

Minutes of meeting of the General Committee held on January 9 1920

Minutes Present

W. Kerrot (in the chair) Mrs. Hush, Martin, Martin Callaway, Thomson, Rennie Knight, Wigg, Dillon, Shew, W. Lewis, Kinnison, Rinder

Minutes

The minutes of meeting of Dec 5 were read & confirmed.

Finance

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

Wages Hall Keeper 1 st 1/19. attendants 1 st 1/19. Daily 1/10	33-15-
Secretary 2 nd 1/19 & Librarian 2 nd 1/1. Miss Toppin 8/19.	49. 11. 8
Insurance Richardson Kerr & Co	19
Sundries Met Fire Brigade	2. 12. 6
Books W. Allen 7/1. Parr 1 st 1/6	2. 12. 6
Newspapers Armstrongs	7. 9. 10
" Sundries	4. 15. 7
Repairs a Kempson	20. 3. 9
" Jugs & Ross	7. 10. 6
" Newbrigin Flo	3. 12. 3
Goods Briscoe	3. 7
Petty cash	5-
	<hr/>
	159. 10. 7

The report was received on the motion of Mrs. Callaway & Martin

The Treas produced a draft statement of receipts & expenditure & explained it in detail. on the motion of Mrs. Rennie & Martin it was sent on to the auditors

Library

The report of the Library Committee was adopted.

6/2/20

Confirmed J. A. Kerrot

Minutes of meeting of the General Committee held on Friday Feb 6 1920

Present

Mrs. Kerrot (Chair), Topp, Martin, Martin, Callaway, Knight, McNally, Shew, Thomson Cook, Bothrosd & Beattie Smith, Lewis Kinnison.

apologies

Welcomes

apologies were received from W. Rennie & D. Rinder. The President was welcomed on taking his seat as President & W. Beattie Smith & Bothrosd were also welcomed to the committee.

Finance

The Secretary reported that he had taken over a set of curtains in lieu of a dishonoured cheque by one Cherry for £35. The curtains were of great use & would bring in revenue. His action was approved.

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

They recommended payment of the following items

Salaries Sec 2 nd 1/19 & Librarian 2 nd 1/1. Librarian 7/19.	48-6-8
Wages Hall Keeper 1 st 1/19. attendants 1 st 1/19. Extra 1/19.	26-16-0
Sheet right City Council	7-7-0
East Illuminations 1 st & 2 nd fasts	44-11-8
Books & bags Sampson & Marshall	32-12-3
" Melville & Ullin	24-14-0
" & Robertson	2-4-7
Magazines Whitehead	22-6-2
Newspapers Sundries	3-3
Books Gordon & Eaten	2-0-6
Books & ads Smith & McDouall	2-5-0
Repairs H Young	50-0-0
" & Dewar	3-0-0
Bundling at Breckh & Co	4-4-0
Printing J. Hill & Co	17-2-6
Goods Zurborn 1 st 1/19. Must 2 nd 1/19. Safeguards 2/12	7-2-0
Books W. Allen	11-12-6
Petty cash annual meeting	3-13-3
	<hr/>
	£306. 13. 2

The report was adopted on the motion of Mrs. Martin & Martin.

The following Committees were elected
 Finance Messrs Reemie Sherr mastus Callaway
 Knight, Thomson & the President
 Library Dr Kinder Dr Lewis Messrs Hugh Martin
 Callaway Topp, Brothrod Dr Smith & the President
 House Messrs Martin Cooke McNally Thomson
 & Dr Keenison & the President

lit Com The report of the library committee was adopted
 secretary The secretary applied for permission to take his annual leave from Mar 6th & the application was granted.
 F. A. Kernot
 Chairman
 5/3/20

Minutes of meeting of the General Committee held on March 5. 1920
 Present Messrs Keruot Reemie Mastus, Cooke Knight McNally Martin Brothrod Callaway Topp Dr Keenison Lewis & Beattie Smith

apologies apology was received from ~~Mr Keruot~~ Dr Kinder & W. Thomson.

Minutes The minutes of meeting of Feb 6 were read & confirmed

accounts The Finance Committee reported having audited the books & accounts for Feb & had found them correct. They recommended payment of the following accounts:
 Salaries secretary 27/48 Librarian 27/11 Messrs Topp 8/5.
 wages Hallkeeper 13/5 attendants 12/10. 6/8. 17/8.
 Repair Pitard 16/1. Young 6/10
 Books Gordon & Co 4/6 W. Walker 2/1. McIndoe 9/11
 " L. Robertson £ 4. 7. 9
 York Book Club 7. 16. 10
 Melville & Muller 7. 7. 5

Books & Magazines	Sumptuous	19. 0. 10
	Breaks	2. 12. 0
Newspapers	sundries	2. 5. 8
advertising	"	14. 0
sundries		3. 2. 0
Goods		2. 17. 6
Total		£ 304. 17. 1

The overdraft stood at £ 174. 6. 5.
 The Finance committee also reported having viewed the salary list & recommended an increase to the secretary of £ 25 a year to the Librarian £ 40 a year to the Hallkeeper & wife 10/- a week & the attendant 5/- a week. The rises to date from Feb 1.

Minutes The report was adopted on the motion of Mr Reemie & Mr Callaway

library The report of the library committee was adopted on the motion of Mr Mastus & Mr Knight.

secretary The secretary was granted three weeks leave on annual holiday as from 6th March Mr Keruot to be acting secretary in his absence.
 F. A. Kernot Chairman

Minutes of meeting of the General Committee held on Friday April 9. 1920
 Present Mr Keruot (Chair) Brothrod Topp, Cooke, Knight, Mastus, Thomson, Dr Kinder, Lewis Beattie Smith, & Keenison

apologies an apology was received from Mr Reemie
 Minutes The minutes of meeting of March 5 were read & confirmed.

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

Salaries secretaries	27/1/18 librarian 30/1/18 Murrison 4/1/19	65.16.8
Wages Hallkeeper	2/1/19 attendant 14/1/19	38.5.0
Gas	Metropolitan Gas Co	30.17.4
Electric light	City of Melbourne	3.17.2
Rates & taxes	Municipal B ^d of Works	67.14.10
Books	Muller No 1/2 McCallan 1/16	3.2.8
Newspapers	Muller 1/19/2 Standard	2.12.2
Repairs	Movison & Stubbis	8.0.0
"	Duffin & Ross	6.2.0
"	Dewan 1/1/3 White & Sons 1/16	3.11.9
"	Newbigin No	3.0.9
"	Improvements Kempson	35.19.6
Goods	Mutual Store	5.3.7
"	Dean 1/16 Zetton 1/2 Safeguard 1/16 Zetton 1/16	1.9.2
Wages	Chamowen	3.17.
auditors	R. N. Rainey 1/19 J. Bishop 1/19	6.6.
City Tax		5.
		<u>£ 240. 15. 7</u>

The overdraft was £ 172. 3. 8

The report was adopted on the motion of Mrs. Mastus & Thomson

Insurance In question of a public risks policy was discussed & it was decided to take one out of £1000 Policy to be submitted to Messrs Knight & Cooke.

Church an application for the use of the library on Wednesday evenings by the Free Church of Christ Scientist was approved subject to termination on notice being given. The church authorities to appoint a special usher. The next to be 19/6 a meeting.

Library The report of the library committee was adopted on the motion of Mrs. Lusk & Opp.

Lease Leave of absence for 3 months was granted to W. Mastus.

J. A. Kerrot

Meeting of General Committee	May 14. 1920	
Present	Mrs Kerrot (Chair) Mrs Wigg, Cooke, Knight Thomson, Shew, Martin Callaway, Dr Rudin, Lewis Kemuson Kemmie	
apologies	apologies were received from Mr Rennie Dillon McNally.	
minutes	The minutes of meeting of April 9 were read & confirmed.	
Finance	The Finance Committee reported having audited the account for April and found them correct. They recommended payment of the following accounts:	
Salaries Sec	22/1/18 Librarian 23/1/18 Murrison 5/19	51.10.0
Wages Hallkeeper	4/19 attendant 1/19	18.
Rates	City of Melbourne	87.1.8
Taxes	Land Tax	30.2.
Sundries	Met. Fire Brigade	10.2.6.
Books	Snupkin Marshall	23.13.4
	Geo Robinson	16.1.3
Sundries		3.4.1
	Gordon & Co	27.9.6
Newspapers	arrushouse	4.5.6
"	sundries	5.0.2
Printing	Still well Co	14.0.0
Repairs	Dewan	5.10.9
"	Newbigin	2.18.
Goods	sundries	3.17.5
		<u>£ 307. 16. 2</u>

The report was adopted on the motion of Mrs Callaway & Rennie

The Sec reported that she had bought two screens for £11 & his action was approved. The scheme for decorations and cost of £22.10. was approved.

Library The report of the library committee was approved & adopted.

Confirmed
E. Shew
Chairman 11/6/20

Minutes of Meeting of the General Committee held on Friday June 11. 1920

Present Messrs Shaw (Chair) Topp, Prothrope Reunie Callaway, Dr Lewis + ^{Reunie or} W. Cooke
apologies were received from Mrs. Huen
M. Enally + Dr. Smith W. Keruot

Minutes The minutes of meeting of May 14 were read + confirmed.

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

Salaries Secutary	2 2/8 1/4	Librarian	2 3/4 1/8	W. Keruot	7/10	53.15	
Wages	Hallkeeper	1 1/2	Attendant	1 1/2	Extra	107.	24.10
Gas	Meltop Gas Co					66.14.7	
Electric light	City Council					4.19.4	
Sundries	Met. Fire Brigade					15.15.0	
Books	G. Robertson					5.15.1	
"	Sundries					5.4.8	
" + Magazines	Sampson Marshall					36.6.5	
"	Gordon + Loten					2.17.6	
Insurance	Richardson + Kerr					16.4	
Sundries	Cable					2.8	
Goods	Sundries					5.10.10	
Furniture	Guy + Murray					11.0.0	
Decorations	E. A. Stubbs					22.10.0	
Advertising	Arushong					2.2.0	
Newspapers	Sundries					1.6.0	
Repairs	Sundries					1.12.9	
Interest	Perpetual Trusts					3/5	
Petty Cash						5	

Total = 578. 11. 2

The report had been handed to £78. 7. 8. The report was adopted on the motion of Messrs Reunie + Topp.

Library The report of the Library Committee was adopted on the motion of Messrs Topp

+ Callaway.

Trustee The Secutary reported the members of the Young Club + University Club had approached him on the subject of the Institution building to accommodate these bodies + the British Medical Assⁿ had also expressed a desire for accommodation. These bodies would like to meet the Committee. After some discussion W. Cooke moved + W. Prothrope seconded that the views of the Trustees on the subject of additional building be obtained.

2/7/20

Confirmed
Dr. Charles

Minutes of Meeting of the General Committee 7/7/20
Present Messrs Topp (Chair) Reunie, Cooke, ^{Bothword} McNally, Knight, W. G. G. Shaw (Chair) + Dr. Lewis

apologies were received from Dr. Reunie Dr. Beattie Smith + W. Thomson

W. Keruot The Secutary reported the death of W. Keruot President + announced that a wreath had been sent to the funeral + that W. Callaway, Mr. Bothword W. T. Cooke + the Secutary + Librarian had attended the following resolutions were carried

1. That the Committee of the Melb. Ath. Soc. ^{and} duly regrets the death of the President W. F. A. Keruot and desires to place on record its appreciation of W. Keruot's services to the Institution during the four + a half years he had been a member of the Committee
2. That the Committee desires to convey to W. Keruot its deep sympathy in his bereavement
3. That a copy of these resolutions be sent to W. Keruot.

Minutes
 Dr Ruder vice President having expressed a desire not to act as President W. C. A Topp was appointed acting President
 The minutes of meeting of June 11 were read & confirmed.

Finance
 The finance committee reported having audited the books & accounts & had found them correct. They recommended payment of the following accounts.

Salaries Secular	22/19/4 Librarian 23/18 Mrs Popper 9/17	55-10-0
Wages Hallkeeper	18/15 attendant 13/19 & tea 3/15	33-15
Books	Geo Robertson	5-4-7
"	Melville & Muller	2-9-5
"	Mallan	1-10-0
"	Magazines Sumpkin & Mackay	24-1-4
Repairs	Kemp & Son	12-15-6
Newspapers	Mitty	2-5-7
Printing & Stationery	Stubbins & Co	5-7-6
Goods	Morgan 3/17, Hanson 1/9	5-6-1
Total		£153.5-0

The debit balance was £142/10/2.
 The Report was adopted on the motion of Mrs Bothroyd & Kenne. Mr Kenne also gave a detailed statement of the finances for the previous months as compared with the same period for 1919 showing an increase in income of £4 8/.

Electric Light
 The secretary reported that in order to light the building during the gas strike he had after consultation with the Treasurer had electric light temporarily installed. The action was approved.

Bosworth Jolly
 The application of the Bosworth Jolly for a fund of £100 in special circumstances was approved.

Library
 The Report was adopted.

Confirmed
 Charles A. Topp
 6.8.20

Minutes of meeting of the General Committee held on Friday August 6. 1920

Present
 Mrs Topp, (Chair) Thomson, Cooke, Martin, Dillon, Wigg, Knight, Lush, Bothroyd, Callaway, Martin, Deheveris & Dr Ruder, Kenne.
 Apologies were received from Mr Shear & Mr Kenne & Mrs Kenne.

Minutes
 The minutes of the meeting of July 2 were read & confirmed.

Finance
 The finance committee reported having audited the accounts for July & had found them correct. They recommended payment of the following accounts.

Salary Sec	22/19/4 Librarian 23/18 Mrs Popper 2/17	53-15-0
Wages Hallkeeper	18/15 attendant 13/19 Mrs Popper 4/1	20-0-0
Electric Light	City Council	16-13-6
Sundries	Free Press	6-0-0
"	Taxi cab 11/6 Paton 11/6	3-4-0
Books	Mallan 1/6 Melville & Muller 5/	2-2-6
"	Robertson	11-19-11
"	Melville & Muller	10-0-7
"	Sumpkin & Mackay & Co.	15-4-3
"	Gordon & Glen	11-10-0
Newspapers	Mitty 2/45 Bondage ad 1/2 Melville 1/4	3-17-7
Advertising	Advertisements	15
Repairs	Miller 4/7/6 Kuthy 9/6 Dever 5/1	15-3-0
Goods	Melville 3/4 Hanson 9/1 Mitty 2/2 Stubbins 2/1	20-8-10
"	Sundries	1-16-0
Total		£214.15.2

The overdraft had been wiped out & there was now a credit of £14.80
 The report was adopted on the motion of Mrs Bothroyd & Deheveris.

Chess Club
 The secretary reported that the Melville Chess Club had made a suggestion that their members should join the institution individually & that provision should be made for them to play chess in the smoking room & that they should be allowed to bring their own tables & equipment on the motion of Dr Ruder & Mr

Callaway The secretary was instructed to make the necessary arrangements.

House Committee The secretary reported having had negotiations with the Board of Health. Notices of a meeting of the Health Commission had appeared in the Press commenting unfavorably on the building. He had replied & on receiving the details had called a meeting of the house committee. He had gone fully into the details with an inspector of the Board & had attended to minor matters such as seating in the gallery &c. The various items were included in a letter (pp 957 to 962) in the general letter book which the House Committee had approved. The House Committee recommended that the items specified in that letter be approved. The two main matters were electric lighting on floors & the biograph box. The House Committee had obtained tenders to carry out what the Board desired & to install electric light throughout the building. They recommended that the tenders be accepted thus

Biograph Box a. Kemp & Son £1. 10. 0
Electric light Newbiggin £230. 0. 0 less
£20 amount of material used in temporary work.

It was decided on the motion of D. Cairns & D. Rinder.

Rents It was decided on the motion of W. Callaway & W. Mastus to give Mr. Moffill a lease for 3 years of shop & work room at £7. 0. 0 per week to enclose the red tape room from £52. 6. 7.5 & the Philharmonic Soc rent from £45. 6. 7.5

Library The report of the Library Committee was adopted.

Confirmed Charles A. Goff
3. 9. 20

Minutes of meeting of the General Committee held on Sept 3. 1920

Present W. Topp (Chair) Lush, Callaway, Mastus, Martin, McNally, Knight, Cooke, Dutton, Brigg, Thomson, D. Lewis, Rinder, Kemmison, W. Boothroyd

apology Mr. Shew an apology was received from Mr. Rennie. The secretary reported that Mr. Shew had died and the acting president made a fitting reference to his loss.

Mr. Mastus moved
Mr. Mastus seconded

- 1 That the Committee of the Melbourne Athenaeum duly regrets the death of the late president Mr. Edward Shew & desires to place on record its appreciation of his services to the Institution as committee man & president.
- 2 That the committee desire to convey to Mr. Shew & family its deep sympathy in their bereavement.
- 3 That a copy of these resolutions be sent to Mr. Shew. Carried

Minutes The minutes of meeting of August 6 were read & confirmed.

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

Salaries	Secretary	2 1/4	Librarian	1 1/8	Mr. Topp	1 1/2
Wages	Haukepu	1 1/2	Altham	1 1/2		
Electric light	City Council					6. 7. 11
Gas	Met Gas Co					30. 0. 0
Insurance	Met Fire Brigade					3. 7. 6
Books	Geo Robertson	1 1/2				5. 11. 8
"	McWille & Mulder					7
"	W. Allan					2. 17. 6
"	Sumpkin & Asha					82. 17. 10

Newspapers nutty	2.76
advertising arushoup	6.2
Printings J. Tall well & Co	7.15
Insurance Richardson Kerr & Co	82.15.2
Goods Hanson	7.9.3
" Sundries	1.18.3
Repairs White 3/6 Clucas 1/3	4.13.6
Pelts Lash	5.0.0
Total	£ 307.18.1

The balance was £248.

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

Board of Health

The secretary reported that the requirements of the Board of Health regarding biographies & ethnology right were being complied with that such minor alterations as were necessary had been done & that no answer had been received regarding the shapping together of chairs. The approval of the Board had been obtained to the biograph altuations without reserve.

Chess Club

The secretary reported that the Chess Club members were joining the institution freely about 20 having already joined. The smoking room was now very crowded on chess days.

Royal Humane Society

The secretary asked that a partition be erected in the Royal Humane Society office to divide it & that the room be shared by the alth endium & the Royal Humane Society as an office. The latter to use the library for their meetings. The House Committee recommended that the work be done for £32 & that the room be decorated. It was decided on the motion of Messrs. Mackis & Cook to carry

out the work & that two members of the House Committee should be consulted as to decorations.

Library

Mr Lewis as chairman of the Library Committee referred to the necessity of brightening the reading room & making it more attractive. The matter was left over till the next meeting.

Conferred

11.10.20

Sept 20th 1920

Acting Chairman

Present

Minutes of meeting of the General Committee held on Oct 1. 1920

Mr Rinder (in the chair) Messrs Cooke, Higg, Mastis, McNally, Rennie, Bothword, Martin & Lewis, Kenison, & Smith.

Apologies

apologies were received from Mr Callaway & Mr Topp

Mr Knight

The secretary reported that he had just been informed of the sudden death of Mr Knight and on the motion of Mr Cooke & Mr Rennie it was decided to make the following record.

1. The Committee of the Melbourne alth endium deeply regrets the death of Mr H. R. Knight & desires to place on record its appreciation of his services to the Institution as Committee man & President
2. That the Committee desires to convey to Mr Knight & family its deep sympathy in their sad bereavement
3. That a copy of these resolutions be sent to Mr Knight

Mr Cooke, Mr Rennie & Mr Mastis expressed their regret at the sad news.

Finance

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

of the following accounts

Salaries secretaries ^{22/184} Librarian ^{23/188} Messengers ^{9/5}	55.10
Wages Haulkeeper ^{1/5} attendants ^{1/5} Seta ^{16/}	30.16
Gas met Gas Co	30.2.1
Electric light W. Donahay	2.7.6
Sundries Met Fire Brigade	2.12.6
Books Melville & Muller	3.17.9
• Gordon & Golen ^{8/} A. Marshall ^{1/6}	1.10.6
• Hutchison ^{4/6} Parr ^{9/107}	4.1.1
• Magazines Sampson Marshall	14.11.4
Newspapers Gordon & Golen	11.17.0
• adverte ^{1/107} Mutt ^{2/4/5}	2.15.3
Repairs Mutual Store	5.11.6
Horgan	2.8.6
+ Improvements Keep on	50.3.3
Temporary lighting Newsgin	46.4.3
Improvements Keep on	90.9.6
Catalogue F Campbell	25.
	<u>£379.18.0</u>

The total was £393.12.3.

Moved by W. Rennie seconded by W. Maslin that accounts be passed & report adopted

W. Rennie read a statement showing the financial position. The gross receipts for 1920 were £3243.7.11 as compared with £2360.4.1 for 1919. The expenditure 1920 2767.4.4 1919 £2084.4. The principal increases were small hall renovation £215 illumination £55 salaries £75 advertising 25.

House Committee The house committee recommended painting & redecorating the interior ^{entrance & stairs} cost £238 & £62. They also reported having gone into the question of the ownership of the working room & the only way the house committee was to partition of the N^o Bay of the reading room

The library committee objected to the Reading room being touched and after a long discussion it was decided on the motion of W. Bothrod seconded by W. McNally that a conference of the House & Library committees should be held to discuss the whole matter & that the conference should consider the specifications for the redecoration with power to act.

Library committee The report of the library committee was adopted.

Confirmed Charles A. Giff 5.11.20

Minutes of meeting of the General Committee held on Nov 5. 1920.

Present - Messrs Topp, Luch, Bothrod, Cullaway, Maslin, Thompson, Wigg, McNally, Cooke, Rennie, D. Frazer, Lewis, Riadu.

apology Minutes an apology was received from Mr. Martin the minutes of meeting of Oct were read & confirmed.

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

Salaries secretaries ^{22/184} Librarian ^{23/188} Messengers ^{7/107}	53.15
Wages Haulkeeper ^{1/1} Librarian ^{1/1}	24.0.0
Rates City of Melbourne	71.5.0
Electric light " "	20.4
Sundries Met. Fire Brigade	15
Paton & Sons	1.1.0
Insurance Richardson & Kerr	19.0.3
Books Melville & Muller	12.4.2
Robertson	6.11.2
" W. Muller	3.0.0
" Mag. Sampson Marshall	31.6.3
Gordon & Golen	11.4.3

Newspapers Sundries	3. 1. 6
" "	3. 10. 0
Advertising Newspapers Arrangements	25. 3. 7
Repairs English Room	14. 14. 9
" Diner	4. 0. 0
" Ahlston	5. . .
" Ahlston	75. . .
Putty Cash	5
Catalogue Frampled	27. 10. 0
Goods Sundries	3. 1. 1
Electric light installation	245. 13. 6.
	Total £710. 18. 10.

The report was adopted on the motion of
 Messrs Masters & Protheroe.

Library

The report of the Library Committee as shown
 herewith was considered & eventually

Mr Lusk moved Mr Callaway seconded
 that the matter referred to a conference
 between the acting President & the Chairman
 of the Finance Library & Honorary Committees.

Mr Masters

Mr Masters was granted 3 months
 leave of absence.

Josephine

Dec 3 20

By Mr. Pender
 Am

THE MELBOURNE ATHENAEUM.

Report of Library Committee.

The following suggestions were generally agreed to with the
 exception of Par. 2.

1. Having regard to the fact that the Library and Reading
 Room form an essential feature of the Athenaeum Trust, the sub-
 committee is of opinion that the Reading Room would be made more
 attractive by a re-arrangement of its floor space and general
 appointments.

2. The Sub-committee feel that the display of country news-
 papers, which was formerly a useful practice, is no longer necessary
 or desirable. Since the Public Library makes a special feature of
 supplying readers with country papers, little inconvenience would
 be caused to subscribers by discontinuing them at the Athenaeum and
 the work of the Library Staff would be considerably lightened. It
 is suggested that only the "Argus", "Age" and "Herald" should be dis-
 played together with the Sydney dailies and one from Adelaide,
 Brisbane, Perth and Hobart. The Ballarat, Geelong and Bendigo
 papers would be available and might be also displayed on reading
 desks. This does not mean that country papers would not be received
 only that they would not be displayed.

3. The sub-committee suggests that this should be done by
 devoting the bay at the north end of the Reading Room to the purpose
 of a Newspaper Room, and the main body of the room to the purpose
 of a magazine and Periodical Room. The bay at present is unsightly
 and almost entirely useless.

4. The sub-committee realises fully that the present staff
 does the best that is possible in cleaning the Library and Reading
 Rooms, but suggest that the time has arrived when a separate arrange-
 ment should be made for cleaning these sections of the building. At
 present, notwithstanding that what can be done is done, they present
 a dingy and unattractive appearance.

5. The sub-committee is also of opinion that an additional
 attendant is required in the Library owing to the increased and
 increasing number of subscribers.

6. The sub-committee feels that the present furniture of the
 Reading Room is antiquated and inconvenient and that it should be
 replaced by furnishings of more modern pattern.

STRUCTURAL RE-ARRANGEMENTS:

PAINTING THE INTERIOR WALLS OF LIGHTER COLOUR
(This is arranged)

DIVIDING THE BAY FROM THE MAIN PORTION OF THE ROOM.

- (a) by simply moving the newspapers to new position without any structural division;
- (b) to make a structural partition by means of a light ornamental wooden "grille" which would not obstruct light and air;
- (c) by any other means of partition.

PROVISION OF WRITING ACCOMMODATION IN THE SMALLER BAY.

RE-ARRANGEMENT OF FURNISHINGS:

Abolition of present Newspaper Display Desks.

Narrower type of Tables.

More modern furniture generally.

This portion might be left to be carried out as finance permits and is not essential to the structural change proposed, but should be an essential part of the whole scheme.

The provision of better cleaning arrangements and the extra Library Assistant are urgent and should be proceeded with.

minutes of meeting of the General Committee held on Friday Dec 3. 1920

Present

Dr Rudder (Chair), Mrs Nash, Martin, Protheroe, Callaway, Revue Thomson, Cooke, McNally, Dutton & D. Smith

apology

an apology was received from Mr Fopp.

minutes

The minutes of meeting of NOV 5 were read & confirmed

Finance

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

Salary Secular	22/18 & Librarian 22/18 Mrs Cooper 7/5.	
Wages Hallkeeper	16/7. Attendant 13/7. Holiday Relief 4/3. 4/11/17.	
Electric light	- City Council	12. 1. 9
Gas	met Gas Co	15. 4. 5
Rates & Taxes	M & M. B. 2 of Works	67. 14. 10
Met Fire Brigade		3. 7. 6
Books	Rotation Co	3. 17. 5
"	Melville & Miller	8. 0. 10
"	Gordon & Co Tea	3. 13. 0
"	Sundries	2. 9. 7
"	Magazines Simpkin Marshall	28. 4. 6
Newspapers	Mitty	6. 14. 10
	Rossetti Co	2. 12. 0
Advertising	arrangements	8. 15. 0
Printing	delivered	9. 6
Printing	re Hillier & Co	8. 10. 0
Goods	Sundries	2. 11. 9
Improvements & Repairs	Kumpston	41. 19. 6
Repairs	Chilton	135. 15. 6
Interest	Repayment Trustees	315. 0. 0
Gifts	Cash	10. 0. 0
Repairs	Edwards	3
Telephone		8. 7. 6
	Total	779. 4. 5

The overdraft had been repaid & the balance was £ 53-0-1 in credit.

The report was adopted on the motion of Miss Callaway & Rennie

The secretary reported the result of the conference between the President & chairmen of the Finance House & Library Committees.

The report of the Library Committee was adopted on the motion of Miss McNally & Thomson.

Confirmed Charles E. Topp

7.1.21

Conference

Library

Minutes of the annual meeting held on Wednesday 28th January 1920

Present - Miss Topp (Chairman), Miss Callaway, McNally, Kernot, Dillon, Knight, Rennie, Martin and 18 other members

apologies were received from Miss Shew, Masters Thomson & Rinder

Notice Minutes The secretary read the notice concerning the meeting. The minutes of the meeting of Jan 29. 1919 were read & confirmed

Report & Balance Sheet The report and balance sheet were taken as read on the motion of the chairman Mr. Dillon

REPORT OF THE COMMITTEE.

OF THE

MELBOURNE ATHENÆUM,

FOR THE YEAR 1919.

To be submitted to the Members at the General Meeting, Wednesday, 28th January, 1920, at 8 p.m.

THE Committee of the Melbourne Athenæum submit their report of the transactions of the year 1919, which is the eightieth since the founding of the Institution.

THE COMMITTEE.

There have been 12 meetings of the General Committee.

The President, Mr. C. A. TOPP	attended	10
The Vice-President, Mr. F. A. KERNOT	"	10
The Treasurer, Mr. CHARLES RENNIE	"	6
Trustee, Mr. GEO. LUSH	"	11
Trustee, Mr. W. A. CALLAWAY	"	11

COMMITTEE:

Mr. Martin	attended	10	Mr. Thomson*	attended	3
Mr. Cooke	"	10	Dr. Mailer†	"	3
Dr. Kennison	"	7	Dr. Lewers	"	7
Mr. Knight	"	8	Mr. McNally	"	5
Mr. Masters	"	10	Mr. Shew	"	11
Mr. Wigg	"	8	Mr. Dillon	"	4
Dr. Rinder	"	7			

* Mr. Thomson was granted leave of absence in April 1919.
† Dr. Mailer resigned in November 1919.

The Finance Committee (Messrs. Rennie (Chairman), Topp, Callaway, Knight, Masters, Thomson and Shew); the Library Committee (Drs. Rinder (Chairman), and Lewers, and Messrs. Lush, Martin, Callaway, Masters, Topp and Kernot); the House Committee (Messrs. Shew, Martin, Cooke, Topp, McNally, Thomson and Dr. Kennison); the Library Reorganisation Committee (Dr. Rinder (Chairman), Messrs. Cooke, Kernot, Thomson, Wigg and Shew) held the usual meetings, and thus attended regularly to the various departments of the Institution.

The President and Vice-President, and the Treasurer and the following members of Committee, who are eligible for re-election, retire from office, viz., Messrs. Dillon, Masters, Wigg, Shew and Dr. Rinder.

FINANCIAL.

The gross receipts for the year amount to £3361 5s. 1d., an increase of £587 14s. 11d. over 1918, and the gross expenditure to £3009 13s. 11d., a decrease of £177 5s. 10d. as compared with 1918. The debit balance on December 31, 1918, of £539 2s. 4d. has been reduced to £187 11s. 2d. The revenue from subscriptions, £854 18s. 6d., is an increase of £152 14s. 3d., and is the highest recorded since 1894. The receipts from the Large Hall were £965 3s. 8d., an increase of £185 15s. 4d. over 1918. Your Committee has every confidence that these two sources of revenue will show a still further increase in 1920. The receipts from sales show an increase of £136 7s. 10d., due to the sale of surplus books discarded from the Library during the re-organisation of that branch of the Institution. Your Committee, in order to celebrate the signing of peace, granted a Peace bonus of 5 per cent. to the members of the staff.

THE LIBRARY.

The large increase in the number of members, as reflected in the receipts from subscriptions, is very gratifying to your Committee, and there are indications that the popularity of the Library is increasing. Your Committee has made arrangements in London for a further and more regular supply of books and magazines, and it is expected that the saving thereby effected will enable a much larger supply to be obtained. During the war prices have increased enormously, and the irregularity of the mails has caused delays which have been unavoidable. Prices still continue high, but it is hoped that as normal shipping arrangements are reinstated the receipt of literature will be better than before.

The following donations of works have been kindly made:—

- Victorian Year Book, presented by A. M. Loughton, Esq., Government Statist.
- Peace and War, by the Peace Society.
- The Christian Science Monitor, from First Church of Christ Scientist, Melbourne.
- The Messenger, by Messrs. Arbuckle, Waddell, & Fawcner.
- The New Zealand Official Year Book, by the Government of New Zealand.
- The Theosophist, by the Theosophical Society.
- The Church of England Messenger, by the Diocese of Melbourne.
- The United Empire Proceedings of the Royal Colonial Institute Journal, from the Institute.
- The Commonwealth Gazette, by the Commonwealth Government.
- Two Copies of Bradshaw's Guide to Victoria, supplied regularly by Messrs. Stillwell and Co.
- Patriotic Pamphlets, by the Directorate of War Propaganda.
- From Acting Prime Minister, War Propaganda.

The proprietors of the principal metropolitan and provincial newspapers have also each contributed one copy of their journals.

THE ART GALLERY.

The Art Gallery has just been thoroughly renovated and re-decorated, Mr. M. J. McNally, one of your Committee, having assisted greatly in the general scheme. The bookings for this year show that the Gallery is still the best in Melbourne, and some notable shows are already arranged for. The Gallery will be re-opened by Mr. J. C. Waite, a member of the Institution, whose exhibition will commence on February 16.

ANNUAL MEETING.

The Annual Meeting will be held in the Library on Wednesday, January 28, at 8 p.m. Members are reminded that they may make nominations to fill the vacancies in the Committee at the close of the Annual Meeting, which they are earnestly requested to attend.

C. A. TOPP, *President*.
R. W. E. WILMOT, *Secretary*.

THE TREASURER IN ACCOUNT CURRENT WITH THE MELBOURNE ATHENÆUM.

For the Year ended 31st December, 1919.

Subscriptions	£854 18 6	By Balance	£539 2 4
Rent of Large Hall	965 3 8	Interest on Mortgage	£658 11 3
Small Hall	362 10 0	Salaries and Wages	846 11 8
Front Shops	787 11 0	Books, Magazines, and Newspapers	424 17 8
Rooms	195 18 6	Gas and Electric Light	243 2 2
Sales	195 3 5	Repairs, Goods, and Sundries	196 19 9
	3,861 5 1	Rates (including arrears)	292 5 0
Bank Overdraft	187 11 2	Insurance	99 7 10
		Binding	11 11 0
		Postage, Stationery and Petty Cash	35 0 0
		Printing and Advertising	58 12 10
		Auditors	4 4 0
		Improvements	95 7 9
		Peace Bonus	43 3 0
			£3,009 13 11
	£3,548 16 3		£3,548 16 3

Audited and found correct,

JOHN BISHOP, F.C.P.A., }
L. N. RAINEY, A.I.C.A., } AUDITORS.

MELBOURNE, 22nd January, 1920

APPROXIMATE STATEMENT OF ASSETS AND LIABILITIES.

ASSETS.		LIABILITIES.	
Estimated value of the real Property of the Institution	£35,000 0 0	Loan under Mortgage (Rate 4½ per cent., due July 1, 1921)	£14,000 0 0
Value of Library	1,500 0 0	Bank Overdraft	187 11 2
Furniture	750 0 0	Balance	23,062 8 10
	£37,250 0 0		£37,250 0 0

The Report & balance sheet were adopted on the motion of Messrs Topp & Rennie. Messrs John Bishop & L. N. Rainey were appointed auditors on the motion of Messrs Knight & Wood. Mr. Knox drew attention to the light in the smoking room & Mr. Manwaring suggested that the incoming committee should review the salaries of the officers. The chairman said the lighting matter would be attended to & that the committee considered & would the salaries each year.

Mr. Lush moved Mr. Callaway seconded a vote of thanks to the President & retiring officers.

auditors

Suggestions

Vote of Thanks

The following office bearers were elected
President Mr. A. Keruot
vice President Mr. A. W. Rinder
Committee Messrs Gordon Martin Wigg Shew Birkwood
and Dr Beattie Smith
Treasurer Mr Charles Rennie.

Confirmed Charles A. Topp 28.1.20

Minutes of meeting of the General Committee held on Friday, Jan 7, 1921.
Present Messrs Topp (Chair), Lush, Martin, Cooke, Rennie, Gordon McNally & Rennie on Rinder & Beattie Smith's apologies. Mr Callaway & Mr Birkwood.
The minutes of meeting of Dec 3 were read & confirmed.

Finance

The Finance Committee reported having audited the accounts for December & found them correct they recommended payment of the following
Salaries see 22/1/24 Librarian 23/8/1919 Cooke 7/1. 53.5.
Wages & Messengers 14/1. Assistant 1/1. Charwomen 7/1. 26.0.0
Sundries Druggists 2.2.6
Books Mr Allan 2.2.6
" Robinsons 2.2.6
" Sumpter & Co 40.12.3
Newspapers & Sundries 3.16.5
" Auctioneers & Co 16.12.4
Repairs Newbiggin & Co 15.12.0
" Keppel & Son 8.8.6
Improvements Sydney Smith & Co 17.11.3
Goods & Sundries 2.14.1
" " 11.0.6
Repairs Dwan 3/1. Petty Cash 5/1. 8.0.0
Books & Sundries 2.7.11
Respect Messrs Brown
Total £228.10.0