

Minutes of meeting of the General Committee  
held on Friday Jan 11. 1918

Present Dr. Lewis (Chair) Messrs Topp, Mastis, Mark  
Knut Callaway, Lester Thomson, Kemson  
Cooke, Dillon, Knight, Magg, Revue, Shew

minutes  
Apology from Dr. Ruder  
The minutes of meeting of Dec 7 were read  
& confirmed

The Finance Committee reported having  
audited the books for December & had  
found them correct. They also produced  
the draft statement of accounts which  
was explained by the Treasurer. The  
statement was ordered to be forwarded  
for audit. The Committee recommended  
payment of the following wages  
Itai Kuper wages  $\frac{8}{11}$  attendance  $\frac{7}{11}$  hebra, as  $\frac{1-3}{11}$   
Mrs Brown  $\frac{1}{15}$  Room  $\frac{3}{14}$  Cobi  $\frac{8}{16}$  Kalski  $\frac{2}{14}$   
Gasco  $\frac{10}{19}$  City Council  $\frac{7}{13}$  Stillwell  $\frac{9}{15}$   
Kempson  $\frac{9}{26}$  City Council  $\frac{14}{8}$  The Busack  
 $\frac{4}{26}$  See  $\frac{20}{16}$  hebra  $\frac{17}{6}$  Pelt  $\frac{17}{-}$   
The report was adopted on the  
motion of Messrs Mastis & Callaway.  
The business of the various committees  
regarding improvements & alterations

reorganization of staff will be considered as per press shown opposite and after each clause had been discussed & explained the proposals were adopted unanimously. The House Committee to carry out the details. The form of the annual report was left to the President vice President Treasurer & secretary to settle. The Library Committee reported that the books had been chosen & that the reorganized library was open for inspection.

Confirmed  
 E. Shaw  
 President  
 1/2/18 Chairman

PRECIS OF PROPOSALS

Library Re-organisation Committee.

The Library Re-organization Committee reports that the alterations to the Library are now almost complete and that the re-organised Library will be opened to members to-morrow, Friday.

The Committee considers that it would make for more efficient management of the Library if a girl were employed, as assistant, instead of a youth. In the present circumstances it is impossible to obtain or keep a competent youth. The committee therefore proposes that a girl be engaged at a salary (to begin) of £1 per week.

The Committee considers that the present arrangements for cleaning the Library and reading room are not effective. It believes that the condition of this branch of The Institution would be better maintained by the employment of a woman as cleaner.

The Committee further considers that it is essential to the management of the Reading Room that there should be an attendant, in uniform, on duty during the hours that the reading room is open, while the Library is closed, that is to say from 6 p.m. to 10 p.m., on week days, and from 2 p.m. to 10 p.m., on Saturdays.

The Committee also suggests that in order to make the Smoking Room more attractive it should be thoroughly renovated.

The House Committee.

The House Committee has considered the proposals of the Library Re-organization Committee and considers that they should be adopted.

It approves of the proposal to appoint a girl as Library Assistant.

It approves of the proposal to have a woman cleaner and considers that the best way to arrive at this is to appoint a married man as Hall Keeper with his wife as Assistant. In order to do this it will be necessary to make additions to the Hall Keeper's quarters. These additions would entail the building of a kitchenette at the North East end of the present quarters. The cost of this, including the installation of a gas stove, is estimated by the Architects at £75. The quarters provided would be a bed-sitting room, 30-ft. x 12-ft., and kitchen; a bathroom is already provided. It is believed that a married couple could be obtained for £3 a week with quarters, light, firing and water. The Committee recommends the adoption of this proposal.

It approves of the suggestion to appoint an attendant and considers that the control of the Reading Room thus ensured would be invaluable.

The committee approves the request of the Library Re-organization Committee to renovate the Smoking Room and recommends the expenditure of the sum estimated - £25.

Financial Committee

The Financial Committee approves of the proposed expenditure.

Library Committee.

The Library Committee will discuss these proposals prior to the meeting of the General Committee.

DATES OF APPOINTMENT TO THE COMMITTEE  
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TRUSTEES

Mr. Lush	Committee Jan. 1878 Trustee May 1903
Mr. Callaway	Committee Jan. 1891 Trustee Jan. 1912
Mr. Wigg	Committee Jan. 1916 Trustee July 1930 Treasurer June 1930

COMMITTEES

Mr. Masters	Oct. 1909	
Dr. Kennison	Jan. 1913	
Mr. Dillon	Jan. 1913	
<del>Mr. Topp</del>	Jan. 1914	
<del>Mr. Greenwood</del>	Jan. 1928	
Mr. Cameron	Jan. 1928	
<del>Mr. Bates</del>	Jan. 1929	
Mr. Burr	" " . 33	
Mr. Lillie	" " . 34	
Mr. Pietzcker	" " . 35	
Major Bolton	Dec. 1929	Mr. Gates Jan. 1931
<del>Mr. Emery</del>	Jan. 1930	Dr. Law " "
Mr. Biggs	" "	Mr. Upton " "

SECRETARY

R. W. E. Wilmot Sept. 1909.

" *Frederick* " 1932  
 " *Roman* " 1933  
 " *Greil* " 1934  
 " *Black* " 1934

1921-25  
 CP Regg, 1931

Minutes of the General Committee held on Friday February 1 1918

Present Mr. Shew (chair) Martin, Martin, Kersh Knight, Thomson, Dillon, O'Keenison & O'Shears

Apologies apologies were received from Mr. Rennie D. Ruder & D. Mailer

Minutes the minutes of January 11 were read & concurred

Finance The Finance Committee reported having audited the accounts for January & had found them correct. They recommended

payment of the following accounts

Hallkeeper wages	8.00
Attendance	7.00
Assistant Librarian	5.10.0
Mr. Brown	1.15.0
Extra wages	1.12.6
Metropolitan Gas Co	4.2.6
Met. City Council	2.3.6
Metrop. Fire Brigade	6.7.6
Secular fund	2.1.0
Newspaper repairs	1.10.0
Goods	4.3.3
Sundries	17.0
Auditors	4.4.0
Salaries Secretary <sup>27/1/18</sup> Librarian <sup>17/6/18</sup>	38.3.4

The report was adopted at the instance of Mr. Knight & D. O'Shears

President The President was welcomed by Mr. Martin.

Library The library committee reported having chosen the books

House The House committee reported having appointed D. Heber & his wife to the Hallkeeper position at a salary net of £2.15.0 per week. Such appointment

to date from a date in which to be fixed. They reported having received from the Railway Department a gift of a dozen pictures of beauty spots. These had been hung in the Smoking & Reading rooms. The report was adopted on the motion of Messrs Martin & Martin

Committee The following committees were appointed Finance Messrs Rennie, Callaway, Martin Knight & the President

Library Messrs Topp, Martin, Martin Callaway, Kerrot, D. Ruder & O'Shears & the President

House Messrs Martin, Cooke, Thomson, O'Keenison & the President

Reorganization The reorganization committee was reappointed.

~~Copy~~  
1/3/18 C. Shew Chairman

Minutes of the General Committee held on Friday March 1 1918

Present Messrs Shew (chair) Martin, Martin, Topp Callaway, Kerrot, Thomson Knight Cooke, D. Mailer & Ruder

Apologies apologies were received from Messrs Rennie & Wigg

D. Mailer D. Mailer was welcomed by the President on taking his seat.

Finance The Finance Committee reported having audited the accounts & books for February & had found them correct. They recommended payment of

The following accounts	2.00
J. Maier wages	1.15
A Gordon "	3.6.6
Sixth wages	11.
Hall Keeper's wage	8.
attendant	5.1.3
Mills newspapers	4.10.10
Mutual Store repairs	23.11.5
G. Robertson Books	7.18.3
E. A. Parr "	2.18.6
Methodist Book Depot "	2.5.2
Melville & Muller	2.1
Saunders & Co. Douglass	3
M. Henry Bowdler	1.11.6
M. Brown Repairs	1.12
A. Suribone sundries	42.3.4
Salaries secular <sup>17/10/8</sup> Librarian <sup>4/11/8</sup> M. Cooper	5
Petty Cash	3.10
Norris repairs	131.4.9

The report was adopted on the motion of Messrs Knight & Thomson. J. Irvine was appointed attendant at a salary of £2 a week. The report of the Library Committee was adopted on the motion of Messrs Knight & Topp.

Confirmed  
 12/4/18  
 J. Shew  
 Chairman

attendant  
 library

Minutes of Meeting of The General Committee held on 12<sup>th</sup> April 1918

Present Mr Shew (Chair) Messrs Topp, Martin Knudt Knight, Cook, Hugh Ness, Revenue, Callaway Thomson, D<sup>rs</sup> Lewis & Keenison  
 Apologies were received from Mr & Mrs Topp & Mr & Mrs Miller

The minutes of meeting of 12<sup>th</sup> March were read & confirmed. The Finance Committee reported having audited the accounts for March & had found them correct they recommended payment of the following a/c's.

Hall Keeper 1/11. attendant 4/1. Cooks 2/1.	21.00
Melhop Gas W Gas	27.12.2
City of York Street Light	5.12.3
Meth & Methop B <sup>o</sup> of Works	63.15.8
Methop " Free Bridge	4.17.6
Newspapers sundries	4.4.3
Newspapers Statesman 1/11. Meth 1/11.	2.17.
C. Pittard Improvements	92.5
Melhop Gas	3.
Newbigen "	21.12.6
M C Pitts repairs	42
A Kempston "	4.1.3
C. Johnston to "	1.17.6
Lucas Co Goods	1.13
Adlum Co "	4.7.6
Goods sundries 2/19/31	1.15.5
Advertising "	2.4
Salaries Sec <sup>24/10/8</sup> Librarian <sup>17/10/8</sup> M. Cooper <sup>4/11/8</sup>	42.3.4
Whithead to magazines	19.9.5
	<u>£354.5</u>

The report was adopted on the motion of Messrs Topp & Callaway. The Committee also recommended that guarantee policies in the name of the secretary 500 Librarian £200

but this was altered after discussion to secretary £500 Librarian £150 Miss Cooper £50

House Matters The secretary reported difficulties in manning the ladies lavatory, it was decided to ask the architects to prepare a scheme & to refer them up to the House Committee with power to act. The secretary reported a narrow escape from fire on March 30. a serious fire had been prevented by the promptness of the Hall Keeper. The electrical inspector had found that the fire had been caused by fusing of electric wires on the stage & had ordered them to be immediately replaced installed. The secretary had ordered the work to be done. The secretary's action was approved on the motion of Messrs Wigg & Martin it was decided to commend the Hall Keeper whose action would not be forgotten. The report of the library committee was adopted.

Library

Confirmed  
3/5/18  
E. Shear  
Chairman

Minutes of meeting of the General Committee held on Friday, June 3 1918  
Miss Shear (Chair) Cooke, Wigg, Thomson Topp, Martin, Master Callaway, Dr Rudder Lewis main Kinnison.

Present

apology was received from Mr Kinnison, the minutes of meeting of April 12 were read & confirmed.

Minutes

The Finance Committee reported having audited the accounts for May & had found them correct. They recommended payment of the following account.

Finance

Hall Keeper to 25.5.18	11.0.0
attendant " "	8
J Crosby Repairs cleaning	2.8
J Crosby " "	4.15
Steelwell Printing	10.12.6
Mutual Store goods	4.2.6
Falshaw repairs	2.12.6
C.R. Miller " "	3.10.0
Kinnison	23.16.6
Salaries Secretary <sup>2/1/18</sup> Librarian <sup>17/6/18</sup> Member <sup>4/1</sup>	42.3.4
Peter Cash	5
	<hr/>
	£118 - 3.4

The report was adopted on the motion of Dr Rudder & Mr Callaway. The secretary reported that the Historical Society wished to rent the Book room at £40 a year. The matter was left to the secretary and Dr Rudder to see the Society.

It was decided to let the upper hall to Mrs Tague for the French Red Cross free of cost.

Library Committee's report was adopted.

Confirmed  
7/6/18  
E. Shear  
Chairman

Minutes of meeting of the General Committee held on Friday June 7<sup>th</sup> 1918

Present Messrs Shew, Martin, Topp, Martin, Kernot, Callaway, Thomson, Lusk, Wigg, Knight, Rooke & Kenyon  
apologies were received from Messrs Rennie, Dillon & Dr Rinder & Maier

Minutes The minutes of May 3 were read & confirmed

Finance The Finance Committee reported having audited the books for May & had found them correct. They recommended payment of

Messrs Hall Kuper	14/17	attendant 10/10	23-15
Repairs	Crosby		9-15
Salaries	Secretary	20/148 Librarian 17/48 Mem. Secy 9/1	43-3-4
Extra wages	Mr Walsh		18-
Methopohlan Gas	Gas		15-19-4
City of Neth	Electric light		3-9-10
Rates & Taxes	Land Tax		30-2-0
E. a Parr	Books		10-9-8
Relief studies	"		12-4-3
Geo Robertson	"		33-7-9
W Morgan	Supplies		2-5
Goods	Supplies		1-2-6
Goods	Mutual Store		2-0-6
Goods	Lucas Co		1-16
Goods	Arden Co		2-12-6
Humeral Help	Repairs		2-10-6
John Robertson	"		2-12-6
Englis & Ross	"		70-8-7
W Thorley	Supplies		2-10
Perpetual Trustees	Interest		315-0-0
Cl Morris	Repairs		2-9
	TOTAL		£588-11-3

The report was adopted on the motion of Messrs Callaway & Knight

Severage The secretary reported that the Finance Committee had approved of the estimate of £100 for sewage in the radiator lavatory. This matter was referred to the House Committee with power to act.

attendant J. Crosbie was appointed attendant in place of Jas Devine on the motion of Messrs Thomson & Kernot.

Library Committee The report of the library committee was adopted.

Confirmed  
E. Shew  
5/7/18 Chairman

Minutes of meeting of the General Committee held on July 5<sup>th</sup> 1918

Present Messrs Shew (Chair) Lusk, Wigg, Knight, Dillon, Thomson, Kernot, Martin, Topp, Callaway, Dr Lewis, Kenyon & Rinder,

apologies were received from Mr Martin & Mr Rennie

minutes The minutes of meeting of June 7 were read & confirmed.

Finance The Finance Committee reported that it had considered the proposal to make alterations to the radiator lavatory & approved the expenditure. They also reported having audited the accounts for June & had found them correct. They recommended that the following accounts be passed for payment

Wages	Hall Kuper 11/1. abundant 4/1. Rosen 1/17	20.5.0
	Metrop Gas Co Gas	2.16.4
	New City Council Electric light	5.18.1
	Metrop Fire Brigade	5.12.6
	City Council Rates	71.5.0
	Methodist Book Depot	3.5.10
	H. Dawson & Sons Magazines	49.2.5
	Melville & Muller "	96.1.9
	Arushong Agency Newspapers	20.9.9
	Gordon & Goben "	9.3.7
	Sunday Newspapers	1.1.0
	Salaries Sunday 7/16/8 Librarian 7/16/8 Miss 1/17/18	42.3.4
		Total £ 327.4.7

The report was adopted on the motion of D-Reader & D-Hewes.

The House Committee reported that the lowest tender for the improvements to the Ladies Lavatory was C.F. Pittard £150 on the motion of W.K. Knight & W. Cooke the tender was accepted.

The report of the Library Committee was adopted on the motion of D-Reader & W. Stopp.

Continued  
 Secy W. Pinder (acting)

2. 8. 18

Minutes of meeting of the General Committee held on Friday August 2 1918

D-Reader (in the chair) Miss Martin, Kenneth Callaway, Thomson Wagg Cooke, Dillon Knight, Dr. Kenison, Reunice

W. Martin apologized

The minutes of meeting of July 5 were read & confirmed

The Finance Committee reported having audited the accounts for July & had found

Ladies Lavatory

Library

Present

apologies minutes

Finance

them correct they recommended payment of the following accounts

Hall Kuper wages	13.15.
abundant "	10.0.0
1. Rosen & Co wages	3.9.6
gas Co Gas	31.17.6
Electric light City of New	6.16.5
Books E.A. Parr	6.11.8
Books G. Robertson	6.10.9
Newspapers	2.13.
Repairs street	3.4.
" White 7/19 view 7/4/16	2.12.3
" Thompson	15.0.9
Goods sundries	2.5.9
" Greenbaum	2.18.3
Improvements new sign	31.17.2
Salaries Sec 7/16/8 Librarian 7/16/8 Miss 1/17/18	43.3.6
Petty Cash	5.0.0
	£ 187.15.0

The report was adopted on the motion of Messrs Callaway & Thompson

The library report was adopted on the motion of Messrs Martin & Callaway  
 W-Callaway congratulated W-Martin on his son having been awarded the military cross. W-Martin responded

6/9/18

Confirmed  
 E. Sherry  
 President



Minutes of meeting of the General Committee held on Friday Sept 6<sup>th</sup> 1918

Present Messrs Shew (Chair) Cooke, Lush, Wigg Thomson, Callaway, Rennie Topp Mastis, Kerrot Martin & Dr Rinder  
an apology was received from Dr Lush & also from Mr Knight

Minutes The minutes of meeting of August 2 were read & confirmed.

Finance The Finance Committee reported having audited the accounts for August & had found them correct. They recommended payment of the following accounts

Hall Kuper	1/4. attendant 1/4. Sundries	7/6
Meltop Gas Co		28.9.9
Electric light		7.11
Sundries Fire Brigade		13.17.6
Rates M. M. B. of Works		67.14.10
Furniture Richardson & Kerr		76.19
Books Methodist Depot		1.12.10
" Albert		3.10
Newspapers Pioneer		1.16
Printing & Stationery		9.5
Howard Smith Coal		6.9
Paton & Sons Sundries		1.1
Sundry Goods		3.7.4
Repairs E. Viret		2.6
Salaries Secy 7/4/8 Librarian 7/4/8 Messengers		42.3.4
Newspapers M. M. B.		8.8.10
Books Melville & Mullen		9.16.6
Total		£305.14.5

The report was adopted on the motion of Messrs Callaway & Mastis.

Improvements The secretary was authorized to have electric light installed in the ladies lavatory & to have one of the old closets in the basement renovated as

Library

an adjunct to the ladies artists room. The report of the Library Committee was adopted on the motion of Messrs Martin & Topp

Secretary

The Secretary was granted leave of absence for three weeks & Mr Rumbly was appointed acting secretary.

The President read a letter from Mr J. W. Hyland complaining of the action of the secretary.

Mr Callaway moved

Dr Rinder seconded

"That the letter be acknowledged & Mr Hyland informed that the Committee had some confidence that any action taken by the secretary was in the best interests of the Institution. Carried

Confirmed  
D. J. Martin

Minutes of meeting of General Committee held on Friday October 4. 1918

Present

Messrs Martin (Chair) Mastis, Kerrot Callaway Cooke, Lush, Knight Thomson Shew Dr Martin

Apologies

apologies were received from Dr Rinder Dr Lush & Mr Rennie Topp

Minutes

The minutes of meeting of Sept 6 were read & confirmed.

Finance

The Finance Committee reported having audited the books & accounts for September & had found them correct. They recommended payment of the following accounts

Trays Hall Kuper	1/4. attendant 1/4.	14.0.0
Meltop Gas Co		4.3.2
Electric light		

Books Melville & Muller	14. 14. 2
Books Geo Robertson	2. 11. 8
Books Methodist Depot	2. 0. 0
admission sundries	1. 6. 0
Newspapers Armstrong	7. 17. 1
" Gordon & Co	9. 15. 10
Repairs a Kempson	1. 18. 6
Pittard Improvements	100 0. 0
Salaries Secretary 27/6/18 Librarian 7/6/18	42. 3. 4
Total	264. 17. 9.

The Committee also recommended that Miss Watkins salary be increased by 5/- a week as from Oct 1. The report was adopted on the motion of Miss Callaway & Orastus. The report of the Library Committee was adopted on the motion of Miss Orastus & Cooke.

Confirmed,  
*C. Shew*  
 Chairman

1<sup>st</sup> Nov 1918

Library

Minutes of meeting of The General Committee held on Nov 1. 1918  
 Present W. S. New Martin, Master, Knight, Lush, Luke  
 Reenie Wigg Dr Lewis & Dr Kenison  
 Dr Rueder W Callaway W Topp & W Thomson  
 absent The minutes of meeting of Oct 24 were read & confirmed.

The finance committee reported that they had audited the books for Oct & had found them correct. They recommended payment of the following accounts

Hall Keeper 13/1/17 attendance '07/1	23-15-
Gas Methop Gas Co	28. 8. 3
Rates City Council	55. 8. 4
Sundries Fire Brigade	3
Improvements Methop Gas Co	11. 14. 6
Magazines Melville & Muller	100 13
Repairs Sundries	5. 11
Newspapers "	2. 14
Goods Lucas Co	1. 5
Salaries Secretary 27/6/18 Librarian 7/6/18	45. 8. 4
Total	280. 17. 5

on the motion of Miss Orastus & Knight the report was adopted.

on the suggestion of W. Martin it was decided that the secretary inform the authorities that any awzacs on furlough may have the privilege of the use of The Reading room during their furlough & to ask that such information be inserted in their guide book.

The library committee's report was adopted.  
 Confirmed,  
*C. Shew*  
 Chairman

6<sup>th</sup> Dec 1918

Library

Minutes of the General Committee held on Dec 6. 1918.

Present

mess Shaw (chair) Martin, Kernot, <sup>Callaway,</sup> ~~Callaway,~~ Thomson, Megg, Cooke, Bush, Mastus & Lewis & Kennington

apologies

Mr Kennington & Reader & had apologized the minutes of Nov 1 were read & confirmed

Finance

The Finance Committee reported having audited the accounts for November & had found them correct. They recommended payment of the following accounts

Hale Keeper "1/1. attendant 9/1.		19.0.0
Mechop Gas Co		11.5.6
City Council Electric Light		4.16.3
E. A. Parr	Books	7.6.8
E. Robinson	"	5.17.8
Mills	Papers	5.16.3
Newbiggin	repairs	1.1
Kempton	"	10.13.9
Stillwell Co	Printing	5.10.
Mutual Store	goods	2.12.5
Adelphi Co	Goods	2.12.6
Telephone		6.17.9
Salaries Secular	20/10/18 Librarian 17/10/18 Messengers 17.	43.3.4
Interest	Repaid to	315. . .
Sundrys Carson	1/6 White 1/1/9	2.8.3
	Total	452.8.8

The report was adopted on the motion of mess Martin & Cooke.

Library

On report of the library committee was adopted

Mr Mastus mentioned the question of closing the library at one o'clock on Saturdays and pointed out that very few people used the library between 1 & 2 o'clock. After some discussion the suggestion to close

at one was approved & it was decided to call a special meeting to alter the rules to give effect to this suggestion & Mr Knight & Cooke were appointed to approve of the alteration and to generally look through the rules.

10th Jan 1919. <sup>Confirmed</sup> E. Shew <sub>Chairman</sub>