Secretary Shatzel, as one of the special committee to make contract for removal of earth
back of Training School Building, reported no progress. The proposition received from Mr.
Steinle, in pursuance to the request of the Board at its Findlay meeting, was $2100 and this
figure did not, in the opinion of the committee, warrant the Board in letting a contract
separate from the general contract for the work. No action taken.

Moved by Shatzel and seconded by Reynolds that the Board now adjourn to meet in
Columbus on Saturday, November 24th, 1917, at 10 o'clock A. M.

All members voted aye. Motion declared carried.

Meeting adjourned.

Attest: 

Secretary

President

Columbus, Ohio, Nov. 24, 1917

Minutes of meeting of the Board of Trustees of Bowling Green State Normal College, held
at the Neil House, Columbus, Ohio, on Saturday, November 24, 1917, convening at 10 o'clock
A. M.

Present: President E. H. Ganz, Vice President J. S. Collins, Secretary J. E. Shatzel,
P. E. Reynolds. Absent: Treasurer J. D. McDonel. President of the College, Dr. H. B.
Williams, Contractor Steinle, and Architect O. D. Howard also in attendance.

Minutes of previous meeting read and approved.

President Williams presented the following letter from Auditor of State Donahey, viz:-

Nov. 2, 1917

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

Dear Sir:-

Enclosed herewith find Warrant No. 47386 for $1,000.00
in favor of Frank Houser being estimate No. 1 on contract for
drilling gas wells.

This contract should have been approved by the Attorney
General before any payments were made; also the contract does
not state the amount of the contract, neither does it state how
many gas wells are to be drilled. Therefore I would suggest that
before another payment is made a certificate be prepared, duly
signed by your Board of Trustees and the Contractor, stating the
amount of the contract and the number of gas wells to be drilled
and from what appropriation to be paid the same to be attached
to the present contract. The amount of the bond for such an
improvement is not according to law, which should be in a sum
equal to the total sum of the contract and I suggest that an ad-
ditional bond to equal the amount of the contract be filed.

I notice that the contract also includes water wells.
Please explain this feature of the contract.

I am enclosing herewith copy of an Act with reference
to such improvements.

Very truly yours,

A. V. Donahey
Auditor of State

(Enclosures)

Secretary Shatzel then presented copies of Certificate of Contractual Relation for sig-
mature of the Board and copies of supplemental bonds, and same, properly signed and executed,
were delivered to Dr. Williams for the purposes suggested in above letter, and read as
follows, to-wit:-
CERTIFICATE OF CONTRACTUAL RELATION.

The undersigned, E. H. Ganz, J. E. Collins, J. E. McDonel, F. H. Reynolds and J. E. Shatzel, constituting the Board of Trustees of The Bowling Green State Normal College, and Frank Houser, contractor, respectfully represent and certify that on September 4, 1917, a contractual relation was entered into between said Board of Trustees, by and through its President and Secretary duly authorized, and same Houser, whereby said Houser agreed to drill four (4) gas wells, fully equipped and connected as required by said Board for the sum of SIX THOUSAND DOLLARS ($6000.00), and four (4) water wells, casmed in and plugged ready for use, for the sum of FOURTEEN HUNDRED DOLLARS ($1400.00), the same to be paid for from funds designated, respectively, as "G-1, Gas Plant" and "G-3, Piping, Water and Sewer and Pump Connections"; that this certification is made for the purpose of explaining the aforesaid contract and to be attached thereto and additional bonds are filed herewith equal to the full amount of the contract price of said gas and water wells, to-wit: an additional bond for FIVE THOUSAND DOLLARS ($5000.00) covering gas wells and NINE HUNDRED DOLLARS ($900.00) covering the water wells.

E. H. Ganz, Pres.
J. E. Collins, Vice Pres.
J. E. Shatzel, Sec'y.
F. E. Reynolds
Board of Trustees of Bowling Green State Normal College
Frank Houser
Contractor

SUPPLEMENTAL BOND

KNOW ALL MEN BY THESE PRESENTS: That we, FRANK HOUSER, as principal, and J. H. LINCOLN and S. R. CASE, as sureties, all of Bowling Green, Ohio, are held and firmly bound unto the State of Ohio, in the sum of FIVE THOUSAND DOLLARS ($5000.00), for which payment, well and truly to be made, we do hereby firmly bind ourselves, our heirs, executors and administrators.

Dated at Bowling Green, Ohio, this 22nd day of November, 1917.

The condition of this obligation is such that, whereas, on September 4th, 1917, the said FRANK HOUSER entered into contract with the Board of Trustees of the Bowling Green State Normal College to drill and equip four (4) gas wells, as per specifications included in said contract, for the sum of Six Thousand Dollars ($6000.00) and thereupon gave his bond in the sum of One Thousand Dollars ($1000.00) for the faithful performance of said contract, and it now appearing that said bond was not in conformity with law, the said FRANK HOUSER and his above mentioned sureties, now and hereby gives this supplemental bond, to be considered as a part of the original bond aforesaid, to be held and considered as of the same date, purport, force, validity and effect as said original bond; and now if said FRANK HOUSER shall well and truly perform the conditions of his contract with said Board of Trustees aforesaid, then this bond shall be null and void; otherwise to remain in full force and effect.

Signed in presence of
A. M. Patterson
J. E. Shatzel

Frank Houser
Principal

J. H. Lincoln
S. R. Case
Sureties

SUPPLEMENTAL BOND

KNOW ALL MEn BY THESE PRESENTS: That we, FRANK HOUSER, as principal, and J. H. LINCOLN and S. R. CASE, as sureties, all of Bowling Green, Ohio, are hereby held and firmly bound unto the State of Ohio, in the sum of NINE HUNDRED DOLLARS ($900.00), for which payment, well and truly to be made, we do hereby firmly bind ourselves, our heirs, executors and administrators.

Dated at Bowling Green, Ohio, this 22nd day of November, 1917.

The condition of this obligation is such that, whereas, on September 4th, 1917, the said FRANK HOUSER entered into contract with the BOARD OF TRUSTEES of the Bowling Green State Normal College to drill and equip
Dr. Williams presented the following receipts of Treasurer of State for moneys received from Treasurer McDonel of this Board, to-wit:-

DEPARTMENT OF TREASURER OF STATE
Columbus, Ohio 11/5/17 No. 1063
To the Payer:
Bowling Green Normal has paid into the State Treasury
GENERAL REVENUE FUND
$2,572.84
Two thousand five hundred seventy two and 84/100 Dollars
collected from sources detailed in the above account.
Wm. I. Hiler, Cashier
For Treasurer of State

DEPARTMENT OF TREASURER OF STATE
Columbus, Ohio 11/5/17 No. 1064
To the Payer:
Bowling Green has paid into the State Treasury
GENERAL REVENUE FUND
$208.79
Two hundred eight and 79/100 Dollars
collected from sources detailed in the above account.
Wm. I. Hiler, Cashier
For Treasurer of State

Dr. Williams reported the following receipts for the current month, to-wit:-
Rent from A. Simmons for November
$10.00
A. C. Albaugh for October
15.00
Miscellaneous sales - cinders
1.75
Farm Sales for October
196.42
Tuition from Bowling Green Board of Education
642.00
Total receipts
$865.17

Dr. Williams reported a donation of books by Dr. H. J. Powell, of Bowling Green, as follows: Morse's Geography Manual, 1916, and the Works of James A. Garfield, Hinsdale, 2 volumes. Moved by Reynolds and seconded by Collins that the Board make a record of said donation in its permanent minutes and that the Secretary notify Dr. Powell that the gift is duly appreciated. All members voted aye. Motion declared carried.

Dr.Williams reported further concerning gas wells being drilled on the College grounds, stating that No. 2 well is better than No. 1 and that No. 3 is now nearing completion. Dr. Williams expressed the belief that the supply of gas seemed ample for dormitory purposes and would thus save an annual gas bill of about $600 and prove a paying investment for the State. Moved by Reynolds and seconded by Collins that a further payment of $2000 be made to Contractor Frank Houser to apply on cost of wells No. 2 and No. 3. Voting aye: Ganz, Collins, Reynolds, Shatzel. Nays, none. Motion declared carried.

Dr. Williams reported that the electric lighting and power contract had expired and that an increased rate has been demanded by the new company - The Northwestern Ohio Public Service Co. Moved by Collins and seconded by Reynolds that the matter of negotiating for a concessionary rate be referred to Dr. Williams and that he report the best terms procurable with a view to entering into a new contract. All members voted aye and motion declared carried.

Dr. Williams presented and read to the Board a letter from Louis Brandt of Cleveland,
Proceedings, Trustees Bowling Green Normal College

November 1st, 1917.
Dr. H. E. Williams,
Bowling Green, Ohio

Dear Sir:-

I have made the changes on the
plans in respect to the new diameter of circle at
Administration Building, and am working up the
planting plans about existing buildings.

Mr. Hoffman reported that no
decision was reached at the board meeting in regard
to the work, and on the whole I think it fortunate
that the work was not started after that meeting as
the fall weather has come on so suddenly and unex-
pectedly. We have had cold weather heret the past
week and almost a foot of snow yesterday. If the
work had been started October 6th it might have
been completed but the weather has been so unusual
this year that it may be impossible to do outside
work of this nature any day now.

However, with the winter be-
fore us everything can be gotten in shape, for an
early start in the spring. I suggest that the work
be readvertised on the 1st of January so that con-
tracts can be completed for a start as soon as the
weather permits in the spring.

Shall continue with the plan
work, and shall be glad to receive any suggestions
that you wish incorporated in the plans.

Am enclosing herewith a bill
for Mr. Hoffman's time and assistants from Oct. 1st
to Oct. 12th inclusive. Have charged
onlj his ac-
tual time and expenses. Shall be pleased to re-
ceive check for this at your earliest convenience.

In regard to moving pile of
dirt I think it advisable to wait until
spring so that
the grading can be done when the other con-
struction work is in progress.

Sincerely yours,

Louis Brandt

Moved by Reynolds and seconded by Shatzel that the bill enclosed, to-wit: $106.95, be
allowed and paid along with other claims from the appropriate fund, the fund designation to
be made by Dr. Williams. Voting aye: Gann, Collins, Reynolds, Shatzel. Nays, none. Motion
declared carried.

Dr. Williams presented for action of the Board the following pay rolls, to-wit:-
Dr. Williams presented for action of the Board the following claims and expense accounts, to wit:-

### 1916-17 Appropriation

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-6</td>
<td>A. C. McClurg &amp; Co., Chicago, Ill. Library books</td>
<td>11.24</td>
</tr>
<tr>
<td>C-7</td>
<td>The Haysylvania Coal Co., Columbus Coal</td>
<td>145.60</td>
</tr>
<tr>
<td>C-7</td>
<td>T. &amp; O. C. Ry. Co., City Coal</td>
<td>65.96</td>
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<td>C-7</td>
<td>A. E. Hughes &amp; Co., City Coal</td>
<td>124.36</td>
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<td>C-8</td>
<td>The Haysylvania Coal Co., Columbus Board of Education, City Coal</td>
<td>117.79</td>
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<tr>
<td>C-8</td>
<td>Bowling Green Commercial Club Co., City Coal</td>
<td>78.65</td>
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<td>C-6</td>
<td>W. J. Williams, City Adv. for std. envelopes</td>
<td>95.22</td>
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<tr>
<td>C-8</td>
<td>Hennd &amp; Rausch Co., Toledo Stencils and ink</td>
<td>14.17</td>
</tr>
<tr>
<td>C-8</td>
<td>N. L. Hartley, Toledo Sal Soda</td>
<td>5.40</td>
</tr>
<tr>
<td>C-8</td>
<td>Maas Bros., City Groceries</td>
<td>9.63</td>
</tr>
<tr>
<td>C-8</td>
<td>W. W. Rust, City Matches</td>
<td>1.00</td>
</tr>
<tr>
<td>C-8</td>
<td>Hopper Hardware Co., City Twine, screws, stain</td>
<td>9.60</td>
</tr>
<tr>
<td>C-8</td>
<td>Hamon &amp; Van Winkle Co., Chicago Lacquer</td>
<td>9.30</td>
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<tr>
<td>C-8</td>
<td>A. Froenoy &amp; Co., City Fins, buttons, etc.</td>
<td>3.06</td>
</tr>
<tr>
<td>C-8</td>
<td>Eugene Dietzgen Co., Chicago Tape, paper, tags, etc.</td>
<td>12.47</td>
</tr>
<tr>
<td>C-8</td>
<td>Central Ohio Paper Co., Columbus Manilla paper</td>
<td>7.06</td>
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<tr>
<td>C-8</td>
<td>Schapirograph Co., Chicago Carbon paper</td>
<td>1.25</td>
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<tr>
<td>C-8</td>
<td>Ohio State Reformatory, Mansfield Letter heads &amp; quar. reports</td>
<td>6.89</td>
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<tr>
<td>C-8</td>
<td>Library Bureau, Chicago Pamphlet boxes</td>
<td>2.00</td>
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<tr>
<td>C-8</td>
<td>Dobson-Brans Co., Columbus Paper and fillers</td>
<td>26.20</td>
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<tr>
<td>C-8</td>
<td>Milton Bradley Co., Philadelphia Glue, bookbinders, etc.</td>
<td>22.55</td>
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<tr>
<td>C-8</td>
<td>Maas Bros., City Fertilizer</td>
<td>9.75</td>
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<tr>
<td>C-8</td>
<td>Page-Phillips Seed Co., Toledo Bulbs (Flower)</td>
<td>4.70</td>
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<tr>
<td>D-3</td>
<td>Ohio Northern Public Serv. Co., City Pipe</td>
<td>3.50</td>
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<tr>
<td>D-3</td>
<td>Hopper Hardware Co., City Galvanized iron</td>
<td>2.90</td>
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<tr>
<td>D-3</td>
<td>Hopper Hardware Co., City Glass</td>
<td>5.23</td>
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<tr>
<td>D-3</td>
<td>Wiggins Plumbing Co., City Extra heavy elbows</td>
<td>4.68</td>
</tr>
<tr>
<td>E-6-Library</td>
<td>Leon L. Winslow, City Books</td>
<td>6.00</td>
</tr>
<tr>
<td>E-6-Library</td>
<td>The Macmillan Co., Chicago</td>
<td>1.48</td>
</tr>
<tr>
<td>E-6-Library</td>
<td>The Macmillan Co., Chicago</td>
<td>4.50</td>
</tr>
<tr>
<td>E-6-Library</td>
<td>Bruce Publishing Co., Milwaukee, Wis. Library Bureau, Chicago Book</td>
<td>8.50</td>
</tr>
<tr>
<td>E-6-Other</td>
<td>Leon L. Winslow, City Books for Train. School</td>
<td>13.00</td>
</tr>
<tr>
<td>E-6-Other</td>
<td>Underwood &amp; Underwood, N.Y. City Stereoscope &amp; diagrams</td>
<td>3.25</td>
</tr>
<tr>
<td>E-6-Other</td>
<td>Rand McNally &amp; Co., Chicago Books for Train. School</td>
<td>2.70</td>
</tr>
<tr>
<td>E-6-Other</td>
<td>W. W. Rust, City Spoons and flat irons</td>
<td>1.19</td>
</tr>
<tr>
<td>E-6-Other</td>
<td>Hopper Hardware Co., City Gas stove, pipe lengths</td>
<td>10.10</td>
</tr>
<tr>
<td>E-6-Other</td>
<td>Eugene Dietzgen Co., Chicago Math. scales, etc.</td>
<td>7.43</td>
</tr>
<tr>
<td>E-6-Other</td>
<td>Hopper Hardware Co., City Kettles</td>
<td>11.50</td>
</tr>
<tr>
<td>E-6-Other</td>
<td>Schapirograph Co., Chicago Duplicator</td>
<td>11.64</td>
</tr>
</tbody>
</table>
Mr. Howard spoke of the matter of allowing another estimate to The Steinle Construction Company, for work done on the Training School Building, but in deference to the suggestion that the work be first inspected by Mr. Murray, declined to submit an estimate over his own signature until after said inspection. The following resolution was offered by Mr. Reynolds, to-wit:-

Resolved that this Board respectfully request Hon. A. V. Donohue, Auditor of State, to have the work of The Steinle Construction Company, on the Teachers' Training School Building at The Bowling Green State Normal College, checked up by Mr. Paul R. Murray, Chief Engineer of the Bureau of Accounting, with a view to ascertaining whether or not said Construction Company is entitled to any further estimates at this time and that this Board be officially informed as to the findings of Mr. Murray as soon as possible.

Moved by Reynolds and seconded by Collins that said resolution be adopted. Voting aye: Ganz, Collins, Reynolds, Shatzel. Nays, none. Motion declared carried. Said resolution was
then prepared in due form by the Secretary and mailed to Hon. A. V. Donahoe.

Moved by Reynolds and seconded by Collins that the Board now adjourn to meet on call of President Ganz. All members voted aye.

Motion declared carried.

Meeting adjourned.

Attest: 

[Signature]
Secretary

[Signature]
President

Columbus, Ohio, December 27, 1917

Minutes of meeting of the Board of Trustees of The Bowling Green State Normal College, held at The Neil House, Columbus, Ohio, on Thursday, December 27, 1917, convening at 1 o'clock P.M.

Members present: President E. H. Ganz, Vice President J. S. Collins, Secretary J. S. Shatzel, and P. B. Reynolds. President of the College, Dr. H. S. Williams, Architect O. D. Howard, and Contractor Carl Steinle also in attendance.

Minutes of previous meetings read and approved.

Preliminary to attending to various matters at the State House, on account of which the meeting was held at Columbus, the Board disposed of the following business.

Dr. Williams reported the collection of the following sums in the month of November, to-wit:-

From the sale of farm products for November $119.12
A. C. Albaugh rent for Nov. & Dec. 30.00 149.12

Dr. Williams presented the receipt of the Treasurer of State for certain money received from Treasurer McDonel, of this Board, the same being in words and figures following, to-wit:-

DEPARTMENT OF TREASURER OF STATE
COLUMBUS, OHIO Dec. 1, 1917 No. 1306

To the Payee:
State Normal College has paid into the State Treasury
Bowling Green
GENERAL REVENUE FUND
$605.17 Dollars
collected from sources detailed in the above account.

Wm. I. Hiler, Cashier
For Treasurer of State

Dr. Williams presented and read the resignation of Prof. W. F. Shaw, which was as follows:-

Bowling Green, Ohio, Nov. 23, 1917

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

Dear Dr. Williams:

I hereby tender my resignation as High School Inspector for the Bowling Green State Normal College, the resignation to become effective January 1, 1918. Will you kindly present this to our Board of Trustees at the proper time?

I wish to convey to you, personally, and to the Board of Trustees, my appreciation of generous and thoughtful consideration which has been extended to me during my period of service. I leave the Bowling Green State Normal College with the kindest personal regards for all who serve her interests and with confidence anticipate for her a glorious future.

Respectfully submitted,

W. F. Shaw

Moved by Reynolds and seconded by Collins that the resignation of Prof. Shaw be accepted, the same to become effective January 1st, 1918, and that the Board extend to him their best wishes in the new work to which he has been called. All members voted aye and