

MINUTES OF MEETING  
OF THE  
HALL OF RECORDS COMMISSION  
OCTOBER 3d. 1935

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At a meeting of the Hall of Records Commission held at the Peabody Institute, Baltimore, on October 3, 1935, there were present:

The Chairman, Chief Judge Carroll T. Bond, Mr. William S. Gordy, the State Comptroller, Gen. Lawrason Riggs, President of the Peabody Institute, Dr. Isaiah Bowman, President of the Johns Hopkins University, and Gen. Clinton L. Riggs, President of the Maryland Historical Society.

Gen. Clinton L. Riggs was requested to act as secretary of the meeting. The Chairman called the attention of the Commission that with the opening of the new fiscal year of the State on October 1st, 1935, the money appropriated for the expenses of the Hall became available, and the archivist, Dr. Robertson, had taken up the work of his position. It was further explained that owing to the great strain on the finances of the State for relief work during the economic depression, only \$15,000 a year was found available for the operation of the Hall. Mr. Gordy stated that in addition, the equipment and supplies needed over and above the furniture already provided could, and would be paid for out of State funds, on the assumption and understanding that all salaries should be paid out of the \$15,000 allowed for operation.

The Commission voted that this financial arrangement be accepted and carried out.

The members of the Commission then voted that in view of the impossibility of starting the Hall at once on all the work that the Hall should eventually perform for the State, the following staff should be employed at present, and until ampler funds can be provided, at the salaries or wages specified:

The archivist, heretofore employed .....	\$5,000
One archival assistant.....	1,400
Two skilled assistants to combine the work of shelving, cataloguing, indexing, and general work with the investigators and the records at \$1,200 each	2,400
One skilled repair worker to combine the work of reproduction or copying.....	1,300
Two watchmen or guardians, each \$720 .....	1,440
Two charwomen, each \$375 .....	750
One janitor and general workman.....	708

The chairman further reported that it was desirable that before the staff is completed the Commission should have the benefit of additional information and perhaps interviews with a few of the many persons recommended, but not seen.

After considering the recommendations made and the information at hand concerning the applicants, it was voted that the following persons be employed at the salaries specified, to begin their services at the Hall on October 15, 1935.

As archival assistant, Miss Elizabeth W. Meade, of Baltimore City;

As one of the two general assistants, Miss Katharine Held, of Baltimore County;

and

For repairing manuscripts and reproduction work, Mr. Allison Trader, of Anne Arundel County.

Voted further that the offer of the officials of the Manuscript Division of the Library of Congress to permit the repair worker selected to work in the Library of Congress until he acquires full training in the work, be gratefully accepted, and that Mr. Trader attend the Library of Congress accordingly when his employment with this Hall begins, for such time as the archivist shall find proper, Mr. Trader's salary to be payable for the time so spent by him.

It was further voted that the Chairman employ temporarily, and until the next meeting of the Commission, suitable persons for the work of any or all of the remaining positions which it may be necessary to have done before the next meeting.

Voted further, that the Chairman, after viewing the needs of the Hall as they develop, shall give or adopt such rules for the Commission, as may seem to him desirable for the proper care and maintenance of the Hall and its contents, and the safe convenient use of them.

The archivist, Dr. Robertson, was then asked to attend, and was introduced to the members. After general discussion with him the meeting was adjourned subject to the call of the Chairman.

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Secretary Pro Tem.