

## Librarians II: Board of Trustees



Charles F. Cummings New Jersey Information Center  
The Newark Public Library  
5 Washington Street, PO Box 630, Newark, New Jersey 07101-0630  
Phone: (973) 733-7775; Email: [njreference@npl.org](mailto:njreference@npl.org)  
URL: <http://www.npl.org/Pages/Collections/njic.html>

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**Location:** Charles F. Cummings New Jersey Information Center – 3<sup>rd</sup> 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:** 19<sup>th</sup> and 20<sup>th</sup> 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 3<sup>rd</sup> floor safe. Bound copies of the official minutes from 1979 to 1988 are also located in the 3<sup>rd</sup> floor safe. Unbound minutes, along with agendas, resolutions, etc..., from 1943 to 1993 have been transferred from the director's office to the 3<sup>rd</sup> floor safe.

Correspondence with members of the Board of Trustees is located in the 3<sup>rd</sup> 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><b>Box 1</b></p>	<p><b>Series 1: By-Laws</b></p> <p>Box 1 (letter-size, half-box): By-laws</p> <ul style="list-style-type: none"> <li>1889</li> <li>1910</li> <li>1917 revised</li> <li>1919 amended</li> <li>1936 revision</li> <li>2005</li> </ul>
<p><b>2a-2c</b></p>	<p><b>Series 2: Individual Trustees:</b></p> <p>Box 2a: List of Trustees Individual Biographies + Correspondence:</p> <ul style="list-style-type: none"> <li>Carlin, Leo P. (Mayor) (ex-officio) – ca.1950s-1960s</li> <li>Coburn, John B. (Dean) – ca.1950s (2/1/57)</li> <li>Daly, Thomas J. – 1954, 1972</li> <li>Davidson, Rev. William F. – ca.1950s</li> <li>Ehrhardt, Rev. Charles E. – ca.1950s</li> <li>Hagerty, Regina – 1942-1945 (2 folders)</li> <li>Hamilton, Samuel L. – 1942-1945 + Dec. 6. 1947 (2 folders) (see also below)</li> <li>Herron, John S.(ex-officio) – 1942-1945 (2 folders)</li> <li>Jenkins, Rev. Frederick F. – March 4, 1953-</li> <li>Kelly, Augustine – 1942-1945</li> <li>Kelly, Mrs. Denis F. (Irene R.) – ca.1950s</li> <li>Kennedy, Dr. Edward R. – ca.1960s</li> </ul>

	<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><b>3a</b></p>	<p>Series 3: Correspondence</p> <p>Box 3a: Correspondence – 1917-1919     Re: Treasurer &amp; Finances Correspondence – 1920-1933     Re: Newspaper articles &amp; clippings, salaries, Hamburg. Correspondence – 1934-1935 Correspondence – 1936-1937 Correspondence – 1938-1939     Re: list &amp; dates of appointments, law. Correspondence – 1940-1941     Re: reports &amp; 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><b>4</b></p>	<p><b>Series 4: Committee Work</b></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>

<b>5-29</b>	<p>Series 5: Board Materials (Agendas, Minutes, Resolutions):</p> <p>Minutes (bound volumes): (3<sup>rd</sup> floor safe):</p> <ol style="list-style-type: none"><li>1. May 1888 – August 1897</li><li>2. September 1897 – December 1905</li><li>3. December 1905 – January 1915</li><li>4. January 1915 – March 1917</li><li>5. April 1917 – February 1920</li><li>6. March 1920 – April 1922</li><li>7. May 1922 – February 1925</li><li>8. March 1925 – December 1927</li><li>9. January 1928 – December 1929</li><li>10. January 1930 – December 1931</li><li>11. January 1932 – December 1933</li><li>12. January 1934 – December 1935</li><li>13. January 1936 – December 1937</li><li>14. January 1938 – December 1938</li><li>15. January 1939 – December 1939</li><li>16. January 1940 – December 1940</li><li>17. January 1941 - December 1941</li><li>18. January 1942 – December 1942</li><li>19. January 1943 – June 1943</li><li>20. July 1943 – December 1943</li><li>21. January 1944 – October 1944</li><li>22. November 1944 – May 1945</li><li>23. June 1945 – February 1946</li><li>24. March 1946 – October 1946</li><li>25. October 1946 - February 1947</li><li>26. March 1947 - November 1947</li><li>27. December 1947 – June 1948</li><li>28. September 1948 – April 1949</li><li>29. May 1949 – March 1950</li><li>30. April 1950 – November 1950</li><li>31. December 1950 – June 1951</li><li>32. June 1951 – January 1952</li><li>33. February 1952 – October 1952</li><li>34. November 1952 – July 1953</li><li>35. September 1953 – May 1954</li><li>36. June 1954 – December 1954</li><li>37. January 1955 – December 1955</li><li>38. January 1956 – October 1956</li><li>39. November 1956 – September 1957</li><li>40. October 1957 – June 1958</li><li>41. August 1958 – July 1959</li><li>42. September 1959 - April 1960</li><li>43. May 1960 – January 1961</li><li>44. February 1961 – January 1962</li><li>45. February 1962 - December 1962</li><li>46. January 1963 – November 1963</li><li>47. December 1963 – October 1964</li><li>48. November 1964 – November 1965</li><li>49. December 1965 – November 1966</li><li>50. December 1966 - September 1967</li><li>51. November 1967 – May 1968</li><li>52. July 1968 – December 1968</li><li>53. January 1969 – September 1969</li></ol>
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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 (3<sup>rd</sup> 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 &amp; 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 &amp; 3) Agendas – 1982 Minutes – 1982 Resolutions – 1982 (4 folders, folder 1)</p>
Box 17:	<p>Resolutions – 1982 (4 folders, folders 2, 3, &amp; 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 &amp; B (legal-size): Resolutions – 1987 (11 folders)</p> <p>Box 24 A &amp; B (legal-size): Agendas, Minutes, Resolutions, etc... – 1988 (11 folders)</p> <p>Box 25 A &amp; B (legal-size): Agendas, Minutes, Resolutions, etc... – 1989 (11 folders)</p> <p>Box 26 A &amp; B: Agendas, Minutes, Resolutions, etc... – 1990 (15 folders) (includes some duplicates)</p> <p>Box 27 A &amp; B: Agendas, Minutes, Resolutions, etc... – 1991 (16 folders) (includes some duplicates)</p> <p>Box 28 A &amp; 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 &amp; 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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