

Edinboro, Pa.
April 2, 1937

The regular meeting of the Board of Trustees of the Edinboro State Teachers College was held Friday, April 2, 1937 in Loveland Hall, Edinboro, Pennsylvania, at 1:15 o'clock P. M.

Members present were Messrs. John B. Brooks, F. A. Loveland, Ritchie T. Marsh, O. W. Renz, C. E. Bordwell and Mrs. Bertha Winter Mahoney.

Upon motion of Mr. Bordwell, seconded by Dr. Renz, the minutes of the meeting of the Committee held February 26, 1937 were approved as read and all the matters passed upon by the Committee and duly incorporated in the minutes of that meeting were approved. Minutes follow:

Edinboro, Pa.
February 26, 1937

The regular meeting of the Board of Trustees of the Edinboro State Teachers College was called for Friday, February 26, 1937 at 1:00 o'clock P. M. in Loveland Hall.

Members present were Messrs. John B. Brooks, Ritchie T. Marsh, Mrs. Bertha Winter Mahoney and Miss Rowena MacBride.

Because the number was insufficient for the regular meeting, it was decided to meet as a Committee. The following business was transacted.

Upon motion made by Mr. Marsh, seconded by Mrs. Mahoney, the minutes of the meeting held January 29, 1937 were approved and ordered placed on file.

Upon motion made by Mrs. Mahoney, seconded by Miss MacBride, bills amounting to \$2,569.50 were accepted and ordered placed on file.

City Market	Groceries	4.29
Red & White Stores	"	14.88
N. E. Schruers	Milk	12.14
Harry Barth	Glassware	8.64
Boston Store	Material for robes	3.39
Duggan-Rider Company	Sealing labels	2.03
Erie Hardware House	Hardware	.40
Jolleys Pharmacy	Flaxseed	.75
Keystone Feed & Supply	Rock salt	9.10
H. P. McGregor Company	Glassware	2.56
Zindel & Stauffer	Flashlight batteries	1.38
F. S. Heinaman	Traveling expenses	4.90
Hazel Mae Ketcham	" "	7.80
Jane S. Ludgate	" "	11.35
Carmon Ross	" "	36.50
L. H. Van Houten	" "	114.75
Penn'a. Tele. Corp.	Service & tolls	55.45

Springs Oil Service	Furnace oil	33.48
Clougherty Hilbert Co.	Repairs to oil burner	35.00
N. Brittingham & Sons	Tissue cabinets	2.88
Armour & Company	Meat	68.81
Driscoll Produce Co.	Produce	14.96
Firch Baking Co.	Bread	10.33
Jno. E. Graybill & Co.	Conduit	11.16
Jacob Haller Co.	Groceries	20.60
Lake Shore Ice Cream Co.	Ice cream	10.00
Frank Liemer	Bread	14.40
Loblaw Groceterias	Coffee	8.76
Swift & Co.	Butter & compound	29.40
Penn'a. Electric Co.	Electric service	269.02
Pennsylvania Newspapers	Bids for elimination of fire & panic hazards	63.90
Dep't. of Welfare-P. L.	Printing & uniforms	32.05
Mrs. Grace Blystone	Lumber	2.15
Keystone Feed & Supply Co.	Cement	2.70
John V. Laver	Decorations	7.00
Palace Hardware House	Card holders	4.75
Joseph Woodwell Company	Drawer pulls	4.25
Dan W. Zeber	Kitchen supplies	3.48
E. Leigh Mudge	Traveling expenses	12.00
H. L. Offner	" "	13.00
J. E. Ball	Plumbing	27.35
Lawrence Cleaning & Dyeing	Dry cleaning costumes	7.50
Poehlman's Key Shop	Keys	.50
William M. Bains	Library books	344.91
Roy Kahne	Towel dispensers	41.60
Rumsey Electric Co.	Desk lamps	26.00
Armour & Co.	Butter & lard compound	30.59
C. A. Curtze	Brown sugar	5.00
Firch Baking Co.	Bread	4.97
Lake Shore Ice Cream Co.	Ice cream	18.00
Frank Liemer	Bread	.96
National Biscuit Co.	Crackers	4.97
Sanitary Farms Dairy	Cottage cheese & buttermilk	4.00
Schulers Foods, Inc.	Potato chips	4.00
Sybrant & Case	Meat & butter	47.72
United Fruit & Produce Co.	Produce	8.83
Edward Eichenlaub	Meat	4.18
Red & White Stores	Groceries	5.57
N. E. Schruers	Milk	11.61
C. Wilbur Billings	Sand	1.87
Cooper Swift Co.	Instructional supplies	2.56
Dep't. of Welfare-P. L.	Waiters coats	36.00
Geo. W. Hackett & Sons	Inside door sets	53.28
Scheidemantel Tire Service	Instructional supplies	.95
E. A. Wright Co.	Diplomas	4.96
Dorothy Skinner	Traveling expenses	7.50
C. Frances Whitney	" "	19.60
Springs Oil Service	Furnace oil	33.48
Palace Hardware House	Repairs to door check	1.75
William M. Bains	Library books	465.28
Boston Store	Drapes & fixtures	204.85
Armour & Company	Butter & cheese	41.69
Thomas Blount	Potatoes	62.50
Firch Baking Co.	Bread	6.93
General Electric Supply	Campus light panels	7.56

Frank Liemer	Bread	9.92
Loblaw Groceterias	Coffee	5.25
Roberts & Meck, Inc.	Notebooks	.76
Sybrant & Case	Eggs & meat	28.41
United Fruit & Produce Co.	Produce	<u>11.75</u>
Total		\$2,569.50

Upon motion of Mrs. Mahoney, seconded by Mr. Marsh, the President was authorized to secure speakers for Commencement week, and to pay the proper fees for their services.

Upon motion of Mrs. Mahoney, seconded by Miss MacBride, the meeting was adjourned until Friday, April 2, 1937.

Respectfully submitted,

Katherine H. Sallee
Secretary

Upon motion of Mrs. Mahoney, seconded by Mr. Bordwell, bills amounting to \$7,095.03 were accepted and ordered placed on file.

Penn'a. Electric Co.	Electric service	271.82
City Market	Meat	.45
Waldo F. Bates, Jr.	Traveling expenses	30.55
Carmon Ross	" "	29.00
William A. Wheatley	" "	15.00
Armour & Company	Meat	164.49
C. A. Curtze	Groceries	20.50
Erie Fish Company	Fish	13.06
Firch Baking Company	Bread	13.86
Jacob Haller Company	Groceries	14.15
Kellogg Sales Company	Cereals	31.97
Lake Shore Ice Cream Co.	Ice cream	21.50
Frank Liemer	Bread	19.04
National Biscuit Co.	Crackers	2.74
Red & White Stores	Groceries	14.04
Sanitary Farms Dairy	Orangeade & buttermilk	12.10
N. E. Schruers	Milk	110.55
Schulers Foods, Inc.	Potato chips	4.10
Swift & Co.	Butter & meat	101.21
Sybrant & Case	Eggs	2.50
United Fruit & Produce Co.	Produce	40.09
Zindel & Stauffer	Bread	4.74
C. D. Norris Coal Co.	Coal	1,881.36
Public Sch. Emp. Retire. Bd.	Due on accounts	1,245.50
Andrews Paper House of York	Office supplies	1.69
Building America	Library magazine	2.00
Moore-Cottrell	" magazines	11.17
Crawford Sand & Gravel Co.	Dynamite & fuse	1.07
Denver Fire Clay Co.	Repairs to kiln	31.50
Winter Company	Instructional supplies	2.50
Zindel & Stauffer	Hardware	2.71
Mildred Forness	Traveling expenses	8.10
Florence May Kunkel	" "	11.95

L. H. Van Houten	Traveling expenses	82.80
Penn'a. Telephone Corp.	Service and tolls	55.60
C. D. Norris Coal Co.	Coal	15.30
Springs Oil Service	Furnace oil	16.90
Kenneth Gorz	Tree surgery	12.50
Clarence Hanson	Acetylene cutting	6.00
Dep't. of Welfare-P. L.	Desks & settees	111.20
C. F. Bonsor & Co.	Canned produce	54.17
George S. Daugherty Co.	" "	31.95
Firch Baking Co.	Bread	6.93
Garlock Packing Co.	Gaskets	10.91
James W. Houston Co.	Canned produce	47.28
Hygrade Sylvania	Electric lamps	14.35
Lake Shore Ice Cream Co.	Ice cream	5.00
Francis H. Leggett & Co.	Canned produce	20.89
L. H. Parke Co.	Canned fruit	54.66
N. E. Schruers	Milk	138.60
Service Supply Corp.	Bolts	2.32
Amer. Assoc. of Tchrs. Coll.	Membership fee	25.00
Red & White Stores	Groceries	7.20
Austin Co.	Hardware	.69
Hainsworth Supply Co.	Mop wringer	3.00
Johnson Lumber Co.	Lumber	47.88
Chas. B. Padden & Son	Instructional supplies	8.00
Palace Hardware House	Floor dusters	1.91
Park Hardware Co.	Dynamite	.75
Reinhold Pharmacy	Infirmiry supplies	2.00
Remington Rand, Inc.	Library supplies	1.94
Standard Sanitary Mfg. Co.	Hardware	16.44
Star Electrical Co.	Wire	10.60
John Wanamaker	Dishes	89.40
Warren Radio Co.	Transformer	5.00
Wolfe Brush Co.	Instructional supplies	3.60
Zindel & Stauffer	Nails	4.40
Jane S. Ludgate	Traveling expenses	12.30
Rowena MacBride	" "	21.75
H. W. McNees	" "	2.00
E. Leigh Mudge	" "	13.00
Swaney Chevrolet Sales	Oil & parts for truck	8.65
Springs Oil Service	Furnace oil	33.48
Clougherty & Hilbert Co.	Repairs to oil burner	47.00
Union Ice Corporation	Repair & refill refrigerator	9.64
Poehlman's Key Shop	Keys	1.80
Autocall Co.	Fire alarm glasses	.90
William Barnett & Sons	Laundry supplies	9.80
Dolge Co.	Disinfectant	12.50
General Electric Supply	Electrical supplies	10.60
N. M. Holden Co.	Files	3.82
Hygrade Sylvania	Electric lamps	19.37
Keps Electric Co.	Attachment plugs	1.51
Sinclair Refining Co.	Gasoline	29.50
Dep't. Property & Supplies	Material for printing orders	19.43
Purchasing Fund		
Telegraph Press	Cutting blank cards	4.94
Armour & Co.	Meat	72.34
Thomas Blount	Potatoes	62.50
C. A. Curtze	Groceries	8.75
Driscoll Produce Co.	Produce	11.51
Firch Baking Co.	Bread	6.93

Jacob Haller Company	Groceries	34.32
Frank Liemer	Bread	12.64
Loblaw Groceterias	Coffee	5.30
Lake Shore Ice Cream Co.	Ice cream	15.00
National Biscuit Co.	Crackers	1.82
Quality Celery Growers	Celery	4.40
Sanitary Farms Dairy	Orangeade & cottage cheese	3.75
Schlaudeckers Meat Market	Scrapple	2.40
N. E. Schruers	Milk	8.07
Schulers Foods, Inc.	Potato chips	8.20
Swift & Co.	Meat	55.16
Sybrant & Case	"	36.43
United Fruit & Produce Co.	Produce	9.38
Mrs. Grace Blystone	Lumber	228.75
Dep't. of Welfare-Prison L.	Canned produce	9.00
Harrisburg Grocery Co.	Preserves	16.88
Jacob Haller Co.	Groceries	21.15
H. J. Heinz Co.	Pickles	30.23
Lake Shore Ice Cream Co.	Ice cream	5.63
Francis H. Leggett & Co.	Extract	1.10
Libby, McNeill & Libby	Canned fruit	56.40
C. D. Norris Coal Co.	Coal	<u>1,052.82</u>
	Total	7,095.03

Upon motion of Dr. Renz, seconded by Mrs. Mahoney, it was decided to hold the regular meetings the second Friday of September, November, January, March and June. An Executive Committee to be appointed, by the Chairman of the Board of Trustees, to transact such business as may be necessary between the regular meetings of the Board.

The following Executive Committee was appointed by the Chairman:

Mrs. Bertha Winter Mahoney
Mr. Ritchie T. Marsh
Mr. John B. Brooks

The following Agenda was explained in detail by Dr. Ross.

Part A

- I. Accepting Proceedings of Last Meeting of Committee
- II. Receiving of Warranted Bills
- III. Unfinished Business--Suggestions--Meetings Every Other Month and an Executive Committee

Part B--Report of the President

- I. Last Meeting of the Board of Presidents, March 18-19
- II. Budget Control Report
- III. Status of Catalogues
 - A. Summer Session
 - B. Regular
 - C. Printer
- IV. Placement of Graduates, obstacles, prospects
 - A. Local situations
 - B. Middle Atlantic Association

- V. Progress on WPA Projects--all approved
 - A. Water Mains
 - B. Reeder Hall Rewiring
 - C. Wiring Seven Buildings
 - D. General Repair project
 - E. Difficulty in securing men, especially skilled mechanics
- VI. Status of Transmission Lines--Operations temporarily suspended on account of the development in the plans for the Power House, etc.
- VII. New Building Projects at Edinboro
 - A. Review of past plans
 - B. Projects proposed in September, 1935
 - C. Projects revived as a result of the decision of the Supreme Court
 - D. Three classes of projects--urgent and necessary; needed; desirable
 - E. Architects employed or commissioned for each project
 - 1. Campus Training School--Meyers and Johnson
 - 2. Gymnasium--Meyers and Johnson
 - 3. Auditorium--G. W. Stickle
 - 4. Central Heating Plant--Richard Irwin, Pittsburgh
 - F. Problems of location--the Art Commission
 - 1. Faculty Committee
 - 2. Board should make recommendations
 - G. Disposition of old buildings
- VIII. Financial Status Permits of Requisitions for Much Needed Instructional and Office Equipment
 - A. Instructional
 - 1. Audiometer
 - 2. Bi-Nocular Microscope
 - 3. High Pressure Air Pump
 - 4. 12 Instructional Films
 - 5. Portable Sound Machine
 - 6. Modern Maps
 - B. Equipment for Offices, etc.
 - 1. Steel counter and files for new Offices of the Dean
 - 2. Mimeograph
 - 3. Long carriage typewriter
 - 4. Table for Conference Room
 - 5. Chairs for Conference Room
 - 6. Five hard twist rugs for Haven Hall
 - C. Materials, etc., for WPA Projects
 - 1. Flooring, doors, sash, hardware for new offices
 - 2. 10,000 board feet of A1 maple flooring for Haven Hall
 - 3. Paint for Reeder, Haven, Normal, Recitation Halls
 - 4. Lumber supply for 1937-38
 - 5. 600 bags cement for curbing along Meadville St.
- IX. Coming Events
 - A. Rural School Music Festival, April 17
 - B. Rural School Conference, Saturday, April 24--Program
 - C. Annual High School Guest Day, Saturday, May 1
- X. Commencement Plans
 - A. May 22, Alumni Day
 - B. May 23, Baccalaureate Sermon
 - C. May 25, Commencement

- XI. Announcing the Death of Miss Helen R. Gillis, College Nurse
- XII. Recommendations for Instructional and Administrative Improvements
 - A. Rural School Education
 - B. Nurse-Dietitian
 - C. Summer Practice-Demonstration School

Upon motion of Mrs. Mahoney, seconded by Mr. Loveland, the Board approved expenditures as follows:

- A. Instructional
 - 1. Audiometer
 - 2. Bi-Nocular Microscope
 - 3. High Pressure Air Pump
 - 4. 12 Instructional Films
 - 5. Portable Sound Machine
 - 6. Modern Maps
- B. Equipment for Offices, etc.
 - 1. Steel counter and files for new Offices of the Dean
 - 2. Mimeograph
 - 3. Long carriage typewriter
 - 4. Table for Conference Room
 - 5. Chairs for Conference Room
 - 6. Five hard twist rugs for Haven Hall
- C. Materials, etc., for WPA Projects
 - 1. Flooring, doors, sash, hardware for new offices
 - 2. 10,000 board feet of A1 maple flooring for Haven Hall
 - 3. Paint for Reeder, Haven, Normal, Recitation Halls
 - 4. Lumber supply for 1937-38.
 - 5. 600 bags cement for curbing along Meadville Street

Upon motion of Mr. Marsh, seconded by Dr. Renz, it was voted to have Dr. Ross prepare and send resolutions to the family of Miss Gillis.

The Board of Trustees of the Edinboro State Teachers College at its regular meeting on Friday, April 2, passed the following resolution:

Whereas, the sudden and unexpected death of Miss Helen R. Gillis, for ten years the college nurse, has meant a deep loss to this institution,

Therefore, be it resolved by the Board of Trustees of the Edinboro State Teachers College that as an evidence of the efficient services of Miss Gillis that a minute be spread upon the records of the Board to indicate not only the appreciation of the institution for the efficient service and many sacrifices of Miss Gillis but also as the sympathy of the Board of Trustees for the members of the immediate family of Miss Gillis.

Therefore, be it also resolved that a copy of this resolution be sent to the members of the family of Miss Gillis.

Edinboro, Pennsylvania
April 19, 1937

Upon motion of Mr. Marsh, seconded by Mr. Loveland, Dr. Ross was authorized to secure a qualified teacher for Rural School Education and to look around for a Nurse-Dietitian.

In considering vacancies, several members of the Board referred to the previous made ruling that all applications be submitted to the President of the College for action.

Upon motion of Mrs. Mahoney, seconded by Dr. Renz, the following resolution was approved and Dr. Ross was authorized to send a copy to Mr. Klonower.

Whereas, the Board of Trustees of the Edinboro State Teachers College has been apprised of the shortage of teachers in the fields of Special Education and of Commercial Education in the City of Erie and in other parts of the five counties served by the Edinboro State Teachers College, and

Whereas, frequent requests come to the College authorities not only for such teachers but for opportunities to prepare teachers of these fields,

Therefore, be it resolved that the Board of Trustees make known this situation to the State Council of Education with the hope that as soon as possible the State Council of Education approve the petition of this institution now pending before the State Council for permission to establish special curricula in Special Education and in Commercial Education.

Edinboro, Pennsylvania
April 2, 1937

Upon motion of Mr. Marsh, seconded by Dr. Renz, the meeting was adjourned until June 11, 1937.

Respectfully submitted,

Katherine W. Sallee

Katherine H. Sallee
Bursar