

Edinboro, Pa.
November 26, 1937

The regular meeting of the Board of Trustees of the Edinboro State Teachers College was held Friday, November 26, 1937 in the office of Mr. Brooks, 1013 Erie Trust Building, Erie, Pennsylvania.

Members present were Messrs. John B. Brooks, F. A. Loveland, Albert L. Thomas, Ritchie T. Marsh, O. W. Renz and Mrs. Bertha Winter Mahoney.

Upon motion of Mrs. Mahoney, seconded by Mr. Thomas, the minutes of the meeting held September 10, 1937 were approved and ordered placed on file.

Upon motion of Mrs. Mahoney, seconded by Mr. Thomas, bills amounting to \$13,539.82 were received and approved.

1935-1937 Appropriation

Forrest H. Nourse	Contract	1,962.00
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1937-1939 Appropriation

Penn'a. Electric Company	Elec. service charge	219.32
Bowman Mell & Company	Infirmiry supplies	1.08
Cotterel Company	Instructional supplies	1.60
S. F. Durst & Company	Infirmiry supplies	2.23
Erie Hardware Company	Annealed Wire (covers	1.70
Graybar Electric Company	Push button switches &	28.82
Harrisburg Stencil Works	Stapling machine	3.61
Hospital Supply Company	Infirmiry supplies	2.25
Houghton-Mifflin Company	Test material	20.20
Jacobsen Manufacturing Co.	Parts for lawn mower	10.35
Lancaster Drug Company	Infirmiry supplies	1.75
Morris Drug Company	Infirmiry supplies	2.38
Palace Hardware House	Hardware & supplies	22.83
Roberts & Meck, Inc.	Ink	1.72
Smith, Kline & French, Inc.	Infirmiry supplies	3.02
Sharp & Dohme	Infirmiry supplies	1.70
The Upjohn Company	Infirmiry supplies (equip.	1.83
Williams, Brown & Earle	Instructional supplies &	21.43
John Wyeth & Brother	Infirmiry supplies	3.05
York Paint & Hardware Co.	Locks and nails	151.80
Gulf Oil Corporation	Gasoline	.95
Swaney Chevrolet Sales	Repairs to truck	3.15
Armor Electric Mfg. Company	Repairs to electric motors	30.70
Gust Krack & Son, Inc.	Repairs to roof-Pres.Home	272.60
Seigel's	Repairs to window shades	150.85
John Bielak	Making clevice & log chain	1.50
Lawrence Cleaning Company	Choir robes cleaned	22.50
Eastman Kodak Stores	Motion Picture screen	29.40
Remington-Rand Inc.	Library catalog file	153.45
Spencer Lens Company	Slide projector & box	82.00
Harrisburg Sales Office	Glue	6.90
Hygrade Sylvania Corp.	Lamp bulbs	38.74
Johnston, Keffer & Trout	Paper napkins	10.56

Roy Kahne	Gong brushes	1.95
Office Equipment Company	Stencils	60.18
Quaker City Electric Co.	Drop cord	8.75
Falcon Packing Company	Canned goods	13.80
James W. Houston Company	" "	12.06
Jaburg Brothers	" "	16.61
Francis H. Leggett & Co.	" "	75.39
Alfred Lowry & Bro.	" "	6.16
L. H. Parke Company	" "	37.24
Felix Spatola & Sons	" "	16.77
State Products Company	Ground curry	.20
R. C. Williams & Company	Canned goods	21.19
Acme Cotton Products Co.	Infirmiry supplies	25.32
W. A. Case & Son Mfg. Co.	Repairs to water heater & cutting oil	16.63
Erie Sport Store	Instructional supplies	114.54
Erie Window Glass Co.	Okene, stain & plasterseal	33.99
General Chemical Company	Chemical supplies	20.73
J. L. Hammett Company	Art supplies	1.74
Shenk and Tittle	Hockey balls	15.29
Toledo Plate & Window Glass	Instructional supplies	1.97
Zindel & Stauffer	Tacks, nails, screws, eggs	5.90
C. D. Norris Coal Company	Coal	534.99
Poehlman's Key Shop	Keys	.75
L. V. Sherwood	Acetelyne cutting	1.75
Trask, Prescott & Richardson	Hoover cleaner	81.60
Johns-Manville Corporation	Sheet packing	5.90
United Oil Mfg. Company	Cup grease	1.50
Erie Fish Company	Fish	8.60
Firch Baking Company	Bread	5.38
Jacob Haller Company	Groceries	44.96
Sam Katowitz & Son	Produce	34.25
Lake Shore Ice Cream Co.	Ice cream	14.00
Frank Liemer	Bread	11.76
Loblaw Groceterias	Coffee	7.99
National Biscuit Company	Crackers	3.53
National Peanut Corporation	Nuts	7.90
Red & White	Groceries	20.04
Sanitary Farms Dairy	Dairy products	4.65
N. E. Schruers	Milk	16.80
Schuler's Foods, Inc.	Potato chips	3.00
Swift & Company	Meat & compound	141.15
Sybrant & Case	Eggs	1.40
United Fruit & Produce Co.	Produce	59.94
City Market	Groceries	3.72
Edward Eichenlaub	Meat	5.04
Red & White	Groceries	12.78
Austin Company	Miscellaneous supplies	3.78
Boyd & Schafer	Fulthik Batts	9.50
Colorado State College of Ed.	Test material	48.51
B. E. Darrow	Flooring	9.07
Erie Window Glass Company	Stain	13.05
P. Peiffer & Company	Instructional supplies	6.55
Treman-King Athletic Goods	" "	17.10
Zindel & Stauffer	Miscellaneous "	6.44
William M. Bains	Library books	504.38
Armour & Company	Soap & cleansing powder	11.91

Remington-Rand Inc.	Library supplies	22.12
Boyd & Schafer	Cement	8.40
B. E. Darrow	Quarter round	9.15
Erie Window Glass Company	Paint	13.76
Martin W. Fager Company	Wheelbarrows	8.98
Hygrade Sylvania Corporation	Lamp bulbs	.90
Palace Hardware House	Hardware	3.96
Scientific Equipment Co.	Instructional supplies	3.30
Scientific Supply Company	Instructional supplies	2.29
Skinner Engine Company	Repair parts for engines	158.60
Williams, Brown & Earle	Instructional supp. & equip	56.93
C. E. Bordwell	Traveling expenses	20.68
Florence M. Kunkel	" "	7.50
Carmon Ross	" "	44.00
W. A. Case & Son Mfg. Co.	Repairs to valve	17.80
Biological Supply Co.	Instructional equipment	10.45
Eastman Kodak Company	Films	99.61
Ellen E. Wilson	Test material	18.63
Armour & Company	Meat & butter	98.79
Harry Barth	Sanisink cleaners	3.24
Erie Fish Company	Fish	5.90
Firah Baking Company	Bread	10.80
Jacob Haller Company	Groceries	10.13
Huntington Laboratories, Inc.	Seal-O-San floor seal	100.50
Lake Shore Ice Cream Co.	Ice cream	10.00
Loblaw Groceterias	Coffee	4.43
National Biscuit Company	Crackers	3.52
Red & White Store	Lemons	.88
Sanitary Farms Dairy	Buttermilk	.25
Swift & Company	Butter, eggs & meat	118.22
United Fruit & Produce Co.	Produce	41.30
York Paint & Hardware Co.	Files & hack saw blades	15.34
Dep't. Property & Supplies	Purchase requests	2.82
Athletic Trainers Supply Co.	Basket balls	76.80
Boyd & Schafer	Mortar color	2.85
B. E. Darrow	Metal lath	4.20
Kelly Studios	Instructional supplies	6.24
Palace Hardware House	Bar bolts	.90
Williams, Brown & Earle	Instructional supplies	19.33
E. Leigh Mudge	Traveling expenses	4.00
Pennsylvania Telephone Co.	Service charge	49.70
Henry Althof's Sons Co.	Entrance rails & gratings	428.36
Dorus L. Baker	Labor	4.00
J. E. Ball	Plumbing repairs	63.13
Ernest Beaman	Labor	8.00
Henry B. Edwards	"	8.00
Will E. Klie	"	185.30
Charles Lewis	"	7.60
William F. Gable Company	Rugs & rug pads	174.83
Keystone View Company	Lantern slide cases	8.00
Scientific Equipment Co.	Instructional equipment	27.50
Society for Visual Ed.	Film slides	12.00
Kellogg Sales Company	Cereals	55.58
Frank Liemer	Bread	15.42
David Linzer & Sons, Inc.	Paint brushes	30.36
Sinclair Refining Co.	Kerosene & gasoline	48.58
City Market	Groceries	4.63
Edward Eichenlaub	Meat	9.61

Red & White	Groceries	11.37
B. E. Darrow	Moulding	1.68
C. G. DeVore	Doors	39.75
Erie Mfg. & Supply Co.	Packing	16.03
Penn Silicon Company	Sand	5.00
E. A. Wright Company	Sheepskins	13.64
Chemical Rubber Company	Instructional sup.&equip.	11.93
W. A. Wheatley	Traveling expenses	26.55
Penn's. Telephone Corp.	Service charge	8.41
Bor. of Edinboro-Water Dept.	Water rent	3.10
Swift & Company	Meat, butter, eggs, compound	174.93
N. E. Schruers	Milk	110.58
Penn'a. Electric Company	Service charge	169.57
Eugene Dietzgen Company	Tracing paper	1.70
Kurtz Brothers	Instructional supplies	36.28
Boyd & Schafer	Neat plaster & mort color	14.38
Keystone Feed & Supply Co.	Lime and plaster	15.00
Milloy Lumber Company	Lath and plaster	111.10
J. E. Ball	Plumbing repairs	84.35
C. F. Burkhardt	Tuning & rep. pianos	52.00
Electro-Lux Company	Repairs to cleaners	11.40
Kleckner & Coon	Repairs to refrigerator	14.42
R-M Radio Laboratory	Repairs to organ switch	18.15
Union Ice Corporation	Repairs to refrigerator	17.28
Antrim Hardware Company	Steel square	4.95
Cambosco Scientific Co.	Instruct. equipment	24.25
Chicago Apparatus Company	" supp. & equip.	103.69
Keystone View Company	Slides	64.24
Seven Art Store	Pictures	8.85
C. H. Stoelting Company	Test material	9.24
Milton Bradley Company	Chalk	6.84
Hercules Powder Company	Tri-sodium phosphate	32.11
John J. McGrath, Inc.	Rags for power house	22.50
National Milling & Chem.Co.	Soap chips, powder & comp.	97.42
Whitaker Paper Company	Bond paper	10.40
Armour & Company	Meat	75.69
Erie Fish Company	Fish	9.25
Firch Baking Company	Bread	6.75
Jacob Haller Company	Groceries	87.40
Sam Katowitz & Sons	Produce	5.15
Lake Shore Ice Cream Co.	Ice cream	35.25
Frank Liemer	Bread	7.90
Loblaw Groceterias	Coffee	4.43
Red & White Store	Butter	11.25
Swift & Company	Meat	68.01
Sybrant & Case	Fish	1.14
Union Fruit & Produce Co.	Produce	7.00
United Fruit & Produce Co.	Produce	27.98
Dep't. of Welfare-P. L.	Office & library supplies	26.37
Universal Publishing Synd.	Binding	1.68
C. W. Dundon	Potatoes	5.00
Armor Electric Mfg. Co.	Repairs to ice machine	5.05
C. Wilbur Billings	Sand, gravel, potatoes, ice	84.98
Blystone Mfg. Company	Supplies for ice machine	4.35
H.C. Boyd Lumber Company	Lumber	6.16
Boyd & Schafer	Iron grates & sewer tile	32.90
Cotterel Company	Instructional supplies	5.40
B. E. Darrow	Moulding	8.25

Eugene Dietzgen Co., Inc.	Instructional supplies	29.63
Keystone Feed & Supply Co.	Cement	5.40
Milloy Lumber Company	Metal Lath & moulding	20.60
E. A. Wright Company	Sheepskin	1.24
Atlantic Refining Company	Gasoline	2.34
B. R. Holt	Labor	5.60
Pennsylvania State College	Laundry field service	12.50
Erie Farm Products Company	Butter	23.36
Erie Fish Company	Fish	6.75
Firch Baking Company	Bread	22.65
Jacob Haller Company	Groceries	44.54
Sam Katowitz & Sons	Produce	4.65
Frank Liemer	Bread	9.56
National Peanut Corporation	Peanuts	3.30
Schaffner Bros. Company	Meat and shortening	8.48
Swift & Company	Meat	31.40
Union Fruit & Produce Co.	Produce	1.25
Union Novelty Mfg. Company	Brooms	7.50
United Fruit & Produce Co.	Produce	11.98
H. M. Wagner & Company	Canned goods	35.88
Zindel & Stauffer	Flour, rope (board	2.36
Boyd & Schafer	Cap, base & cement for flex-	13.32
W. A. Case & Son Mfg. Co.	Plumbing supplies	.95
Commercial Solvents Corp.	Alcohol	2.69
Erie Window Glass Co.	Paint	1.04
G. U. Hopkins	Thread	.25
Palace Hardware House	Kick plates	2.00
Dan W. Zeber	Water glasses	6.00
Royce R. Mallory	Traveling expenses	11.00
Bor. of Edinboro-Water Dept.	Water rent	294.50
Will E. Klie	Labor (equip.	57.80
R-M Radio Laboratory	Repairs to radio & sound	23.25
State Workmen's Insur. Fund	Insurance	235.85
U.S. Fidelity & Guaranty Co.	Insurance	12.50
Caproni Galleries, Inc.	Instructional equipment	34.35
Dep't. of Welfare-P. L.	Chairs	50.70
Society for Visual Ed.	Film slides	8.00
C. Wilbur Billings	Potatoes	7.50
Erie Farm Products Co.	Butter	23.36
Erie Fish Company	Fish	6.25
Lake Shore Ice Cream Co.	Ice cream	10.00
Loblaw Groceries, Inc.	Coffee	4.43
Red & White Store	Onions and coffee	4.75
Schaffner Bros. Co.	Meat and compound	14.96
Swift & Company	Meat	40.16
Union Fruit & Produce Co.	Produce	3.00
United Fruit & Produce Co.	Produce	7.63
Dep't. of Welfare-P. L.	Office supplies	13.91
Roberts & Meck, Inc.	Instructional supplies	16.92
City Market	Groceries	3.41
Red & White	Groceries	21.67
Erie Mantel & Tile Co.	Tile for Reeder Terrace	100.20
Milloy Lumber Company	4 doors	48.92
Swaney Chevrolet Sales	Repairs to truck	2.15
Penn'a. Telephone Corp.	Tolls	26.92
Crandall Packing Company	Packing	20.25
George S. Daugherty Co.	Canned goods	15.38
Firch Baking Company	Bread	17.55

Lake Shore Ice Cream Co.	Ice cream	15.00
Frank Liemer	Bread	17.56
Sanitary Farms Dairy	Dairy products	6.40
N. E. Schruers	Milk and cream	140.34
Swift & Company	Meat, compound, butter, eggs	119.82
William F. Gable Company	Chair seats	6.94
Red & White	Groceries	2.08
Austin Company	Couplings	.56
G. M. Baker	Wire	1.10
Charles Bruning Co., Inc.	Instructional supplies	11.70
Central Scientific Co.	Instr. supplies & equip.	8.27
Lyman Felheim Lumber Co.	Lumber	32.50
Walter C. Garwick	Instructional supplies	60.25
C. A. Gregory Company	Tests	5.01
Johnston, Keffer & Trout	Instructional supplies	6.50
Jolley's Pharmacy	Paint & alcohol	3.30
Remington-Rand, Inc.	Binders	15.05
Scheidemantel T. & B. Service	Fan belt & cup grease	1.50
C. H. Stoelting Company	Instr. supplies & equip.	71.40
O. C. Thayer & Son	Finish lime	10.00
World Book Company	Record blanks	1.05
University Prints	Instructional equipment	13.31
Victor Animatograph Corp.	" "	17.60
Williams, Brown & Earle	" supplies & equip.	21.85
Atlantic Refining Co.	Gasoline & oil	3.54
Waldo F. Bates, Jr.	Traveling expenses	21.50
E. Leigh Mudge	" "	38.90
Carmon Ross	" "	33.50
William N. Wheatley	" "	33.70
Penn'a. Tele. Corp.	Service & tolls	51.25
C. D. Norris Coal Company	Coal	790.26
Will E. Klie	Labor	27.20
John J. Shryock Company	Rubber treads & mats	511.24
Penn'a. Electric Company	Electricity	<u>228.57</u>
		11,377.82

Summary

1935-37 Appropriation	\$1,962.00
1937-39 "	<u>11,377.82</u>
Total	<u>\$13,339.82</u>

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

- I. Reading of Minutes
- II. Presentation of Warranted Bills
- III. Presentation of Plans for Building Projects under State Authority
 - A. General statement of projects
 - B. Their financing
 - C. Approval by Board
- IV. Resolution Requesting State to Purchase for the College Certain Pieces of Property
- V. Data re Enrollments
 - (1) All Western Pennsylvania--loss 452 or 14%

College A--Loss 115 - 17.3%
 College B--Loss 151 - 11.4%
 College C--Gain 8 - 4%
 College D--Loss 149 - 20%
 Edinboro --Loss 41 - 15%

- (2) Eastern Group--West Chester, Kutztown, E. Stroudsburg, Millersville Total Loss 53 or 2.3%
 Total Loss exclusive of West Chester, 111 or 7.1%
 Generally speaking, the Eastern tier loss, with the exception of West Chester, which had a gain of 58 or 4.6% was half as great as the Western tier.
- (3) Extension and Part Time Campus--Edinboro

	Oct. 15, 1936	Oct. 15, 1937	Per Cent Increase
Extension	135	173	29.6
Campus	42	99	135
Total	177	272	53.6
Extension Hours	323	496	53.5
Campus-Saturday Hrs.	126	246	95
Total	449	732	63

VI. Financial Items

- A. Status of salaries
 B. The Budget
 C. Refunds

VII. The Refrigeration Plant

VIII. The Physical Plant

- A. New allocations for removal of fire hazards
 B. Insurance coverage
 C. Personal property of students--protection

IX. (a) Damage Fee Proposed by Board of Presidents

- (b) Penalty Fee for Late Registrations--action by Board necessary

X. Report of State Superintendent of Public Instruction

Moved by Mr. Marsh, seconded by Dr. Renz, that the Board of Trustees of the Edinboro State Teachers College, after a careful consideration of the purchase price, recommend to the Department of Property and Supplies the purchase, under Act 534, of the following properties located in Edinboro and adjoining present property of the College, for the purpose of straightening property lines and to acquire necessary land for the construction of the Training School under State Authority:

- (1) House and lot on Normal Street belonging to George Welker, lot dimension, 200' x 50' for \$3,350.
 (2) House and lot on Normal Street belonging to Mrs. Emma Kinter, lot dimension 440' x 99' for \$1,500.
 (3) House and lot on Normal Street belonging to Charles H. Harned, lot dimension, 214½' x 66½' for \$3,150.

Motion unanimously passed.

Moved by Mr. Marsh and seconded by Dr. Renz that the Plans and Specifications, with such supplements as may be necessary, submitted by the architects, Meyers and Johnson

(Gymnasium and Training School); G. W. Stickle (Auditorium) and Richard Irvin (Central Heating Plant) be approved; that these plans and specifications and such supplements as may be necessary be submitted to the Department of Public Instruction and the General State Authority; that said plans and specifications, as approved, together with such supplements as may be necessary, constitute the recommendation and authority of the said Board of Trustees for the construction and location of the following buildings, subject to the regulations and requirements of the Department of Public Instruction and the General State Authority:

One Gymnasium
 One Training School
 One Auditorium
 One Central Heating Plant

Motion unanimously passed.

Upon motion of Mrs. Mahoney, seconded by Mr. Thomas, the secretary was instructed to send resolutions of respect for Major Bordwell to his family in Warren, Pennsylvania.

Upon motion of Mr. Loveland, seconded by Mr. Thomas, the Board authorized group insurance for covering personal property of students.

Upon motion of Mr. Thomas, seconded by Mrs. Mahoney, the Board approved an advance deposit fee of \$2.00 (a damage fee for students) subject to the approval of the Department at Harrisburg.

Upon motion of Mr. Thomas, seconded by Mrs. Mahoney, the Board voted to allow the Methodist Episcopal Church Mission School to hold their School of Instruction in the Edinboro State Teachers College Buildings during the early part of the summer of 1938, subject to the approval of the Department of Public Instruction.

Upon motion of Mr. Loveland, seconded by Mr. Thomas, the meeting was adjourned until Friday, January 14, 1938.

Respectfully submitted,

Katherine H. Sallee

Katherine H. Sallee
 Secretary