5-2-1921

Board of Trustees Meeting Minutes 1921-05-02

Bowling Green State University

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1916-1917 Appropriation

E-6 Educ. & Recreational
United Theatre Equipment Corp.  Motion picture machine  305.75

1918-1919 Appropriation

E-8 Other
Crane’s Music Store  Victrola & Records  69.70

Moved by Brown and seconded by Ganz that the above claims and expense accounts be allowed and paid from the fund, or funds, provided for payment of the same. fund designation to be made by Dr. Williams. Voting aye: Shatzel, Ganz, Brown, Johnston. Nays none. Motion declared carried.

It was suggested by the President of the Board that, in his opinion, regular monthly meetings should be held and special sessions when necessary, which suggestion was approved by the members present and it was unanimously agreed that the regular monthly meetings be held as near the first of each month as is practicable.

On motion, the meeting adjourned to meet at the Office of the Board on Monday, May 2nd, 1921, at 1 o’clock, F. M.

ATTEST:

Secretary
President

Bowling Green, Ohio, May 2, 1921

The Board of Trustees of the Bowling Green Normal College met on the above date with the following members present; J. E. Shatzel, Pres., E. H. Ganz, Treas., and Dr. H. J. Johnston, Sec’y. Dr. Williams, President of the College and R. J. Merriam, Architect, were also present.

The minutes of the previous meeting of April 2nd, 1921, were read and approved.

Dr. Williams made a statement reviewing the plans and methods which had been used with the Finance Committees of the House and Senate to secure appropriations for the next biennium. He stated that the appropriation bill had passed the senate and would be next considered by the Conference Committee of the House and Senate. He also stated that an appeal for further consideration of the needs of the institution would be made to the Conference Committee and requested the continued cooperation of the Board.

Members of the Board present favored a meeting at Columbus at such time as might be suggested by Dr. Williams as most expedient for effective work along the line indicated.

The following report was submitted by Dr. Williams regarding the steps which had been taken to improve the drainage around the south, east, and west walls of the Training School Building.

May 4, 1921

To the President and Members of the Board of Trustees.

Gentlemen:

Pursuant to your instruction, on April 4th, I procured a force of men and began digging a line of tile at the southeast corner of the Training School Building to ascertain the condition of the drain tile around the outside wall. This location was selected because the rock was known to be highest there and the presumption was that the tile at this point was not low enough.

We found that a line of 4-inch farm tile had been laid about ten inches from the outside wall and that the top of the tile at this point was flush with the finished floor. It was evidently laid in soft clay and the position was irregular and uneven. Between the southeast corner and the outside entrance to the gymnasium, and on the west side between the first and second areaways north from the southwest corner, the tile sloped the wrong way. Near the southeast corner two tile were found that had been crushed by throwing heavy boulders upon them in filling the trench. The boulders were found resting on the broken tile. The most surprising disclosure was the presence of cement in the tile at various points.

Between the entrance on the south side and the first areaway to the east, cement was found in the tile throughout the entire distance varying in amount from one-half inch at the bottom of the tile to three inches, two tile being found joined together unevenly and almost completely stopped with cement. These were saved and are presented for your inspection. Another sample which I present was taken from the line near the northeast corner of the building within a few feet of the connection with the main sewer. This sample was imbedded in cement and fully half-filled.

Everywhere the tile was filled with water indicating that no drainage was going on. There was evidence at some places that a small amount of crushed stone had been placed between the line of tile and the wall but the quantity was so small as to make it useless. The clay around the tile was so dense that the water could not penetrate it, owing to the lack of proper fall, broken tile, and stoppages due to cement, the entire line was found to be inoperative and useless.

The connections from the downsputs to the storm sewer were defective and discharged a large amount of water against the walls of the building. This was notably the case with the downsput connection near the southeast entrance. The Joints
of the storm sewer itself showed that cement had been used sparingly only at the top and sides.

When it became evident that a large amount of the line would have to be re-laid, arrangement was made with the Huffman-Wolfe Company for the services of Mr. John Stouffer, foreman on the plumbing contract for the Training School Building, on a basis of the cost of labor and material plus ten per cent.

An entirely new 5-inch line of farm tile was laid from the main sewer around the east, south, and west sides to the front entrance to the building. The top of the tile is twenty-two inches below the concrete floor at the north-east corner and is three-quarters inch below the floor level at the front entrance on the west side. The entire distance is a little over three hundred feet and the approximate one and one-half feet. The old 4-inch line between the areas was relaid and connected with the new 5-inch line. The new tile was laid on the rock nearly all the way and it was covered with coarse crushed stone to a depth of eight inches and then with a layer of cinders to a depth of two feet. All joints were closed with tar paper. Four 3-foot cement manholes were placed in the line at points convenient for flushing. A 4-inch outlet connected with the drain tile was put in the east side of the building, and three lines of 4-inch tile were laid below the cement floor of the room under the stairway to the basement, this being the lowest point in the basement floor.

It should be noted that water had stood in the basement for several years during the delay in completing the building and that the earth underneath the cement was thoroughly saturated with moisture. To insure prompt drainage of this earth and as a precautionary measure for the future, this additional protection was provided.

As stated in my report at the last meeting of the Board, a sufficient amount of water had been present at all times in the south end of the basement to render that part of the building useless and the dampness resulting was damaging the woodwork of other parts of the building. The contractors for the completion of the building had tried various expedients for disposing of the water after it entered the building, but none of these were satisfactory because of the large inflow from the outside. The source of the trouble had to be reached. This required digging a trench from nine to eleven and a half feet deep for a distance of 100 feet, to the east of the building, and removing all material. This trench was forty inches wide and thirty inches deep and was extended from the east side of the building, which was destroyed by storm. The cost of the new material used was $272.35. We kept in close touch with the progress of the work and know that it was done in a careful, thorough manner. The total cost was $1300.35, which I am sure, is very reasonable considering the magnitude and importance of the work. No water is now entering the building, the basement is drying out rapidly, and I am sure the source of the trouble has been permanently removed.

Very truly

H. B. Williams

On motion of Ganz, seconded by Johnston, the report was adopted and ordered spread upon the minutes. Voting aye: Shatzel, Ganz, Johnston. Motion declared carried.

Dr. Williams reported that he saw Louis Brandt, Landscape Architect, at his office in Cleveland, on Friday, April 22nd. He submitted a letter from him advising that the completed plans for the campus improvements would be delivered not later than May 17th, enclosing an estimate of the cost of improving Wayne St. from the circle south to Wooster St. Dr. Williams recommended that the Board proceed to advertise for bids for grading, drainage, sewer connections, and sidewalks on Wayne St. and five-inch concrete base for Wayne St. from the circle south to Wooster St. Moved by Ganz, seconded by Johnston, that the Board advertise for bids for this improvement according to plans prepared by Louis Brandt, Landscape Architect. Voting aye: Shatzel, Ganz, Johnston. Motion declared carried.

Dr. Williams stated that he had no report as yet regarding the testing of the water wells, since he had not been able to find anyone with the necessary apparatus to make a reliable test.

Dr. Williams gave information which he had collected relative to the cost of an additional boiler and on motion by Ganz, seconded by Johnston, the Board decided to advertise for a new boiler, removal and replacement of wall of the Power House for the installation of the boiler, brick, grout, and foundation for boiler. Voting aye: Shatzel, Ganz, Johnston. Motion declared carried.

Report was made by Dr. Williams that he had secured permission of the Auditor of State to use a part of the appropriation for light fixtures for the Training School for window shades. Moved by Ganz, seconded by Johnston, that Dr. Williams be authorized to purchase shades for the Training School Building and for the replacement of the shades in the Administration Building which were destroyed by storm. Voting aye: Shatzel, Ganz, Johnston. Motion declared carried.

Dr. Williams reported that there is a quantity of material on the campus belonging to the Steinle Construction Company which should be removed before work on ground improvement begins.

Moved by Gans, seconded by Johnston, that the Steinle Construction Company of Fremont be notified to remove all the material which they have on the campus. Voting aye: Shatzel, Ganz, Johnston. Motion declared carried.

Dr. Williams submitted two bids for ten cars, more or less, of coal. He stated that the prices were not satisfactory and advised further investigation. Further time granted by the Board.

Dr. Williams submitted a communication from the J. D. Gerken Company of Toledo, relative to the repair of the metal cornice on the east side of the Administration Building, suggesting that it would be advisable to have a mechanic look over the work. Moved by Johnston, that Dr. Williams be authorized to have this company send a man to inspect the building. Voting aye: Shatzel, Ganz, Johnston. Motion declared carried.
the cornice, and if satisfactory terms could be arranged, that he proceed to have the work done. Voting aye: Shatzel, Ganz, Johnston. Motion declared carried.

Dr. Williams reported that the house occupied by the Engineer needed some papering and minor repairs to roof and spouting. He recommended that the grounds about this property be graded and if funds were found available, some painting should be done. Moved by Ganz, seconded by Johnston, that Dr. Williams be authorized to make such repairs as funds would allow. Voting aye: Shatzel, Ganz, Johnston. Motion declared carried.

Dr. Williams reported that the ledge over the main entrance of the Administration Building and the coping of the roof needed repair, and on motion of Ganz, seconded by Johnston, he was authorized to have such repairs made. Voting aye: Shatzel, Ganz, Johnston. Motion declared carried.

Dr. Williams nominated Prof. F. C. Landsittel of Ohio State University, as an instructor for the first summer term of six weeks beginning May 9th, 1921, at a salary of for the term. Moved by Ganz, seconded by Johnston, that the nomination be confirmed. Voting aye: Shatzel, Ganz, Johnston. Motion declared carried.

In view of the early completion of the Training School it was moved by Ganz, seconded by Johnston, that Dr. Williams procure men and teams and clean up the grounds surrounding this building. Voting aye: Shatzel, Ganz, Johnston. Motion declared carried.

Dr. Williams reported in writing, as to lining the floor of the gymnasium in the Training School Building, as follows:

When it came to laying the gymnasium floor in the Training School Building, it was discovered that the specifications provided for only a seven-eighths inch oak covering which would not give the rigidity necessary. We purchased 3250 feet of one-inch matched lumber at a cost of $121.87, and the contractor laid the same without charge as a lining for the floor of the gymnasium and stage. This lining was laid diagonally and makes the floor satisfactory in every way.

Estimate #10 in favor of L. G. Foltz & Sons for $1000, for hardware allowance as per general specifications prepared by R. J. Merriman, Architect, duly certified by the architect, was presented for allowance. Moved by Ganz, seconded by Johnston, that the estimate be allowed and paid from the fund designated as "Completing Training School" (Emergency 1919). Voting aye: Shatzel, Ganz, Johnston. Motion declared carried.

Estimate #11 in favor of L. G. Foltz & Sons for work done on the Training School Building, amounting to $3250, duly certified by R. J. Merriman, Architect, was presented for allowance. Moved by Ganz, seconded by Johnston, that estimate #11 be allowed and paid from fund designated "Completing Training School" (Emergency 1919). Voting aye: Shatzel, Ganz, Johnston. Motion declared carried.

The claim of R. J. Merrim, Architect, for 2% of estimates #10 and #11, allowed to L. G. Foltz & Sons, amounting to $65.00, was presented for allowance. Moved by Ganz, seconded by Johnston, that estimate #11 be allowed and paid from fund designated "Additions & Betterments G-2 (H. B. 762), Completing Training School". Voting aye: Shatzel, Ganz, Johnston. Motion declared carried.

The claim of R. J. Merriman, Architect, for 3% of contract price of finish hardware for Training School Building, amounting to $45.00, was presented for allowance. Moved by Ganz, seconded by Johnston, that claim be allowed and paid from funds designated "Additions & Betterments G-2 (H. B. 762), Completing Training School". Voting aye: Shatzel, Ganz, Johnston. Motion declared carried.

Moved by Ganz, seconded by Johnston, that the following bills and expense accounts be allowed, fund designations to be made by Dr. Williams. Voting aye: Shatzel, Ganz, Johnston. Motion declared carried.

1919-1921 Appropriation

<table>
<thead>
<tr>
<th>Company</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muñoz Troup Co.</td>
<td>Paper Fasteners</td>
<td>1.00</td>
</tr>
<tr>
<td>Apostos Mfg. Co.</td>
<td>Wall cleaner</td>
<td>42.00</td>
</tr>
<tr>
<td>Wards Natural Science Est.</td>
<td>Paper</td>
<td>1.86</td>
</tr>
<tr>
<td>Cleverenger's</td>
<td>Napthalene Cones</td>
<td>3.00</td>
</tr>
<tr>
<td></td>
<td>Cloth for costumes</td>
<td>5.10</td>
</tr>
<tr>
<td>Holter Water Purifying Co.</td>
<td>Boiler Compound</td>
<td>26.00</td>
</tr>
<tr>
<td>Wards Natural Science Est.</td>
<td>Skulls &amp; Skins</td>
<td>21.84</td>
</tr>
<tr>
<td>W. Witmark &amp; Sons</td>
<td>Maps &amp; Pictures</td>
<td>8.25</td>
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<tr>
<td>United Theatre Equipment Corp.</td>
<td>Music</td>
<td>6.60</td>
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<tr>
<td>Chas. Ditson Co.</td>
<td>Moving Picture Apparatus</td>
<td>226.00</td>
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<tr>
<td>Library Bureau</td>
<td>Library Equipment</td>
<td>115.95</td>
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<tr>
<td>Campbell Bros. Hardware</td>
<td>Hose</td>
<td>.60</td>
</tr>
<tr>
<td>W. W. Rust</td>
<td>Domes of Silence</td>
<td>3.75</td>
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<tr>
<td>Ft. Wayne Oil &amp; Supply Co.</td>
<td>Pipe &amp; fittings</td>
<td>45.78</td>
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<tr>
<td>City Water Co.</td>
<td>Water for April</td>
<td>76.25</td>
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<tr>
<td>O. N. Public Service Co.</td>
<td>Library &amp; P. for April</td>
<td>81.72</td>
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Proceedings, Trustees Bowling Green Normal College  
May 11th, 1921  

<table>
<thead>
<tr>
<th>F-6</th>
<th>Irene Steele</th>
<th>Expense Account</th>
<th>22.19</th>
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<tr>
<td></td>
<td>O. P. Clutta</td>
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<td>1.30</td>
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<td></td>
<td>R. H. Ganz</td>
<td></td>
<td>3.11</td>
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<tr>
<td></td>
<td>Irene Steele</td>
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<td></td>
<td>Charles Reeds</td>
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<td>J. E. Shatzel</td>
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<td>17.76</td>
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<th>F-7</th>
<th>Wood Co. Telephone Co.</th>
<th>Tolls &amp; Service</th>
<th>6.25</th>
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<tbody>
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<td></td>
<td>Western Union Telegraph Co.</td>
<td>Messages</td>
<td>.90</td>
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<table>
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<tr>
<th>F-9</th>
<th>Mrs. J. H. Wilkens</th>
<th>Laundry</th>
<th>6.55</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mrs. J. H. Wilkens</td>
<td>Washing Draperies</td>
<td>1.30</td>
</tr>
</tbody>
</table>

On motion the meeting adjourned to meet at the call of the President of the Board.

The Board of Trustees of the Bowling Green State Normal College met in Room 212 of the Neil House with Pres. Shatzel, Tres. Ganz and Sec'y Johnston present. Dr. Williams, President of the College, was also present. The reading of the minutes of the meeting held on May 2nd was dispensed with for lack of time.

Dr. Williams presented and discussed the amended appropriation bill as passed by the Senate in respect to the budget requests of the Normal College.

Dr. Williams presented the following bills and expense accounts for action of the Board. Moved by Ganz and seconded by Johnston that the bills and expense accounts be allowed and paid, the fund designation to be made by Dr. Williams. Voting aye, Shatzel, Ganz, Johnston. Motion carried.

### 1919-1921 Appropriation

#### A-2
- The Huffman-Wolfe Co.
  - Frank Smith
  - Huffman-Wolfe Co.
  - Labor installing vacuum cleaner: 77.65
  - Painting: 7.15
  - Paper Hanging: 30.00
  - Labor on sewer installation: 1021.05

#### C-4
- Padaway Anthony
  - Peanuts for banquet: .60

#### C-6
- Campbell Bros. Hardware
- H. S. Williams
- Lincoln & Drlam
- Central Ohio Paper Co.
- Wood Co. Republican Co.
- Bolles Drug Store
- McManus-Troup Co.
- Ohio State Reformatory
  - Labor: 7.75
  - Carbons: 1.96
  - Mounting board and ink: 1.31
  - Sheet music: .47
  - Catalog cards: 8.57
  - Lumber for Ind. Arts: 24.45
  - Chemistry supplies: 13.65
  - Library supplies: 22.13
  - Meat for Home Econ.: 6.61
  - Typewriter Keys: 13.50
  - Lineoleum blocks: 1.44

#### C-11
- Hopper Hardware Co.
- J. R. McDowell
- Brigham Bros.
- Hopper Hardware Co.
  - Graphite and baling wire: 6.24
  - Matches, etc.: 3.76
  - Plants: 3.50
  - Boiler compound: 35.10

#### D-1
- The Huffman-Wolfe Co.
  - Materials for sewer tile and vacuum cleaner installation: 322.66
  - Lumber: 121.87
  - Sand & Lime: 13.65
  - Brick: 24.20