

The regular monthly meeting of the Directors of the Eau Claire Public Library was held at the library rooms on Monday evening, November 23rd, at 7:30 o'clock, the following being present: President Starr presiding, Directors Cotton, Allen, Coffin, Putnam, Frawley and Lockwood. Absent: Directors Ingram, Gross and Halvorsen.

The record of the previous meeting of October 26th was then read. The name of Director Coffin was ordered inserted in the list of those absent, and the minutes were then approved.

Applications for the position of janitor in the new library building were then read. Edward Christianson offered to do the work for \$35.00 a month and H. B. Kennebeck for \$50.00 a month. On motion of Director Coffin, seconded by Director Frawley, the matter of employing a janitor was referred to the building committee with power to act.

Committee on Literature reported that they had purchased \$75.00 worth of children's books during the month of November.

On motion it was voted that the matter of purchasing either the International Encyclopedia or the Encyclopedia Americana be referred to the Committee on

Literature with power to act.

The building committee reported that the contract for decorating the interior of the library building had been awarded to Sperling & Linden of Chicago by the architects and that an acroterium for the top of the front gable of the building had been ordered at an expense of \$28.50. \$6000.00 of additional building risk insurance had been placed and the heating plant was practically complete and so far satisfactory with the small amount of steam which had so far been carried.

The finance committee reported that a total of \$32,000.00 had been received from the Home Trust Company, of Hoboken, New Jersey, on account of the building fund and that a requisition for \$5000.00 more had been forwarded.

The committee on by-laws and rules, which had already reported the by-laws which were adopted at the meeting of July 13, 1903, submitted the following rules: The rules were thoroughly discussed and finally, after a few alterations had been made, on motion of Director Putnam, seconded by Director Coffin, it was voted that they be adopted and that they be put in effect when the library is installed in the new building. The committee was then discharged.

R U L E S .

Eau Claire Public Library.

Hours.

Week days, excepting holidays,	9 A. M. to 9 P. M.
Sundays, (Reading Room only),	3 P. M. to 6 P. M.
Children's Room,	9 A. M. to 6 P. M.

Order.

1. Silence and good order must be maintained throughout the Library.

Borrowers.

2. Residents of Eau Claire, and non-residents paying taxes in the city, are entitled to draw books; other non-residents may obtain books by paying \$1.00 per year; transients may have the same privilege after depositing a sum sufficient to cover the value of the books borrowed.

3. Every borrower is entitled to two cards, one for fiction and one for non-fiction. Special arrangements for additional books for study may be made with the Librarian.

4. Teachers in Eau Claire Schools may have, in addition to the regular cards, a special card for school work.

5. A borrower may not use cards of persons outside his own household.

6. Persons drawing books must not loan them outside their own households.

7. Books will not be exchanged from one card to another unless cards and books are returned to the library.

8. The loss of a reader's card should be reported to the Library at once. Upon payment of a fee of five cents a new card will be issued.

9. Change of address must be reported at once.

Time.

10. Books may be kept two weeks, and if not reserved, may be renewed for the same period if reader's card is brought and name of author and title of book are given.

11. Overdue books will not be renewed until the fine has been paid.

12. After a book has been once renewed it must remain in the Library one day before it can be taken by a member of the same household.

13. Books will not be exchanged the same day they are taken.

Reserves.

14. A book may be reserved by the payment of one cent for a reserve postal card. A book so reserved will not be held more than two days from the time the postal is sent: after that time it will be loaned to the next applicant in regular order.

Penalties.

15. A fine of two cents a day will be charged on every overdue book. In payment of fines two volumes of the same work will be considered as one book.

16. Only one book will be issued on any card having an unpaid fine.

17. The person to whom the card belongs is responsible for the fines charged on it, by whomever incurred.

18. All injuries to books in excess of the ordinary wear and tear shall be paid for by the person to whom the book is charged at time of injury.

19. A book lost or so seriously injured as to be unfit for use shall be paid for by the owner of the card on which it is charged.

Miscellaneous.

20. No books shall be drawn by anyone in whose household there is a contagious disease, under penalty of

permanent forfeiture of Library privileges.

21. The Library is administered solely in the interest of the public: and the object of all regulations is to protect the many from the few and to insure to all the greatest good.

22. Any person abusing the privileges of the Library, or violating any of the rules, shall be, by the Librarian, temporarily suspended from its privileges and the case promptly reported to the Board of Directors for such action as may be deemed proper.

By Order of the Board of Directors.

Eau Claire, Wis., January 1st, 1904.

On motion of Director Cotton, seconded by Director Coffin, it was voted that the form of application blank to be used be referred to the President and Librarian, with power to act. The following list of bills and claims properly approved was then read, and, on motion of Director Allen, seconded by Director Frawley, it was voted that they be paid:

H. C. Knisely Co.,	\$600.00
Hoepfner, Bartlett & Co.,	806.00
Spear & Hansen Co.,	1275.00
Jean Hawkins, November pay,	75.00
J. F. Hoyt, " "	41.67

M. E. Coffin, November pay,	\$ 30.00
L. Radensleben, " "	15.00
Mrs. J. Asper, " "	1.00
Eau Claire Book & Stationery Co.,	33.50
do.	.50
do.	15.81
do.	13.22
Peter Girnau & Son,	2.50
Brady Lawson,	22.50
J. Kildahl,	22.50
Ole Aanstad,	22.50
John F. Roberts,	22.50
A. C. McClurg & Co.,	4.82

The following resolution was offered by Director Lockwood: Resolved that on and after December 1st, 1903, volunteer work in the Library will not be permitted without the consent of the Board of Directors, said consent to be certified to the Librarian by the Secretary. The resolution was seconded by Director Putnam and was adopted.

There being no further business the meeting then adjourned.

W. Lockwood
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