



The New York Public Library
New York Public Library Archives

Guide to the

Executive Committee records

1895- [bulk 1897-1930]

MssArc 4908

Summary

Creator: New York Public Library. Board of Trustees. Executive Committee

Title: Executive Committee records

Date: 1895- [bulk 1897-1930]

Size: 23.25 cubic feet

Abstract: The Executive Committee, one of the original standing committees of the Board of Trustees, takes general charge of the administration of the affairs of the N.Y.P.L. Corporation. It is empowered to act on behalf of the Board of Trustees in between Board meetings. Records of the Executive Committee consist of handwritten, typewritten and printed documents as well as photographs and architectural drawings. Minutes are records of the meetings of the Executive Committee. To 1949 they are bound in volumes and early volumes include photographs of the Carnegie sites under construction. From 1967 the minutes are typewritten and loose. There are no minutes for the period 1950 to 1966. The Letterbooks consist of three volumes, 1902-1903, 1903-1906, and 1912-1928, of official letters written by the Executive Committee. Many of the letters are signed by John Shaw Billings or Edwin H. Anderson, who as Directors of the Library also served as Secretary to the Executive Committee. The bulk of Letters Received concern library construction and finances. The General Files are arranged alphabetically by subject. They relate to various Library matters but especially the construction of the Carnegie branch libraries and the Central Building, operations of the Circulation and Reference Departments, and finances. Central Building Files relate to the design, construction and maintenance of the Central Building, which were overseen primarily by the Executive Committee. Assorted Records include correspondence regarding the appointment of John Shaw Billings, as well as printed agreements between the City of New York and the Library regarding a pension plan for employees.

Access: Advance notice required.

Physical Location: RG 5

Conditions Governing Access:

Board of Trustees records are closed for 50 years from time of creation.

Conditions Governing Use: All rights reserved. Permission to quote must be obtained in writing from the New York Public Library

Preferred citation: Executive Committee records, New York Public Library Archives, The New York Public Library

Related Materials:

Creator History

The Executive Committee, one of the original standing committees of the Board of Trustees, takes general charge of the administration of the affairs of the N.Y.P.L. Corporation. It is empowered to act on behalf of the Board of Trustees in between Board meetings.

Scope and Content Note

Records of the Executive Committee consist of handwritten, typewritten and printed documents as well as photographs and architectural drawings. Minutes are records of the meetings of the Executive Committee. To 1949 they are bound in volumes and early volumes include photographs of the Carnegie sites under construction. From 1967 the minutes are typewritten and loose. There are no minutes for the period 1950 to 1966. The Letterbooks consist of three volumes, 1902-1903, 1903-1906, and 1912-1928, of official letters written by the Executive Committee. Many of the letters are signed by John Shaw Billings or Edwin H. Anderson, who as Directors of the Library also served as Secretary to the Executive Committee. The bulk of Letters Received concern library construction and finances. The General Files are arranged alphabetically by subject. They relate to various Library matters but especially the construction of the Carnegie branch libraries and the Central Building, operations of the Circulation and Reference Departments, and finances. Central Building Files relate to the design, construction and maintenance of the Central Building, which were overseen primarily by the Executive Committee. Assorted Records include correspondence regarding the appointment of John Shaw Billings, as well as printed agreements between the City of New York and the Library regarding a pension plan for employees.

Arrangement: Six series: Minutes, 1903-1978; Letterbooks, 1902-1928; Letters Received, 1901-1909; General Files, 1897-1924; Central Building Files, 1897-1929; Assorted Records, ca. 1895-1931

Key Terms

Subjects

Branch libraries -- New York (State) -- New York
Libraries -- New York (State) -- New York
Library buildings
Library employees
Library finance
Public library trustees -- New York (State) -- New York
Research libraries -- New York (State) -- New York

Genre/Physical Characteristic

Drawings
Minutes
Photoprints

Names

New York Public Library. Board of Trustees. Executive Committee
Anderson, Edwin Hatfield, 1861-1947
Billings, John S. (John Shaw), 1838-1913
New York Public Library. Central Building