

At a regular meeting of the Directors of John T. Lewis & Bros. Co. held this day in their offices in the Widener Building, there were present:

Edward F. Beale, Chairman of the Board
S. French Reeves, Vice President and Treasurer
J. W. Gardiner, Vice President
Morris H. Merritt, Secretary
Leonard T. Beale, Director

The meeting was called to order by Mr. Edward F. Beale, who presided, and Mr. Morris H. Merritt reported the minutes of the meeting.

The minutes of our meeting of September 18 were read and approved.

As recommended by the Lewis Manufacturing Committee, and approved by Mr. Reeves, it was unanimously decided to apply for an appropriation of \$7876.56 to cover the cost of four additional presses for our linseed oil mill, as it was felt that by so doing we could effect a saving of \$20.00 per day in the cost of the press cloth that is used. By increasing the length of the pressing cycle from eight minutes to about fifteen minutes, the press cloth does not break so easily where it is folded. This application is also in accordance with the discussion with Mr. Reichhard on his last visit to our factory.

Mr. Reeves referred to the reduced costs of manufacturing various items in our metal department and the complimentary letter we received from Mr. Reichhard regarding same. He explained that the manufacture of traps will be turned over to Baltimore on January 1. Likewise, in the near future it is expected that one of our young chemical engineers will be transferred to another plant of the National Lead Company by Mr. Reichhard.

As recommended by the Lewis Manufacturing Committee, and approved by Mr. Reeves, an appropriation was authorized for the amount of \$500.00 to cover two Halloween parties at our factory the end of October -- one for our white employees and the other for our colored employees.

Effective October 1, 1939 the following salary increases were approved:

M.J. Hollingsworth,	from \$2500. to \$2700 per year
Grace McNealy, (Mr. Reeves' secretary)	2200. " 2400. " "
F.L. Tomlinson,	2400. " 2600. " "
J.P. Brown,	2600. " 2800. " "
G.M. Hammond,	1850. " 1900. " "

Mr. Gardiner reported that the orders had recently been very heavy because of our price advance. Among them are fifty tons of white-lead from the Pennsylvania Railroad, which is more than they have bought for the past seven months. The Reading Railroad has done the same. This action is probably due both to the price advance and also to increased railroad appropriations.

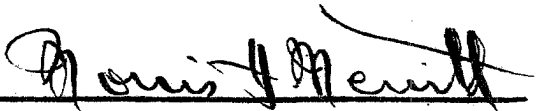
He also explained the excellent linseed oil situation at our factory as a result of large shipments of seed that have come in and that are coming in on the old price basis, and the fact that only 24% of our future orders for 11,251 barrels are booked below 8.9¢ per pound.

September 25, 1939

The regular weekly report of shipments was submitted.

Recently Florence Carlin, who acts as secretary for Mr. Jussen, got married and under our regulations that all of our women employees are not allowed to continue in the employ of John T. Lewis & Bros. Co. after they get married, except by special permission from the Board of Directors, the new status of Florence Carlin was discussed. It was decided in view of her splendid work and at the special request of Mr. Jussen, that she would be allowed to continue in her present position.

There being no further business, upon motion the meeting adjourned.



Secretary.