

MONTHLY MEETING OF THE BOARD OF TRUSTEES OF THE  
CENTER MORICHES FREE PUBLIC LIBRARY

MARCH 5, 1964

Present: Dr. Schlein, Mrs. Foster, Mr. Carmer, Mrs. Gould

Mr. C. Gerard Donnelly met with the Board again. He was offered the position of Library Director with the salary for the year to be \$8,800. Other terms of employment are:

1. Social Security & Workmen's Compensation
2. Possible major medical insurance (part of proposed school plan)
3. 1 month vacation, at the discretion of Library Board
4. 10 days sick leave per year, cumulative may include 4 days of personal or family business.
5. The library shall be closed: New Year, Washington's Birthday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas.
6. Termination of employment: 1 month's notice.

Mr. Donnelly will let the Board know his decision on March 9, 1964.

Minutes of the previous meeting were read and approved.

Bills approved for payment: On motion by Mrs. Gould, seconded by Mrs. Foster the following bills were approved for payment:

Florence Gomez	#1656	\$18.00
Julia Corra	1657	\$61.20
Elinor Hart	1658	\$60.08
Patchogue Electric Light Co.	1659	\$10.45
Suffolk Co-Operative Library System	1660	\$220.34
Vernon Havens	1661	\$4.50
New York Telephone Company	1662	\$10.30
John Finnington	1663	\$175.00
Petty Cash	1664	\$7.38
Mrs. Patricia Shaylor	1665	\$61.25
Silver Burdett Co.	1666	\$4.30
American Philosophical Society	1667	\$3.00
John Ferguson, Jr.	1668	\$172.50
Mrs. Ida Fohrenbach	1669	\$5.00
John Foley	1670	\$34.25

Old Business:

1. Mr. Binnington reported that the tax forms have been sent out.

New Business:

1. Mr. Carmer reported that the renovating to be done upstairs started last Monday, March 2, 1964.
2. Items on display in the Library this past month have included a collection of Antique salt cellars owned by



Mrs. Austin Mosbacher, and water color paintings by Jody O'Connell.

3. Circulation: February 1963 1525

February 1964 1912

Records 97

Shut ins 59

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4. The meeting adjourned at 10:54 P.M.

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Respectfully Submitted

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Secretary

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Bank balance  
4/7/64: 436<sup>50</sup>  
after March checks  
deducted



February 12, 1964

The Board of Education  
Center Moriches Public Schools  
Center Moriches, New York

Gentlemen:

The Trustees of The Center Moriches Free Public Library have not been able to find a suitable full time library director for the salary figure provided in the budget at the last annual school district meeting. It has become apparent that a salary considerably higher than the original estimate is necessary to find a person with the necessary qualifications.

Since one of the qualifications is the ability to encourage and instruct children in the use of the library, the service performed becomes of great value to the school which has no elementary library at the present time.

Before deciding on the salary that might be offered to a suitable candidate, the Library Trustees wish to consult with the Board of Education to determine if the Board would consider supplementing the librarian's salary and to explore by what means this might be accomplished.

It is urgent that a decision be made quickly since available candidates will soon be committed to competing public and school libraries. The Library Trustees will be happy to meet jointly with the Board at a mutually convenient time.

Very truly yours,

Henry S. Carmer  
Secretary

copy.



offer of appointment as Librarian at the Center Moriches Library  
Functions of the Librarian in the Center Moriches Library

1. Administrative

Prepare simple system of accounting and report on same to board each month.

Keep statistics on circulation, etc.

Handle library correspondence.

Attend monthly meetings of library trustees.

2. Public relations

Present a vital program to improve library service and to:

a. encourage greater use of facilities by present borrowers.

b. reach individuals not presently aware of facilities.

c. inform outlying communities (Manerville, East Moriches, etc.) of library service with hope of future tax participation.

d. encourage community participation in library activities through exhibits, "Friends", speakers, Book Week, National Library Week, etc.

3. Book collection

Select, order and process books with emphasis on children's, young adults and reference collection.

Bring present catalog up to date.

4. Children's service

Improve relations with high school library.

Present program for elementary school including formal group instruction in the library.

Story hour.

5. Building

Supervise cleaning woman and janitor.

Take initiative in minor repairs.

6. "Friends of the Library"

Organize and supervise group of volunteers to supplement work of librarian.

Cooperate with high school library club with possible affiliation.



Offer of Appointment as Librarian at the Center Moriches Library  
for one year.

\$8800.00 salary 6th step in salary schedule  
(\$7300.00 - \$9300.00 in 8 steps; \$250. yearly increment)

Social Security; Workmen's Compensation

Possible major medical insurance (Part of proposed school plan)

Vacation: 1 month, at discretion of library board.

Sick leave: 10 days per year, non-cumulative; may include  
4 days of personal or family business.

Holidays, library closed: New Year, Washington's Birthday,  
Memorial Day, Fourth of July, Labor Day, Thanks-  
giving, Christmas.

*Columbus Day*

Termination of employment: 1 month's notice.

3. Book collection

Select, order and process books with emphasis on children's,  
young adults and reference collection.

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Organize and supervise group of volunteers to supplement  
work of librarian.

Cooperate with high school library club with possible  
affiliation.



March 17, 1964

Mr. C. Gerard Donnelly  
Box 203, Woodmere Ct.  
South Woodmere, New York

Dear Mr. Donnelly:

This will confirm your appointment as Director of the Library to become effective August 1, 1964.

Your compensation for the year shall be \$8800.00

It is also understood that you will assume the present part time hours of Mr. Binnington consisting of approximately thirty three hours per month at a monthly salary of \$175.00 beginning not later than April 6, 1964.

The Board of Trustees recognises the necessity of a period approximating the month of July during which you will be unable to serve in either a full time or part-time capacity.

Yours truly.

Henry S. Carmer  
Secretary, Board of Trustees

March 17, 1964

Mr. John Binnington  
21 Browns Lane  
Bellport, New York

Dear Mr. Binnington:

The Board of Trustees regret the necessity of terminating your services as Librarian effective April 15, 1964, in order to secure the services of a full time Director of the Library.

The Board recognizes and appreciates your many years of faithful service which has contributed so materially to the growth and success of the library.

You have our sincere thanks and best wishes for your continued success as Librarian at Brookhaven National Laboratory.

Yours very truly,

Henry S. Carmer  
Secretary, Board of Trustees



# *Center Moriches Public Schools*

*Center Moriches, Long Island, New York*

March 16, 1964

Board of Trustees  
Center Moriches Free Public Library  
Center Moriches, New York

Gentlemen:

This is to advise you that at the March meeting of the Center Moriches Board of Education a resolution was passed approving the report of the Supervising Principal as representative of the School Board's interest in the use of public library facilities and personnel as an adjunct to the school program.

During the discussion of this motion, it was indicated that more specific details might be worked out in the future as the role of the new director became better defined.

Very truly yours,

Clerk



A fulltime librarian servicing the Center Moriches Free Public Library would be most advantageous to the children and faculty of the Center Moriches Public Schools. In general, the use of the library by students and faculty for purposes directly and indirectly connected with the school program would undoubtedly increase rapidly.

One of the functions of a fulltime librarian would be providing and keeping up-to-date a section of the library devoted to the latest books in the field of education. While present efforts in this direction are commendable, there is no doubt that a great number of volumes are not presently made available. In addition, a fulltime librarian would be charged with the responsibility of acquainting the faculty with the resources available for use by teachers in keeping abreast of the current trends and writings in the field of education.

In the elementary area, classes would be scheduled to visit the library at specific hours for the purpose of receiving instruction in the use of the library and its resources. It is also probable that individuals and class groups would be scheduled to visit the library in order to learn more about the books, periodicals and reference materials available to students for use in conjunction with their school assignments. Elementary teachers would be encouraged to confer with the public librarian in the drawing up of supplementary reading lists and in the determination of purchase orders for books which could be used in the classroom for supplementary reading material.

High School students would be able to use the library for reference purposes during the school day if a librarian were available and on duty during these hours. It is also contemplated that high school teachers would be able to construct reading lists and summaries of resource material, using the public library facilities as well as those of the school library. It is hoped that the public librarian would be able to assist high school teachers and students in these activities.

One of the most advantageous benefits of a fulltime librarian to the school system would be the instituting of vital library programs during out of school hours and vacation periods under the direct supervision of the public librarian. It is hoped that these programs would be tied in with the basic objectives of the school system and would encourage the development of reading and reference skills on the part of all students.



The District has been informed that it is not possible to indirectly subsidize library activity. Since our public library has been set up to enjoy the privilege of tax support, the position of librarian may be compensated for in either one of two ways:

It has always been possible for the library board of trustees to submit a request for sufficient funds to cover the cost of paying a fulltime librarian, and to have this request voted on by the taxpayers at the annual meeting of the district. It is also possible that the school district might decide to hire this same public librarian for a specified number of hours per week for the purposes of conducting facets of the school library program. If this were done, it would be necessary for the person involved to actually be paid a separate stipend from the school district which would be prorated according to the amount of time utilized by him for the purpose of carrying out the school phase of the program. In no event will it be possible for the school district, from its budget, to transfer a lump sum to the library trustees as had been contemplated.

In view of the fact that there is a vital need to upgrade the general cultural level of the community, it is hoped that the library trustees realizing the importance to the community, will engage a fulltime librarian whether or not that position is subsidized by the school board.