

At a meeting of Friends Library Committee held Baltimore 11th month 21. 1831. Present Joseph Townsend Hugh Baldwin Geo Williamson Joseph King Jr. Elisha N Brown and Daniel Cobb.

The friends appointed at last meeting to procure books for the Library, report they have purchased twenty seven volumes of those ordered amounting to twenty nine $\frac{3}{100}$ Dollars. and that they are placed in the Library. The same friends are continued to the service and requested to endeavor to obtain the residue and to prepare a memorandum of other Books suitable for the Library, and report to next meeting.

They also produced the following

Rules and Regulations
for the government of the Committee appointed by the monthly meeting to the care of Friends Library.

- 1st. - Stated meetings of the committee are to be held every three months on the third fifth day of the month at such time and place as may be agreed upon at a previous meeting. Special meetings may be called at any time when the business of the Institution may require it. Four of their number shall form a quorum to transact business.
- 2^d. - The Secretary shall record the names of those present, and shall open the meeting by reading the proceedings of the last meeting.
- 3^d. - Every subject that has been referred from the last or a former meeting shall be first attended to, after which is gone through, new subjects may be introduced and acted upon.

- 4th. - It shall be the duty of those present to observe order and decorum by speaking to the business that may come before them, one at a time and to be careful not to interrupt each other when subjects are under consideration.
- 5th. - In the absence of the Secretary, those present, forming a quorum may appoint one of their number to act for the present meeting.
- 6th. - It shall be the duty of the Secretary to keep regular entries of the proceedings of the Committee and to furnish information of all meetings, either written or verbal as occasion may require.
- 7th. - The Treasurer shall receive all monies belonging to the Institution and keep plain entries thereof in suitable books provided for the purpose, which shall be open at all times for the inspection of the committee - two of their number are to be annually appointed to examine his accounts, that a clear statement thereof may be laid before the monthly meeting.
- 8th. - It shall be the duty of the committee to promote the interest of the Institution by obtaining subscriptions in money or suitable Books; and when procured, that the books be lodged with the Librarian and the money paid over to the Treasurer, that the necessary entries may be made thereof.

Which being read were approved and adopted.

The Librarian reports the receipt of donations since last meeting of 31 Volumes and Cash five dollars. Hugh Baldwin Joseph Townsend and George Williamson are appointed a Standing Committee to examine such Books as may be presented to the