9-27-1923

Board of Trustees Meeting Minutes 1923-09-27

Bowling Green State University

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installing power and lighting service cables from panel board in power house to the new dormitory and found the bid of Wiggins & Gillespie of Bowling Green, Ohio, in the sum of $2400.00 to be the lowest and best bid. Moved by Ganz and seconded by Brown that said alternate be adopted and that the Department of Highways and Public Works be requested to enter into contract with Wiggins & Gillespie for said work for the sum of $2400.00. Voting aye, Shatzel, Johnston, Brown, Ganz, Bowsher. Motion carried.

Dr. Williams submitted the following nominations of instructors for confirmation by the Board.

- Stella M. Allen for Mathematics at $2200
- Hazel Fitzgerald for Commercial Education at $2000
- Marian Hall for Music at $1600
- Clyde Hissong for Director, Tr. School at $1000
- E. G. Knepper for Commercial Education at $2500
- R. B. McCombless for Physical Education at $2650
- C. S. Martin for Physical Science at $1000
- C. D. Perry for Secretary-Registrar at $1000
- E. C. Powell for Industrial Arts at $2400
- John Schwartz for History at $1250
- Carolyn Shaw for Physical Education at $2200
- Winifred Skillen for Extension Instructor at $2750
- Margaret A. Vial for Sixth Grade Critic at $1900
- W. A. Zaug for Extension Instructor at $1250

Moved by Bowsher and seconded by Brown that the nominations be confirmed at the salaries recommended for the academic year beginning September 17th, 1923. Voting aye, Shatzel, Johnston, Brown, Ganz, Bowsher. Motion carried.

Dr. Williams nominated R. M. Ronk as Superintendent of Buildings and Grounds for term beginning October 1, 1923, and ending June 30, 1924, at a salary of $2200 per year and the free use of the Engineer's house, effective October 1st. Moved by Bowsher and seconded by Brown that the nomination be confirmed, subject to his qualifying in accordance with the regulations of the State Civil Service Commission. Voting aye, Shatzel, Johnston, Brown, Ganz, Bowsher. Motion carried.

Dr. Williams made provisional appointment of Mrs. Grace Webb as Matron of Williams Hall at a salary of $125.00 per month effective September 12th, 1923, and subject to her qualifying under the regulations of the State Civil Service Commission. Moved by Bowsher and seconded by Brown that the nomination be confirmed at the salary recommended. Voting aye, Shatzel, Johnston, Brown, Ganz, Bowsher. Motion carried.

Dr. Williams reported that he had received no word from the State Highway Department with reference to the plans for the Combined Recitation and Library Building.

There being no further business claiming its attention, the Board adjourned to meet on Thursday, September 27th, 1923, at 1:00 P.M.

Attest:

[Signature]

President

Bowling Green, Ohio.
September 27, 1923.

The Board of Trustees of the Bowling Green State Normal College met at 2:00 P.M. at its office in the Administration building on the above date. The members present were Pres. J. E. Shatzel, Vice Pres. D. C. Brown, Secretary Dr. H. J. Johnston, and E. L. Bowsher. Treasurer E. H. Ganz was unavoidably absent. B. A. Stewart, Architect, and Dr. Williams, President of the College, were also present.

The minutes of the meeting of September 18th, 1923, were read and approved.

Moved by Bowsher and seconded by Brown that Dr. Williams be authorized to communicate with L. A. Boulay, Director of Highways and Public Works, advising him that the Board in its experience in letting contracts has found that February 1st is the most satisfactory time in the year to let contracts and it is very much desires that everything be prepared to let the contract for the Combined Recitation and Library Building on or about the date above mentioned, all members voting aye. Motion carried.

Dr. Williams presented and read receipt from the Treasurer of State for fees and miles as reported to the Board on September 18th.

DEPARTMENT OF TREASURER OF STATE

To the Payee: Columbus, Ohio, Rec'd Sept. 26, 1923

Bowling Green State Normal College has paid into the State Treasury
As specified above
$6820.72

Six Thousand Eight Hundred Twenty - - - - - 72/100 Dollars collected from sources detailed in the above account.

Raymond P. Martin
Cashier
Dr. Williams presented for record the complete list of graduates for the year 1922-23.

GRADUATES, FEBRUARY 2nd, 1923

Alice Brundige
Iva Budd
Mary Hauman
Clara Helle

GRADUATES, JUNE 14th, 1923

Helen Arnold
Gertrude L. Aumend
Marjorie Bergman
Carol L. Beverstock
Mamie W. Boessel
Maudie W. Brubaker
Mary Calderwood
Evelyn W. Canfield
Grace N. Chambers
Norma Church
Alice R. Cornwith
Olivia C. Creighton
Esther Crolius
Louise Crist
Celia Constance DeKalb
Ursula T. Dempsey
Katherine DeVore
Evadna I. Ernst
Minnie L. Fetter
Arleen R. Frederick
Ethel M. Gingrich
Ruth L. Ginter
Hattie Anna Gottschalk
Vada Hall
Mae A. Hammond
Mae C. Hanna
Grace M. Heald
Justice F. Hinkelmann
Edith H. Huey
Thelma Hughey
Ruby M. Joseph
Florence W. Ludwig
Dorothy E. McCamb
Zita Elizabeth Maher
Bryde B. Miller
Esther J. Murlin
Wavel E. Neff
Adalyn U. Neipp
Amelia Oetzal
Celestia Oetzal
Mary T. O'Neill
Doris S. Opperman
Grace E. Patterson
Elizabeth G. Pinagar
Anna M. Rigby
Edith Catherine Rohrbaugh
Alice Lucille Rodgers
Ruth E. Smith
Lucille N. Steen
Helen W. Steinbauer
Florence M. Sutch
Louren Thompson
Sylvia Victory
Myrtle M. Wagner
Jane E. Webb
Helen A. Young
Marguerite Marie Young

Diploma in Elementary Education

Diploma in Commercial Education

Diploma in Home Economics

Diploma in Industrial Arts

Degree - Bachelor of Science in Education

GRADUATES, JULY 27th, 1923

Diploma in Elementary Education

Ivan E. Lake
Moved by Bowsher and seconded by Brown that the contract for coal for the institution for the year 1923-24 be awarded to Jones Bros. of Bowling Green for $4.74 per ton, this price being based upon the following distribution of costs.

- Price at mine: $2.25
- Freight: $1.59
- Delivery from railroad yards to bins at power house: 60c

Total $4.74

and that any violation of these terms will terminate the contract. In accepting this proposition, the Board will require that the loads hauled over the college drive shall be regulated by the condition of the weather and shall not be heavy enough to injure the driveway. Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.

B. A. Stewart, Architect, submitted a sample of the marble to be used where specified in the new dormitory for women and it was moved by Bowsher and seconded by Brown that the quality of the sample be approved, all members voting aye. Motion carried.

Dr. Williams presented a letter written by him under date of September 21st to the Smith Bros. Hardware Company of Columbus relative to the approval of certain items of the hardware to be used on the new dormitory for women and the same was ordered made a part of the record.

September 21, 1923

Columbus, O.

Gentlemen:

In a telephone conversation today with Mr. C. A. Watts relative to the hardware for the new dormitory, he stated that you had said to him over the telephone that, while you had ordered the R & I 12" window adjuster, you would be willing to furnish the Corbin adjuster as specified, if we would approve certain other items of the schedule. He also advised that your Mr. Bennett would not be back for two weeks. We wrote you yesterday again requesting a schedule of the hardware showing both Corbin and R & I numbers arranged in parallel columns.

In view of the fact that Mr. Bennett is still away and the further fact that you say you are willing to furnish the 12" Corbin adjuster instead of the 12" R & I adjuster, we are willing to approve the following hardware for this job:

- Butts, Panic Bolts, and Locks for exterior and interior doors (See paragraph below)
- 12" Corbin Adjuster for Casement Windows

Regarding the locks for the exterior doors, I wish to say that Mr. Bennett agreed to master-key these locks on our Corbin key, and we promised to furnish sample key upon request, but no such request has yet come to us.

Please note that this approval refers only to the items above mentioned and does not include any hardware for windows and transoms except adjuster for casement windows. In order to pass upon other items, we shall need the schedule as requested in our letters of the 10th and 20th instants.

Very truly yours

H. B. Williams

C.C. to Watts & Suhrbier and B. A. Stewart
In reply to the above letter Dr. Williams presented and read an answer from the Smith Bros. Hardware Company stating that Mr. Watts had misunderstood a statement made by this firm regarding the use of the Corbin window adjuster and that they proposed to furnish the Russell & Erwin adjuster in a fifteen-inch length. Dr. Williams further reported that the architect had stated to him that the Corbin adjuster is the only one that can be applied successfully. Moved by Bowsher and seconded by Brown that the architect be instructed to insist on the use of the Corbin adjuster or such change in the sill plate of the Russell & Erwin adjuster as will meet the conditions satisfactorily, all members voting aye. Motion carried.

Dr. Williams announced that November 10th, 1923, had been set as the date of the Homecoming celebration and invited the Board to attend the exercises. The invitation was enthusiastically accepted.

Dr. Williams, as Custodian of the student activity funds presented a financial report for the half-year ending June 30th, which was as follows:

FINANCIAL REPORT OF
STUDENT ACTIVITY FUNDS AS OF
July 1, 1923

Athletic Fund - - - - - - - - - - $413.00
Entertainment Course Fund - - - - - - 2027.38
Social Fund - - - - - - - - - - 289.86
Debate & Dramatics Fund - - - - - - 16.50
See Gee News Fund - - - - - - - - 68.05
$2012.81

Dr. Williams submitted a financial report of the Dormitory funds for the Second Semester beginning February 5th and ending June 16th, 1923:

FINANCIAL STATEMENT
NORMAL COLLEGE DORMITORY
February 5, 1923, to June 16, 1923

RECEIPTS
Board Receipts $8172.74
Room Receipts 2114.40

DISBURSEMENTS
Food 4848.95
Labor 2091.05
General Plant Repairs 426.42
Water 233.76
Light, Heat & Power 315.02
Gas 222.10
Depreciation on Equipment 290.30
General Plant Supplies 119.23
Other operating expense 53.25
GAIN FOR PERIOD $6629.06

LIABILITIES
The Institution 52513.80
Room Reservation 390.00
Accounts Payable 161.91
53067.71

Dr. Williams presented a financial report of the Normal College Farm for the year ending June 30, 1923:
## FINANCIAL STATEMENT OF NORMAL COLLEGE FARM

BOWLING GREEN, OHIO, JUNE 30, 1923

### One year

**Statement of Cash Receipts and Disbursements**

<table>
<thead>
<tr>
<th>RECEIPTS</th>
<th>DISBURSEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash on hand beginning period</td>
<td>Labor</td>
</tr>
<tr>
<td>24.02</td>
<td>1400.48</td>
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<tr>
<td>Farm Crops</td>
<td>Student Help</td>
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<tr>
<td>667.29</td>
<td>561.65</td>
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<tr>
<td>Seed</td>
<td>General Plant Service</td>
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<tr>
<td>62.12</td>
<td>463.95</td>
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<tr>
<td>Poultry</td>
<td>Veterinary Service</td>
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<tr>
<td>4.80</td>
<td>77.60</td>
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<tr>
<td>Dairy Products</td>
<td>Forage</td>
</tr>
<tr>
<td>311.04</td>
<td>1014.72</td>
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<tr>
<td>Cattle</td>
<td>Supplies</td>
</tr>
<tr>
<td>39.19</td>
<td>105.56</td>
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</table>

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<table>
<thead>
<tr>
<th>RECEIPTS</th>
<th>DISBURSEMENTS</th>
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</thead>
<tbody>
<tr>
<td>Cash on hand</td>
<td>Repairs</td>
</tr>
<tr>
<td></td>
<td>253.34</td>
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<tr>
<td>Farm Crops</td>
<td>Equipment</td>
</tr>
<tr>
<td></td>
<td>103.54</td>
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<tr>
<td>Student Help</td>
<td>Forage</td>
</tr>
<tr>
<td></td>
<td>143.97</td>
</tr>
<tr>
<td>General Plant Service</td>
<td>Cash on Hand</td>
</tr>
<tr>
<td></td>
<td>55.63</td>
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</tbody>
</table>

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**STATEMENT OF RESOURCES AND LIABILITIES**

June 30, 1923.

<table>
<thead>
<tr>
<th>RESOURCES</th>
<th>LIABILITIES</th>
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</thead>
<tbody>
<tr>
<td>Accounts Receivable</td>
<td>Accounts Payable</td>
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<tr>
<td>104.12</td>
<td>397.21</td>
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<tr>
<td>Machinery</td>
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<tr>
<td>910.96</td>
<td></td>
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<tr>
<td>Hand Tools</td>
<td></td>
</tr>
<tr>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>Dairy Utensils</td>
<td></td>
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<tr>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>Harnesses</td>
<td></td>
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<tr>
<td>45.00</td>
<td></td>
</tr>
<tr>
<td>Fertilizers and Lime</td>
<td></td>
</tr>
<tr>
<td>60.00</td>
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<tr>
<td>Stock</td>
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<tr>
<td>2170.00</td>
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<tr>
<td>Swine</td>
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<td>268.00</td>
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<tr>
<td>Poultry</td>
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<td>43.00</td>
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<tr>
<td>Forage &amp; Grain</td>
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<tr>
<td>225.00</td>
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<tr>
<td>Value of Farm Improvements</td>
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<td>96.95</td>
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<tr>
<td>Cash</td>
<td>Present Value</td>
</tr>
<tr>
<td>55.61</td>
<td>1361.47</td>
</tr>
</tbody>
</table>

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**STATEMENT OF LOSS & GAIN**

| Present Value | $3663.47 |
| Value of last year | $1529.86 |
| Net Gain for year | $306.61 |

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Estimate #4 to the Watts & Suhrbier Company on Wings A and B duly certified by the architect and amounting to $1040 was presented for allowance. Moved by Bowsher and seconded by Brown that the estimate be allowed and paid from Emergency 1923, Wings A and B and Oak Finish to Dormitory now under Construction. Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.

Estimate #1 to Wiggins & Gillespie on Wings A and B duly certified by the architect and amounting to $807.50 was presented for allowance. Moved by Bowsher and seconded by Brown that the estimate be allowed and paid from Emergency 1923, Wings A and B and Oak Finish to Dormitory now under Construction. Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.

The following claims of S. P. Stewart & Son, Architects, the same being 2% of Estimate #4 to the Watts & Suhrbier Company on Wings A and B amounting to $76.00, and 2% of Estimate #1 to Wiggins & Gillespie on Wings A and B amounting to $20.19 were presented for allowance. Moved by Bowsher and seconded by Brown that the claims be allowed and paid from Emergency 1923, Wings A and B and Oak Finish to Dormitory now under Construction. Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.

Estimate #9 to the Watts & Suhrbier Company on main building duly certified by the architect and amounting to $454.1 was presented for allowance. Moved by Bowsher and seconded by Brown that the estimate be allowed and paid from Add. & Bett. H.B. #301, Dormitory for Women. Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.

Estimate #5 to E. F. Miller & Company on main dormitory building duly certified by the architect and amounting to $1235 was presented for allowance. Moved by Brown and seconded by Bowsher that the estimate be allowed and paid from Add. & Bett. H.B. #301, Dormitory for Women. Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.

Estimate #5 to Wiggins & Gillespie on main building duly certified by the architect and amounting to $770 was presented for allowance. Moved by Brown and seconded by Bowsher that the estimate be allowed and paid from Add. & Bett. H.B. #301, Dormitory for Women. Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.

The following claims of S. P. Stewart & Sons were presented for allowance, the same
being 2% of Estimate #9 to the Watts & Suhbrieb Company on main building and amounting to $113.90; 2% of Estimate #5 to W. F. Miller & Company on main building and amounting to $30.66; and 2% of Estimate #5 to Wiggins & Gillette on main building and amounting to $14.25. Moved by Brown and seconded by Bowsher that the claims be allowed and paid from Add. & Bett. H.B. #301, Dormitory for Women. Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.

Dr. Williams presented the following payrolls for action of the Board.

### Sept. 30 - R. A. Bauer
- **Financial Clerk**
  - Rate: 1 mo. $225.00

- **Mrs. Wesley Adams**
  - Rate: Stenographer $91.66

- **Nettie Crass**
  - Rate: Asst. Registrar $91.66

- **Gertrude Brod**
  - Rate: Bookkeeper $83.33

- **Thelma Head**
  - Rate: Extra Clerk $9.44

- **John Meyers**
  - Rate: Janitor $104.16

- **W. E. Frost**
  - Rate: $91.66

- **Mrs. Willa Martin**
  - Rate: Janitress $40.00

- **Emmanuel Smith**
  - Rate: Fireman $110.00

- **Emory Young**
  - Rate: Janitor $91.66

- **Michael Vinkenbeiner**
  - Rate: $91.66

- **Charles Wagner**
  - Rate: Grounds Laborer $83.33

- **Jay Bone**
  - Rate: Asst. Library $20

- **Cecille Bowman**
  - Rate: $12.00

- **Velma Gibson**
  - Rate: $20.00

- **Harry Towers**
  - Rate: $20.00

- **Esther Russell**
  - Rate: Office $25

- **Maudie Lantz**
  - Rate: $25

- **Jenn Sherer**
  - Rate: $25

- **Elizabeth Thomas**
  - Rate: $25

### A-1 Salaries 1142.46

### A-2 Wages 57.72

### Total 1200.18

### October 15 - H. B. Williams
- **President**
  - Rate: 1 mo. $541.66

- **Stella W. Allen**
  - Rate: Instructor $244.44

- **O. W. Bostick**
  - Rate: $377.73

- **J. W. Carmichael**
  - Rate: $305.56

- **O. P. Clifton**
  - Rate: $333.33

- **D. J. Crowley**
  - Rate: $302.00

- **Hazel Fitzgerald**
  - Rate: $222.22

- **Marian Hall**
  - Rate: $177.78

- **Harriet Hayward**
  - Rate: $133.33

- **Laura Heston**
  - Rate: $277.77

- **Clyde Hinson**
  - Rate: $133.33

- **W. P. Holt**
  - Rate: $277.77

- **Herbert Kimmel**
  - Rate: $133.33

- **E. O. Knepper**
  - Rate: $277.77

- **G. C. Kohl**
  - Rate: $400.00

- **Rev. McChesney**
  - Rate: $305.56

- **R. E. McCandless**
  - Rate: $244.44

- **W. C. McPherson**
  - Rate: $377.73

- **C. S. Martin**
  - Rate: $333.33

- **E. L. Moses**
  - Rate: $177.78

- **Caroline McLain**
  - Rate: $277.77

- **J. R. Overman**
  - Rate: $400.00

- **C. J. Perry**
  - Rate: $333.33

- **H. C. Powell**
  - Rate: $266.68

- **C. F. Reeds**
  - Rate: $361.11

- **John Schwartz**
  - Rate: $361.11

- **Maudie Sharp**
  - Rate: $277.77

- **Carolyn Shaw**
  - Rate: $244.44

- **Winifred Skillen**
  - Rate: $305.56

- **Iurna Steele**
  - Rate: $305.56

- **R. W. Tunnicleffe**
  - Rate: $377.77

- **Margaret Walker**
  - Rate: $166.66

- **W. A. Zaug**
  - Rate: $361.11

- **Florence Brooks**
  - Rate: Critic $211.11

- **R broadcast**
  - Rate: $222.22

- **Hyra Johnson**
  - Rate: $211.11

- **Effie McDowell**
  - Rate: $211.11

- **Margaret Vial**
  - Rate: $211.11

- **Grace Woolworth**
  - Rate: Kindergartner $351.11

- **Wilma Young**
  - Rate: Critic $222.22

- **Ethyl Blum**
  - Rate: Librarian $222.22

- **Teachers Retirement System**
  - Rate: $399.69

### A-1 Salaries $12574.82
Oct. 31 - R. A. Sauer

Motion carried. Board. Moved by Bowsher and seconded by Brown that the claims be allowed and paid, the fund provided therefor. Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.

Oct. 31 - R. A. Sauer

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

<table>
<thead>
<tr>
<th>Voucher No.</th>
<th>Name of Payee</th>
<th>Appr'n</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>134</td>
<td>R. M. Butler</td>
<td>$1.50</td>
<td></td>
</tr>
<tr>
<td>135</td>
<td>Ohio State Reformatory</td>
<td>$7.40</td>
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<tr>
<td>135a</td>
<td>The LaSalle &amp; Roch Co.</td>
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</tr>
<tr>
<td>136</td>
<td>The Union Metal Mfg. Co.</td>
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<tr>
<td>137</td>
<td>The Union Metal Mfg. Co.</td>
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</tr>
<tr>
<td>138</td>
<td>Crane's Music Store</td>
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<td></td>
</tr>
<tr>
<td>139</td>
<td>W. B. Saunders Company</td>
<td></td>
<td></td>
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<tr>
<td>140</td>
<td>Oxford University Press</td>
<td></td>
<td></td>
</tr>
<tr>
<td>141</td>
<td>The W. J. Wilcox Co.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>141a</td>
<td>Remington Typewriter Co.</td>
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<tr>
<td>142</td>
<td>Lincoln Miller</td>
<td>$6.75</td>
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<tr>
<td>143</td>
<td>Mrs. Charles Spears</td>
<td>$3.30</td>
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<td>144</td>
<td>Mrs. J. M. Wilkins</td>
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<tr>
<td>145</td>
<td>The City Water Co.</td>
<td></td>
<td></td>
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<tr>
<td>146</td>
<td>The Democrat Company</td>
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<tr>
<td>147</td>
<td>The Arthur P. Schmidt Co.</td>
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<td>The Willis Music Co.</td>
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<td>151</td>
<td>Teachers College Columbus Univ.</td>
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<td>E. A. A. Bowles Co.</td>
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<td>Remien &amp; Kuhnert Co.</td>
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<tr>
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<td>Remien &amp; Kuhnert Co.</td>
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<td>Ohio State Reformatory</td>
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<tr>
<td>156</td>
<td>McDowell's 5 and 10c Store</td>
<td></td>
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<tr>
<td>157</td>
<td>The Hanson &amp; Van Winkle Co.</td>
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<td>158</td>
<td>The American Crayon Co.</td>
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<td>159</td>
<td>Library of Congress</td>
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<td>160</td>
<td>The Abbott Educational Co.</td>
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<td>161</td>
<td>F. Roney Co.</td>
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<td>162</td>
<td>English Bros. &amp; Co.</td>
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<td>163</td>
<td>Gaylord Bros.</td>
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<td>164</td>
<td>A. Planagan Co.</td>
<td>$1.42</td>
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<td>165</td>
<td>A. E. Avery</td>
<td>$1.60</td>
<td></td>
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<tr>
<td>166</td>
<td>Hopper Hardware Co.</td>
<td>$10.38</td>
<td></td>
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<tr>
<td>167</td>
<td>A. E. Avery</td>
<td>$1.50</td>
<td></td>
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<tr>
<td>168</td>
<td>Hankey Lumber &amp; Bag Co.</td>
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<tr>
<td>170</td>
<td>Manus Manus &amp; Co.</td>
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<tr>
<td>171</td>
<td>Brand McNally &amp; Co.</td>
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<td>172</td>
<td>Macmillen Co.</td>
<td></td>
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<tr>
<td>173</td>
<td>Drawing Master Club</td>
<td></td>
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<tr>
<td>174</td>
<td>Fred Medart Mfg. Co.</td>
<td></td>
<td></td>
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</tbody>
</table>

Salaries $1,276.33
Wages $140.45
$1,416.78

Moved by Brown and seconded by Bowsher that the payrolls be allowed and paid from funds provided therefor. Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.
There being no further business, the Board adjourned to meet at the call of the President.

Attest:

[Signature]
Secretary

[Signature]
President

Bowling Green, Ohio.
October 30, 1923.

The Board of Trustees of the Bowling Green State Normal College met at 1:00 P.M. at its office in the Administration Building on the above date. The members present were President J. E. Shatzel, Vice President D. C. Brown, Treasurer E. H. Ganz, and E. L. Bowsher. Dr. H. J. Johnston, Secretary, came in shortly after the meeting was called to order. R. S. Harsh, State Architect and Engineer, S. A. Stewart, Architect, and Dr. Williams, President of the College, were also present.

E. L. Bowsher was elected temporary Secretary.

The minutes of the meeting of September 27th, 1923, were read and approved.

At this juncture Dr. Johnston, Secretary, came in and assumed the duties of Secretary.

Dr. Williams presented a letter from the Smith Bros. Hardware Company under date of October 5th enclosing a copy of the hardware schedule for the new dormitory showing the Corbin numbers as specified and the Russell & Erwin numbers which they propose to furnish. The letter was in words and figures as follows:

THE SMITH BROS. HARDWARE COMPANY
Columbus, Ohio

October 5, 1923.

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

Dear Sir:

We received today from Mr. B. A. Stewart the plans and specifications for the Girls Dormitory. Enclosed you will find a copy of our schedule and opposite each Russell & Erwin number we have placed the Corbin comparative number so that you can correctly check our schedule. The Corbin numbers are in red.

Very truly yours,

THE SMITH BROS. HDWE. CO.

(Signed) W. R. Bennett

The schedule of hardware purported to be complete and consisted of door hardware, casement hardware and miscellaneous hardware.

Dr. Williams presented and read a letter under date of October 25th written by B. A. Stewart and himself to the Smith Bros. Hardware Company and the same was ordered made a part of the record.