

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

January 20, 1948

PRESENT: WMedwards OJLaliberte Mrs.GWSmith
 WWCrawford Dr.NJPioppi JOMartin

INVITED: EvanNostrand, Librarian

ABSENT: AKay

Meeting held in Library Conference Room
5:15 - 6:05 p.m. 1/20/48

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

1. Annual Report of Librarian

The Librarian's Annual Report was read by the Trustees, discussed, and it was unanimously voted to accept it.

2. Annual Appropriation by Town

The Town appropriation which will be voted upon at the annual Town Meeting in March was discussed, and the Trustees unanimously voted to increase the requested appropriation to \$9800 for salaries, \$3000 for other expenses which include books, book repairs, and periodicals, \$1000 for building expenses.

a. Article in Town Warrant

It was unanimously voted that the Secretary be directed to draw up an article for insertion in the Warrant of the annual Town Meeting which would request the Town to appropriate \$48,500 for construction of a new Children's Library in accordance with the recommendations of the Southbridge Improvement Committee and in accordance with the statement on this subject in the Librarian's Annual Report. The Secretary is also to see that this article is inserted in the Warrant.

b. Salary Increases

If the Town appropriation is granted, the Trustees unanimously voted in favor of the following increases:

1. Increase Mrs. Heather's salary to \$1800.
2. Increase Romeo DiBonaventura's salary to \$2100.

3. New Employee

The Librarian told the Board that Gertrude Peloquin is leaving the library employ and that Mrs. David Hobson will probably take her place. It was voted to approve paying Mrs. Hobson 75¢ an hour if she accepts the position.

John O. Martin, Secretary
BOARD OF LIBRARY TRUSTEES

LIBRARY TRUSTEES MEETING

February 17, 1948

PRESENT: WMEwards OJLaliberte Mrs.GWSmith
 WWCrawford Dr.NJPioppi JOMartin

INVITED: EvanNostrand, Librarian

ABSENT: AKay

Meeting held in Library Conference Room
5:00 - 5:45 p.m. 2/17/48

The meeting was called to order by Chairman Edwards at 5:00 p.m. and the following items were taken up:

1. Secretary's Report

The Secretary's report was considered by the Board and it was unanimously voted to accept it.

2. Treasurer's Report
a. Fines

The Treasurer reported that the fines collected for January, 1948 amounted to \$136, the highest amount collected on for any January on record.

3. Advertising Campaign

The Secretary reported that Clayton Welch who had undertaken the advertising campaign for the Library has taken a position outside of Southbridge and is therefore unable to continue his work in this respect. However, Mrs. Welch made considerable progress in his work, and has given the work outlined to date to the Secretary.

The Secretary will make an attempt to get a replacement for Mr. Welch's work in the near future.

4. Rooms Used by Technical Society

Mrs. GWSmith reported that she had requested the Technical Society to vacate the rooms now used by them since the Library is in such urgent need of space and that the offices of the Technical Society are to inform her as to how soon they can vacate in the near future. Therefore, it is expected that she will have a report on this matter at the next meeting.

5. Assistant

The Librarian reported that the possibilities of getting an Assistant through Simmons College seem to be favorable, and that she will have a more complete report on this matter by the end of April.

John O. Martin, Secretary
BOARD OF LIBRARY TRUSTEES

LIBRARY TRUSTEES MEETING

March 23, 1948

PRESENT: WMEwards OJLaliberte Mrs.GWSmith
 WWCrawford Dr.NJPioppi JOMartin

INVITED: EvanNostrand, Librarian

Meeting held in Library Conference Room
 5 - 6:15 p.m. 3/23/48

The meeting was called to order by Chairman Edwards at 5:00 p.m. and the following items were taken up:

1. Secretary's Report The Secretary's Report was read and accepted.

2. Treasurer's Bond Motion was made and it was voted to direct the Treasurer of the Trustee Funds to file a bond with the Town accountant.

3. Treasurer's Report The Treasurer read his report and it was accepted.

4. Annual Meeting The Chairman announced that this is the annual meeting of the Trustees and threw the meeting open for the nomination and election of officers. It was moved and seconded that the Secretary cast one ballot for the following officials: WMEwards, Chairman; WWCrawford, Treasurer.
 - a. Election of Officers On a motion duly made and seconded, it was voted that the Treasurer cast one ballot for JOMartin as Secretary.

5. Election of Committees
 - a. Administration Comm. On a motion duly made and seconded, the Chairman, the Treasurer, and the Librarian were elected as an Administration Committee.

 - b. Book Comm. On a motion duly made and seconded, the Chairman, the Secretary, Mrs.GWSmith, and the Librarian were elected as a Book Committee.

 - c. Property Comm. On a motion duly made and seconded, OJLaliberte and the Librarian were elected as a Property Committee.

Meeting of March 23, 1948 (cont.)

6. Salary Increase

Upon a motion made and seconded, it was unanimously voted to raise the wages of Miss Hazelton to \$1600 a year.

7. Filing Cabinet

The Secretary reported that the Trade School is unable to build the cabinet. The Librarian stated that she has discussed the possibility of obtaining cabinets through commercial firms. This possibility will be explored, and progress will be reported at later meetings.

8. Upkeep of Grounds

The Librarian reported that the lawn needs rolling, loam and fertilizer. It was agreed that the Librarian should be authorized to obtain the necessary materials and have the lawn rolled.

John O. Martin, Secretary
BOARD OF LIBRARY TRUSTEES

LIBRARY TRUSTEES MEETING

April 20, 1948

PRESENT: WWCrawford OJLaliberte
 GWSmith JOMartin

INVITED: EvanNostrand, Librarian

ABSENT: WMEdwards Dr.NJPioppi

Meeting held in Library Conference Room
 5:00 - 6:15 p.m. 4/20/48

1. Chairman
 Pro Tem

In the absence of WMEdwards, OJLaliberte was elected Chairman pro tem.

2. Secretary's
 Report

The report of the Secretary was read and accepted.

3. Treasurer's
 Report

(a) Comparisons - 1948 with 1947

The Treasurer stated that in comparing the first three months of 1948 with the first three months of 1947, the Library spent \$4461.64 in 1948, \$3441.30 in 1947. He pointed out that this expenditure in 1948 over-spent the budget appropriation by some \$243. It was pointed out that there were some heavy expenditures during the first three months, and the year's expenditures will level out over the year. A further reason for this discrepancy between the expenditures of the two years is that there was a much smaller payroll in 1947 than there is in 1948.

(b) Treasurer's Bond

The Treasurer reported that he had filed a Bond with the Town Accountant.

(c) Auditor's Report

The Treasurer presented the report of BFHamblin, the Auditor of the Library books, and the Trustees voted to accept it. One copy was filed with the Secretary, one with the Treasurer, and one was kept by the Librarian.

(d) Fines

In March, 1947, \$135.37 was collected in Library fines, making a total for the first three months for 1948 \$377.63, which is very high, for a similar period.

(e) Cash

The Treasurer reported that the cash balance in the various funds as of April 1st are as

Meeting of April 20, 1948 (Cont.)

follows:

Trustee Funds	\$1612.93
Town Funds.....	9435.03
Surplus Account	2000.00
Mynott Funds	42.08

4. Grounds

OJLaliberte and the Librarian reported that the lawn has been rolled. It was agreed that OJLaliberte will investigate having flat stones laid on the lawn along the street where the grass is worn off next to the curb stone.

OJLaliberte also reported on the price for spraying the trees on the Library premises twice. This price was bid in at \$25 and surgical work on the elm trees was bid in at \$19.

The Trustees voted to authorize OJLaliberte to have this work done.

5. Vacations

The Librarian stated that Mrs. Heather would like to have a month off and it was agreed to authorize this and give her two weeks vacation with pay. It was also voted to authorize the Librarian to arrange for Miss Hazelton to have two weeks vacation with pay.

6. Filing Cabinet

The Librarian reported progress in determining the price of purchase of a filing cabinet, and when more information has been received on the matter, the Trustees will meet informally to discuss the purchase of a filing cabinet.

John O. Martin, Secretary
BOARD OF LIBRARY TRUSTEES

LIBRARY TRUSTEES MEETING

June 15, 1948

PRESENT: WMEwards OJLaliberte EMSheehan
 WWCrawford NJPioppi GWSmith JOMartin

INVITED: EvanNostrand, Librarian

Meeting held in Library Trustees Conference Room
 5:00 - 5:45 p.m. 6/15/48

Chairman Edwards opened the meeting at 5:00 p.m. and the following items were discussed:

1. Secretary's Report The Secretary submitted his report, which was accepted.

2. Treasurer's Report The Treasurer reported that there is not much change in the cash balance, and that the Town funds are well within the budget for the past two months. It was agreed that the Secretary should send a notice to the Town Accountant that the extra \$1,000 voted for the Library by a special appropriation at the annual Town Meeting should be held in reserve for future use and not to be spent this year or the account closed out.

3. Long Overdue Books The matter of books which have been kept out for a long time past their due date and which have not been returned to the Library despite notices sent out by the Librarian, was discussed. It was agreed that the Secretary and the Librarian will see that a newspaper story on the matter is published in order to indicate the penalty for keeping books out of the Library and not returning them when requested. It was also agreed that the Secretary will consult with the Town Counsel with a list of persons who owe these books in the Library, and get advice on a letter to be sent to these people on the follow-up after this newspaper story has been published.

4. Grounds The stones along the curbing which were discussed at the meeting of April 20 were again discussed, and OJLaliberte stated that he has not yet been able to locate stones for this space. However, he will investigate further and report back to the Committee at the next meeting.

5. Coal It was agreed that coal should be ordered for the winter at once for delivery as soon as possible.

Meeting of June 15, 1948 (cont.)

6. Vacations

The Trustees agreed that Miss vanNostrand should go on vacation the last two weeks in June as part of her annual vacation.

7. File Card Catalog

The Librarian reported that this will be shipped on June 16th by Express.

8. Trade List Annual and Index

The Librarian asked the Board to consider the purchase of the Trade List Annual and the Index which lists all the books in print in 1948. She stated that she felt that this would be very helpful. It was unanimously agreed to authorize the Treasurer to pay \$19.50 out of Trustee funds for this service.

Respectfully submitted,

John O. Martin, Secretary
BOARD OF TRUSTEES

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

September 21, 1948

PRESENT: WMedwards OJLaliberte GWSmith
 WWCrawford NJPioppi JOMartin

INVITED: EvanNostrand, Librarian

ABSENT: EMSheehan

Meeting held in Library Trustees Conference Room
 5:00 - 5:55 p.m. 9/21/48

Chairman Edwards opened the meeting at 5:00 p.m. and the following items were discussed:

1. Secretary's Report

The Secretary submitted his report which was accepted.

2. Treasurer's Report

The Treasurer reported that \$1200 has been received from the Edwards Fund and placed in Trustees Cash which now amounts to \$1315.11. The Town account amounts to \$3682.98, and the Special account \$2,000.

Library fines for July amounted to \$84.44 and for August \$83.41. For the first eight months in 1948 the fines amount to \$879.67.

3. Staff

The Librarian reported that there are three applications for the job vacated by Mary Ann Hazelton. The Librarian has interviewed these applicants and will continue interviews until a suitable replacement has been found.

4. Light for Card Catalog

The Librarian stated the need for a light over the new card catalog. It was unanimously voted to authorize the Librarian to spend the sum not exceeding \$25 for installation of the proper lighting facilities over the new card catalog.

5. Grounds

O.J.Laliberte reported that the flagstones discussed at the June 15th meeting have been purchased and installed along the curbing. The drains have been repaired and some seeding in that area was done.

John O. Martin, Secretary
 BOARD OF LIBRARY TRUSTEES

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

October 19, 1948

PRESENT:	WMedwards	OJLaliberte	EMSheehan
	WWCrawford	NJPioppi	GWSmith
			JOMartin

INVITED: EvanNostrand, Librarian

Meeting held in Library Trustees Conference Room
5:00 - 5:50 p.m. 10/19/48

Chairman Edwards opened the meeting at 5:00 p.m. and the following items were discussed:

1. Secretary's Report

The Secretary submitted his report, which was accepted.

2. Treasurer's Report

The Treasurer reported that in the Trustee Funds the balance is \$1757.96 and that he had received on October 18, 1948 \$646.48 from the R. J. Edwards Fund.

a) Trustee Funds

b) Town Funds

He stated that as of October 1, the Town Funds included \$2624.60 which has not yet been spent, which means an expenditure of \$10,175.40 in the first nine months of 1948. Moreover, he stated that many of the items for which money was spent during these nine months will not recur this year, so he felt that the Library is operating well within its budget for the year.

c) Fines

Fines for September, 1948 were \$103.40, making a total of \$983.07 for the first nine months of the year as compared with \$979.61 for the first nine months in 1947.

d) Transfer of Funds

The Treasurer also stated that it will be necessary to transfer some funds from the Salaries Account to "All Others Account", at a special Town Meeting which will probably be held in December.

3. Librarian's Salary

After a brief discussion of this subject, it was unanimously voted to increase Miss vanNostrand's salary from \$2600 to \$3000 per year as of November 1st.

4. Light for Card Catalog

The Librarian reported that the light for the card catalog will, with other work necessary to install it, amount to somewhat over \$25, which was authorized for this purpose at the meeting of September 21st. The Trustees unanimously agreed that the additional amount should be authorized.

Meeting of October 19, 1948 (cont.)

5. Staff

The Librarian reported the appointment of Isabel Planeta to the job formerly filled by Mary Ann Hazelton at \$1600. a year.

6. Displays

E.M.Sheehan suggested the consideration of displaying stuffed specimens in the Library in order to increase interest in the Library of both children and adults. The Board agreed that the matter should be investigated, and the Librarian agreed that she would investigate obtaining these specimens. E.M.Sheehan also agreed that he will investigate the subject, and both will report at the next meeting.

7. Grounds

The Librarian reported that the cedar hedge needs trimming. It was agreed that O.J.Laliberte will investigate the matter of having the hedge trimmed.

8. Parking Lot

The Librarian reported that the boards and logs surrounding the parking lot are in very poor condition to an extent where the iron fence in back of the Library is in danger of being damaged because of the absence of these boards, which were originally erected to stop cars before they hit the fence. It was agreed that the Secretary would investigate this matter and request the Town to remedy this condition.

John O. Martin, Secretary
BOARD OF LIBRARY TRUSTEES

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

November 23, 1948.

PRESENT:	WWCrawford	NJPioppi	GWSmith
	OJLaliberte	EPSheehan	JOMartin

INVITED: EvanNostrand, Librarian

ABSENT: WMedwards

Meeting held in Library Trustees Conference Room
5:00 - 6:10 p.m. 11/23/48

In the absence of Chairman Edwards, Dr. NJPioppi was appointed Chairman protem, and the following items were discussed:

1. Secretary's Report

The Secretary made his report, which was accepted.

2. Treasurer's Report

The Treasurer reported on the cash balance that the Library has as of November 1, 1948.

a) Acting Treasurer

The Treasurer informed the Board of Trustees that he is to be absent for the next three months at least, and that some arrangements should be made to do the work of the Treasurer in his absence. It was therefore voted by the Trustees that the Secretary should be appointed to serve as acting Treasurer for the period of the absence of the Treasurer. It was further voted to send a copy of this vote to the Southbridge National Bank, the Southbridge Savings Bank, and the Office of the Town Accountant so that the Secretary's signature will be accepted in the place of that of the Treasurer during the period of his absence.

3. Displays

The Librarian stated that she has contacted the Department of Education on this item to see where displays for the Library could be obtained. The State did not furnish such displays but some other institutions and societies do. The Board agreed that since this is the end of the year, nothing can be done on a program of displays at the moment, but that shortly after January 1, 1949, the matter should be more thoroughly investigated to see if it is practicable for the Library to undertake such a program.

4. Buildings

OJLaliberte stated that the roofs have been fixed and that he has contacted the Highway Department concerning the poor condition of the protection to the fence in the parking lot behind the Library. He will follow this matter up to see that something is done to alleviate the situation.

Meeting of November 23, 1948 (cont.)

OJLaliberte also stated that he will order a new flag since the old ones are in very poor condition. It was thought that the last flag may have been ripped by being blown into the branches of trees, and therefore, it was agreed that these branches will be clipped in order to avoid future damage to the flag.

a) Christmas Tree

It was agreed that OJLaliberte and E.vanNostrand will arrange to have some of the evergreen trees outside the Library decorated for Christmas.

5. Library Service to Hospital

EPSheehan suggested that the Trustees consider working with the hospital committee which brings books and magazines to people confined in the hospital. After discussion, it was agreed that GWSmith will contact the hospital committee in charge of this service to see if any cooperative effort could be worked out along this line.

It was also agreed to that this service should be extended to shut-ins at home, and that even though this has been the Library's practice in the past, it should be publicized so that more people would know of the availability of the service.

John O. Martin, Secretary
BOARD OF LIBRARY TRUSTEES

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

December 21, 1948

PRESENT: WMEwards GWSmith JOMartin
EPSheehan OJLaliberte NJPioppi

INVITED: EvanNostrand, Librarian

ABSENT: WWCrawford

Meeting held in Library Trustees Conference Room
5 : 00 - 6 : 00 p.m. 12/21/48

Chairman Edwards opened the meeting at 5:00 p.m., and the following items were discussed:

1. Secretary's Report

The Secretary made his report, which was accepted.

2. Treasurer's Report

The acting Treasurer reported that the November fines amounted to \$121.40, that the Trustee cash is \$649.58, and the Town cash amounts to the special fund of \$2,000 plus \$395 remaining in that fund.

3. Library Service to Hospital

GWSmith reported that she has contacted the Committee which has been bringing books and magazines to people confined in the hospital, and this Committee has indicated no need for any further work along this line by the Library. Books are available at the hospital if the patient requests them.

4. Trustees Account - Estate of Hannah M. Edwards

The Board of Trustees, by unanimous vote, agreed to accept the account of the Trustee of the Estate of Hannah M. Edwards, the New England Trust Company, and WMEwards signed this report for the Board of Trustees. The original will be sent back to the New England Trust Company, and a copy will be kept in the files of the Board.

5. Floor Repairs

It was agreed that the Librarian should have the floor behind the desk and the section in front of the desk fixed by any firm who will do the work at an early date.

6. Christmas Remembrance to Staff

It was moved, seconded, and unanimously voted that the Trustees contribute toward a Christmas gift to be given to the Library staff.

John O. Martin, Secretary
BOARD OF LIBRARY TRUSTEES