4-2-1925

Board of Trustees Meeting Minutes 1925-04-02

Bowling Green State University

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Proceedings, Trustees Bowling Green Normal College  

March 26, 1925

Dr. Williams presented and read the following receipt from the treasurer of State for fees and sales as reported on February 9.

**DEPARTMENT OF TREASURER OF STATE**

To the Payer: Columbus, Ohio, Feb. 16, 1925  No. 2189

Bowling Green State Normal College has paid into the State Treasury as indicated above: $8,927.11

Eight Thousand Nine Hundred Twenty Seven dollars collected from sources detailed in the above account.

Raymond P. Martin, Cashier.

For Treasurer of State

Dr. Williams reported the collection of fees and amount of sales as follows and turned over to the treasurer of the Board checks for the amounts taking his receipt therefor.

**March 26, 1925**

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

Receipts Breakage in Chemistry Laboratory --- $35.27

Receipts Sale of Paper ----------------- 1.22

$37.19

(Signed) E. T. Rodgers, Treasurer.

**March 26, 1925**

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

Registration Fees Second Semester, 1924-25 $598.00

995 Receipts @ $1.00

Industrial Arts Fees 272.50

Home Economics Fees 75.50

Chemistry Fees 130.00

Physics Fees 19.50

Music Fees 761.00

Late Entrance Fees 19.00

Library Fines 111.40

$7,286.90

**REFUNDS**

Registration Fees

5 @ 10.00 $50.00

1 @ 8.00 8.00

4 @ 7.50 30.00

3 @ 6.00 18.00

2 @ 5.00 10.00

1 @ 4.00 4.00

Music Fee 15.00

Industrial Arts Fees 7.50

Home Economics Fee 2.50 $161.50

$712.50

(Signed) E. T. Rodgers, Treasurer.

Moved by Bowsher and seconded by Ganz that the Board adjourn to meet April 2 at 1 P. M. Eastern Standard Time to take action upon the bids for the Combined Recitation and Library Building, all members voting aye. Motion carried.

Attest

Secretary

President

Bowling Green, Ohio

April 2, 1925

The Board of Trustees of Bowling Green State Normal College met at its office in the Administration Building on the above date. The members present were president D. C. Brown, vice-president E. L. Bowsher, secretary Mr. H. J. Johnston, treasurer E. T. Rodgers, and E. H. Ganz. Dr. Williams President of the College and H. B. Briggs, State Architect and Engineer were also present. Mr. E. H. Latham of Columbus a bidder on the general contract of the Combined Recitation & Library Building was present and addressed the Board relative to his bid.
A joint meeting of the Board of Trustees and the members of the Bowling Green Board of Education was held at which no agreement was reached regarding certain changes in the contract between the two Boards.

Herbert B. Briggs, State Architect and Engineer, submitted a report consisting of an analysis and summary of the offer and the same was ordered made a part of the record. He also submitted a verbal report and which he committed to writing later on and is as follows:

April Sixth

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

Gentlemen:

In re proposals for your Combined Recitation and Library Building received and opened at 1 P. M. March 29th, 1925. I submit the following report:

The appropriation for this building, made by the 25th General Assembly in House Bill #622, was $275,000. My estimate dated and approved by your body on February 9th, 1925, for the construction work only, was $289,131.

Thirty-six construction proposals were submitted, of which twenty-one were for general contract work, six for electrical work, and nine for heating and plumbing work. Of the bids the general contract bid of King Lumber Company was accompanied by an uncertified personal bond, that of the Strandberg Brothers Company was not on the regular State proposal form, and that of the Steinle-Wolfe Company was not on the form. The bid of the Harrington Electric Company was not signed, that of the Justus Plumbing and Heating Company had an uncertified personal bond and that of R. Reitz Company was not signed. These bids being irregular, were not considered.

The general contract bid of E. H. Latham Company in an amount of $229,990 was modified by a telegram addressed to your Board of Trustees, which read:

"We authorize you to reduce the amount of our proposal for general contract $4500."

This telegram was sent from Columbus at 11:50 A.M. March 28th, 1925 and was received in Bowling Green by Dr. Johnston of your Board at 12:50 P.M. on the same day. Later and prior to the opening of the Latham Company's bid, the Bowling Green Western Union office delivered to Dr. Williams, President of your College, the sealed message.

The Latham Company's bid and the telegram were read, one following the other. The deduction authorized made the Latham Company's bid $229,990 less $4500 or $225,490. The telegram raises a question of irregularity concerning which I have conferred with the Attorney-General's office, and have verbally been told that the statutes do not specifically cover the question, but that the courts have construed similar questions, which would indicate that the bid might be considered to be a regular one, and that your Board could proceed with a contract with the Latham Company provided you should decide that this bid is the lowest and best one. However, the award of such contract might be enjoined by another bidder after the award had been made.

I herewith submit in blue print form a tabulation of all of the bids received.

My specifications provide for the submission of alternate figures on the substitutions of terra cotta for the specified and shown limestone. The terra cotta alternate was provided to accomplish two things; first, if the bids ran too high and a deduction alternate for terra cotta were submitted, it might be the means of awarding the contract; and second, to insure competitive prices on the limestone bids.

The building, constructed of limestone, will be of more permanent, lasting and satisfactory construction and design. Terra cotta, being a manufactured clay product, is not considered to be equal in workmanship and permanency to a good quality natural stone. With the exception of three bids, the alternate on terra cotta increased the cost rather than decreased it.

The specifications provided for a number of other alternates and contractors were given the option of submitting substitutes for things and parts specified, among which were deductions for the omission of the wall and ceiling painting and decoration, and the substitution of wood sheathing for the roof. The following deductions on the wall and ceiling painting and the substitution of wood sheathing are such as to indicate that they should be given serious consideration. The following alternate on terra cotta is a summary of the four lowest bids, all based on limestone with an alternate on terra cotta for one of the bids. They are:

Leo Herman, Edgington, Ohio
Bond = $235,000. Working days - 365

| Base bid, complete general | $225,431 |
| Add to complete Rooms 306-307 | $1,912 |
| Deduct for wood sheathing | $2,400 |
| Deduct to omit plaster, painting & decorat | $1,1000 |
| Net amount | $221,983 |
Proceedings, Trustees Bowling Green Normal College

April 2, 1925

E. H. Latham Co., Columbus, Ohio

Bond - $240,000. Working days - 300

Base bid, complete general .................................................... $225,490
Add to complete Rooms 306-307 ............................................... 1,867
Deduct for wood sheathing ..................................................... $227,347
Deduct to omit plaster, painting & decorating ............................... 1668
Net Amount ............................................................................. $222,464

Yeager & Sons, Danville, Ill.

Bond - $250,000. Working days - 400

Base bid, complete general .................................................... $225,054
Add to complete Rooms 306-307 ............................................... 2,650
Deduct for wood sheathing ..................................................... $227,704
Deduct to omit plaster, painting & decorating ............................... 2,466
Net Amount ............................................................................. $230,458

Watts & Suhrbier Construction Co., Toledo, Ohio

Bond - $230,000. Working time - one year.

Base bid, complete general .................................................... $227,227
Add to complete Rooms 306-307 ............................................... 1,000
No deduction for wood sheathing, but estimated at deduction made by Leo Herman ..................................................... $229,227
Deduct to omit plaster, painting, decorating ................................ 2,500
Net amount as estimated ......................................................... $231,727
Less to use terra cotta ............................................................... 5,000
Net amount ............................................................................. $230,727

The metal windows specified as a standard are those made by The Campbell Metal Window Co. These windows are bid on by the contractors in their base bids.

April 1, 1925, I received the following night letter from A. W. Frank, representative of the Campbell Co.:

"1925, March 31, P.M.11-26

Cincinnati, Ohio

Herbert H. Briggs,
Hartman Hotel Bldg., Columbus, Ohio

Home office Campbell Metal Window Company have advised that an error in their quotation was made of $2,400. Bid to contractors should have read $10,220 erected. Have advised all contractors as we understand no contracts have been let. No glass or glazing included.

A. W. Frank"

If it is decided that the Campbell windows should be used and if it is found that advantage can be taken of the Campbell Company's deduction the contractors listed below will make the following deductions in their base bids:

Leo Herman ......................................................... $2,440
R. H. Latham Co. ....................................................... 2,400
Yeager & Sons ............................................................ 2,400
Watts & Suhrbier Co. ........................................................

Leo Herman and the Latham Company submit deductions in their bids as follows to use Lupton Company's double hung metal windows:

Herman ......................................................... $1,747
Latham ................................................................. 1,920

Leo Herman makes a deduction of $2,770 to use Truscon counter-balanced metal windows in the Reading Room and double hung windows in all other parts. The counter-balanced windows in operation simultaneously raise the lower sash and lower the top sash.

R. H. Latham and Co. make a deduction of $6,675 to use Lupton counter-balanced windows in all openings.

Yeager and Sons and Watts & Suhrbier made no deductions on Lupton or Truscon windows.

All general contractor bids, except Yeager & Sons, are based on using 1/4" Goodyear or U. S. Rubber Co. rubber tile floors where specified. Yeager and Sons base their bid on Wright Rubber Products Co. 1/4" Rubber tile. Herman makes certain additions to use 3/16" U. S. Rubber Company's tile, while Latham and Watts & Suhrbier make the following deductions if the Wright rubber tile is used:
Subsequent to the completion of the drawings and specifications the Division of Factory and Building Inspection ruled that special ventilation must be provided for the two toilet rooms as shown by the attached blue print.

My specifications do not clearly set forth the requirement that ventilation ducts shall be installed in the Attic space from the vertical ducts to the roof ventilator. I find some contractors did not include these ducts in their bids.

My specifications entirely omit the gas service line from Toaster Street to the building and the piping in the building to the hot water heater, in consequence of which the contractors did not include this work in their bids.

I have asked for and received bids or information from the contractors below listed for the above toilet ventilation, duct and gas line work.

The heating and ventilating bids are based on using the unit system of ventilation and not on a central fan system. The specifications provide for a standard type of unit and require tests, at the expense of the manufacturer, shall be made from which to determine the type to be used. Two types of units have been bid on by contractors, i.e. the "Heatovent" made by the Buckeye Blower Co., of Columbus, Ohio, and the "Univent", made by the Herman Nelson Corporation of Moline, Ill.

<table>
<thead>
<tr>
<th>HEATING AND VENTILATING AND PLUMBING</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. H. Meyers Plumbing &amp; Heating Co., Mount Vernon, Ohio</td>
</tr>
<tr>
<td>Bond - $25,000. Working days - 150</td>
</tr>
<tr>
<td>Base bid - on &quot;Heatovent&quot; ................. $20,280</td>
</tr>
<tr>
<td>Rooms 306-307 ................................ 825</td>
</tr>
<tr>
<td>Temperature Regulation ..................... 1,400</td>
</tr>
<tr>
<td>Total with &quot;Heatovent&quot; ...................... $22,405</td>
</tr>
<tr>
<td>Add if &quot;Univent&quot; is used ..................... 600</td>
</tr>
<tr>
<td>Total with &quot;Univent&quot; ......................... $23,005</td>
</tr>
</tbody>
</table>

Informal proposals:
- Add for toilet ventilation 4/1/25 bid $566.00
- Add for Attic ducts ......................... 1,505.00
- Add for Gas line ........................... 59.88
- Total with "Heatovent" ...................... $24,081
- Total with "Univent" ......................... $24,620

Vehorn & Osterfeld, Dayton, Ohio

| Bond - $16,200 |
| J. H. Meyers Plumbing & Heating Co., Mount Vernon, Ohio |
| Base bid on "Univent" ......................... $14,472 |
| Rooms 306-307 ................................ 258 |
| Temperature Regulation ..................... 1,137 |
| Total if "Univent" is used .................... $15,867 |
| Deduct if "Heatovent" is used ............... 125 |
| Total if "Heatovent" is used .................. $15,742 |

Informal proposals:
- Add for Attic ducts 4/1/25 .................. $500
- Add for Attic ducts - not bid .............. $500

Meyers Plumbing ................................ $8,033
- Total with "Heatovent" ...................... $24,505

No bid on "Univent"

Samuel A. Esswein & Heating Co., Columbus, Ohio

| Base bid on "Heatovent" ....................... $22,432 |
| Rooms 306-307 ................................ 840 |
| Temperature Regulation ..................... 1,149 |
| Total with "Heatovent" ...................... $24,621 |

I requested bid on attic ducts. None given.

Wiggins & Gillespie, Bowling Green, Ohio

| Base bid on "Univent" ....................... $22,589 |
| This bid includes attic ducts ............. 913 |
| Temperature Regulation ..................... 1,300 |
| Deduct to use Standard Mfg. Co. water closets $24,856 |
| Total with "Univent" ....................... $24,856 |
Total with "Univent" ........................................... $24,656
Deduct if "Heatovent" is used .................................. 175
Total with "Heatovent" ........................................... $24,481
Add for Toilet ventilation 4/2/25 bid - $479
Add " gas line " ................................................ 190
                           $569

ELECTRICAL WORK

Electric Power & Equipment Co., Columbus, Ohio

Base Bid ................................................... $ 8,795
Rooms 306-307 ............................................... 114
Total ................................................... $ 9,909

Note! This bid does not include cost to connect toilet
exhaust fans.

Wentworth Dean Co., Lima, Ohio

Base bid ................................................... $ 9,396
Rooms 306-307 ............................................... 145
Total ................................................... $ 9,571

SUMMARY OF LOWEST BIDS

Leo Herman - General Contract ............................ $213,963
Electric Power Equipment Co. - Electrical work ........... $ 8,909
Add if "Univents" are used ................................ 660
Total ................................................... $244,567

The $244,567 does not include the plaster, painting and decorating. I
recommend that bids be separately advertised for this work.

The $244,567 does not take into account possible deductions for the metal
windows, nor does it include the additional costs for the toilet venti-
lation, attic ducts and gas line.

Respectfully submitted,

(Signed) Herbert B. Briggs,
State Architect and Engineer.

The foregoing report is the one I gave you at the beginning of our meeting
of the 2d inst. The following is a summary of the verbal report I made
subsequent to the reading of the above report. It is based on not eliminating
the plaster, painting and decorating but is based on finishing the exterior
of the building with terra cotta instead of limestone. The proposals on this
basis are:

The Watts & Subber Co.

Item #1 General Contract .................................. $227,227
Item #8 Deduct to use terra cotta .......................... 1,000
Item #9 Add to complete rooms 306-307 ................... 1,325
Total ................................................... $233,552

Informal Proposals:
Deduct to use wood sheathing ................................ $1768
Deduct Campbell Window Allowance ........................ 3076
                           $5044

Leo Herman

Item #1 General Contract .................................. $225,431
Item #8 Deduct to use terra cotta .......................... 6,662
Item #9 Add to complete rooms 306-307 ................... 1,325
Total ................................................... $234,383

Informal Proposals:
Deduct to use wood sheathing ................................ $2400
Deduct Campbell Window Allowance ........................ 3040
                           $5440

E. H. Latham Co.

Item #1 General Contract .................................. $225,490
Item #8 Deduct to use terra cotta .......................... 7,036
Item #9 Add to complete rooms 306-307 ................... 1,325
Total ................................................... $234,383

Informal Proposals:
Deduct to use wood sheathing ................................ $1215
Deduct Campbell Window Allowance ........................ 3017
Yeager & Sons

Item #1 General Contract ........................................... $225,054
Item #8 Add to use terra cotta .................................. 12,000

Item #9 Add to complete rooms 306-307 .......................... 2,650

Total ................................................................. $242,704

Informal Proposals:
Deduct to use wood sheathing ................................. $1,600
Deduct Campbell Window Allowance ......................... 2,400

The proposal of the J. H. Meyers Plumbing & Heating Company, Mount Vernon, Ohio, including the completion of Rooms 306-307, temperature regulation, and based on using the Univent Ventilation System, is $23,095 as listed above, while the combined plumbing and heating bids of the Meyers Company and Vehorn & Gesterfeld is $24,420 as listed, and that of Wiggins & Gillespie is $24,656 as listed.

The proposal of the Electric Power Equipment Company of Columbus including the completion of Rooms 306-307 is $8,909 as listed, and that of the Wentworth Dean Company of Lima, Ohio, is $9,563 as listed.

The summary of the foregoing bids will therefore be:

Watts & Suhrbier Co. - General Contract ................. $225,227
J. H. Meyers Pllg. & Htg. Co. - Plumbing & Heating .... 23,095
Electric Power Equipment Co. - Electric work .......... 8,909

Total ................................................................. $257,231

Note:
The above total is based on the following:
The building will be faced with terra cotta instead of lime-
stone.
The plaster painting and decorating is included.
The use of univents for the ventilating system is included.
No deductions are included for the substitution of wood roof sheathing nor for the allowance on the Campbell windows.
The additional cost for the toilet room ventilation, gas line, and the attic ducts is not included.
The addition and deduction item amounts as listed on page 6 under the Meyers proposal, and on page 8 under the Watts-Suhrbier proposal, are informal proposals that will be handled by addition and deduction orders after the contracts are awarded. As they now stand they are an addition for the Meyers Company of $2,170.88 and a deduction for the Watts & Suhrbier Company of $3,078.00.

On vote your Board authorized Hon. L. A. Boulay, Director of Highways & Public Works, to enter into contract for the construction of the Combined Recitation and Library Building with contractors in the amounts as follows:

Watts & Suhrbier Co., Toledo, Ohio
General Contract Work ............................................. $225,227
J. H. Meyers Plumbing & Heating Co., Mount Vernon, Ohio
Plumbing & Heating Work ........................................ 23,095
Electric Power Equipment Co., Columbus, Ohio
Electrical Work .................................................... 8,909

Total ................................................................. $257,231

I am preparing the contracts in accordance with this authorization and will have them signed by Mr. Boulay.

I am enclosing herewith encumbrance estimates for your signatures to take care of these contracts.

I reported to you that it will be necessary for me to increase the amount of my service charge encumbrance estimate in order that I may complete the full size detailing work for the building, render other necessary office service, render supervisory service and take care of travel expense charges. I said that this request is made necessary by the time, service, and travel expenses incurred by my office to date in first, preparing the preliminary sketch drawings and securing your approval thereon, and second, in preparing the working drawings, specifications and cost estimates in manner and form to make possible the construction of the building within the $275,000 appropriation made for its construction. I further said that the value of this service has been demonstrated by the close bidding on the work and the favorable contracts that we are able to enter into.

Respectfully submitted,

(Signed) Herbert B. Briggs
State Architect and Engineer.
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CO.,
TflLgW, 0.    HtW
MO HAMW-T80VP
Apr. 15- H. B. Williams
Proceedings, Trustees Bowling Green Normal College
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per year, effective February 1.  M
ved by Ganz and seconded by Brown that the recommen-
0
0
Johnston, Rodgers, Ganz.  Motion
0
0
Brown, Bowsher, J
0
0
Brown, Bowsher, Johnston lodgers, Ganz.  Motion carried.  Dr. Williams recommended
0
0
Dr. Williams nominated Ethel Fisher for preliminary appointment as Stenographer
0
0
Amount of Contract .................................. $227,227
Those voting in the affirmative were, Brown, Bowsher, Johnston, Rodgers, Ganz.
Mr. Bowsher moved with second by Mr. Rodger3, that the Board of Trustees
of the Bowling Green State Normal School authorize Hn. L. A. Boulay, Director
of Highways and Public Works, to enter into contract for the State of Ohio with
the Watts and Shribler Company of Toledo, Ohio, to furnish the material and
perform the labor for the construction and completion of the Combined Recita-
tion and Library Building in accordance with the drawings and specifications
therefor prepared by Herbert B. Briggs, State Architect and Engineer, as follows:

Item #1 - General Contract ................................ $227,227
Item #2 - Deduct to use terra cotta ................ $ 5,000
Amount of Contract .................................. $222,227

Item #9 - To complete Rooms 306-307 .................. $1,300
Amount of Contract .................................. $223,527

Those voting in the affirmative were, Brown, Bowsher, Johnston, Rodgers, Ganz.
Mr. Bowsher moved with second by Mr. Rodgers, that the Board of Trustees
of the Bowling Green State Normal School authorize Hn. L. A. Boulay, Director
of Highways and Public Works, to enter into contract for the State of Ohio with
the J. H. Meyers Plumbing and Heating Company of Mount Vernon, Ohio, to furnish
the material and perform the labor for the plumbing and heating construction
and completion work of the Combined Recitation and Library Building in accordance
with the drawings and specifications therefor recommended by Herbert B. Briggs,
State Architect and Engineer, as follows:

Item #5 - Combined Plumbing & Heating
using "Heatovent3" ...................................... $20,280
Item #11 - To complete rooms 306-307 .............. $ 61,14
Item #16 - Temperature Regulation ..................... 1,400
Total using Heatovent Ventilating System .......... $22,495
Add if univent ventilating system is used, 
as per substitution bid ............................... 600
Amount of contract .................................. $23,095

Those voting in the affirmative were, Brown, Bowsher, Johnston, Rodgers, Ganz.
Mr. Bowsher moved with second by Mr. Rodgers, that the Board of Trustees
of the Bowling Green State Normal School authorize Hn. L. A. Boulay, Director
of Highways and Public Works, to enter into contract for the State of Ohio with
the J. H. Myers Plumbing and Heating Company of Mount Vernon, Ohio, to furnish
the material and perform the labor for the plumbing and heating construction
and completion work of the Combined Recitation and Library Building in accordance
with the drawings and specifications therefor recommended by Herbert B. Briggs,
State Architect and Engineer, as follows:

Item #10 - To complete rooms 306-307 .............. $ 8,795
Amount of contract .................................. $ 8,909

Those voting in the affirmative were, Brown, Bowsher, Johnston, Rodgers, Ganz.
Mr. Bowsher moved with second by Mr. Rodgers, that the Board of Trustees
of the Bowling Green State Normal School authorize Hn. L. A. Boulay, Director
of Highways and Public Works, to enter into contract for the State of Ohio with
the J. H. Myers Plumbing and Heating Company of Mount Vernon, Ohio, to furnish
the material and perform the labor for the plumbing and heating construction
and completion work of the Combined Recitation and Library Building in accordance
with the drawings and specifications therefor recommended by Herbert B. Briggs,
State Architect and Engineer, as follows:

Item #6 - Electric Wiring ................................ $ 8,795
Item #15 - To complete Rooms 306-307 .............. $ 8,795

Amount of contract .................................. $8,795

Those voting in the affirmative were, Brown, Bowsher, Johnston, Rodgers, Ganz.
April 2, 1925
Proceedings, Trustees Bowling Green Normal College

Maude Sharp  
Caroleyn Shaw  
Vinifred Skillet  
C. C. Snow  
Warren E. Steller  
H. M. Tunnicliffe  
Katherine Turner  
Frances Warner  
W. A. Zeugg  
Florence Brooks  
M. D. Poage  
Maude Doane  
Myra Johnson  
Kitty McDowell  
Lena I. Mills  
Grace Toolworth  
Kathryn Young  
Esther Van Voorhis  
Marian Xoleman  
Stella M. Raney  
J. W. Carmichael  
Chester Fast  
Lincoln Miller  
J. W. Palmer  
Mrs. Wilda Tavernier  
Chester L. Spencer  
Michael Pakenheimer  
E. B. Williams  
Maudie Stacker  
Winifred Skillen  
J. W. Neff  
Stella M. Raney  
H. R. Overman  
E. G. Knepper  
Marion Hall  
C. S. Martin  
E. L. Mason  
Caroline Nielsen  
J. C. Perry  
C. J. Brown  
Laura L. Collett  
Clyde Hissong  
W. F. Holt  
Herbert Kimmel  
E. G. Knepper  
C. C. Kohl  
Beatrice Kisker  
E. L. Mason  
Caroline Nielsen  
J. R. Overman  
C. D. Perry  
C. L. Powell  
Cora Purdy  
Stella N. Nance  
G. F. Reeds  
Vera Reynolds  
John Schwarz  
Maude Sharp  
Carolyn Shaw

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Apr. 30  
Gertrude Brod  
Mary W. Everett  
Ethel M. Fisher  
Katherine Morton  
John Myers  
W. E. Frost  
Walter Towers  
Mrs. Wilda Tavernier  
Janet Strickland  
Emory Shadle  
Chester L. Spencer  
Michael Pakenheimer  
C. N. Palmer  
Lincoln Miller  
Chester Fast  
Elizabeth Siller  
Ray Bone  
Oscar Hanter  
Clyde Knight  
Edith Medee  
Esther Markne  
Henrietta Robertson  
Leland Roth  
Euna Graham  
Howard Shadle  
P. M. Gardner  
E. L. Jones  
Harriet S. Hayward  
Laura Heston  
Clyde Hissong  
W. F. Holt  
Herbert Kimmel  
E. G. Knepper  
C. C. Kohl  
Beatrice Kisker  
E. L. Mason  
Caroline Nielsen  
J. R. Overman  
C. D. Perry  
C. L. Powell  
Cora Purdy  
Stella N. Nance  
G. F. Reeds  
Vera Reynolds  
John Schwarz  
Maude Sharp  
Carolyn Shaw

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May 15  
H. B. Williams  
G. W. Beattey  
C. J. Biery  
J. W. Carmichael  
Dorothy Clement  
D. J. Crowley  
Hazel Fitzgerald  
Marion Hall  
P. E. Harris  
Harriet S. Hayward  
Laura Heston  
Clyde Hissong  
W. F. Holt  
Herbert Kimmel  
E. G. Knepper  
C. C. Kohl  
Beatrice Kisker  
E. L. Mason  
Caroline Nielsen  
J. R. Overman  
C. D. Perry  
C. L. Powell  
Cora Purdy  
Stella N. Nance  
G. F. Reeds  
Vera Reynolds  
John Schwarz  
Maude Sharp  
Carolyn Shaw
Moved by Ganz, seconded by Bowsher that the payrolls be allowed and paid from funds provided therefor.

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>Acct.</th>
<th>Asst.</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>436</td>
<td>Winifred Skillen</td>
<td>1 mo 305.59</td>
<td>296.66</td>
<td>8.89</td>
</tr>
<tr>
<td>437</td>
<td>Winifred Skillen</td>
<td>2 mo 244.44</td>
<td>233.55</td>
<td>8.89</td>
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<td>Marshall Bum</td>
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<td>Irene C. Moore</td>
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Teachers Retirement System 379.77

Name of Payee                      System
Winifred Skillen                      Instructor
Winifred Skillen                      Kindergartner
Fa A. Zaugg                          Librarian
W. A. Zaugg                          Critic
The City Water Company               Librarian
The Ohio Northern Pub. Service       Librarian
The Wood County Telephone Co.        Librarian
F. E. Culver                         Voice Instructor 84 lessons.
Gradwohl's Market                    Business Mgt.
Lehman Brothers                      Business Mgt.
Jones Brothers                       Business Mgt.
Lincoln & Dirlam                     Business Mgt.
Gaylord Brothers                     Business Mgt.
Lincoln & Dirlam                     Business Mgt.
Lincoln & Dirlam                     Business Mgt.
English Bros. & Company              Business Mgt.
Milton Bradley Company               Business Mgt.
Ohio State Reformatory               Business Mgt.
John J. Mass                          Business Mgt.
Lincoln & Dirlam                     Business Mgt.
Lehman Brothers                      Business Mgt.
Lehman Brothers                      Business Mgt.
The F. W. Roberts Company            Business Mgt.
Courtis Standard Research Tests      Business Mgt.
English Bros. & Company              Business Mgt.
Eberbach & Son Co.                   Business Mgt.
U. S. Blue PrintPaper Co.            Business Mgt.
Lincoln & Dirlam                     Business Mgt.
Milton Bradley Company               Business Mgt.
The National Supply Co.              Business Mgt.
Keller Truck Line                    Business Mgt.
Fred Cook                            Business Mgt.
Keller Truck Line                    Business Mgt.
H. E. Williams                      Business Mgt.
W. A. Zaugg                          Business Mgt.
J. J. Bowsher                       Business Mgt.
Henry G. Williams                  Business Mgt.
Ohio State Reformatory             Business Mgt.
Wiggins & Gillespie                 Business Mgt.
The City Water Co.                   Business Mgt.
Home Steam Laundry                   Business Mgt.
The Baker & Taylor Company           Business Mgt.
Ginn & Company                      Business Mgt.
Mackinlay Company                   Business Mgt.
Herbert B. Briggs                   Business Mgt.
Wiggins & Gillespie                 Business Mgt.
Wood County Democrat                Business Mgt.
Sentinel Tribune                    Business Mgt.
Ohio State Journal                  Business Mgt.
Alberene Stone Company              Business Mgt.
Instructors' Payroll                Business Mgt.
Civil Service Payroll               Business Mgt.
The Board of Trustees of Bowling Green State Normal College met at its office in the administration building on the above date. The members present were president D. C. Brown, vice-president E. L. Bowsher, and Dr. H. J. Johnston secretary. E. H. Ganz and E. T. Rodgers were unavoidably absent. Dr. Williams president of the college, was also present.

The minutes of the meetings of March 28 and April 2, 1925 were read and approved. Moved by Brown, seconded by Johnston, that Dr. Williams be authorized to communicate with Hon. L. A. Boulay, State Director of Highways and Public Works, relative to rebuilding cheek walls in front of administration building, installing new doors and vestibule entrances, extension of storm water and sanitary sewers north of the Science Building and re-surfacing drive ways. Voting aye, Brown, Bowsher, Johnston, Motion carried.

Dr. Williams called the attention of the Board to the condition of the powerhouse boilers and advised that they be inspected and expert opinion be obtained regarding the possibilities of putting them in shape for the coming year since there would not be sufficient time to install and get the new boilers for which an appropriation was allowed by the last general assembly in time for the next school year. Moved by Brown and seconded by Johnston that Dr. Williams be instructed to have the boilers inspected and have the necessary repairs made. Voting aye, Brown, Bowsher, Johnston, Motion carried.

File copies of the contracts for the Combined Recitation and Library Building were presented and they were ordered spread upon the minutes.

**CONTRACT**