Board of Trustees Meeting Minutes 1916-01-08

Bowling Green State University

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Would further state that unless you proceed at once with the installation of the work, as per a recent ruling, we shall be compelled to issue notice to the Board, as per Article #5 of the Contract, with suggestion that the Board proceed with the installation of the work in question, deducting cost of same from money due you.

Very truly yours,
Howard & Berriam, Architects.

Moved by Shatzel and seconded by McDonel that this Board now adjourn to meet Saturday, January 8th., 1916, at 10:30 o'clock, A.M. at the Administration Building of the Bowling Green State Normal College. Voting Aye: McDonel, Ganz, Shatzel. Nays, none.

Motion declared carried.

Meeting adjourned.
President Williams presented a statement with respect to several items entering into the completion of the Administration Building and the Dormitory apparently not covered by the contracts and stated that there are funds available to pay for same.

Moved by Collins and seconded by Shatzel that President Williams be authorized to arrange for the payment of all obligations for extras on the buildings not provided for and to designate funds from which they can be paid and make a full statement to the Board at its next meeting. Voting Aye: Collins, Colonel, Canz, Shatzel. Nays, none. Motion declared carried.

President Williams presented and read a letter from Fitzpatrick & Hoepfner in regard to the installation of motors and electrical equipment in the power plant which was as follows, to-wit:

Fitzpatrick & Hoepfner, Contractors.
Columbus, Ohio, Jan. 6, 1916.

Board of Trustees,
Bowling Green State Normal College,
Bowling Green, Ohio.

Gentlemen: We are today in receipt of a letter from the Architects stating that there will be no estimates issued until we comply with their instructions on electrical work. We assume the instructions referred to are those contained in their letter to you on December 6th, in which they state that we are to furnish all the electrical equipment for the centrifugal domestic service pump.

We enclose herewith a copy of a letter, which is the basis of our authority for omitting the electrical equipment for the centrifugal pumps. To us, there is no equivocation about this letter, it does not leave the probability of a doubt. It simply states that the electrical equipment for centrifugal pumps will not be furnished under this contract. After reading this letter (a copy of which is on file at the State House, and made part of the specifications) we ask if it is reasonable or just to expect us to furnish something which we had been explicitly instructed to omit before we submitted a figure for doing the work. It would be just as reasonable to expect us to erect and install all necessary equipment for Wing "L" without pay, as to ask us to furnish the electrical equipment for centrifugal pumps. All we ask is fair treatment and we would be glad to receive an expression from you on this subject, and ask that you grant us an estimate.

Yours truly,
Fitzpatrick & Hoepfner.
(Signed) Per T.A.Lawrence.

COPY.

Howard & Perriam, Architects.
(Copy) By C.D.Howard

Columbus, Ohio, Feb. 3, 1915.

Gentlemen: Replying to yours of the 2nd, would state that we were under the impression that notice had been sent to all bidders with reference to electrical equipment for centrifugal pumps, stating that the electrical portion of this apparatus would not be furnished under this contract. You will therefore figure accordingly, and consider this a notice to that effect, in view of the fact that such notice has not already been received by you.

Regarding the question of gas piping from city supply to building, would suggest that this be included under Item 321 on the bidding blank.

Very truly yours,
Howard & Perriam, Architects.
(Signed) By C.D.Howard
Moved by LeDonel and seconded by Ganz that Fitzpatrick & Hoepfner be advised in reply to the above communication that this Board declines to enter into a controversy which evidently lies between the contractor and architect only. Voting Aye: Collins, LeDonel, Ganz, Shatzel. Nays, none.

MOTION DECLARED CARRIED.

President Williams presented and read copy of a letter written by him to the Huffman-Conklin Company and the answer thereto, same being as follows, to-wit:

COPY

The Huffman-Conklin Co.,
669 N. High St.
Columbus, O.

Gentlemen:

Attention of Mr. Arthur Wolfe.

If you will check over your statement of October 5th, showing balance due you on omissions and additions to plumbing fixtures of the Administration Bldg., with your proposal of April 14, 1914 you will find that no allowance has been made in your statement for the omission of the three sinks in the Agriculture room. The deduction of $90.00 contemplated the omission of the tubs and sinks in both kitchen and Agriculture room and only three in the kitchen were restored. We are, therefore, entitled to credit for the omission of the sinks in the room above named.

There is also an allowance due us on the omission of sinks and drain boards in the dormitory kitchen. We went over this matter once and as I recall, the omission amounted to $36.00. I remember distinctly that the allowance for drain boards was $2.00 each but I do not recall just how the sinks were figured. Kindly go over this matter and send me revised statement for the Administration Bldg., also itemized statement of credits on dormitory kitchen. It would seem to a layman that the omissions on these two buildings would offset the additions. I should be glad to have you get this information to us by Saturday morning if possible.

Very truly yours,

H.B. Williams.

Mr. H.B. Williams, Pres.
State Normal College,
Bowling Green, O.

Dear Sir:

We have your letter with reference to the $60.00 item, and in reply wish to say that if credit is not given on account of original contract, your contention is entirely correct and this will help to balance the amount of our charge.

We were caused more than enough additional expense on account of cutting floors, and chases in walls, and cutting through two feet concrete foundation in order to install the fixtures on the second floor after we received the order when the building was up to the second floor, so that this extra work would offset the three plain sinks in the Agricultural Building.

However, we shall accept your proposed settlement, and will ask you to consider this letter our cancellation of the charge for the item mentioned, and beg to remain

Very truly yours,

THE HUFFMAN-CONKLIN COMPANY

PER ARTHUR V. WOLFE

Copy to Howard & Kerriam, Archts.,
Columbus, Ohio.

Acting President J.E. Collins presented and read a letter from the State Board of Health as follows, to-wit:

Mr. J.E. Collins,
President, Board of Trustees,
State Normal School,
Bowling Green, Ohio.

Dear Sir:

In December, 1914, the State Board of Health approved plans for a proposed water supply and water purification plant for the State Normal School at Bowling Green.

Will you kindly advise me whether this improvement has been installed and placed in operation.

Yours truly,

E. F. Calhoun
Secretary and Executive Officer.

President Williams was instructed to notify the Board, in answer to said letter, that the water purification system has been practically completed, with the exception of placing the
Treasurer McDonel filed a statement of settlement with the State Department as follows, to-wit:-

STATE OF OHIO
Revenue Voucher.

Department Bowling Green Normal College for period ending Jan. 1, 1916.

To The Honorable Auditor of State:

It is hereby certified that the following is a complete and correct statement of revenue accrued and receipts for the period above stated, all items of which are verified in detail by documents and by debits and credits duly entered on the books of account of the above named department.

Source of Revenue

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-17-14</td>
<td>R.W. Treber Rent, Sale of Hay, etc.</td>
<td>$277.50</td>
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<td>12-22-14</td>
<td>R.W. Treber Rent, Sale of Hay, etc.</td>
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<td>1-21-15</td>
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<td>1-24-15</td>
<td>&quot; &quot;</td>
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<td>1-16-15</td>
<td>&quot; &quot;</td>
<td>22.00</td>
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<tr>
<td>6-26-15</td>
<td>&quot; &quot;</td>
<td>19.00</td>
</tr>
<tr>
<td>5-25-15</td>
<td>J.E. Shatzel, Sec'y Rent</td>
<td>20.20</td>
</tr>
<tr>
<td>5-25-15</td>
<td>R.W. Treber</td>
<td>15.00</td>
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<tr>
<td>11-1-15</td>
<td>&quot; &quot;</td>
<td>24.20</td>
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<tr>
<td>12-18-15</td>
<td>E.J. Williams Extension Fees</td>
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<tr>
<td>12-21-15</td>
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<td>320.00</td>
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</table>

$796.31

Moved by Ganz and seconded by Shatzel that the above report be accepted and entered on the minutes. Voting Aye: Collins, McDonel, Ganz, Shatzel. Nays, None.

Motion declared carried.

Estimate No. 12 in favor of the Steinele Construction Company for work done on contract for construction of Science & Agriculture Building amounting to $2707.50, duly certified by Howard & Merriam, Architects, was presented for allowance.

Moved by Ganz and seconded by McDonel that the above estimate in favor of the Steinele Construction Company for $2707.50, be allowed on the recommendation of the Architects, and paid as follows, $276.35 from the fund for "Building for Science & Agriculture" and $1731.12 from fund designated as "Maintenance F-10". Voting Aye: Collins, McDonel, Ganz, Shatzel. Nays, none.

Motion declared carried.

The claim of Howard & Merriam for 2% of estimate No. 12 issued to the Steinele Construction Company on contract for construction of Science & Agriculture Building, amounting to $54.15, was presented for allowance.

Moved by McDonel and seconded by Shatzel that the above claim of Howard & Merriam for $54.15 be allowed, fund designation to be made by President Williams. Voting Aye: Collins, McDonel, Ganz, Shatzel. Nays, none.

Motion declared carried.

Estimate No. 9 in favor of The Bryce Keating & Ventilating Company for work done on contract for heating and ventilating Normal School building amounting to $599.45, duly certified by Howard & Merriam, Architects, was presented for allowance.

Moved by McDonel and seconded by Shatzel that the above estimate No. 9 in favor of The Bryce Keating & Ventilating Company amounting to $599.45 be allowed on the recommendation of the Architects and paid from the fund for "Completing Normal School Building". Voting Aye: Collins, McDonel, Ganz, Shatzel. Nays, none.

Motion declared carried.

The claim of Howard & Merriam, Architects, for 2% of estimate No. 9 issued to The Bryce Heating & Ventilating Company, amounting to $11.99, was presented for allowance.
Moved by Ganz and seconded by McDonel that the above claim of Howard & Herriam for $11.99 be allowed and paid from the fund for "Completing Normal School Building". Voting Aye: Collins, McDonel, Ganz, Shatzel. Nays, none.

Motion declared carried.

Estimate No. 10 in favor of The Huffman-Conklin Company for work done on contract for plumbing and heating the Science & Agriculture Building, amounting to $1035.50, duly certified by Howard & Herriam, was presented for allowance.

Moved by Ganz and seconded by McDonel that the above estimate No. 10 in favor of The Huffman-Conklin Company, for $1035.50, be allowed on the recommendation of the Architects and paid from the fund designated as "Maintenance #10". Voting Aye: Collins, McDonel, Ganz, Shatzel. Nays, none.

Motion declared carried.

The claim of Howard & Herriam for 2% of estimate No. 10 issued to The Huffman-Conklin Company, amounting to $20.71, was presented for allowance.

Moved by Ganz and seconded by Shatzel that the above claim of Howard & Herriam for $20.71 be allowed and paid from the fund designated as "Maintenance #10". Voting Aye: Collins, McDonel, Ganz, Shatzel. Nays, none.

Motion declared carried.

Moved by Ganz and seconded by McDonel that the warrants covering the final estimates to the Steinle Construction Company on the Administration Building and the Dormitory be delivered when said Steinle Construction Company shall have deposited with the Secretary of this Board a certified check for $300 to be held as a guarantee for the completion of said buildings.


Motion declared carried.


Motion lost.

President Williams presented the following pay rolls for the month ending January 15th.

to-wit:-

<table>
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<tr>
<th>Name</th>
<th>Position</th>
<th>1 mo.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>H.W. Williams</td>
<td>President</td>
<td>$316.66</td>
<td></td>
</tr>
<tr>
<td>G.W. Beattie</td>
<td>Instructor</td>
<td>222.22</td>
<td></td>
</tr>
<tr>
<td>E. L. Haseley</td>
<td>&quot;</td>
<td>222.22</td>
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</tr>
<tr>
<td>J. R. Overman</td>
<td>&quot;</td>
<td>211.11</td>
<td></td>
</tr>
<tr>
<td>L. L. Winslow</td>
<td>&quot;</td>
<td>211.11</td>
<td></td>
</tr>
<tr>
<td>Rea McCain</td>
<td>&quot;</td>
<td>188.88</td>
<td></td>
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<tr>
<td>J. M. Talbot</td>
<td>&quot;</td>
<td>211.11</td>
<td></td>
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<tr>
<td>E. G. Heiser</td>
<td>&quot;</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td>Mary Chapin</td>
<td>&quot;</td>
<td>166.66</td>
<td></td>
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<tr>
<td>Harriet S. Hayward</td>
<td>&quot;</td>
<td>200.00</td>
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</tr>
<tr>
<td>E. G. Walker</td>
<td>Extension Teacher</td>
<td>222.22</td>
<td></td>
</tr>
<tr>
<td>Robt. A. Cummings</td>
<td>&quot;</td>
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<tr>
<td>J. W. Zeller</td>
<td>Instructor</td>
<td>222.22</td>
<td></td>
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<tr>
<td>Wm. P. Holt</td>
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<td>222.22</td>
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<tr>
<td>F. G. Beyermann</td>
<td>&quot;</td>
<td>200.00</td>
<td></td>
</tr>
</tbody>
</table>
Proceedings, Trustees Bowling Green Normal College

C. J. Beiry, Instructor 1 mo. $222.22
Marie Simpson, Librarian 1 mo. 115.79
Effie Alexander, Critic Teacher 1 mo. 111.11
Grace Poorbaugh, " 1 mo. 111.11
Lucy Leacham, " 1 mo. 111.11
Estelle W. Rich, " 1 mo. 111.11
Ruby Vinor, " 1 mo. 100.00
H. W. Ferguson, " 1 mo. 100.00

Moved by McDonel and seconded by Shatzel that the above pay rolls be allowed and paid from the funds respectively provided therefor, fund designation to be made by President Williams.


Motion declared carried.

President Williams presented the following pay roll, to-wit:

R. W. Treber, Superintendent Grounds & Bldgs. 1 mo. $75.00
Marion Griffeth, Stenographer 1 mo. 62.50
Donald Warner, Janitor 1 mo. 50.00
C. E. Fortney, Engineer 1 mo. 75.00
C. W. Fortney, Fireman 1 mo. 50.00
Floyd South, Farm Laborer 1 mo. 50.00
Peter R.ovie, " 4 days & $1.04 7.65

Moved by McDonel and seconded by Shatzel that the above pay roll be allowed and paid from the funds respectively provided therefor, fund designation to be made by President Williams.


President Williams presented the following claims, to-wit:

Library Bureau, Chicago, Ill.: C-0 Library Supplies $150.45
C-0 Library Bureau, Chicago, Ill.: E-8 Library Equipment 295.50
Keuffel & Esser Co., 516-20 Dearborn St., Chicago, Ill.: E-8 Drawing sets 21.70
C. H. Stoelting Co., 3037-47 Carol Ave., Chicago, Ill.: E-1 Slides 126.35
Finkley-Rodemich, Toledo, Ohio: E-8 Kitchen Utensils for Dormitory 149.63
J. H. Rose, Bowling Green, Ohio: C-1 Part payment for yard fence. 20.00

Rowes & Coon Grain Co., Bowling Green, Ohio: C-0 Forage and Veterinary supplies. 6.50
Mans Bros., Bowling Green, Ohio: C-2 Scratch feed for farm .24
Lincoln & Dirlam, Bowling Green, Ohio: C-2 Forage and Veterinary supplies 1.00
Dr. F. A. Barker, Bowling Green, Ohio: C-2 Medicine 1.50
The Sentinel-Tribune, Bowling Green, Ohio: C-4 Mimeograph paper 1.50
Lincoln & Dirlam, Bowling Green, Ohio: C-4 Filing cards, ink, notebooks .80
Gross & Tracy Photo Supply Co., Toledo, Ohio: C-8 Carbons 1.87
Milton Bradley Co., Philadelphia, Pa.: C-8 Raffia, warp, colored paper, etc. 33.23
Division of Education, Russell Sage Foundation, New York: C-6 60 Copies Spelling Scale 3.00
A. Froncy & Co., Bowling Green, Ohio: C-8 Muslin, thread, etc. for Domestic Science Dept. 1.65
J. S. Williams, President, Bowling Green, Ohio: C-8 Pins, ribbon, vaseline, etc. 1.00
Hopper Hardware Co., Bowling Green, Ohio: C-8 Supplies - oil, etc. 12.04

1915-16 Appropriations.

Libraries, Trustees Bowling Green Normal College

H. W. Ferguson, President, Bowling Green, Ohio.
Proceedings, Trustees Bowling Green Normal College

E. Jones, Bowling Green, Ohio.
C-3  Coal
316.01
Dollas Drug Store, Bowling Green, Ohio.
C-5  Ink, pens, etc.
2.50
Young & Starn, Bowling Green, Ohio.
C-8  Filter paper, safety matches
1.50
A. Proebe & Co., Bowling Green, Ohio.
C-11  1 qt. oil
.25
Toledo Janitor Supply Co., Toledo, Ohio.
C-11  Janitor's supplies
9.75
Campbell Bros., Bowling Green, Ohio.
D-3  2 snow shovels, 15 doz. coat hooks
2.30
F. A. LeiL Lumber Co., Bowling Green, Ohio.
E-3  Cork, lumber, etc.
7.55
Atkinson, Lentz & Co., 2210 S. Park Ave., Chicago, Ill.
E-6  Books for training school
2.25
Hopper Hardware Co., Bowling Green, Ohio.
E-9  Fails, shovel, lantern, etc.
12.83
The Macmillian Co., Chicago, Ill.
E-9  Books for training school
90.82
Rand McNally Co., Chicago, Ill.
E-9  Books for training school
21.61
Houghton Mifflin Co., Bowling Green, Ohio.
E-9  Books for training school
21.90
Hamacher & Schlemer Co., New York City.
E-9  Books for training school
17.20
Foster Bros., 4 Park Square, Boston, Mass.
E-9  Pictures for Industrial Arts Dept.
41.85
Newman & Co., 73 Fifth Ave., New York City.
E-9  Books for training school
10.53
E-9  Linoleum and Sloyd knives for Ind. Arts.
10.60
E-9  Books for training school
26.12
L. C. Shaw, Bowling Green, Ohio.
E-9  Buzzers, push button, inside wire, dry batteries, 3 hrs. time @ 40¢
4.75
American Book Co., Cincinnati, Ohio.
E-9  Books for training school
32.20
E-9  Lighting for 1 mo. Nov. 23 to Dec. 23/15
12.25
Wood County Telephone Co., Bowling Green, Ohio.
E-9  Telephone service for month of January
22.04
Fred Cook, Bowling Green, Ohio.
E-9  Cartage and freight charges
4.11
J. E. Collins, Lima, Ohio.
E-9  Sanitary work
2.00

Moved by McDonel and seconded by Shatzel that the above claims be allowed and paid from the funds respectively provided therefor, fund designation to be made by President Williams.


Motion declared carried.

A resolution for the improvement of Ridge Street, Bowling Green, Ohio, was adopted and reads as follows, to wit:-

Bowling Green, Ohio
January 8, 1916

In the matter of the improvement of Ridge Street in Bowling Green, Wood County, Ohio.

Whereas said street borders a distance of three thousand (3000) feet on the north side of the State Normal College ground and is very much in need of improvement and

Whereas, the improvement of same will be of great benefit to the State Normal Grounds
Be it therefore resolved that this board is in favor of said improvement and will lend its assistance in an effort to secure funds to pay its proportionate cost of same.

J. E. Collins.

J. E. Shatzel.

E. H. Ganz.

J. B. Steinle.

President of College.

Moved by McDonel and seconded by Shatzel that the Board now adjourn to meet at the Boody House, Toledo, Ohio, on Friday evening, February 4th, 1916, at 6:30 o'clock. 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 Boody House, Toledo, Ohio, Friday, February 4th, 1916, convening at 6:30 o'clock, P.M.


President H. B. Williams and Carl T. Steinle, Contractor, were also present.

Minutes of two previous meetings read and approved.

Moved by Guillaume and seconded by McDonel that Mr. Ganz be elected president of this Board to fill the unexpired term of John Begg, resigned. Voting Aye: Collins, McDonel, Guillaume, Ganz. Nays: Shatzel.

Mr. Ganz declared elected and took charge of the meeting.

President Williams presented and read the following communications from The Incheever Electric Company of Columbus, Ohio.

THE INCHEEVER ELECTRIC COMPANY
Columbus, Ohio.


Mr. H. B. Williams, Pres.,
State Normal School,
Bowling Green, Ohio.

Dear Sir:

In accordance with your request of recent date we are pleased to quote you the following prices on work which is to be installed at the State Normal School at Bowling Green, Ohio:

We are pleased to quote you a price of THREE HUNDRED SIXTY-FIVE DOLLARS ($365.00) for installing service feeds for the lighting in the Administration Building. The feeds will start at the present service cabinet and will be carried inside of building to the end of the tunnel where same joins onto the Administration Building. These wires will be rubber insulated, double braided and installed in iron conduit.

We are pleased to quote you a price of ONE HUNDRED SIXTY-FIVE DOLLARS ($165.00) for installing service feeders and underground conduits for the Woman's Dormitory.

This work will consist of installing a run of conduit from the end of the present service conduit where it terminates at outside of building underground to a manhole about 100 ft. distant from the building and feeders for light and power beginning at the outside wall of building to the present service cabinet.
We are pleased to quote you a price of FIVE HUNDRED SIXTY-THREE DOLLARS ($563.00) for installing in iron conduit the necessary switches required for lighting and power for the Administration Building, Science Building, and Woman’s Dormitory, beginning at the end of the tunnel in the power house and extending these feeds to the main switch board and connecting same to their respective switches on this board.

This board is to be located in the former of the Boiler Room nearest the Coal Room. The conduits for this work will be placed on the outside wall of the building, and all conductors will be run individually and covered with a double braid of rubber insulated rubber.

We are pleased to quote you a price of FORTY-FIVE DOLLARS ($45.00) for installing the feeds to the motors on the motor-generator set and extending the feeds from the end of the tunnel to the motor-generator set.

We understand that this set will be located in the south end of the Pump Room. These two feeds will be ended at this point so that connection can be made to the panel which will be furnished with the motor-generator set.

In accordance with verbal instructions from yourself and Mr. Shatzel while in Columbus on the 20th inst., authorizing us to proceed with the installation of the above work, we have ordered the material outlined above and are proceeding to deliver same.

Our workman will report on this job on the 25th inst.

Yours very truly,
THE KEEVER ELECTRIC CO.
per R.G. Grant

THE KEEVER ELECTRIC COMPANY
Columbus, Ohio.

January 2nd, 1916.

Mr. H.R. Williams, Pres.,
State Normal School,
Bowling Green, Ohio.

Dear Sir:

We are pleased to submit a proposition for furnishing and installing a switchboard in the Power House at the State Normal College. This board will consist of a lighting panel upon which will be mounted the lighting switches for the control of lighting feeders to the Administration Building, Woman’s Dormitory, Science Building, Power House, the future Dormitory, future Model Building and two extra 10 amp. switches.

One power panel on which will be mounted the necessary switches to control power feeders to the Science Building, Administration Building, the future Dormitory, future Model Building, two 75 HP centrifugal pumps, one 15 HP centrifugal pump, one motor on motor-generator set, ash lift motor, water softener motor and two extra 30 amp. switches.

The main switches controlling each of these panels will be mounted on the wall at rear of panels. These panels will be arranged so that they may be extended in the future, if generators are installed. These generator panels can be mounted on either side of this board and can be connected directly to the bus bars on same.

The main switches would also have enough space for the mounting of voltmeters and ammeters which would be required if generators were installed. Generator panels would also contain the main switches for controlling these panels.

These panels would be made of slate 2" thick and are to be neatly beveled around the front edges and the front of same would be black enameled. By using slate this could easily be matched if you desire sometime in the future to extend the switchboard. If marble is used it is almost impossible to get another piece to match it.

Our price for installing this board is FIVE HUNDRED TWENTY-FIVE DOLLARS ($525.00).

We are also pleased to submit a proposition for installing a temporary switchboard in case you desire that you do not want to spend the amount of money which would be required to secure the switchboard as outlined above.

We could furnish a slate panel which would be about 1" thick. This would be mounted directly against the wall. On this slate panel we would mount a main switch to control the lighting feeders and another to control the power feeders. There would also be mounted fuse blocks with fuses for the control of the various feeders to the Administration Building, Dormitory, Science Building and for the motor-generator set motor, 15 HP centrifugal pump motor, ash lift motor and water softener motor. Our price for installing this board complete is FIVE HUNDRED DOLLARS ($500.00).

If this board is installed the material on same would be almost a dead loss to you when you decide to buy a permanent switchboard some time in the future. If the switchboard is made to the dimensions described in this letter it is installed it could be used as a part of your future board when the other wing to the Power Building is erected.

In making this quotation it is understood that we do not guarantee this price for any definite length of time as copper is advancing very rapidly, having already advanced from the 24c. base on the 22nd inst. to the 26c. base on the 29th inst. We understand that you are to have a meeting of the Trustees on February 4th, at which time we presume you will decide this question. Kindly advise us at that time regarding same.

Thanking you for the opportunity of quoting and trusting
that we might receive your order, which will receive our
careful and prompt attention, we are
yours very truly,

THE McKEEVER ELECTRIC CO.

per R.C. Grant.

With reference to the above communications President Williams made a full explanation to
the Board, saying that the installation of the equipment mentioned in the above letters had
become an absolute necessity, that he and Secretary Shatzel had asked The McKeever Electric Co.
to submit propositions for said installations, that there is a fund available for the purpose
of paying for the needed equipment and that he earnestly recommended the favorable action of
the Board in this matter.

Moved by Collins and seconded by Shatzel that President Williams be authorized to enter
into a contract with The McKeever Electric Co. for the installation of equipment and wiring
which is now necessary in the Bowling Green State Normal College Buildings, providing there is
a fund available for the purpose. Voting Aye: Ganz, Collins, Shatzel. Nays, none. (McDonel
and Guitteau absent when vote was taken.)

President Williams called the attention of the Board to the fact that the floor under the
north end of the connecting corridor as shown on the plans are of wood construction whereas it
would be much better to have a cement floor in that part of the building. President Williams
also stated that Contractor Steinle had agreed to substitute cement for wood at no extra expense
to the Board and leave was given by unanimous vote of the Board to make this substitution.

President Williams also reported that he had turned into the hands of Treasurer McDonel the
sum of $50.00 received from tuition fees.

President Williams asked the Board for a leave of absence for one week beginning February
21st., 1916, for the purpose of attending educational conventions in Chicago and Detroit.

Moved by Shatzel and seconded by Collins that the leave of absence requested by President

President Williams presented the following pay roll for the month ending February 15th.,
to-wit:-

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Rate</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. B. Williams</td>
<td>President</td>
<td>1</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. Hoseleye</td>
<td></td>
<td>1</td>
<td>222.22</td>
</tr>
<tr>
<td>J. R. Overman</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>186.88</td>
</tr>
<tr>
<td>J. E. Talbot</td>
<td></td>
<td>1</td>
<td>211.11</td>
</tr>
<tr>
<td>E. G. Hesser</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. Haywood</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>
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<td></td>
<td>1</td>
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</tr>
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<td>J. W. Zeller</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>
</tr>
<tr>
<td>F. G. Beyermann</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>115.79</td>
</tr>
<tr>
<td>Effie Alexander</td>
<td>Critic Teacher</td>
<td>1</td>
<td>111.11</td>
</tr>
</tbody>
</table>
Grace Poortoaugh  Critic Teacher  1 month  111.11
Lucy Meacham  1  111.11
Estelle W. Rich  1  111.11
Ruby Minor  1  100.00
Erma Ferguson  1  100.00
W. F. Shaw  Instructor  2 weeks  100.00

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

Notion declared carried.

President Williams presented the following payroll for the month ending February 15th,

R. W. Treber  Supt. Buildings & Grounds  1 month  75.00
Marion Griffeth  Clerk, Stenographer  1  62.50
Donald Warner  Janitor  1  50.00
C. O. Fortney  Engineer  1  75.00
C. E. Fortney  Fireman  1  50.00
Floid South  Farm Laborer  1  50.00
Anna R. Hacelwane  Student Assistant  20 hrs. @ 15¢ per hr.  4.20

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

Notion declared carried.

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

1914 Appropriations
The Baker & Taylor Co., New York City.
Library  Library books. (Lists A & C.)  $ 130.69
The Baker & Taylor Co., New York City.
Library Books (List B)  66.39

Short Budget Appropriations
Library Bureau, Chicago, Ill.
C-6 Manila order slips  4.00
A.E. Avery, Bowling Green, Ohio.
C-6 Fertilizer  225.00
Oliver Machinery Co., Grand Rapids, Mich.
E-8 1 qt. 220 volt glue pot  12.00

1915-16 Appropriations
Royce & Coon Grain Co., Bowling Green, Ohio.
C-2 Corn, middlings, grinding, etc.  20.62
E. Jones, Bowling Green, Ohio.
C-3 Coal  760.27
Ohio State Reformatory, Mansfield, Ohio.
C-4 Letter heads  16.30
Board of Health, Fred Poote, Bowling Green, Ohio.
C-5 1 doz. Fumigators  3.00
Lehmann Bros. Bowling Green, Ohio.
C-8 Heat for Domestic Science Dept.  1.07
George South, Bowling Green, Ohio.
C-6 Groceries for Domestic Science Dept.  25.60
Masa Bros. Bowling Green, Ohio.
C-6 Groceries for Domestic Science Dept.  3.37
Lyon & Healy, Chicago, Ill.
C-6 Gummed paper and cloth  .80
The Wendt & Rausch Co., Toledo, Ohio.
C-8 Stencil  8.38
The Sentinel-Tribune Co., Bowling Green, Ohio.
C-6 Mimeograph paper  8.25
Campbell Bros., Bowling Green, Ohio.
C-9 Twine  5.00
The McNamur-Trup Co., Toledo, Ohio.
E-1 Typewriter cushions  1.50
L.L. Winslow, Bowling Green, Ohio.
E-8 Model color tree, from Wadsworth, Howland  1.50
Proceedings, Trustees Bowling Green Normal College

The Dobson-Evans Co., Columbus, Ohio.
E-5 Steel waste baskets

W.E. Jarvis Co., Detroit, Mich.
E-6 Basketball outfit, etc.

Lyon & Healy, Chicago, Ill.
E-6 Metronome, Castanet, Tambourine

Clayton F. Summy Co., Chicago, Ill.
E-5 Music

E-5 Color sphere, charts, etc.

P-4 Lighting for one month

The Northwestern Ohio Natural Gas Co., Bowling Green, Ohio.
P-4 Gas for Administration Bldg. and for Power house for one month

E.G. Walker, Bowling Green, Ohio.
P-6 - Extension Teacher Expense account

R.A. Cummins, Bowling Green, Ohio.
P-6 - Extension Teacher Expense account

H.B. Williams, President

J.E. Shatzel, Bowling Green, Ohio.
P-6 - Board of Trustees Expense account

P-7 Freight charges

Receivers, Central Union Telephone Co., Bowling Green, Ohio.
P-7 Telephone for February, 1916

The Wood County Telephone Co., Bowling Green, Ohio.
P-7 Telephone for February, 1916.

P-6 Freight charges

Home Steam Laundry, Bowling Green, Ohio.
P-9 Laundry for Domestic Science Dept.

Nelson R. Swan, Bowling Green, Ohio.
P-3 - Temporary Walks

Nelson R. Swan, Bowling Green, Ohio.
P-3 - Paving Service

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

Norton declared carried.

President Williams reported that Howard & Merriam, Architects, are making progress in the matter of making plans for the Training School Building and that same should be ready for presentation to the Board in the near future.

Secretary Shatzel presented and read the following resolution: Whereas it is desirable that this Board authorize its President and Secretary to sign the vouchers presented from time and to time, covering estimates, claims expense accounts passed upon by this Board, and Whereas, it has been the practice for the Presiding Officer and Secretary of this Board to sign by way of endorsement all the vouchers heretofore presented for payment, without this authority having been conferred; Be it resolved, that this Board does now and hereby ratify the acts of those officers who have heretofore signed vouchers, the Presiding Officer and Secretary, on behalf of this Board and the Board hereby authorizes President Edward H. Ganz and Secretary J.E. Shatzel to sign, by way of official endorsement, all vouchers approved by the Board from this time until the Board orders to the contrary.

Moved by Shatzel and seconded by Collins that the above resolution be adopted. Voting Aye:


Motion declared carried.
Moved by Shatzel and seconded by Collins that this meeting adjourn subject to the call of the President which shall be made as soon as the plans of the Training School Building are ready for the consideration of the Board. Voting Aye: Ganz, Collins, Shatzel. Nays, none. Motion declared carried.

Meeting adjourned.

Minutes of meeting of Board of Trustees of the Bowling Green State Normal College held at the Administration Building, Bowling Green, Ohio, on Saturday, March 4th., 1916, convening at 10 o'clock, A.M.

Members present: President Edward H. Ganz, Treasurer J.D. McDonel and Secretary J.E. Shatzel. Absent: Vice President J.E. Collins and Wm. B. Guittau. President H.E. Williams, Carl Steinle and Mr. Terriam also present.

President Edward H. Ganz presided.

Minutes of previous meeting read and approved.

President Williams read a report of the work and progress of the Bowling Green State Normal College for the year ending June 30th., 1915, being a full recital of the principal events in the history of the college for the year ending on the above date to satisfy the request of the Secretary of State.

Moved by McDonel and seconded by Shatzel that the report of President Williams for the year ending June 30th., 1915, be accepted and placed on file and that copies thereof be sent to the Governor and Secretary of State. Voting Aye: Ganz, McDonel, Shatzel. Nays, none. Motion declared carried.

President Williams submitted his financial report for the fiscal year ending June 30th., 1915, which was as follows, to-wit:-

FINANCIAL STATEMENT, BOWLING GREEN STATE NORMAL COLLEGE, FOR FISCAL YEAR ENDING JUNE 30, 1915.

1. Department balance June 30, 1914 $ 400,601.36
2. Emergency Allowance between July 1, 1914, and Feb. 16, 1915 000,000.00
3. Appropriated Receipts between July 1, 1914 and Feb. 16, 1915 000,000.00
4. Lapsed Feb. 15, 1915 $12,092.05
5. Appropriated Feb. 16, 1915, to June 30, 1915 39,430.62
6. Lapsed June 30, 1915 2,024.65
7. Total Funds Available (Add 1, 2, 3 and 5) 440,031.98
8. Total Lapses (Add 2 and 4) 141,167.00
9. Total Expenditures (Subtract 8 from 7) 303,897.38
10. Land and Building Funds expended during year, ($201,888.02 expended) ($102,009.36 contract) 425,915.26
11. Total current expenditures, ($653,387.30 Expended) ($58,630.60 Outstanding orders) 122,017.90

The infor
Moved by McDonel and seconded by Shatzel that the financial report of President Williams be accepted and entered upon the minutes of the Board and that copies thereof be sent to the proper officials of the State. Voting Aye: Ganz, McDonel, Shatzel. Nays, none. 

Motion declared carried.

President Williams presented and read communications from Hitchings & Co. and Howard & Merriam with respect to heating the green house, same being in response to complaints that the heating pipes had not been placed according to the specifications nor with a view to the proper heating of said building.

Moved by McDonel and seconded by Shatzel that the Architects be notified to have said heating apparatus or pipes placed according to specifications. Voting Aye: Ganz, McDonel, Shatzel. Nays, none. 

Motion declared carried.

President Williams presented and read a letter from Fitzpatrick & Hoepfner calling attention to the fact that the work of the said Fitzpatrick & Hoepfner had been completed and that they desired settlement.

Moved by McDonel and seconded by Shatzel that said correspondence be referred to Howard & Merriam, Architects, with the request that they inform the Board of their position with respect to same. Voting Aye: Ganz, McDonel, Shatzel. Nays, none. 

Motion declared carried.

Groundkeeper R.W. Treber filed the following report, to-wit:-

R.W. Treber in account with the Trustees of the B.G. Normal School.

Jan. 22 A. Simmons rent to Feb. 8 $10.00
Feb. 22 A. Simmons rent to Jan 10 $20.00
Feb. 23 To Feb. 23 $20.00

Moved by McDonel and seconded by Shatzel that said account be accepted and entered on the minutes. Voting Aye: Ganz, McDonel, Shatzel. Nays, none. 

Motion declared carried.

Treasurer McDonel also reported the receipt by him of $50 from President Williams, the extension same being for tuition fees, and $20 from groundkeeper R.W. Treber, being the $20 above reported by Mr. Treber.
Proceedings, Trustees Bowling Green Normal College

Estimate No. 13 in favor of the Steinle Construction Company for work on contract for construction of Science and Agriculture Building, amounting to $3253.75, duly certified by Howard & Merriam, Architects, was presented for allowance.

Moved by Shatzel and seconded by McDonel that the above estimate No. 13 in favor of the Steinle Construction Company, for $3253.75, be allowed on the recommendation of the architects, and paid from the fund designated as "Uses & Purposes". Voting Aye: Ganz, McDonel, Shatzel. Nays, none.

Potion declared carried.

The claim of Howard & Merriam for 2% of estimate No. 13 issued to the Steinle Construction Company, amounting to $65.07, was presented for allowance.

Moved by Shatzel and seconded by McDonel that the above claim of Howard & Merriam, amounting to $65.07, be allowed and paid from the fund designated as "Uses & Purposes". Voting Aye: Ganz, McDonel, Shatzel. Nays, none.

Potion declared carried.

Estimate No. 10 in favor of Fitzpatrick & Hoepfner for work on contract for Power Building and Tunnel System, amounting to $1002.25, duly certified by Howard & Merriam, Architects, was presented for allowance.

Moved by Shatzel and seconded by McDonel that the above Estimate No. 10 issued to Fitzpatrick & Hoepfner, amounting to $1002.25, be allowed on the recommendation of the architects and paid from the funds as follows; Maintenance F-10, $969.35 and Uses & Purposes, $32.90. Voting Aye: Ganz, McDonel, Shatzel. Nays, none.

Potion declared carried.

The claim of Howard & Merriam, Architects, for 2% of estimate No. 10 issued to Fitzpatrick & Hoepfner, amounting to $20.04, was presented for allowance.

Moved by Shatzel and seconded by McDonel that the above claim of Howard & Merriam for $20.04 be allowed and paid from the fund designated as "Uses & Purposes". Voting Aye: Ganz, McDonel, Shatzel. Nays, none.

Potion declared carried.

President Williams presented the following pay roll for the month ending March 15, 1916, to-wit:-

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.B. Williams</td>
<td>President</td>
<td>1 month $316.66</td>
</tr>
<tr>
<td>C.W. Benttie</td>
<td>Instructor</td>
<td>1 $222.22</td>
</tr>
<tr>
<td>E.L. Hoseley</td>
<td>&quot;</td>
<td>1 $222.22</td>
</tr>
<tr>
<td>J.R. Overman</td>
<td>&quot;</td>
<td>1 $211.11</td>
</tr>
<tr>
<td>L.L. Winslow</td>
<td>&quot;</td>
<td>1 $211.11</td>
</tr>
<tr>
<td>Rea Mc Cain</td>
<td>&quot;</td>
<td>1 $188.88</td>
</tr>
<tr>
<td>J.E. Talbot</td>
<td>&quot;</td>
<td>1 $211.11</td>
</tr>
<tr>
<td>E.G. Hesser</td>
<td>&quot;</td>
<td>1 $200.00</td>
</tr>
<tr>
<td>Mary Chapin</td>
<td>&quot;</td>
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<td>E.G. Walker</td>
<td>Extension Teacher</td>
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<td>&quot;</td>
<td>1 $200.00</td>
</tr>
<tr>
<td>C.J. Seir</td>
<td>&quot;</td>
<td>1 $222.22</td>
</tr>
</tbody>
</table>
Announcement

Moved by McDonel and seconded by Shatzel that the above pay roll be allowed and paid from the funds respectively provided therefor, fund designation to be made by President Williams.


Motion declared carried.

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

1914 Appropriations

Howard R.T.Radcliffe Co., Toledo, Ohio.
- Decorations 1st floor 450.00

Short Budget Appropriations

Goldenberg & Shaar, Chicago, Ill.
- Building extension 1.87

1915-16 Appropriations

F.Reichert, Bowling Green, Ohio.
- A-3 Horse Shoeing 1.50
- E.Jones, Bowling Green, Ohio.
- B-3 Coal 8.77
- F.L.Davidson, Bowling Green, Ohio.
- C-3 Coal 18.33
- Ohio State Reformatory, Mansfield, Ohio.
- G-4 Summer School announcements & envelopes 23.05
- C-8 Class record book 6.60
- C-8 Needles, stencil cloth, etc. 10.06
- Dobson-Evans Co., Columbus, Ohio.
- C-8 Dyes & glue 6.60
- Hopper Hardware Co., Bowling Green, Ohio.
- C-8 Screws and nails 8.93
- Hopper Hardware Co., Bowling Green, Ohio.
- C-11 Oil, etc. 5.42
- Sentinel-Tribune Co., Bowling Green, Ohio.
- C-8 Envelopes and report cards 10.30
- Frank D. Beattys & Co., New York
- C-6 Arithmetic manuals 4.08
- The Standard Oil Co., Cleveland, Ohio.
- C-11 Barrel oil 12.60
- Bryce Heating & Ventilating Co., Toledo, Ohio.
- C-11 By-passes for Thermofiers 1.74

Marie Simpson  Librarian  1 month  $115.79
Effie Alexander  Critic Teacher  1 "  $111.11
Grace Poorbaugh  "  "  "  $111.11
Lucy Neacham  "  "  "  $111.11
Hattie F. Rich  "  "  "  $111.11
Ruby Minor  "  "  "  $111.11
Erma Ferguson  "  "  "  $111.11
W.P. Shaw  Instructor  1 "  $200.00

Moved by McDonel and seconded by Shatzel that these above pay roll be allowed and paid from the funds respectively provided therefor, fund designation to be made by President Williams.


Motion declared carried.
Proceedings, Trustees Bowling Green Normal College

Hopper Hardware Co., Bowling Green, Ohio. E-8
From, hose, shovel, etc. 3.65
National Supply Co., Bowling Green, Ohio. E-8
Pipe 2.37
Dobson-Evans Co., Columbus, Ohio. E-8
Plate glass, etc. 23.40
Hugene Dietzgen Co., Chicago, Ill. E-8
Transit, etc. 167.13
T.H. McAllister Co., New York City. E-8
Slides 4.71
Frank Darr, Bowling Green, Ohio. F-1
Repairing halter 3.50
Northwestern Ohio Gas Co., Bowling Green, Ohio. P-4
Gas one month 19.95
The L.E. F.G. & N. Ry. Co., Bowling Green, Ohio. F-4
Light for one month 11.52
Robt. A. Cummins, Bowling Green, Ohio. F-6-Extension Teacher Expense account 23.16
E.H. Ganz, Fremont, Ohio. F-6-Board of Trustees Expense account 16.05
J.E. Shatzel, Bowling Green, Ohio. F-6-Board of Trustees Expense account 9.85
J.D. McDonel, Postoria, Ohio. F-6-Board of Trustees Expense account 8.50
H.E. Williams, Bowling Green, Ohio. F-7
Telephone bill 2.18
The Wood County Telephone Co., Bowling Green, Ohio. F-7
Telephone bill for March 3.00
Receivers, Central Telephone Co., Bowling Green, Ohio. F-7
Telephone bill for March 3.50
T. & C. C. Ry. Co., Bowling Green, Ohio. F-8
Freight .37
Fred Cook, Bowling Green, Ohio. F-8
Cartage and freight charges 2.25

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

Motion declared carried.

Mr. Merriam of the firm of Howard & Merriam, Architects, then presented the plans in preparation for the Training School Building to be erected on the Bowling Green State Normal College Campus. After inspection by the Board it was suggested that Mr. Merriam check the plans with President Williams and complete them for presentation at the next meeting of the Board.

Moved by McDonel and seconded by Shatzel that the Board now adjourn to meet at the Moody House, Toledo, Ohio, on the evening of Friday, March 10th., 1916 at 6:30 o'clock. Voting Aye: Ganz, McDonel, Shatzel. Nays, none.

Motion declared carried.

Meeting adjourned.

Attest: Secretary.

President.