

Librarians II: Board of Trustees



Charles F. Cummings New Jersey Information Center
The Newark Public Library
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Location: Charles F. Cummings New Jersey Information Center – 3rd floor safe
Size: 39 boxes; 14 linear feet + 67 volumes
Processed: William A. Peniston, Ph.D., 2015
Formats: Textual materials
Subjects: Newark Public Library – Administration; Newark Public Library – Trustees; Libraries -- Administration
Time Period: 19th and 20th Centuries
Language: English
Access policy: Open for research

Restrictions on Access

Access Restrictions

There are no access restrictions on this collection.

Photocopying of materials is limited and no materials may be photocopied without permission from library staff.

Use Restrictions

Researchers wishing to publish reproduce, or reprint materials from this collection must obtain permission.

Preferred Citation

Librarians II: Board of Trustees, Charles F. Cummings New Jersey Information Center, Newark Public Library.

Scope and Content

Collection Description:

As established by law, the Board of Trustees of the Newark Public Library is composed of seven members: the Mayor (or his representative), the Superintendent of Schools (or his representative), and five citizens (at least four of whom are required to be residents of Newark). These citizen trustees are all appointed by the Mayor for five-year terms. The Trustees hold the library in trust for the public and oversee all aspects of its administration. They acquire books, pamphlets, periodicals, documents, papers, and other information sources through purchase or

donation; they manage the upkeep of the library and its branches; they hire librarians and other personnel; they set policies, established rules, and formulate regulations; they make regular reports to the Mayor and the citizens of Newark on the activities of the library.

Collection Contents:

The papers of the Board of Trustees consist of by-laws, minutes (and other materials relating to its monthly meetings), correspondence, information on individual trustees, and other reports and documents.

The official board minutes were bound from 1888 to 1975 (59 volumes); these bound volumes are in the 3rd floor safe. Bound copies of the official minutes from 1979 to 1988 are also located in the 3rd floor safe. Unbound minutes, along with agendas, resolutions, etc..., from 1943 to 1993 have been transferred from the director's office to the 3rd floor safe.

Correspondence with members of the Board of Trustees is located in the 3rd floor safe from 1917 to 1949. Correspondence with members of the Board of Trustees is also located in the director's office from the 1970s to the 2000s. An inventory of this correspondence is not included in this finding aid.

Additional series include various copies of the by-laws (probably incomplete), individual biographies of individual trustees from the 1940s, 1950s, and 1960s (mostly), including the papers of Samuel L. Hamilton, notes relating to committee work from the very earliest years, and other miscellaneous information.

Container List:

<p>Box 1</p>	<p>Series 1: By-Laws</p> <p>Box 1 (letter-size, half-box): By-laws</p> <ul style="list-style-type: none"> 1889 1910 1917 revised 1919 amended 1936 revision 2005
<p>2a-2c</p>	<p>Series 2: Individual Trustees:</p> <p>Box 2a: List of Trustees Individual Biographies + Correspondence:</p> <ul style="list-style-type: none"> Carlin, Leo P. (Mayor) (ex-officio) – ca.1950s-1960s Coburn, John B. (Dean) – ca.1950s (2/1/57) Daly, Thomas J. – 1954, 1972 Davidson, Rev. William F. – ca.1950s Ehrhardt, Rev. Charles E. – ca.1950s Hagerty, Regina – 1942-1945 (2 folders) Hamilton, Samuel L. – 1942-1945 + Dec. 6. 1947 (2 folders) (see also below) Herron, John S.(ex-officio) – 1942-1945 (2 folders) Jenkins, Rev. Frederick F. – March 4, 1953- Kelly, Augustine – 1942-1945 Kelly, Mrs. Denis F. (Irene R.) – ca.1950s Kennedy, Dr. Edward R. – ca.1960s

	<p>Box 2b: Individual Biographies + Correspondence (continued): Mapson, Rev. J. Wendell – 1963- Murphy, Vincent (Mayor) (ex-officio) – 1942-1945 Robbins, Dr. Charles M. – Jan. 1, 1950- Siegler, Irving – May 7, 1951- Sivolella, Nicholas – 1942-1945 Titus, Franklin (Superintendent) – 1967- Tucker, Dr. Homer J. – 1961-1962 Villani, Ralph A. (Mayor) (ex-officio) – ca.1950s Yablonsky, Peter – 1942-1945</p> <p>Box 2c (legal size): Samuel L. Hamilton, Trustee, Papers (legal-size materials): Addresses Biographical material Correspondence Obituary Printed material Published works</p>
<p>3a</p>	<p>Series 3: Correspondence</p> <p>Box 3a: Correspondence – 1917-1919 Re: Treasurer & Finances Correspondence – 1920-1933 Re: Newspaper articles & clippings, salaries, Hamburg. Correspondence – 1934-1935 Correspondence – 1936-1937 Correspondence – 1938-1939 Re: list & dates of appointments, law. Correspondence – 1940-1941 Re: reports & articles concerning library and libraries in general. Correspondence – 1942-1945 Correspondence – 1946-1949 Miscellaneous – ca.1970s</p> <p>*In Director's Office / Unlocked cabinet (marked "Board") (2-3 drawers)* Correspondence – 1970s, 1980s, 1990s, 2000s includes information about retreats and other issues...</p>
<p>4</p>	<p>Series 4: Committee Work</p> <p>Box 4 (odd size): Committee Work (6 booklets) Book Committee – 1889-1900 Building Committee – 1889-1901 Finance Committee – 1889-1902 Library Committee – 1889-1900 Reading Room Committee – 1889-1898 Special Committee – 1889-1900 Trustees Meetings – Roll Call – 1901-1918 (booklet) Resolutions on Appointments – 1917-present (ca.1970s)</p> <p>Bound Volume (loose): The Case of John Mullins [and others] vs. the Trustees of the Free Public Library of... Newark, [N.J.] – 17 June – 14 September 1898</p>

5-29	<p>Series 5: Board Materials (Agendas, Minutes, Resolutions):</p> <p>Minutes (bound volumes): (3rd floor safe):</p> <ol style="list-style-type: none">1. May 1888 – August 18972. September 1897 – December 19053. December 1905 – January 19154. January 1915 – March 19175. April 1917 – February 19206. March 1920 – April 19227. May 1922 – February 19258. March 1925 – December 19279. January 1928 – December 192910. January 1930 – December 193111. January 1932 – December 193312. January 1934 – December 193513. January 1936 – December 193714. January 1938 – December 193815. January 1939 – December 193916. January 1940 – December 194017. January 1941 - December 194118. January 1942 – December 194219. January 1943 – June 194320. July 1943 – December 194321. January 1944 – October 194422. November 1944 – May 194523. June 1945 – February 194624. March 1946 – October 194625. October 1946 - February 194726. March 1947 - November 194727. December 1947 – June 194828. September 1948 – April 194929. May 1949 – March 195030. April 1950 – November 195031. December 1950 – June 195132. June 1951 – January 195233. February 1952 – October 195234. November 1952 – July 195335. September 1953 – May 195436. June 1954 – December 195437. January 1955 – December 195538. January 1956 – October 195639. November 1956 – September 195740. October 1957 – June 195841. August 1958 – July 195942. September 1959 - April 196043. May 1960 – January 196144. February 1961 – January 196245. February 1962 - December 196246. January 1963 – November 196347. December 1963 – October 196448. November 1964 – November 196549. December 1965 – November 196650. December 1966 - September 196751. November 1967 – May 196852. July 1968 – December 196853. January 1969 – September 1969
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- 54. November 1969 – April 1970
- 55. May 1970 – March 1971
- 56. April 1971 – November 1971
- 57. December 1971 - October 1972
- 58. December 1972 - November 1973
- 59. December 1973 - February 1975

March 1975 – October 1979 (unbound, see boxes 11, 12, and 13)

More bound volumes (3rd floor safe):

November 1979 – December 1980

1981-82

1983-84

1985

1986

1987

1988

1989-present (unbound, see boxes 25 onward)

Box 5:

Agendas, 1943-1966 (one folder for each year)

Appendixes – 1945 – #2-7 (#6 is legal size, see box 5a)

Box 5a (envelop, legal-size):

Appendix – 1945 – #6

Box 6a:

Personnel Resolutions – 1963, 1964

Box 6b:

Personnel Resolutions – 1965, 1966

Personnel Resolutions – 1973-1983 (bound – soft-cover)

Box 7 (legal size):

Resolutions of Appreciation –

ca.1950s & 1960s (letter-size folder)

ca.1970s & 1980s (legal-size folder)

Box 8:

Agendas – 1967

Resolutions – 1967

Agendas – 1968

Resolutions – 1968

Agendas –1969

Agendas – 1970

Agendas – 1971

Minutes – 1971

Box 9:

Resolutions – 1971

Agendas – 1972

Minutes –1972 (2 folders)

Resolutions –1972

Box 10:

Agendas – 1973

	<p>Minutes –1973 Resolutions –1973 (2 folders) Agendas – 1974 Minutes – 1974 Resolutions –1974</p>
Box 11:	<p>Agendas – 1975 Minutes – 1975 Resolutions – 1975 Agendas – 1976 Minutes – 1976 Resolutions – 1976 Agendas – 1977 Minutes – 1977</p>
Box 12:	<p>Resolutions – 1977 (2 folders) Agendas – 1978 Minutes – 1978 Resolutions – 1978 (2 folders)</p>
Box 13:	<p>Agendas – 1979 Minutes – 1979 (2 folders) Resolutions –1979 (2 folders)</p>
Box 14:	<p>Agendas – 1980 Minutes – 1980 Resolutions – 1980 (3 folders, folders 1 & 2)</p>
Box 15:	<p>Resolutions – 1980 (3 folders, folder 3) Agendas – 1981 Minutes – 1981 Resolutions – 1981 (3 folders, folder 1)</p>
Box 16:	<p>Resolutions – 1981 (3 folders, folders 2 & 3) Agendas – 1982 Minutes – 1982 Resolutions – 1982 (4 folders, folder 1)</p>
Box 17:	<p>Resolutions – 1982 (4 folders, folders 2, 3, & 4) Agendas – 1983 Minutes – 1983</p>
Box 18:	<p>Resolutions – 1983 (3 folders) Agendas – 1984 Minutes – 1984</p>
Box 19:	<p>Resolutions – 1984 (4 folders)</p>

<p>Box 20: Agendas – 1985 Minutes – 1985 Agendas – 1986 Minutes – 1986 Agendas – 1987 Minutes – 1987 (2 folders)</p> <p>Box 21 (legal-size): Resolutions – 1985 (11 folders) (one for each month)</p> <p>Box 22 (legal-size): Resolutions – 1986 (11 folders)</p> <p>Box 23 A & B (legal-size): Resolutions – 1987 (11 folders)</p> <p>Box 24 A & B (legal-size): Agendas, Minutes, Resolutions, etc... – 1988 (11 folders)</p> <p>Box 25 A & B (legal-size): Agendas, Minutes, Resolutions, etc... – 1989 (11 folders)</p> <p>Box 26 A & B: Agendas, Minutes, Resolutions, etc... – 1990 (15 folders) (includes some duplicates)</p> <p>Box 27 A & B: Agendas, Minutes, Resolutions, etc... – 1991 (16 folders) (includes some duplicates)</p> <p>Box 28 A & B: Agendas, Minutes, Resolutions, etc... – 1992 (12 folders) (includes some duplicates)</p> <p>Box 28 C (legal-size, envelop): Minutes – Appendix – 11/1992</p> <p>Box 29 A & B: Agendas, Minutes, Resolutions, etc... – 1993 (16 folders) (includes some duplicates)</p> <p>To be Processed:</p> <p>Minutes – 1989 (bindery copy) Minutes – 1990 (bindery copy) Minutes – 1991 (bindery copy) (incomplete)</p> <p>Minutes – 1994 (incomplete) Minutes – 1995 (incomplete)</p>
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