satisfactory job of work on them at this time. We have measured up the walls of the dining-room and kitchen and find they contain 1297 yards. This amount of wall space at 16¢ a yard would be $231.46. Insomuch as you find it desirable to allow us at this time the full amount of our contract, we are willing to enter into bond for the satisfactory completion of this work, to deposit in the bank to your credit the sum of $231.46 which is to be released to us when the work is completed to your satisfaction, or, if you wish to safeguard your interests in any other businesslike manner.

Very truly yours,
Kenower Bros.

Moved by McDonel and seconded by Collins that the balance due Kenower Bros. on their contract for decorating the interior walls of the dormitory be allowed in full but that said Kenower Bros. be required to immediately deposit with the Secretary the amount of money which will be required to complete the work, to-wit: $231.46, with the understanding that the remainder of said work shall be done when ordered by the Board of Trustees and paid for when done to the satisfaction of said Board. Voting Aye: Begg, Collins, McDonel, Shatzel. Nays, none.

Motion declared carried.

Estimate No. 6 in favor of the Steinle Construction Company for work done on the contract for completing fourth floor of Administration Building, amounting to $807.50, duly certified by Howard & Merrin, Architects, was presented for allowance.

Moved by McDonel and seconded by Collins that the above estimate No. 6 in favor of the Steinle Construction Company for $807.50, be allowed and the recommendation of the Architects and paid from the fund for "Completing Administration Building". Voting Aye: Begg, Collins, McDonel, Shatzel. Nays, none.

Motion declared carried.

No Architect fee bill was presented.
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Estimate No. 23 in favor of the Steinle Construction Company for work on contract for construction of Normal School building amounting to $1258.75, duly certified by Howard & Merriam, Architects, was presented for allowance.

Moved by McDonel and seconded by Collins that the above estimate No. 23 in favor of the Steinle Construction Company for $1258.75 be allowed, on the recommendation of the Architects and paid from the fund for "Construction of Normal School Building". Voting Aye: Begg, Collins, McDonel, Shatzel. Nays, none.

Motion declared carried.

No Architect fee bill was presented.

Estimate No. 9 in favor of the Steinle Construction Company for work done on contract for construction of Science and Agriculture Building amounting to $2777.80, duly certified by Howard & Merriam, Architects, was presented for allowance.

Moved by McDonel and seconded by Collins that the above estimate No. 9 in favor of the Steinle Construction Company for $2777.80, be allowed on the recommendation of the Architects and paid from the fund for "Building for Science and Agriculture". Voting Aye: Begg, Collins, McDonel, Shatzel. Nays, none.

Motion declared carried.

The claim of Howard & Merriam, Architects, for 2% of estimate No. 9 issued to the Steinle Construction Company, amounting to $55.56 was presented for allowance.

Moved by McDonel and seconded by Collins that the above claim of Howard & Merriam for $55.56 be allowed and paid from the fund for "Building for Science and Agriculture". Voting Aye: Begg, Collins, McDonel, Shatzel. Nays, none.

Motion declared carried.

Estimate No. 8 in favor of The Huffman-Conklin Company for work on contract for plumbing and heating Science and Agriculture Building amounting to $1372.75, duly certified by Howard & Merriam, Architects, was presented for allowance.

Moved by Collins and seconded by McDonel that the above estimate No. 8 in favor of The Huffman-Conklin Co. for $1372.75 be allowed on the recommendation of the Architects and paid from the fund for "Building for Science and Agriculture". Voting Aye: Begg, Collins, McDonel, Shatzel. Nays, none.

Motion declared carried.

The claim of Howard & Merriam, Architects, for 2% of estimate No. 8 issued to The Huffman-Conklin Co. amounting to $27.45 was presented for allowance.

Moved by Collins and seconded by McDonel that the above claim of Howard & Merriam for $27.45, be allowed and paid from the fund for "Building for Science and Agriculture". Voting Aye: Begg, Collins, McDonel, Shatzel. Nays, none.

Motion declared carried.

Estimate No. 8 in favor of Fitzpatrick & Hoepfner for work on contract for power building amounting to $5363.70, duly certified by Howard & Merriam, Architects, was presented for allowance.

Moved by Collins and seconded by McDonel that the above estimate no. 8 in favor of Fitzpatrick & Hoepfner for $5363.70, be allowed on the recommendation of the Architects and paid from the fund designated "Maintenance F-10". Voting Aye: Begg, Collins, McDonel, Shatzel. Nays, none.

Motion declared carried.
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The claim of Howard & Merriam, Architects, for 2% of estimate No. 8 issued to Fitzpatrick & Hoepfner, amounting to $107.27, was presented for allowance.

Voted by Collins and seconded by McDonel that the above claim of Howard & Merriam be allowed and paid from the fund designated as "Maintenance F-10". Voting Aye: Begg, Collins, McDonel, Shatzel. Nays, None.

Potion declared carried.

The following bills were presented for allowance, to-wit:-

1914 Appropriations.
J.H. Seal, Urbana, Ill.
  Equipment. Collection of Scientific Specimens  $175.00
The American Troup Co., Toledo, O.
  Equipment. Filing cases  340.00
Remington Typewriter Co., Toledo, O.
  Equipment. Typewriters  157.50
The American Seating Co., Chicago, Ill.
  Equipment. Opera chairs and lectern  1765.90
Kenower Bros., Bowling Green, O.
  U. & E. Balance on contract for decorating dormitory 1350.00

Short Budget Appropriations.
Kenower Bros., Bowling Green, Ohio.
  C-8 Card index supplies  5.44
J.H. Beal, Urbana, Ohio.
  C-5 Training school supplies  138.61
Gross & Tracy Photo Supply Co., Toledo, O.
  C-6 Photo Supplies  36.55
J. W. Whitter & Co., Bowling Green, Ohio.
  C-6 School desks  189.20
C. F. Emerson, Agent Keystone View Co., Toledo, Ohio.
  E-8 Stereographs  100.00
  E-8 Mineral collection  155.52
Kenower Bros., Bowling Green, Ohio.
  E-5 Filing cases and bookcases  49.48
F. P. Caproni & Bro., Boston, Mass.
  E-5 Estates  41.35
Ward's Natural Science Establishment, Rochester, N.Y.
  B-8 Specimen of insects  89.15
Hopper Hardware Co., Bowling Green, Ohio.
  B-6 Kitchen utensils for domestic science dept.  234.00
Hammacher, Schlemmer & Co., New York City.
  E-6 Equipment for Industrial Arts Dept. planes  88.04
The American Troup Co., Columbus, Ohio.
  E-8 Equipment for Training school  70.05
  E-8 Music  14.96
  E-8 Pictures for English dept.  72.57
Gross & Tracy Photo Supply Co., Toledo, Ohio.
  E-5 Photography apparatus  155.00
Kenower Bros., City.
  E-6 One coat shellac and one coat varnish on woodwork of dormitory as per contract  216.00
Crane's Music Store, Bowling Green, Ohio.
  E-8 Violin  65.00
W. H. Price, Woodville, Ohio.
  B-5 One pure bred cow  300.00
1915-16 Appropriations
S. W. Bailey, Bowling Green, Ohio.
  A-3 Veterinary services  4.00
Dr. F. A. Barker, Bowling Green, Ohio.
  A-3 Veterinary services  3.25
Royce & Coon Grain Co., Bowling Green, Ohio.
  C-2 Corn, meal, etc.  13.95
S. A. Courtin, 82 Ellott st., Detroit, Mich.
  C-8 Test sheets for Mathematics Dept.  15.57
F. H. Coen, Bowling Green, Ohio.
  C-9 Bbl. Salt  1.35
Fred Miller, Dunbridge, Ohio.
  C-9 Seed corn  2.50
McKeever Electric Co., Columbus, Ohio.
  E-9-Furn. & Equip. for Science Building. Installing power wire for equipment in Science Building  300.00
John Begg, Columbus Grove, Ohio.
  F-6 Board of Trustees expense account  12.41
J. H. Shatzel, Bowling Green, Ohio.
  F-6 Board of Trustees expense account  18.05
  F-6 Transportation, freight  22.53
J. D. McDonell, Potosia, Ohio.
  F-5 Board of Trustees expense account  13.00
Moved by McDonel and seconded by Shatzel that the above and foregoing bills be allowed and paid from the funds respectively provided therefor, President Williams to make the proper designation for payment of said claims. Voting Aye: Begf, Collins, McDonel, Shatzel. Nays, none. Motion declared carried.

Moved by McDonel and seconded by Collins that Howard & Ferriam, Architects, be directed to procure the replacement of all radiators in the administration building at once; to have reducing valve, gate valve and lines to run outside of building put in according to plans and specifications, and do all things necessary to get heat into said administration building and the dormitory without further delay, and charge the expense of doing these various necessary things to the contractor, or party, responsible therefor; and to report their proceedings under these instructions at the next meeting of this Board. Voting Aye: Begf, Collins, McDonel, Shatzel. Nays, none. Motion declared carried.

Mr. Steinle of the Steinle Construction Company presented a letter from Howard & Ferriam as follows, to-wit:-

Howard & Ferriam
Architects.
Columbus, Ohio.
The Steinle Construction Co.,
Fremont, Ohio.
Gentlemen:
In looking over the details for the doors in the Building for Science & Agriculture, we find a difference in design in one or two places. It is our intention to follow out the general design of doors used in the Administration building, viz: two panel doors, so that in ordering the doors for the Science building you will follow these instructions, providing there is no extra expense.

Very truly yours,
Howard & Ferriam, Architects,
By O. D. Howard

Moved by Collins and seconded by Shatzel that the Board authorize the change recommended by Howard & Ferriam as per letter to the Steinle Construction Company above set forth. Voting Aye: Begf, Collins, McDonel, Shatzel. Nays, none. Motion declared carried.

The Secretary submitted and read the following communication, to-wit:-

To The Board of Trustees
of The Bowling Green State Normal College,
Gentlemen:
I herewith hand your Board my application for the position of Superintendent of buildings and grounds of the Bowling Green State College.
Respectfully submitted,
J.V. Simley.

No action was taken.

The Secretary was authorized to notify the coal dealers that bids would be received for coal at the next meeting of the Board.

The matter of weather stripping the windows and front exposure of the Administration building was discussed but no definite action was taken.

Moved by Shatzel and seconded by McDonel that the Board adjourn to meet Friday, October 1st. at 9A.M. Voting Aye: Begf, Collins, McDonel, Shatzel. Nays, none. Motion declared carried.

Meeting adjourned.