

PRESENT: WMEdwards OJLaliberte WWCrawford
 JOMartin Miss EVanNostrand, Librarian
 ABSENT: GWSmith AKay Dr. NPioppi

Meeting held in Library Conference Room
 5:00 - 6:10 p.m. Jan. 21, 1947

1. Chairman pro tem In the temporary absence of Chairman W.M.Edwards, O.J.Laliberte was unanimously chosen Chairman pro tem.
2. Secretary pro tem In the absence of the Secretary, Mrs. Smith, J.O.Martin was appointed Secretary pro tem.
3. Minutes of previous meeting In the absence of the Secretary, the minutes of the previous meeting were dispensed with.
4. Treasurer's Report The Treasurer's report was submitted by W.W.Crawford, and the following items received comment:
 - a) Refund to E & D account a) The Trustees will turn back to the Town of Southbridge for the E and D account the sum of \$96.90 from the appropriation for 1946.
 - b) Temporary Payroll b) The interest from the various accounts will pay the temporary payroll until sufficient Trust funds are received.
5. 1947 Budget The Treasurer presented a proposed budget of \$16,680 for 1947, and the Board discussed this matter at length.

The various items are as follows:

a) <u>Salaries & Wages</u>	a) Salaries and Wages, assuming all the required help is obtained.....	\$9,350
b) <u>Buildings</u>	b) Building operation expenses.....	3,180
c) <u>Miscellaneous</u>	c) Miscellaneous Operating Expenses....	600
d) <u>Building Maintenance</u>	d) Building Maintenance.....	200
e) <u>Grounds</u>	e) Grounds Maintenance.....	50
f) <u>Books, etc.</u>	f) Books and Periodicals.....	3,000
g) <u>Book Repairs</u>	g) Book Repairs.....	200
h) <u>Equipment, etc.</u>	h) Equipment, Furniture, Fixtures.....	100
	Total.....	\$16,680

The Board unanimously voted to approve this suggested budget.

 - i) Town Appropriation i) It was further agreed that the Town of Southbridge will be asked for \$12,000, an increase from \$11,185 from last year.

j) Trustee
Funds
Appropriation

j) The Trustees also voted unanimously to spend \$4,680 out of Trustee funds in 1947, an increase from \$4,000 from last year, since the town is to be asked for more funds.

It was brought out that the Board will ask the Town for approximately the same amount for salaries as was asked last year.

6. Audit and
Report to
Trustees

The Board voted unanimously to authorize the Treasurer to provide for an audit, by retaining an auditor, and also have a Report to the Trustees prepared.

7. Treasurer's
Bond

The Treasurer was directed, by unanimous vote, to take out a new Treasurer's Bond.

8. Report of
Trustees

The Report of the Trustees as prepared by Miss Van Nostrand was considered by the Trustees and it was unanimously voted to accept it. It was further voted to make one copy a part of the minutes of the meeting.

9. Salary and
Wage Increases

The Trustees voted to place Miss H. Rowley on the regular payroll and to raise her wages rate to 70¢ per hour, effective immediately.

It was also voted to approve wage and salary increases for all Library personnel as suggested by the Treasurer and the Librarian.

TRUSTEES OF JACOB EDWARDS MEMORIAL LIBRARY

FEBRUARY MEETING

PRESENT:	W.M.Edwards W.W.Crawford Dr.N.J.Fioppi	E.vanNostrand, Librarian J.O.Martin
ABSENT:	O.J.Laliberte A.Kay	G.W.Smith

Meeting held in Library Conference Room
5:00 - 5:45 p.m. - February 18, '47

The meeting was called to order by Chairman Edwards at 5:00 p.m.

1. Secretary pro tem

In the absence of the Secretary, upon a motion duly made and seconded, JOMartin was appointed Secretary pro tem.

2. Minutes of last meeting

The Secretary pro tem read the minutes of the January meeting, and upon a motion duly made and seconded, these minutes were unanimously accepted as read.

3. Treasurer's Report

The Treasurer reported that the balance on hand as of February 1 was \$46.49, and the present balance as of February 18, \$18.04. He further reported that income from the Trusts should be forthcoming shortly in order to help meet the temporary payroll.

a. Money turned back to town

a. It was reported that the Library turned back \$155.10 to the Town of Southbridge in January, which is the highest amount on record as having been turned back in any one month.

b. New system of recording income

b. The Trustees and the Librarian discussed the advisability of setting up a new system of recording cash income, and after going into the matter to some extent, agreed that the Board recommended that no change be made at present.

Upon a motion duly made and seconded, the Treasurer's Report was unanimously accepted.

4. Resignation of Secretary

The Chairman read the resignation from the position of Secretary submitted by Mrs. G.W.Smith to the Board. The Board unanimously voted to accept

Mrs. Smith's resignation. The Board further unanimously voted to state its regrets at this resignation, and wished to express its sincere thanks for the efficient and satisfactory service rendered the Board by Mrs. Smith in her capacity as Secretary since 1933.

Appointment
of new
Secretary

Upon a motion duly made and seconded, it was unanimously voted to appoint JOMartin as Secretary to the Board.

6. Elevator
Repair

The Librarian reported that the elevator door does not function properly, and it was agreed that an elevator repair man should be contacted in order that this may be repaired as quickly as possible. The Librarian was authorized to contact such a repair man.

7. Technical Room
Periodicals

The Librarian reported that subscriptions of the Southbridge Technical Society are expiring, and that it has been the practice of the Librarian to notify the Society to renew them as they expire. The Board unanimously agreed that it does not recommend that the Librarian take any action on this matter. It was pointed out that the Board has contacted the Southbridge Technical Society several times in the past and stated this desire for the Technical Society to vacate the space now used by it in the Library since the Library is pressed for space and has this space in mind to be used in connection with a proposed Children's Room.

8. New
Reference
Librarian

The Librarian reported that she advertised for a Reference Librarian and received two answers to this advertisement. One of these was out of this Library's salary range, and insufficient information on the other person has been obtained for any final decision to be made.

The Librarian reported that Mrs. Heather of Southbridge has applied for employment in the Library and stated that she would prefer Reference work. The Board discussed her qualifications, and it was brought out that she has had no previous actual Library experience. However, it was agreed that she has an excellent general educational background, and for this reason, the Board recommends

PRESENT:	WMEwards WWCrawford	OJLaliberte Dr. NJPioppi	JOMartin G W SMITH
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INVITED: EVanNostrand, Librarian

ABSENT: AKay

Meeting held in Library Conference Room
5:00 - 6:05 p.m. March 25, 1947

The meeting was called to order by Chairman Edwards at 5 o'clock and the following items were discussed.

1. Secretary's Report

The Secretary's report was read and upon a motion duly made and seconded, the report was accepted as read.

2. Treasurer's Report

The Treasurer reported that on January 1, the Trustees' Cash Account contained \$18.04 and on March 1, it contained \$1052.66.

The Treasurer also reported that receipts from rentals and fees for the past two months have been \$245.10, a record high for the past two months.

Upon motion duly made and seconded, the report was accepted as read.

3. Capital Repair Fund

The Treasurer mentioned the extra thousand dollars which the Library received from the Town appropriation for capital expenditures.

The Trustees considered the possibility of replacing the revolving door but agreed to hold this item up until materials are more plentiful.

4. Reference Librarian

The Librarian reported that she has interviewed a Miss Helen Smith who is presently an assistant librarian at the Winchester Public Library. Miss Smith's qualifications were considered and it was agreed that the Board favors offering her the position as Reference Librarian if she would care to come to work at the Library.

The Board considered a second application and agreed that Miss Smith sounds as though her experience and qualifications were more satisfactory.

It was agreed that the Librarian may offer Miss Smith a starting salary of \$2,000 a year and raise her pay \$100 in six months

if her work proves satisfactory. However, if she decides not to come to Southbridge, the Trustees agreed that Mrs. Heather would continue in the job.

5. Waxing Floors

The Librarian pointed out that the floor needed waxing and the Trustees agreed that she should be empowered to pay 70¢ an hour for a man to help the custodian with this work.

6. New Card Catalogue

The Librarian reported that the Library card catalogue is full and it is impossible for it to hold any more cards. The Trustees agreed to authorize the Librarian to investigate the purchase of a new card catalogue if this is available and to report back to the Board on this matter at an early meeting.

1946, and it was unanimously accepted. The Secretary retained one copy for the record and one copy was given to the Librarian for filing in the Library.

Upon a motion duly made and seconded, the Board unanimously approved the auditor's bill for making the audit and compiling this report.

6. Treasurer's Bond

The bill for the Treasurer's Bond was considered by the Board, and unanimously approved, and it was also voted to place it on file with the Secretary.

7. Secretary's Report

The report of the March 25 meeting was read by the Secretary, and upon a motion duly made and seconded, it was accepted as read.

8. Treasurer's Report

In the absence of the Treasurer, the Secretary gave the Treasurer's report.

(a) Trustee Funds

It was reported that the balance for April 1, 1947 in the Trustee Fund is \$1,227.95.

(b) Town Appropriation

It was reported that from the Town appropriation of \$12,000 disbursement over the first three months in 1947 have amounted to \$2,114.85, leaving a balance of \$9,285.15.

(c) Special Appropriation

No disbursements have been made from the Town's special appropriation of \$1,000.

9. Reference Librarian

The Librarian reported that Miss Helen Smith, referred to at the meeting of March 25, has accepted a position in Providence, and therefore is no longer available for the position of Reference Librarian.

10. Card Catalogue

The Librarian reported that in pursuance of the authorization given here at the meeting of March 25, she has investigated the purchase of a new card catalogue.

She determined that such a catalogue would cost \$326.00 and delivery would not be for nine or ten months. It was agreed that the Trustees recommend ascertaining whether or not local firms would contract to make this catalogue. If not, it was further agreed that the Librarian should be authorized to place the order.

PRESENT: WMedwards WWCrawford Dr. NJPioppi
 GWSmith OJLaliberte JOMartin

INVITED: EVanNostrand, Librarian

ABSENT: AKay

Meeting held in Library Conference Room
 5:00 p.m. - 5:40 p.m. 6/17/47

The meeting was called to order by Chairman Edwards at 5 o'clock, and it was announced that this was the last regular meeting before the summer months, and that the next meeting would be in September.

The following items were then discussed:

1. Treasurer's Report

The Treasurer reported on the balance of money on the books as of June 1, 1947.

a) Receipts from Trust Funds

He reported that the Library received the following amounts from these Trust Funds:

Robert J. Edwards.....	\$ 575.00
Hannah M. Edwards.....	530.00
Grace Edwards.....	1200.00
Dr. Bradford.....	48.68

b) Receipts from Fines

He reported that the fines for the month of May as collected by the Library amounted to \$126.00, and that the Library turned back to the Town \$681.21 during the first five months of the current year, which is a great increase over a similar period in 1946.

Upon a motion made and seconded, this report was unanimously accepted.

2. Secretary's Report

The Secretary read the report of the last meeting which was accepted by the Trustees.

3. Spraying Trees

It was reported that the trees in the yard about the Library would be sprayed shortly, in pursuance of the custom of being sprayed every year.

4. Hot Water System

This subject was again discussed at the meeting, and after going into the situation at some length, it was agreed that no change should be made in the present system at this time.

5. Coal

The Librarian mentioned the fact that coal had been ordered for the year and it was brought out that this would be delivered shortly by the end of June or the first of July.

6. VacationMrs Niklason

The Librarian brought up the question of a vacation for Mrs. Frank Niklason who recently concluded her duties at the Library. It was brought out that she had worked a full year since receiving her last vacation.

The Trustees unanimously agreed that since she had worked a full year, and had done such a good job, she is entitled to have two weeks paid vacation this summer.

7. Bay PathLibraryClub Meeting

The Librarian mentioned the fact that this meeting is to take place in Southbridge on October 2. It was agreed that an attempt would be made to arrange that some church would have the Club lunch, if possible. (It has since been determined that the Club will have lunch at the Methodist Church on Main Street).

The Librarian outlined the plans for this meeting, and stated that there will be three ten-minute speeches in which a scientist, a clergyman, and a business man will each explain what each, in his own field, wants in a Library. It is planned that after the business meeting which is to be held in the auditorium of the American Optical Company, the group will have lunch, and then go through the Old Sturbridge Village in the afternoon.

John O. Martin, Secretary

Meeting of September 23, 1947 (cont.)

were recommended and approved for salaries for these two employees: For Mrs. Heather, \$1,700 a year; for Miss Hazelton, \$1,500 a year.

4. Repairs to Elevator

It was reported that the elevator is again out of commission with a stuck door, and it was agreed that effort would be made to get this fixed as rapidly as possible.

The meeting adjourned at 6:05 p.m.

John O. Martin, Secretary

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

October 21, 1947

PRESENT: WMEwards OJLaliberte JOMartin
 WWCrawford GWSmith

INVITED: EvanNostrand, Librarian

ABSENT: Dr.NJPioppi AKay

Meeting held in Library Conference Room
 5:15 - 5:45 p.m. 10/21/47

The meeting was called to order by Chairman Edwards at 5:15 p.m., and the following items were taken up:

1. Secretary's Report

The Secretary read the report of the last meeting which was accepted.

2. Treasurer's Report

The Treasurer reported that out of a total budget for the year 1947 of \$16,680.00 (made up of a \$12,000.00 Town appropriation, with a \$1,000-Special appropriation, and \$4,680.00 from the Trustee Funds), the Library in nine months spent \$11,019.84.

He also stated that the Library is under the payroll budget for the rest of the year.

a. Librarian's Salary Increase

It was moved and seconded to increase the Librarian's salary as of October 1st, of \$200 per year. This was carried by unanimous vote.

b. Balance

He also reported the present cash balance from Trustee Funds is \$1,994.18. The balance from Town Funds, \$3,439.80, with the \$1,000 special appropriation untouched.

c. Fines

The Library fines for September 1947 were \$88.50, making a total for nine months of \$979.61 compared to \$938.00 during the same nine months of 1946.

This report was unanimously accepted.

3. New Typewriter

The Board unanimously recommended investigating obtaining a new typewriter for the Library. It was agreed that LHBrigham of American Optical Co. should be contacted concerning the cost of a Remington Noiseless typewriter, or an L.C.Smith typewriter with a card roll.

4. Advertising
Program

The Board discussed a possible advertising program for the Library, and it was unanimously agreed that the Secretary should contact Clayton Welch of American Optical Company, and discuss this matter with him. The Secretary is to report back on this item at a later meeting.

The meeting adjourned at 5:45 p.m.

John O. Martin, Secretary
Library Trustees Meeting

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

December 30, 1947

PRESENT: WMedwards OJLaliberte GWSmith
 WWCrawford Dr.NJPioppi JOMartin

INVITED: EvanNostrand, Librarian

ABSENT: AKay

Meeting held in Library Conference Room
 5:15 - 5:40 p.m. 12/30/47

The meeting was called to order by Chairman Edwards at 5:15 p.m., and the following items were taken up:

1. Secretary's Report

The Secretary read the report of the last meeting which was accepted.

2. Treasurer's Report

The Treasurer reported that the Library will have a possible surplus of \$169.72 at the end of the year which will go to the Town Excees & Dificiency account.

a. Possible surplus

b. Special Reserve

Acct Deposit

It was moved and seconded to put \$1,000 of Trustee Funds into the Special Reserve account, making this account amount to \$10,000 in all.

c. Library Fines

The Treasurer reported that the November fines were \$119 and that for 11 months in 1947, the total amount of the fines is \$1,219.11 as compared to \$1,180.50 for a comparable period in 1946.

3. Budget

The Treasurer and the Librarian will discuss this matter at an early date for submission to the Finance Committee of the Town of Southbridge.

John O. Martin, Secretary
 BOARD OF LIBRARY TRUSTEES