11-4-1916

Board of Trustees Meeting Minutes 1916-11-04

Bowling Green State University

Follow this and additional works at: https://scholarworks.bgsu.edu/bot

Repository Citation
Bowling Green State University, "Board of Trustees Meeting Minutes 1916-11-04" (1916). Board of Trustees Meeting Minutes. 90.
https://scholarworks.bgsu.edu/bot/90

This Article is brought to you for free and open access by the University Publications at ScholarWorks@BGSU. It has been accepted for inclusion in Board of Trustees Meeting Minutes by an authorized administrator of ScholarWorks@BGSU.
Member McDonel, as committee on the matter of procuring switching connections between T. & O. C. Railway to College Power Plant, stated that he was not ready to report and, on motion duly carried, was given further time for his investigations.

Moved by Collins, and seconded by McDonel, that President Williams invite Prof. Bradford, of the Ohio State University, to visit the Bowling Green State Normal College for the purpose of inspecting the water softening plant, which was built under plans approved by him, and further that he be requested to meet with this Board and report his findings and conclusion.

All members voted aye and motion was declared carried.

The Board discussed a verbal recommendation of Dr. Williams to the effect that suitable increases be made in the salaries of members of the faculty. Moved by McDonel, seconded by Sharkey that the recommendation of Dr. Williams that the standard of salaries be increased $200 for each faculty member, or about $6000 more than was asked for last year, be approved.


Moved by Sharkey and seconded by McDonel that the Board now adjourn to meet, with President Williams, at the New Burbick Hotel, Kalamazoo, Michigan, on Saturday evening, October 28, 1916.

All members voted aye and motion was declared carried.

Meeting adjourned.

Attest: 

Secretary 

President

Bowling Green, Ohio Nov. 4, 1916

Minutes of meeting of Board of Trustees of Bowling Green State Normal College, held at the administrative office of the Board, on Saturday, November 4, 1916, convening at 9 o'clock A. M.

Members present: President K. H. Ganz, Treasurer J. D. McDonel, Secretary J. E. Shatset, and J. P; Sharkey. Absent: Vice President J. E. Collins. President of the College, Dr. H. B. Williams, also present.

Treasurer McDonel presented the following receipt, to wit:-

DEPARTMENT OF TREASURER OF STATE

Columbus, Ohio, Oct. 19, 1916 No. 1106

Received of..............................................$ 59.73
Fifty-nine and 73/100.............................................. Dollars
arising from..................................................Fund

to be credited to the...........................................

L. C. Hayes, Cashier
For Treasurer of State

President Williams read a communication from Mr. Ittner in which the writer indicated his insolvency to give the landscape designing for the Normal College grounds his personal attention. No action taken.

President Williams also read a letter from Prof. James G. Bradford to the effect that owing to a press of duties at Columbus, he would be unable to inspect the water softening plant as requested. No action taken.

President Williams also read a communication from the State Board of Health advising that as soon as an inspector from the Department is in the vicinity of Bowling Green, an inspection of the College sewer connections will be made.

President Williams also read a letter from Governor Frank B. Willis which, on motion duly
carried, was made a part of the records and read as follows, to-wit:-

Dr. H. B. Williams, President
State Normal School
Bowling Green, Ohio.

Dear Sir:-

I have just received the following telegram from Mr. Thos. H. Magawin at Toledo, Ohio.

"The Ohio State Building Trades Council in Convention assembled protest against the McKeever Electric Co., of Columbus doing the electrical work on the new buildings being erected by the state at Kent, O., and Bowling Green. Both of them being normal schools, this firm is deliberately antagonistic to organized labor and trust you will use your good offices toward giving this work to contractors who are fair towards organized labor."

I am bringing this to your attention understanding of course that in your Board or Trustees and not in me is vested the power to make contracts. My own idea and recommendation is that in state work firms fair to labor should be patronized so far as this can be done in conformity with law.

Very respectfully,

Frank B. Willis

President Williams was requested by unanimous vote of the Board to reply to the above communication of Governor Willis that the matter had been presented to the Board and that same would have due consideration.

President Williams presented the written resignation of Walter L. Johnston as Chief Engineer. Moved by Sharkey, seconded by Shatzel, that same be accepted. All members present voted aye and motion was declared carried.

President Williams nominated A. C. Albaugh as custodian at a salary of $60 per month and use of the Deffenbaugh house on the College grounds until July 1, 1917. Moved by Sharkey, seconded by McDonel that this nomination be approved. Voting aye: Ganz, McDonel, Sharkey, Shatzel. Nays, none. Motion declared carried.

President Williams reported the collection of $87.84 as rent and from sales of farm products and that same had been paid over to Treasurer McDonel, and presented the treasurer's receipt therefor, as follows:-

DEPARTMENT OF TREASURER OF STATE

Columbus, Ohio, 11/8/16

No.

Received of Bowling Green Normal College..................$87.84

Eighty-seven and 84/100 Dollars

arising from Farms sales, etc..........................Dollars

to be credited to the General Revenue Fund............Fund

L. C. Hayes, Cashier
For Treasurer of State

The matter of employing, as soon as possible, a landscape architect to prepare plans for laying out and beautifying the College grounds was discussed and the secretary was directed to notify the following named persons and firms doing work of this kind to present plans and suggestions, to-wit:-

Wagner Park Conservatory, Sidney, Ohio
Carries E. Greening, Monroe, Mic.
A. D. Taylor, Cleveland, Ohio
W. A. Ritter, Napoleon, Ohio
Nelson R. Swan, Pontoria, Ohio
Harrison Nursery Co., Painesville, Ohio
Mr. Wilson, Cleveland, Ohio
J. U. Gutmann, Sidney, Ohio

Voting aye: Ganz, McDonel, Sharkey, Shatzel. Nays, none. Motion declared carried.

President Williams reported a further contribution of pedagogical books for library and fossils and minerals for Science Department, made by Prof. J. P. Sharkey, and the Board by unanimous vote (Mr. Sharkey not voting) expressed its thanks and appreciation of these useful
President Williams presented and read a letter from Governor Willis which on motion duly carried was a part of the minutes and read as follows, to-wit:-

President H. B. Williams
State Normal School
Bowling Green, Ohio

Dear Dr. Williams:

I am in receipt of your letter requesting my approval of the proposed trip of yourself and members of the Board to Grand Rapids, Kalamazoo and Ipamillnti for the purpose of inspecting Normal School and school buildings in those cities. I assume that your purpose is to take along with you the members of your building committee of your Board of Trustees. I shall be content to leave this matter to the good judgment of yourself and your Board and therefore request you to consider this letter as my approval of the necessary expenses connected with the proposed trip.

Very respectfully,

Frank B. Willis
Governor

President Williams read bill of P. M. Davidson for coal in which excess price was claimed on account of better coal being furnished than called for by contract. Moved by Sharkey and seconded by McDonel that the claim for all coal charged for at the rate of $2.65 be allowed and paid from the funds respectively provided for payment of same.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Hours</th>
<th>Rate/Week</th>
<th>Weekly Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. B. Williams</td>
<td>President</td>
<td>1 mo.</td>
<td>100.00</td>
<td>$316.66</td>
</tr>
<tr>
<td>E. C. Walker</td>
<td>Instructor</td>
<td>1</td>
<td>222.22</td>
<td>277.77</td>
</tr>
<tr>
<td>C. W. Bealton</td>
<td></td>
<td>1</td>
<td>222.22</td>
<td>222.22</td>
</tr>
<tr>
<td>W. L. Mosely</td>
<td></td>
<td>1</td>
<td>222.22</td>
<td>222.22</td>
</tr>
<tr>
<td>J. R. Overman</td>
<td></td>
<td>1</td>
<td>222.22</td>
<td>222.22</td>
</tr>
<tr>
<td>L. L. Winslow</td>
<td></td>
<td>1</td>
<td>211.11</td>
<td>211.11</td>
</tr>
<tr>
<td>Rea McCain</td>
<td></td>
<td>1</td>
<td>188.88</td>
<td>188.88</td>
</tr>
<tr>
<td>John K. Talbot</td>
<td></td>
<td>1</td>
<td>211.11</td>
<td>211.11</td>
</tr>
<tr>
<td>Ernest G. Hesser</td>
<td></td>
<td>1</td>
<td>200.00</td>
<td>200.00</td>
</tr>
<tr>
<td>Mary T. Chaplin</td>
<td></td>
<td>1</td>
<td>166.66</td>
<td>166.66</td>
</tr>
<tr>
<td>Harriet S. Hayward</td>
<td></td>
<td>1</td>
<td>200.00</td>
<td>200.00</td>
</tr>
<tr>
<td>J. W. Zeller</td>
<td></td>
<td>1</td>
<td>222.22</td>
<td>222.22</td>
</tr>
<tr>
<td>Wm. P. Holt</td>
<td></td>
<td>1</td>
<td>222.22</td>
<td>222.22</td>
</tr>
<tr>
<td>P. G. Beyersmann</td>
<td></td>
<td>1</td>
<td>200.00</td>
<td>200.00</td>
</tr>
<tr>
<td>C. J. Biery</td>
<td></td>
<td>1</td>
<td>222.22</td>
<td>222.22</td>
</tr>
<tr>
<td>August P. Gompf</td>
<td></td>
<td>1</td>
<td>58.88</td>
<td>58.88</td>
</tr>
<tr>
<td>Ruth McColl</td>
<td></td>
<td>1</td>
<td>116.66</td>
<td>116.66</td>
</tr>
<tr>
<td>Marie Simpson</td>
<td>Librarian</td>
<td>1</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Robert A. Cummins</td>
<td>Extension Teacher</td>
<td>1</td>
<td>222.22</td>
<td>222.22</td>
</tr>
<tr>
<td>William L. Spencer</td>
<td></td>
<td>1</td>
<td>222.22</td>
<td>222.22</td>
</tr>
<tr>
<td>W. N. Owen</td>
<td>Instructor</td>
<td>1</td>
<td>111.11</td>
<td>111.11</td>
</tr>
<tr>
<td>Nancy J. Church</td>
<td></td>
<td>1</td>
<td>150.00</td>
<td>150.00</td>
</tr>
<tr>
<td>E. C. Cling</td>
<td></td>
<td>1</td>
<td>111.11</td>
<td>111.11</td>
</tr>
<tr>
<td>Rosa Weneingr</td>
<td>Asst. Librarian</td>
<td>1</td>
<td>76.19</td>
<td>76.19</td>
</tr>
<tr>
<td>Effie Alexander</td>
<td>Critic Teacher</td>
<td>1</td>
<td>111.11</td>
<td>111.11</td>
</tr>
<tr>
<td>Grace M. Poorbaugh</td>
<td></td>
<td>1</td>
<td>111.11</td>
<td>111.11</td>
</tr>
<tr>
<td>Lucy Meacham</td>
<td></td>
<td>1</td>
<td>111.11</td>
<td>111.11</td>
</tr>
<tr>
<td>Agnes D. Dodson</td>
<td></td>
<td>1</td>
<td>111.11</td>
<td>111.11</td>
</tr>
<tr>
<td>Margaret K. Roberts</td>
<td></td>
<td>1</td>
<td>111.11</td>
<td>111.11</td>
</tr>
<tr>
<td>Ruby Maylor</td>
<td></td>
<td>1</td>
<td>111.11</td>
<td>111.11</td>
</tr>
</tbody>
</table>

$316.66

R. W. Treber
Marion Griffith
Roosevel E. Seevers
C. L. Derby
J. S. Harrington
Walter L. Johnson
A. C. Albaugh

Supt. Bride & Grds 1 mo. 1
Clerk-Stenographer 1
Financial Clerk 1
Janitor 16 da. 16.85 5/27
Fireman 28 da. @ 2.00
Engineer 3 da. @ 2.50
Custodian 30 da. @ 2.00

$75.00
$62.50
$100.00
$70.63
$56.00
$7.50
$60.00

$390.33

Field South
W. E. Roberts
F. Cady
Estella Pedersen

Farm Laborer 1 mo.
Farm Laborer (Irrg) 3/2 hrs @ 2.50
Farm Laborer (Irrg) 3/2 hrs @ 2.50
Farm Laborer (Irrg) 3/2 hrs @ 2.50

$50.00
$5.00
$9.37
$3.00

$67.37

Moved by McDonel and seconded by Sharkey that the pay rolls as presented by Dr. Williams be allowed and paid from the funds respectively provided for payment of same.
Voting aye: Ganz, McDonel, Snarkey, Snatzel. Nays, none. Motion declared carried.

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

1915-16 Appropriations

P. M. Davidson, City
C-1 10 gal. punch........................................ $ 4.00
Royce & Coon Grain Co., City
C-2 Bran, meal, etc 14.57
P. M. Davidson, City
C-3 Groceries for Don. 110.24
Ohio State Reformatory, Mansfield
C-4 Letter heads 45.28
H. B. Williams, City
C-4 Postage 2.44
Muss Bros., City
C-6 Groceries for Dom. Sci. Dpt. 16.32
Sentinel Tribune, City
C-8 Labels 4.50
English Bros., City
C-9 Groceries for Dom. Sci. Dpt. 4.45
Yeager & Yam, City
C-8 Caustic Pot .65
P. M. Davidson, City
C-8 Milk for Dom. Sci. Dpt. 2.62
Frank M. Coen, City
C-8 Groceries for Dom. Sci. Dpt. 3.50
Hopper Hardware Co., City
C-8 Oil, screws, etc. 3.93
American Type Pounders Co., Cleveland, O.
C-8 Paper for Training School 11.88
Crosby Paper Co., Baltimore, Md.
C-8 Paper dirt bands for Ag. Dpt. 4.50
American Type Founders Co., Cleveland, O.
C-8 Staples for Ind. Arts Dpt. 1.10
Library Bureau, Chicago, Ill.
C-8 Labels, cards, etc. for library 18.15
Western Stoneware Co., Monmouth, Ill.
C-8 Clay for Ind. Arts Dpt. 10.50
C-8 Class books 6.21
B. F. Drakenfeld & Co., New York City
C-8 Lead glaze, etc. for Ind. Arts Dpt. 73.91
H. B. Williams, City
C-8 Educational supplies 1.25
Wiggins Plumbing Co., City
C-8 Snap switches, drop cord, etc. 4.90
Rust's Store, City
C-8 Chimneys 2.40
A. F. Wone & Co., City
E-8 Canvas 4.50
McDonell's 5 & 10c Store, City
E-8 Flower Pots, dust pans, etc. 1.74
Hankey Lumber Co., City
E-8 Screens for Dom. Sci. Dpt. 64.00
Frank M. Coen, City
E-8 Jars 4.50
Hopper Hardware Co., City
E-8 Rat traps, brushes, etc. 1.41
Teachers College, New York City
E-8 Beef charts for Dom. Sci. Dpt. 4.00
Scott, Foreman & Co., Chicago, Ill.
E-8 Books for Math. 34.27
Daumt Glass & Ceramics Co., Toledo, O.
Silver, Burdett & Co., Chicago, Ill.
E-8 Books 16.68
Ohio Teachers Reading Circle, Columbus, O.
E-8 Library book 1.00
E-8 Pictures for History Dpt. 8.32
The Kincaid Corporation, New York City
E-8 Pictures for History Dpt. 12.00
E-8 Rulers, compasses, etc. for Math. 29.32
E-8 Instruments for Math. 8.75
E-8 Postcards for Geog. Dpt. 17.72
American Book Co., Cincinnati, O.
E-8 Books for Trg. Sch. 26.36
John F. Sweeney & Co., New York City
E-8 Slides for Phys. Trg. Dpt. 21.26
Post Bros., Boston, Mass.
E-8 Pictures for Dom. Sci. Dpt. 43.63
<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casts for Music Dpt.</td>
<td>$16.25</td>
</tr>
<tr>
<td>Books</td>
<td>3.07</td>
</tr>
<tr>
<td>Paper cutter, dust pans, etc. for Sci. Dpt.</td>
<td>9.25</td>
</tr>
<tr>
<td>Desk pad for Sci. Dpt.</td>
<td>2.50</td>
</tr>
<tr>
<td>Books</td>
<td>15.76</td>
</tr>
<tr>
<td>Books</td>
<td>13.94</td>
</tr>
<tr>
<td>Equip. for Math. Dpt.</td>
<td>127.93</td>
</tr>
<tr>
<td>Games for Math. Dpt.</td>
<td>18.65</td>
</tr>
<tr>
<td>Outline maps for Geog. Dpt.</td>
<td>16.14</td>
</tr>
<tr>
<td>Bi. Equipment</td>
<td>1.25</td>
</tr>
<tr>
<td>Pictures</td>
<td>388.25</td>
</tr>
<tr>
<td>Models</td>
<td>33.00</td>
</tr>
<tr>
<td>Show Case</td>
<td>38.50</td>
</tr>
<tr>
<td>Slides for Ag. Dpt.</td>
<td>15.35</td>
</tr>
<tr>
<td>Slides for Geog. Dpt.</td>
<td>35.00</td>
</tr>
<tr>
<td>Books for Trg. Sch.</td>
<td>2.48</td>
</tr>
<tr>
<td>Books for Trg. Sch.</td>
<td>21.45</td>
</tr>
<tr>
<td>Books for Trg. Sch.</td>
<td>16.83</td>
</tr>
<tr>
<td>Books for Trg. Sch.</td>
<td>6.42</td>
</tr>
<tr>
<td>Books for Trg. Sch.</td>
<td>49.69</td>
</tr>
<tr>
<td>Books for Trg. Sch.</td>
<td>75.00</td>
</tr>
<tr>
<td>Books for Trg. Sch.</td>
<td>10.43</td>
</tr>
<tr>
<td>Gas meters for Ind. Arts Dpt.</td>
<td>4.38</td>
</tr>
<tr>
<td>Books for Trg. Sch.</td>
<td>52.90</td>
</tr>
<tr>
<td>Books for Trg. Sch.</td>
<td>4.19</td>
</tr>
<tr>
<td>Self-keyed drill cards for Trg. Sch.</td>
<td>3.60</td>
</tr>
<tr>
<td>Gas meters for Ind. Arts Dpt.</td>
<td>112.50</td>
</tr>
<tr>
<td>Mounted manuals for Biology</td>
<td>52.90</td>
</tr>
<tr>
<td>Marble partition, marble stile, 2 sinks</td>
<td>10.00</td>
</tr>
<tr>
<td>Paper cutter and paper fastener for Ind. Arts Dpt</td>
<td>33.75</td>
</tr>
<tr>
<td>Collection of minerals and rocks for Geog. Dpt.</td>
<td>4.38</td>
</tr>
<tr>
<td>Books for Trg. Sch.</td>
<td>11.20</td>
</tr>
<tr>
<td>Palette knives, mortars, etc.</td>
<td>8.38</td>
</tr>
<tr>
<td>Charts for Geo. Dpt.</td>
<td>33.80</td>
</tr>
<tr>
<td>Repair of 2 basket balls</td>
<td>0.35</td>
</tr>
<tr>
<td>Repair of furnace, South residence</td>
<td>13.20</td>
</tr>
<tr>
<td>Repair of screens, President's home</td>
<td>6.00</td>
</tr>
<tr>
<td>Light for month of Oct.</td>
<td>17.22</td>
</tr>
<tr>
<td>Expense account</td>
<td>25.90</td>
</tr>
<tr>
<td>Repair of 2 basket balls</td>
<td>18.65</td>
</tr>
<tr>
<td>Repair of furnace, South residence</td>
<td>27.12</td>
</tr>
<tr>
<td>Repair of 2 basket balls</td>
<td>39.13</td>
</tr>
<tr>
<td>Repair of screens, President's home</td>
<td>33.85</td>
</tr>
<tr>
<td>Repair of screens, President's home</td>
<td>36.95</td>
</tr>
<tr>
<td>Repair of screens, President's home</td>
<td>20.35</td>
</tr>
</tbody>
</table>
Moved by Sharkey and seconded by McDonel that the claims presented by Dr. Williams be allowed and paid from the funds respectively provided therefor, the fund designation to be made by Dr. Williams.

Voting aye: Ganz, McDonel, Sharkey, Shatzel. Nays, none. Motion declared carried.

Estimate No. #2 in favor of The Steinle Construction Co. for work done on the Training School building, amounting to $6061.00, duly certified by the architects, was presented for allowance. Moved by Sharkey and seconded by McDonel that same be allowed, subject to correction of sub-items to conform to figures on file with the architects and Auditor of State, and be paid from fund designated G-2, 1915-16.

Voting aye: Ganz, McDonel, Sharkey, Shatzel. Nays, none. Motion declared carried.

The claim of Howard & Merriman, architects, for 2% of above estimate was presented for payment.

Moved by McDonel and seconded by Sharkey that same be disregarded until questions between the Board and certain contractors have been satisfactorily adjusted. Voting aye: Ganz, McDonel, Sharkey, Shatzel. Nays, none. Motion declared carried.

Contractor Steinle reported to the Board that The Hydraulic Press Brick Co., had refused to furnish the outside brick for the Training School building on the pretext that there is an unsettled account between them which must be paid before the brick will be shipped. The Board, by unanimous vote, directed Secretary Shatzel to accompany Mr. Steinle to the offices of the Brick Company, Cleveland, Ohio, for the purpose of adjusting the difficulty and securing brick as per previous arrangement.

Contractor Steinle also reported that it would be necessary to water-proof the fan-room pit in the Training School building and that same had not been provided for in the specifications. By unanimous vote of the Board, Mr. Steinle was directed to cause said water-proofing to be done at the expense of Howard & Merriman, architects on the work, it being clearly a case of over-
sight and neglect on part of said architects in the opinion of the Board.

Contractor Steinle stated that the sewer is not deep enough for satisfactory drainage for the fan-room pit. By unanimous vote Mr. Steinle was authorized to connect with the present man-hole outlet as a temporary expedient and that other instructions would be given if necessary.

Contractor Steinle called attention of the Board to the plan whereby it is shown that there will be exposed pipes in the gymnasium and that, so far as he could see at the present time, these could not be changed. By unanimous vote of the Board this matter was referred to Dr. Williams and Contractor Steinle with power to act.

Contractor Steinle also spoke of the soil pipe going through the fan-room pit. By unanimous vote of the Board this matter was referred to Dr. Williams with power to act.

Mr. Woll, representing Huffman-Connell, was present to ask the Board to allow the final estimate due his firm, but no action was taken for the reason that no such estimate was on file on the first of the month, as required by the Board.

Contractor Steinle also spoke of the matter of changing the closets in the Training School Building from the kind designated in the specifications to the automatic flushing, as per request of Dr. Williams.

Moved by Sharkey, and seconded by McDonel, that this change be authorized by the Board and that Contractor Steinle furnish sample lines of closets and other required fixtures for the inspection of the Board at its next meeting. All members voted aye and motion was declared carried.

On motion duly carried the Board adjourned to meet at the Administration Building on Tuesday, November 14, at 1 o'clock P.M.

Minutes adjourned.

Attest: [Signature] Secretary

[Signature] President

Bowling Green, Ohio, Nov. 14, 1916

Minutes of meeting of the Board of Trustees of the Bowling Green State Normal College, held at the Administrative office of the Board, on Tuesday, November 14, 1916, convening at 2 o'clock P.M.

Present: President E. H. Ganz, Vice President J. E. Collins, Secretary J. E. Shatzel, and J. P. Sharkey. Absent: Treasurer J. D. McDonel, President of the College, Dr. H. B. Williams, also attended the meeting.

Minutes of the previous meeting read and approved.

On motion duly carried the minutes were made to memorialize the visit of the Board of Trustees of the Kent Normal School and Dr. McGilvrey, President of that Institution, on this 14th day of November, 1916, and further to show that the forenoon of said day was devoted to an inspection of the buildings and grounds of the Bowling Green State Normal College; that addresses were made by Dr. McGilvrey and President Moulton of the Kent Board before the student body and faculty at chapel, and that dinner was served in the Domestic Science Department to the joint Boards and Presidents of the two colleges named; that, furthermore, a cordial invitation was extended to this Board by the Kent Board of Trustees and President McGilvrey, which invitation was accepted and that it was the sense of this Board that such an exchange of these courtesies will prove of mutual benefit to both institutions and to the purposes of their existence.

Moved by Sharkey and seconded by Shatzel that the resolution of the Board heretofore passed requiring Contractor Steinle to use Wolff fixtures in the Training School building...
be rescinded and set aside.

Voting aye: Ganz, Sharkey, Shatzel. Nays, none. Motion declared carried.

Moved by Sharkey and seconded by Shatzel that Contractor Steinle be authorized to proceed at once to water-proof the air duct in the Training School building, according to specifications on file with the contractor and that it is the sense of the Board that this work is made necessary by the oversight of the architects and should be charged to them under their contract of employment and deducted from fees due them on further estimates on said building. Voting aye: Ganze, Sharkey, Shatzel. Nays, none. Motion declared carried.

President Williams reported that the budget had gone forward on Nov. 13, 1916, to the Budget Commissioner.

Secretary Shatzel reported that he had accompanied Contractor Steinle to Cleveland to confer with The Hydraulic Press Brick Co. and that it had been satisfactorily arranged with said company to begin shipment of brick at once.

Secretary Shatzel presented copy of the letter sent to landscape architects designated at the former meeting of the Board, said letter being as follows:-

Nov. 6, 1916

Gentlemen:

The Board of Trustees and the President of the Bowling Green State Normal College are now ready to enter into contract for a set of plans covering a general scheme of landscape designing for the 62½ acre tract of land on which the College is located.

It will be advisable for prospective bidders to inspect the ground and get other necessary information from President Williams before proceeding with the work. This should be done as soon as possible as the Board desires to select plans early in December if possible.

Please advise me by early mail whether you desire to submit plans or not.

Yours very truly,

J. E. Shatzel
Sec'y, Board of Trustees

Moved by Sharkey and seconded by Shatzel that said landscape architects be notified by the Secretary that plans and suggestions for the beautification and landscape work on the Normal College grounds will be considered at the next meeting of the Board, to-wit: on Saturday, December 2, 1916, with a view to their adoption and the employment of a landscape architect.


On motion duly carried the Board adjourned to meet at the Administration Building on Saturday, December 2nd, 1916, at 9 o'clock A.M.

Meeting adjourned.

Attest: [Signature]

Secretary

[Signature]

President