

December 8, 1942.

Mr. Liston,  
Night Watchman,  
Buildings and Grounds.

Dear Mr. Liston:

I received your notice of November 30th reporting a discrepancy on the part of one of our towel room employees. The boy had gone upstairs to watch a basketball game and had left no one in his place in the towel room. I appreciate your closing the door when you found no one there.

Every time you find anything open, just lock it. We called the boy in and gave him a severe lecture on his lack of responsibility. We appreciate your cooperation in this regard as valuable equipment could have been taken from the towel room due to a careless employe leaving the door open.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH