Minutes of meeting of Board of Trustees of Bowling Green State Normal College held at the Fell House, Columbus, Ohio, on Monday, December 6, 1915, at 9 o’clock, A.M.

Present: Vice President J.E. Collins, Treasurer J.D. McDonel, Secretary J.E. Shatzel, Edward H. Ganz. Absent, Wm. E. Guitteau.

President H.E. Williams, O.D. Howard, representing Howard & Merriam, Architects, and Carl T. Steinle, representing The Steinle Construction Company, were also present.

Vice President J.E. Collins presided.

Minutes of previous meeting were read by the Secretary and approved.

Treasurer McDonel made a verbal report on behalf of the committee previously appointed to purchase light fixtures for the Science & Agriculture Building and, for the reason that said committee had not completed its work, it was continued, with power to act, with the suggestion that it proceed with all possible diligence to complete its work so that the installation of these fixtures may not be delayed. All voting aye.

With respect to raising the floor in the laboratory room of the Science & Agriculture Building a definite agreement was made and entered into between Howard & Merriam, Architects, and The Steinle Construction Company, in the presence of the Board whereby The Steinle Construction Company agreed to raise said floor and Howard & Merriam agreed to pay for same, thus rendering it unnecessary for the Board to take action.

The matter of changing the location of the recess doors in the connecting corridor was discussed.

Moved by Shatzel and seconded by Ganz that it is the sense of this Board that said recess doors should be moved out to the stone threshold, on both sides of the corridor, The Steinle Construction Company to immediately submit an estimate of the credit to which the Board would be entitled on account of said change and Howard & Merriam to issue an order for said change in case said credit is satisfactory. Voting aye: Collins, McDonel, Ganz, Shatzel. Nays, none.

Motion declared carried.

The matter of hardware for the Science & Agriculture Building was discussed.

Moved by Shatzel and seconded by Ganz that the list of hardware submitted by Mr. Steinle to the Board (said list to be written out in detail by Mr. Steinle and filed with the Secretary) to be furnished and put in place in the Science & Agriculture Building, for the sum of $1000, be approved and adopted, it being expressly understood that said hardware is to be similar in quality and design to that used in the Administration Building and subject to examination and approval of President Williams. Voting aye: Collins, McDonel, Ganz, Shatzel. Nays, none.

Motion declared carried.

President Williams reported that the trap which was to have been placed in the tunnel just outside of the dormitory had been installed on the inside of said building and that the manhole thought necessary on the outside of the building had thus been dispensed with.

President Williams called the attention of the Board to the exposed and unsatisfactory condition of the entrance door in the south wall of the power building and suggested that some action be taken to protect this entrance way. No action taken.

Estimate No. 6—Final in favor of The Steinle Construction Company for work on contract for completing fourth floor of the Administration Building, amounting to $825.35, duly certified by Howard & Merriam, Architects, was presented for allowance.

Moved by Shatzel and seconded by Ganz that the above estimate in favor of The Steinle Construction Company, for $825.35, be allowed on the recommendation of the architects, and paid
Proceedings, Trustees Bowling Green Normal College

December 6, 1915.


Motion declared carried.

The claim of Howard & Herriman, Architects, for the balance of commission account for completing fourth floor of the Administration Building, amounting to $10.66, was presented for allowance.

Moved by Shatzel and seconded by Ganz that the above claim of Howard & Herriman, amounting to $10.66, be allowed and paid from the fund for "Completing Administration Building". Voting Aye: Collins, McDonel, Ganz, Shatzel. Nays, none.

Motion declared carried.

President Williams presented the following pay roll for the month ending December 15, 1915, to-wit:-

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>1 mo.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.E. Williams</td>
<td>President</td>
<td></td>
<td>$316.66</td>
</tr>
<tr>
<td>G.W. Beattie</td>
<td>Instructor</td>
<td>1</td>
<td>222.22</td>
</tr>
<tr>
<td>E.L. Moseley</td>
<td></td>
<td>1</td>
<td>222.22</td>
</tr>
<tr>
<td>J.R. Crewman</td>
<td></td>
<td>1</td>
<td>211.11</td>
</tr>
<tr>
<td>L.L. Winslow</td>
<td></td>
<td>1</td>
<td>211.11</td>
</tr>
<tr>
<td>Rea McCain</td>
<td></td>
<td>1</td>
<td>188.88</td>
</tr>
<tr>
<td>J.W. Talbot</td>
<td></td>
<td>1</td>
<td>211.11</td>
</tr>
<tr>
<td>E.G. Hessner</td>
<td></td>
<td>1</td>
<td>200.00</td>
</tr>
<tr>
<td>Mary Chapin</td>
<td></td>
<td>1</td>
<td>166.66</td>
</tr>
<tr>
<td>Harriet S. Hayward</td>
<td></td>
<td>1</td>
<td>200.00</td>
</tr>
<tr>
<td>E.G. Walker</td>
<td>Extension Teacher</td>
<td>1</td>
<td>222.22</td>
</tr>
<tr>
<td>Robt. A. Cummins</td>
<td></td>
<td>1</td>
<td>222.22</td>
</tr>
<tr>
<td>J.W. Seller</td>
<td>Instructor</td>
<td>1</td>
<td>222.22</td>
</tr>
<tr>
<td>Wm. P. Holt</td>
<td></td>
<td>1</td>
<td>222.22</td>
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<tr>
<td>F.G. Beyerman</td>
<td></td>
<td>1</td>
<td>200.00</td>
</tr>
<tr>
<td>C.J. Biery</td>
<td></td>
<td>1</td>
<td>222.22</td>
</tr>
<tr>
<td>Marie Simpson</td>
<td>Librarian</td>
<td>1</td>
<td>145.72</td>
</tr>
<tr>
<td>Effie Alexander</td>
<td>Critic Teacher</td>
<td>1</td>
<td>111.11</td>
</tr>
<tr>
<td>Grace Fisher</td>
<td></td>
<td>1</td>
<td>111.11</td>
</tr>
<tr>
<td>Lucy Benacham</td>
<td></td>
<td>1</td>
<td>111.11</td>
</tr>
<tr>
<td>Estelle M. Rich</td>
<td></td>
<td>1</td>
<td>111.11</td>
</tr>
<tr>
<td>July Minor</td>
<td></td>
<td>1</td>
<td>100.00</td>
</tr>
<tr>
<td>Erma Ferguson</td>
<td></td>
<td>1</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Moved by McDonel and seconded by Ganz that the above pay roll be allowed and paid from the funds respectively provided therefor, President Williams to make the fund designation. Voting Aye: Collins, McDonel, Ganz, Shatzel. Nays, none.

Motion declared carried.

President Williams presented the following additional pay roll for the month ending December 15th., 1915, to-wit:-
Moved by McDonel and seconded by Ganz that the above pay roll be allowed and paid from the funds respectively provided therefor, fund designation to be made by President Williams. Voting Aye: Collins, McDonel, Shatzel, Ganz. Nays, none.

Motion declared carried.

President Williams presented the following bills for allowance, to wit:-

1914 Appropriations.
The Howard R.T. Radcliffe Co., Toledo, Ohio. U & F. Scaffolding construction $85.00

Short Notice Appropriations.
Woldenberg & Schaar, Chicago, Ill.
C-6 Counting, preserving preparations $53.83
C-11 Janitor's supplies 50.00
Wm. Swartner & Co., Chicago, Ill.
C-8 50.00
E-8 750.00 Glassware, physical apparatus, etc. 805.00

1915-16 Appropriations.
Robert E. Rae, Bowling Green, Ohio.
E-4 Cow and calf 80.00
The Hankey Lumber Co., Bowling Green, Ohio.
E-8 Lumber 15.00
E-8 Spring Wood Stops 2.36
The City Water Co., Bowling Green, Ohio.
E-3 Estimate of water used at Administration Building to Oct. 19, 1915. 42.00
The Northwestern Ohio Natural Gas Co., Bowling Green, Ohio.
P-4 Gas for Power house and Administration Building 8.23
J.E. Shatzel, Bowling Green, Ohio.
P-6-Board of Trustees. Expense account 26.35
Robert A. Cummins, Bowling Green, Ohio.
P-6-Extension Teachers. Expense account 25.80
H.G. Walker, Bowling Green, Ohio.
P-6-Extension Teachers. Expense account 17.90
C.J. Biery, Bowling Green, Ohio.
P-6-Extension Teachers. Expense account 12.02
R.E. Williams, President, Bowling Green, Ohio.
P-7 Advanced for setting meters at Administration Building and power house 1.00
Nelson R. Swan, Bowling Green, Ohio.
P-3 Temporary Salley Supervision, laborers, teams, etc. 38.40
Nelson R. Swan, Bowling Green, Ohio.
P-3-Paving Service Entrance Road to Institution. On Contract Service Road, supervision, laborers and teams. 171.75

Moved by McDonel and seconded by Ganz that the above claims as presented be allowed and paid from the funds respectively provided therefor, fund designation to be made by President Williams. Voting Aye: Collins, McDonel, Ganz, Shatzel. Nays, none.

Motion declared carried.

Mr. Howard of the firm of Howard & Merriam, Architects, addressed the Board in reply to a previous letter by him received from President Williams with respect to the electrical equipment of the power building and, later, submitted his ruling in the matter in writing, as follows, to wit:-
Howard & Herriam
Architects
Columbus, Ohio.

Dec. 6, 1915.

Mr. J.K. Shatzel,
Bowling Green, Ohio

Dear Sir:

We are in receipt of your inquiry, through President H.B. Williams, a copy of which we herewith enclose, asking for a ruling with what we interpret to be furnished by the contractor on this work in the way of electrical equipment, wiring, etc., in order to make a complete working plant as indicated under plans and specifications for the Power Building, Stack, Tunnel System, Water Supply and Softening Plant. Electrical Work, Gas Fitting, Steam Pumps, etc., for the Bowling Green State Normal College Power House, and on file at the office of the Auditor of State, together with estimates, bills of material, etc. indicating material and labor to be furnished.

In reply we would state we are enclosing copy of estimate, bills of material, etc. which estimate, together with plans and specifications, which you already have, we have used in reaching our conclusion in answer to your inquiry.

This office shall hold the contractors to furnish the following wiring and conduits inside Power House from the approximate location of the switch board as it was indicated in Wing "D" on original plans, to:

1. Both 75 h.p. motors for fire pumps.
2. To the 15 h.p. motor for domestic service pumps.
3. To the 3 h.p. motor for ash lift.
4. To the 3 h.p. motor for agitator in water softening plant.

We shall also hold the contractor to install complete ready to operate and properly connected with the above mentioned wiring:

1. One 3 h.p. motor for ash lift.
2. One 3 h.p. motor for water softening plant.
3. One 15 h.p. motor for domestic service pump.

All of the above to be installed as per plans and specifications above mentioned.

We are sending a copy of this letter to Fitzpatrick & Hoepfner Co., contractors for the power building, instructing them to at once proceed with the construction of the above mentioned building as per plans and specifications, etc. on file at this office and that of the Auditor of State.

We have also sent a copy of this letter to Lyman Strong, our Superintendent on the ground at Bowling Green, instructing him to see that these instructions are carried out promptly.

We are sending a copy of this letter to Dr. H.B. Williams.

Very truly yours,
Howard & Herriam, Architects.

Dr. Howard also submitted copies of instructions issued to The Steinle Construction Company by Howard & Herriam, in pursuance to former action of this Board, to wit:

The Steinle Construction Co.,
Fremont, Ohio.

Gentlemen:

You are hereby notified in accordance with instructions to this office received today from the Board of Trustees of the Bowling Green State Normal College, to omit recessed doors on both sides of connecting corridor between buildings for Science & Agriculture and Administration Building, for which change you are to indicate to the Board through their Secretary, Mr. J.K. Shatzel, the amount of credit you will allow for this omission which must be approved by them.

Kindly do this at your convenience and send us copy of your proposition.

Very truly yours,
Howard & Herriam, Architects.

The Steinle Construction Co.,
Fremont, Ohio.

Gentlemen:

You are hereby instructed to proceed with the raising of the floors in Building for Science & Agriculture about which you were previously instructed. You will please render your bill to this office for the additional expense in connection with this work, as the matter will be taken care of by us.

Very truly yours,
Howard & Herriam, Architects.

S.W. Bowman and C.D. Finch of Bowling Green, Ohio, addressed the Board with respect to the proposed improvement of Ridge street in the City of Bowling Green and asked for information as to how to cost of said improvement, in so far as it adjoins the Normal College property, might be provided for. The matter was discussed by the Board but no definite action was taken.

It was agreed that a final inspection of the Administration Building and Dormitory would
be made as soon as Mr. Howard could arrange to be in Bowling Green for that purpose and that the Secretary should give notice to all members of the Board when the date of said inspection is definitely fixed.

Moved by Shatzel and seconded by McDonel that the Board now adjourn this session and proceed to the office of the State Emergency Board, in the Office of the Auditor of State, immediately, and that the Board reconvene at Bowling Green at 10:30 o'clock, A.M., of the day hereafter to be fixed for the inspection of the Administration Building and Dormitory. Voting Aye: Collins, McDonel, Ganz, Shatzel. Nays, none.

Motion declared carried.

Meeting adjourned.

Minutes of meeting of the Board of Trustees of the Bowling Green State Normal College, held at the Administration Building, on Saturday, December 18th., 1915, at 2 o'clock, P.M.

Present: Treasurer J.D. McDonel, Secretary J.E. Shatzel and Edward H. Ganz. Absent: Vice President J.E. Collins and Wm. B. Guitteau.

President H.E. Williams also present.

Edward H. Ganz presided.

The reading of the minutes of the last meeting was dispensed with for want of time.

J.D. McDonel reported, on behalf of the committee appointed to purchase light fixtures for the Science & Agriculture Building, that bids were received from The Toledo Chandelier Mfg. Company and The Western Gas Fixture Company, the former bid being $1000 including lamps and the latter being $675.48 without lamps. The Committee recommended acceptance of the bid of The Toledo Chandelier Mfg. Company.

Moved by Shatzel and seconded by Ganz that the report of above committee be accepted and that it be instructed to close a contract with The Toledo Chandelier Mfg. Company, at $1000, for light fixtures for the Science & Agriculture Building and Connecting Corridor. Voting Aye: McDonel, Ganz, Shatzel. Nays, none.

Motion declared carried.

President Williams recommended that liquid shellac filler be substituted for oil filler in finishing of the interior wood work in the Science & Agriculture Building.

Moved by McDonel and seconded by Shatzel that the substitution be made as recommended by President Williams. Voting Aye: McDonel, Ganz, Shatzel. Nays, none.

Motion declared carried.

President Williams paid into the hands of Treasurer McDonel the sum of $573.05, by him received as President of the Bowling Green State Normal College, and also delivered into the