Board of Trustees Meeting Minutes 1924-09-13

Bowling Green State University

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The Board of Trustees of the Bowling Green State Normal College met at its office in the Administration building on the above date. The members present were President J. I. Shatzel, Vice President D. C. Brown, Secretary Dr. H. J. Johnston, Treasurer E. H. Ganz, and E. L. Bowsher. Dr. Williams, President of the College, was also present.

The minutes of the meeting of August 2nd, 1924, were read and approved.

Dr. Williams presented and read a letter from Herbert B. Briggs, State Architect and Engineer, in regard to the plans for the proposed Recitation and Library Building.

State of Ohio
Department of highways and Public Works
L. A. Boulay, Director
Columbus

September 12th 1924

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

Dear Doctor:--

Your letter of the 9th inst. awaited my return from a trip away from Columbus. My arrangements will prevent my meeting with your Board tomorrow.

We have made real progress in the preparation of the Drawings for the Recitation and Library Building, in that we have taken the time for a very thorough and careful study of the exterior design and the designs for the Exhibition Corridor and the Reading Room. In the doing of this, by reason of the importance of the Building, we have made an eight scale cardboard model of the building from which to study proportions, ornamentation and detail.

None of the Drawings are sufficiently completed to make possible the attachment of the signatures of your Board.

In addition to the above, we have put considerable study on the suggestions made to you by Mr. Hirschberg, State Librarian, relative to the stack and second story corridor arrangements. We are not entirely satisfied with these arrangements as worked out to date. It has possibilities that dictate further study.

I will write you next week telling you when we will be prepared to have you go over all of the work in thorough and careful detail here at my office.

With kind regards, I am

Sincerely yours

(Signed) Herbert B. Briggs
State Architect & Engineer

Dr. Williams turned over to Treasurer Ganz report of sales amounting to $67.37 and tuition and fees amounting to $6220.75 making a total of $6308.12 and took the Treasurer's receipt for the same.

September 13, 1924

Received of H. B. Williams, Pres., the following sum to be forwarded to the Treasurer of State:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts sale of boxes</td>
<td>$2.00</td>
</tr>
<tr>
<td>Receipts sale of paper</td>
<td>$5.44</td>
</tr>
<tr>
<td>Receipts sale of canned goods</td>
<td>$7.10</td>
</tr>
<tr>
<td>Garden receipts</td>
<td>$2.51</td>
</tr>
<tr>
<td>Miscellaneous receipts</td>
<td>$13.11</td>
</tr>
<tr>
<td>Receipts for breakage in Chemistry laboratory</td>
<td>$7.21</td>
</tr>
</tbody>
</table>

Total: $67.37

(Signed) E. H. Ganz
Treasurer
Received of H. B. Williams, President, the following sum to be forwarded to the Treasurer of State:

Registration fees Second Summer Term 1924
651 receipts @ $5.00  $3255.00
Industrial Arts fees 243.00
Home Economics fees 127.50
Music fees 175.50
Late entrance fees 10.00
Changing courses fees 13.50

Registration fees Third Summer Term 1924
277 receipts @ $5.00  1385.00
Industrial Arts fees 69.00
Music fees 12.50
Library fines 52.50

REFUNDS

Registration fees Second S. T. 10 @ $5.00  $50.00
" " " " 3 @ 4.00 12.00
" " " " 2 @ 2.00 5.00
" " " " 1 @ 2.50 2.50
Home Economics fees Second S.T. 10 @ 5.00 50.00
Registration fees Third S.T. 2 @ 3.00 6.00
Industrial Arts fees Second S. T. 10.50
Music fee 30.00
Industrial Arts fees Third S. T. 26.00

$5410.75

Dr. Williams announced resignations as follows:

Wilma Fernau, Stenographer - Effective August 16, 1924
Nettie Crass, Assistant Registrar - Effective September 15, 1924
Lester Bower, Financial Clerk - Effective September 15, 1924

Moved by Ganz and seconded by Brown that the resignations be accepted. Voting aye, Shatzel, Brown, Johnston, Ganz, Bowsher. Motion carried.

Dr. Williams announced that Prof. O. P. Clutts had declined to accept re-appointment, in order to accept a position in the North Carolina College for Women.

Dr. Williams made the following nominations and recommended their appointment at the salary set opposite the name of each.

Mabel A. Allen, Matron, Halls for Women $1800
F. B. Harris, Education 3000
Lena I. Mills, Sixth Grade Critic 1900
Cora Purdy, Physical Education (Part time) 1200
Mrs. Stella M. Haney, Substitute, Mathematics 2200
Vera Reynolds, English 2200
C. C. Snow, Physical Science 2200
Warren E. Steller, Physical Education 2600

Moved by Ganz and seconded by Johnston that the appointments be confirmed at the salaries recommended. Voting aye, Shatzel, Brown, Johnston, Ganz, Bowsher. Motion carried.

Moved by Brown and seconded by Ganz that the bids for coal for 1924-25 be opened. All members voting aye, motion carried.

PROPOSAL

To the Bowling Green State Normal College.

We the undersigned agree to furnish 2000 tons, more or less, or mine run coal at the following price delivered.

Coal $2.15
Freight 1.89
Delivering .60
Total per ton $4.64

(Signed) E. H. Ganz
Treasurer
Above coal to be shipped from Snake Hollow Coal Co. Nelsonville, Ohio, from number 6 seam 76 inches thick. Coal machine mined, gravity revolving shaker screens and picking tables. Coal to be delivered per your requirements prior to April 1st, 1925.

Respectfully,

The Royce & Coon Grain Co.
By F. B. Whitaker
President

Bowling Green, Ohio.
August 1924.

Board of Trustees
State Normal College

Gentlemen:

We submit the following bid for furnishing coal, as you need it, for the season of 1924-25.

Hocking No. 6 Mine Run 2½% slack at $4.49
Hocking No. 6 " 5½% " $4.46
Hocking No. 6 " 7½% " $4.28
Hocking 4 in. " at $4.19
Hocking nut, pea and slack at $3.99
Pittsburgh No. 8 Good mine run and better than Hocking at $4.64
Pittsburgh 4 in. lump at $4.84
Pittsburgh nut, pea and slack at $4.09
West Virginia mine run, running about 15000 B.T.U. at $4.69
West Virginia 4 in. mine run $4.99
West Virginia nut, pea and slack at $4.34

The above bids cover freight and delivery in bin. Will answer all inquiries.

Jones Bros.

Bowling Green, Ohio.
8/22/24

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

Gentlemen:

I submit you the following prices on coal for the 1924-25 season, approx. 2000 tons.

Hocking straight mine run mined by The Sunday Creek Coal Co. @ $1.85 per ton Freight to apply 1.50 *
Drayage to bin .50 * Total cost $4.47

Yours truly,

(Signed) A. E. Avery

Bowling Green, Ohio.
9/11/24

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

Gentlemen:

I herewith submit my bid for your coal needs for the coming season of 1924-25 hoping it may meet with your favorable consideration.

For good clean run of mine #7 seam Hocking coal that will run in grade B lump. Tests 1300 in heat 2% sulphur and 3% ash at $4.60 per ton as you need it in your bins at school plant. Price at mine $2.21
Freight 1.59
Cartage .50
Total $4.60
The above bids were carefully canvassed by the Board and it was moved by Johnston and seconded by Ganz that the bid of James Bros. for approximately 2000 tons of Pittsburgh #8 mine run delivery as wanted for $4.64 per ton be accepted and that Dr. Williams be authorized to purchase same at a cost of $135.00 for the two tablets. Voting aye, Shatzel, Brown, Johnston, Ganz, Bowsher. Motion carried.

B. A. Stewart, Architect, presented sketches and plans of designs for designating the residence halls for women, and upon consideration of same, it was moved by Ganz and seconded by Brown that design #102 be accepted and that Dr. Williams be authorized by the Board to purchase same at a cost of $309.02 for allowance. Moved by Ganz and seconded by Bowsher that the claim be allowed and paid from H.B. #622, G-2, Recitation and Library building. Voting aye, Shatzel, Brown, Johnston, Ganz, Bowsher. Motion carried.

Estimate #2, Final, to the Bryce Heating & Ventilating Company on Piping in Tunnel to Recitation and Library building duly certified by the State Architect and Engineer and amounting to $118.78 was presented for allowance. Moved by Ganz and seconded by Bowsher that the estimate be allowed and paid from 0-32, H.B. #622, Extension Tunnel and Piping to Recitation and Library building. Voting aye, Shatzel, Brown, Johnston, Ganz, Bowsher. Motion carried.

Dr. Williams presented and read the claim of Herbert B. Briggs, State Architect and Engineer, for architectural services on Recitation and Library building amounting to $309.02 for allowance. Moved by Ganz and seconded by Bowsher that the claim be allowed and paid from H.B. #622, 0-2, Recitation and Library building. Voting aye, Shatzel, Brown, Johnston, Ganz, Bowsher. Motion carried.

Dr. Williams presented claim of the State Teachers Retirement Fund for the last four months of the year 1923-24 for employers' contribution amounting to $1693.59. Moved by Ganz and seconded by Brown that the claim be allowed and paid from H.B. #622, Contributions. Voting aye, Shatzel, Brown, Johnston, Ganz, Bowsher. Motion carried.

The following payrolls were presented for allowance.

Aug. 31 - H. B. Williams President 1 mo. July $541.66
H. B. Williams

Aug. 30 - Effie Alexander Instructor 30 da. $400.00
Stella Allen # 12 # 132.00
O. W. Beattie # 30 # 475.00
O. P. Gullace # 30 # 485.00
D. J. Crowley # 30 # 400.00
Herbert Kimmel # 30 # 425.00
S. A. Kuntz # 30 # 400.00
Elva A. Lyon # 30 # 265.00
Rea McCaul # 30 # 400.00
E. L. Mosesley # 30 # 475.00
J. R. Overman # 30 # 300.00
C. D. Perry # 30 # 425.00
Cora Purdy # 30 # 475.00
C. F. Reeds # 30 # 450.00
John Schwartz # 30 # 450.00
K. W. Tunnellcliffe # 30 # 475.00
W. A. Saug # 30 # 450.00
Ethyl Blum Librarian # 30 # 300.00
Jay Bone Asst. 270 hrs. 35 945.00
Melva Gibson # 240 # 30 72.00
Jonathan Ladd # 240 # 30 72.00

Aug. 31 - Lester Bower Financial Clerk 1 mo. 125.00 125.00
Beatrice Cross Asst. Registrar 100.00 100.00
Mrs. Wesley Adams Stenographer 100.00 100.00
Gertrude Borey Bookkeeper 91.66 91.66
Wilma Verna Stenographer 163.33 163.33
John Meyers Janitor 104.16 104.16
W. E. Frost # 91.66 91.66
Walter Towers # 60.00 60.00
Mrs. Wilda Martin Janitor 60.00 60.00
Randolph Bonk Supt. Bldgs.&Grounds 183.33 183.33
Emmanuel Smith Fireman 110.00 110.00
Emory Young # 110.00 110.00
Michael Finkenbeiner Grounds Laborer 91.66 91.66
J. W. Palmer # 63.33 63.33
Lincoln Miller Night Watchman 63.33 63.33
Caroline Burket Stu. Help Library 9 hrs. .25 9.00
Charles Clark 25 25 9.00
Clyde Hodabough 25 25 4.00
O. R. Scheffler 25 25 7.00
Dora Winegardner 25 25 9.00
Thelma Heald Office 25 25 3.50
Miriam Long 25 25 3.50
Jean Sherer 25 25 3.50
Helen Schooley Farm 25 25 7.00
A. R. Ferguson 25 25 21.50
Herman H. Williams # 25 25 5.75

A-1 Salaries $1,456.17
A-2 Wages 125.00
Total $1,581.17

Moved by Brown and seconded by Ganz that the payrolls be allowed and paid from funds provided therefor. Voting aye, Shatzel, Brown, Ganz, Bowsher. Motion carried.

The following claims and expense accounts were presented for action of the Board.
<table>
<thead>
<tr>
<th>Voucher No.</th>
<th>Name of Payee</th>
<th>App'nd Acct.</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>911</td>
<td>McDowell's 5 &amp; 10c Store</td>
<td>C-6</td>
<td>1.60</td>
</tr>
<tr>
<td>912</td>
<td>F. L. Bortel</td>
<td>C-8</td>
<td>1.43</td>
</tr>
<tr>
<td>913</td>
<td>E. W. Butler</td>
<td>C-8</td>
<td>1.45</td>
</tr>
<tr>
<td>914</td>
<td>Hughes Dairy Co.</td>
<td>E-8</td>
<td>8.45</td>
</tr>
<tr>
<td>915</td>
<td>Harold Rugg</td>
<td>E-8</td>
<td>7.00</td>
</tr>
<tr>
<td>916</td>
<td>Bray Screen Products, Inc.</td>
<td>E-8</td>
<td>3.67</td>
</tr>
<tr>
<td>917</td>
<td>Bray Screen Products, Inc.</td>
<td>E-8</td>
<td>25.00</td>
</tr>
<tr>
<td>918</td>
<td>Wm. Filene's Sons Co.</td>
<td>E-8</td>
<td>1.00</td>
</tr>
<tr>
<td>919</td>
<td>Ohio Northern Public Service Co.</td>
<td>F-4</td>
<td>188.16</td>
</tr>
<tr>
<td>920</td>
<td>Wood County Telephone Co.</td>
<td>F-3</td>
<td>1.80</td>
</tr>
<tr>
<td>921</td>
<td>Home Steam Laundry</td>
<td>F-9</td>
<td>27.05</td>
</tr>
<tr>
<td>922</td>
<td>Ward's Natural Science Establishment</td>
<td>G-1 Ed. Equip</td>
<td>30.00</td>
</tr>
<tr>
<td>923</td>
<td>George W. Doran Co.</td>
<td>G-1 Lib.</td>
<td>12.01</td>
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<tr>
<td>924</td>
<td>A. C. McClurg &amp; Co.</td>
<td>G-1 Books</td>
<td>9.53</td>
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<tr>
<td>925</td>
<td>City of Bowling Green</td>
<td>H-8 City of Bowling Green, East</td>
<td>130.00</td>
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<tr>
<td>926</td>
<td>City of Bowling Green</td>
<td>H-8 State's Share of Street Improvement - Ridge St.</td>
<td>4400.00</td>
</tr>
<tr>
<td>927</td>
<td>Herbert B. Briggs</td>
<td>G-2 Combined Recitation &amp; Library Building H. B. #622</td>
<td>$275,000.00</td>
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<tr>
<td>928</td>
<td>The Scott-Uhlman Company</td>
<td>G-31 Dorm. Equip</td>
<td>1210.00</td>
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<tr>
<td>929</td>
<td>Clague &amp; Strahl</td>
<td>G-32 Extension of Tunnel and Sewer to Dormitory</td>
<td>640.75</td>
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<tr>
<td>930</td>
<td>Clague &amp; Strahl</td>
<td>H. B. #622 G-32 Extension</td>
<td>250.00</td>
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<tr>
<td>931</td>
<td>Geraldine Sweet, City Auditor</td>
<td>F-7</td>
<td>130.00</td>
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<tr>
<td>932</td>
<td>Library of Congress</td>
<td>F-3 Lib. Books</td>
<td>7.91</td>
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<td>933</td>
<td>Standard Electric Time Co.</td>
<td>F-3 Dorm. Equip</td>
<td>276.30</td>
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<td>934</td>
<td>Bryce Heating &amp; Ventilating Co.</td>
<td>G-31 Extension</td>
<td>5.00</td>
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<td>935</td>
<td>Central Ohio Paper Co.</td>
<td>C-4</td>
<td>20.80</td>
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<td>936</td>
<td>Lincoln &amp; Dirlam</td>
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<td>937</td>
<td>Hopper Hardware Co.</td>
<td>C-6</td>
<td>10.80</td>
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<td>H. B. Williams</td>
<td>C-6</td>
<td>3.25</td>
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<td>H. S. Williams</td>
<td>C-6</td>
<td>3.25</td>
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<td>Lincoln &amp; Dirlam</td>
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<td>10.70</td>
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<td>Hopper Hardware Co.</td>
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<td>7.60</td>
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<td>942</td>
<td>English Bros. &amp; Co.</td>
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<td>8.91</td>
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<td>943</td>
<td>The Solles Drug Store</td>
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<td>7.32</td>
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<td>944</td>
<td>John J. Maas</td>
<td>C-6</td>
<td>16.24</td>
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<td>945</td>
<td>The Democrat Co.</td>
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<tr>
<td>946</td>
<td>Gaylord Bros.</td>
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<td>14.10</td>
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<td>Herrlinger Paper Co.</td>
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<td>United States Chemical Co.</td>
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<td>Theo. B. Robertson Products Co.</td>
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<td>W. G. Nagel Electric Co.</td>
<td>C-11</td>
<td>22.37</td>
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<td>954</td>
<td>The Bastwick-Braun Co.</td>
<td>D-3</td>
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<tr>
<td>955</td>
<td>Betoan Plastic Fire Brick Co.</td>
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<td>The Brownell Co.</td>
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<td>McNamara-Troup Co.</td>
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<td>Library Bureau</td>
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<td>959</td>
<td>Blade Printing &amp; Paper Co.</td>
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<td>The City Water Co.</td>
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<td>102.93</td>
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<td>Ohio Northern Public Service Co.</td>
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<td>962</td>
<td>Fred Cook</td>
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<td>79.59</td>
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<td>C. B. Williams</td>
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<td>4.62</td>
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<td>964</td>
<td>E. L. Bowsher</td>
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<td>16.25</td>
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<td>965</td>
<td>E. M. Gans</td>
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<td>D. C. Brown</td>
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<td>Western Union Telegraph Co.</td>
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<td>Wood County Telephone Co.</td>
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<td>Wood County Telephone Co.</td>
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<td>5.20</td>
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<td>970</td>
<td>Bowling Green Welding Co.</td>
<td>F-9</td>
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<td>Matt Leindecker</td>
<td>F-9</td>
<td>1.43</td>
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<td>972</td>
<td>C. J. Biery</td>
<td>F-9</td>
<td>1.50</td>
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<tr>
<td>973</td>
<td>Civil Service Payroll</td>
<td>A-1 Salaries</td>
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<td>974</td>
<td>Instructor's Payroll</td>
<td>A-2 Wages</td>
<td>24.58</td>
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<tr>
<td>975</td>
<td>President's Payroll</td>
<td>A-2 Wages</td>
<td>7230.50</td>
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<td>976</td>
<td>Dr. B. H. Bode</td>
<td>A-3 Commencement Sp.</td>
<td>50.00</td>
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<tr>
<td>977</td>
<td>Cushman &amp; Denison Mfg. Co.</td>
<td>A-4</td>
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<td>978</td>
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<td>A-4</td>
<td>3.37</td>
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<td>Lehmann Bros.</td>
<td>A-4</td>
<td>25.00</td>
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<tr>
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<td>Gaylord Bros.</td>
<td>A-4</td>
<td>6.10</td>
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<tr>
<td>981</td>
<td>The Standard Oil Co.</td>
<td>A-4</td>
<td>13.70</td>
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<tr>
<td>982</td>
<td>C. G. Heby Hardware Co.</td>
<td>A-4</td>
<td>1.55</td>
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<tr>
<td>983</td>
<td>The National Supply Co.</td>
<td>A-4</td>
<td>12.15</td>
</tr>
<tr>
<td>984</td>
<td>American Steam Pump Co.</td>
<td>A-4</td>
<td>7.32</td>
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<td>Bryce Heating &amp; Ventilating Co.</td>
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<td>1.95</td>
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<tr>
<td>986</td>
<td>Blade Printing &amp; Paper Co.</td>
<td>A-4</td>
<td>4.07</td>
</tr>
<tr>
<td>987</td>
<td>A. Froom &amp; Co.</td>
<td>A-9</td>
<td>3.65</td>
</tr>
</tbody>
</table>
Voucher No. | Name of Payee                      | Appropriation | Totals  
-----------|----------------------------------|--------------|--------
          | Hopper Hardware Co.              | E-9          | 32.00  
          | Home Steam Laundry                | F-9          | 8.54   
          | Mrs. J. H. Wilkena               | F-9          | 6.85   
          | Department of Industrial Relations| F-9          | 18.00  
          | H. L. Hayward                    | G-3 Lib. Books| 7.50   

Moved by Ganz and seconded by Brown that the claims and expense accounts be allowed. Voting aye, Shatzel, Brown, Ganz, Bowsher. Motion carried.

There being no further business, the Board adjourned to meet at the call of the President.

Attest:

[Signature]

Secretary

President

Bowling Green, O.
October 3, 1924.

The Board of Trustees of the Bowling Green State Normal College met 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. Williams, President of the College, was also present. Dr. H. J. Johnston, Secretary, was unavoidably absent.

E. L. Bowsher was elected Secretary pro tem.

The minutes of the meeting of September 13th, 1924, were read and approved.

Dr. Williams presented and read a letter to Herbert B. Briggs, under date of September 29th, 1924.

Sept. 29, 1924.

Mr. Herbert B. Briggs
State Architect & Engineer
Ohio-Hartman Bldg.
Columbus, O.

My dear Mr. Briggs:

Our Board of Trustees will have a meeting on next Friday forenoon at 10:00 A.M., Eastern Time, and we sincerely hope that the plans for the new Recitation and Library building will be in shape to be presented for their signatures at that time.

Very truly yours

H. B. Williams

Dr. Williams also read telegram in reply to the above letter.

Dr. Williams
Bowling Green, O.

Your letter came when I was out of city. On my return matters developed making trip to see you and your Board impossible. Can you come here Monday or Tuesday?

Herbert B. Briggs

Dr. Williams presented and read receipt from the Treasurer of State for $6308.12 to cover collections reported at the last meeting of the Board.

Department of Treasurer of State

To the Payer:  

Columbus, Ohio.  
Sept. 13, 1924.  

Bowling Green State Normal College has paid into the State Treasury as indicated above  
$6308.12  
Six Thousand Three Hundred Eight dollars collected from sources detailed in the above account.

Raymond P. Martin
Cashier