



# 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.

**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