

JACOB EDWARDS MEMORIAL LIBRARY
SPECIAL MEETING OF LIBRARY TRUSTEES

January 3, 1952

PRESENT: O.J.Laliberte N.J.Pioppi J.O.Martin
 E.D.Mitchell

INVITED: M.Barrett, Librarian

ABSENT: W.W.Crawford J.K.Edwards E.P.Sheehan

Meeting held in Library Trustees Conference Room
5:00 p.m. - 6:00 p.m. 1/3/52

1. Salary

Schedule

The following increases in salary were approved by the Committee.

Miss Barrett.....	\$3500
Mrs. Heather.....	\$2450
Mrs. Hobson.....	\$2150
Mrs. Hazelton.....	\$1900
Mr. DiBonaventura.....	\$2550

2. 1952

Budget

E.D.Mitchell submitted the 1952 budget which was approved by the Committee.

John O. Martin, Secretary
Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

MEETING OF LIBRARY TRUSTEES

January 22, 1952

PRESENT: J.K.Edwards E.D.Mitchell J.O.Martin
 O.J.Laliberte

INVITED: M.Barrett, Librarian

ABSENT: W.W.Crawford N.J.Pioppi E.P.Sheehan

Meeting held in Library Trustees Conference Room
5:00 p.m. - 6:00 p.m. 1/22/52

1. Secretary's Report

The minutes of the meetings of December 18 and January 3 were read and accepted.

2. Treasurer's Report

The Treasurer reported on the year end financial condition of the Library. Fines for December amounted to \$116.30, as against \$96.54 in 1950. A total of \$1,215.73 as compared to \$1,256.99 in 1950.

3. Lighting

There will be an attempt to arrange a meeting between O.J.Laliberte, R. Bucknam and Mr. Bergeron of the Worcester County Electric Company to talk the lighting situation. The Librarian will determine where she would like wall plug outlets. The matter of lighting the outside door will also be discussed.

4. Staff Room

The Secretary will attempt to obtain screens or petitions for the Staff Room. When this is done the Librarian will look for furniture for the room.

5. Children's Wing

The Secretary reported on the letters received from Mr. Leon Little and the Town Counsel.

6. Library Conference Meeting

The Librarian will attend the Library Conference Meeting in Chicago.

John O. Martin, Secretary
Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

March 18, 1952

PRESENT: J.K.Edwards N.J.Pioppi J.O.Martin
O.J.Laliberte E.P.Sheehan

INVITED: M.Barrett, Librarian

ABSENT: W.W.Crawford E.D.Mitchell

Meeting held in Library Trustees Conference Room
5:00 p.m. - 6:00 p.m. 3/18/52

- 1. Secretary's Report The Secretary's report was read and accepted by the Committee.
- 2. Treasurer's Report The Treasurer's report was read and accepted by the Committee.
- 3. Screens for Staff Room The Secretary and the Librarian reported on the expense of screens for the Staff Room and the inability to obtain such screens at furniture stores. It was suggested that the Cole Trade High School might make the necessary screens, and it was agreed that the Librarian will discuss this with Mr. Benoit, Director of Cole Trade High School.
- 4. Lighting It was agreed that O.J.Laliberte will make an appointment for him to discuss the library lights with Mr. Bergeron of the Worcester County Electric Company with R. Bucknam of AOCc.
- 5. Children's Wing The Secretary reported on the letter from the Town Counsel of Southbridge and on the letter from Leon M. Little, Vice President of the New England Trust Company. He reported that at the Town Counsel's request he furnished him with the copies of the Trusts, and as soon as the question of appointment of the majority of Trustees is straightened out with the letter of agreement from Mr. Little, that a new children's wing be built as a memorial to the Veterans' groups in town; the Secretary will contact O.J.Laliberte who will then contact these groups.

Meeting of March 18, 1952 (Cont.)

6. Flag It was brought out that the old flag is ruined and there is need for a new one. An attempt will be made to obtain a nylon flag.

7. Tree Care O.J.Laliberte will contact the Town Tree Warden to see if he will do necessary work on the library trees. If not, they will be sprayed and trimmed by the tree surgeon who has formerly done the work.

8. New Card Catalog The Librarian reported that the new card catalog had arrived.

John O. Martin, Secretary
Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

May 27, 1952

PRESENT: W.W.Crawford E.D.Mitchell E.P.Sheehan
J.K.Edwards N.W.Pioppi

INVITED: M.Barrett, Librarian

ABSENT: O.J.Laliberte J.O.Martin

Meeting held in Library Trustees Conference Room
5:15 p.m. - 5:45 p.m. 5/27/52

1. Secretary's Report

The Secretary's report was read and accepted by the Committee.

2. Treasurer's Report

The Treasurer's report was read and accepted by the Committee.

3. Pilsudski Club Book Fund

The Treasurer reported that a check for \$100 was received from the Pilsudski Polish-American Citizens Club, Inc. to be used to establish a Pilsudski Club Book Fund, the income from which is to be used to buy books of interest to Polish speaking citizens, or for some other purpose permitted by the officials of Pilsudski Club.

The Treasurer also reported that an additional \$25 was received from the same source for the purpose of acquiring a comprehensive history of Poland, written in the Polish language.

4. Massachusetts Library Trustees

N.W.Pioppi reported that he had attended a meeting of a group of library trustees held in Boston for the purpose of discussing the possibilities of organizing a Massachusetts Library Trustees Association. One of the objectives of the organization would be to obtain State funds for public libraries.

5. Janitor's Duties

Miss Barrett reported that all the big tables in the reading rooms had been thoroughly cleaned, apparently for the first time in a number of years. This lead to a discussion of the janitor's duties, since Romeo is reported to have said that it was not his job to keep those tables clean.

A recommendation was made that W.W.Crawford have a talk with Romeo in an endeavor to learn what his difficulties may be.

Meeting of May 27, 1952 (Cont.)

6. Waxing
Floors

Miss Barrett told of the salesman who visited the Library, and who stated that the present practice of waxing the floors monthly was unnecessary, and that if properly sealed the floors would not require a waxing more often than once every three months. Since the Librarian reported that we are spending in excess of \$400 a year for wax, a substantial savings appears possible. Therefore, it was recommended that this salesman be given an opportunity to demonstrate his product on a small section of the floor.

E. D. Mitchell, Sec. Pro Tem
Board of Library Trustees

LIBRARY TRUSTEES MEETING

June 24, 1952

PRESENT: O.J.Laliberte E.D.Mitchell J.O.Martin
 N.W.Pioppi

INVITED: M.Barrett, Librarian

ABSENT: W.W.Crawford J.K.Edwards E.P.Sheehan

Meeting held in Library Trustees Conference Room
 5:10 p.m. - 5:45 p.m. 6/24/52

1. Secretary's Report The Secretary's report was read and accepted by the Committee.
2. Treasurer's Report The Treasurer's report was read and accepted by the Committee.
3. Floors The Librarian reported on the proposition submitted by the salesman of the Acme Chemical Products Company. It was agreed that this salesman would be referred to O.J.Laliberte, who will discuss the matter with him, as to sealing and waxing the Library floors.
4. Children's Library O.J.Laliberte reported that the Veterans' organizations have not, as yet, replied on establishing a living memorial in the form of a children's library.
5. Refinishing Tables and Chairs Refinishing of the tables and chairs were discussed. It was agreed that the charging desk and as many chairs as can be done within the total sum of \$200 more should be refinised.
6. Tree Sprayed The Librarian reported that the trees had been sprayed.
7. Parking Lot N.W.Pioppi stated that the retaining wall of the parking lot seems to be giving away, and the Secretary was requested to write the Selectmen and ask them to complete the job which was commenced two years ago on the parking lot. This would involve putting in concrete posts and cables, fixing the wall and establishing a drain.

Meeting of June 24, 1952 (Cont.)

8. Windows

The Librarian brought up the matter that the Library windows have not been washed for some little time, and it was agreed that O.J.Laliberte would look into this matter.

John O. Martin, Secretary
Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

September 23, 1952

PRESENT: W.W.Crawford O.J.Laliberte E.D.Mitchell
E.P.Sheehan

INVITED: M.Barrett, Librarian

ABSENT: J.K.Edwards J.O.Martin N.W.Pioppi

Meeting held in Library Trustees Conference Room
5:15 p.m. - 6:10 p.m. 9/23/52

1. Secretary's Report The Secretary's report was read and accepted by the Committee.
2. Treasurer's Report The Treasurer's report was read and accepted by the Committee.
3. Veterans' Memorial O.J.Laliberte reported that he had received a letter from Paul H. Benoit representing the Veterans' Council which informed him of a favorable vote of the representatives of that Council regarding a war memorial in the form of an addition to the Library. After considerable discussion as to the proper procedures to follow, it was voted to appoint a committee of the Trustees, consisting of O.J.Laliberte, J. O. Martin and E.D.Mitchell to meet with the Veterans' Council to discuss the plan for such a Memorial.
4. Refinishing Tables and Chairs It was noted that the refinishing work authorized at the June 24th meeting had not been done. O.J.Laliberte agreed to follow up on this matter.
5. Parking Lot In the absence of the Secretary, no report was available as to what, if any, action had been taken concerning the Selectmen's attitude regarding completion of the parking lot job.
6. Thanks to Mrs. Jackson The Secretary was instructed to send to Mrs. Flora Jackson, 56 Dresser Street, a vote of thanks from the Trustees for her work with children at the Library during the past summer.
7. Grace M. Edwards Funds Into Common Trust Fund The Treasurer reported receipt of a letter from the New England Trust Company concerning the investment of the trust funds under the will of Grace M. Edwards. It is the recommendation of

Meeting of September 23, 1952 (Cont.)

the Trust Committee of the Trust Company that this fund acquire participation in their Common Trust Fund, a fund which is used for the sole purpose of investing accounts in which the New England Trust Company is acting in a fiduciary capacity. After a discussion of the amount of return on the principal of the fund, the recommendation of the Trust Committee of the Trust Company was approved.

E. D. Mitchell, Secretary Pro Tem
BOARD OF LIBRARY TRUSTEES

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

October 28, 1952

PRESENT: W.W.Crawford O.J.Laliberte E.D.Mitchell
 N.W.Pioppi

INVITED: M.Barrett, Librarian

ABSENT: J.K.Edwards J.O.Martin

Meeting held in Library Trustees Conference Room
 5:15 p.m. - 6:10 p.m. 10/28/52

1. Secretary's Report

The Secretary's report was read and accepted by the Trustees.

2. Treasurer's Report

The Treasurer's report was read and accepted by the Trustees.

3. Veterans' Memorial

O.J.Laliberte, reporting for the Committee selected to meet with the Veterans, said that the first such meeting was held on October 15th at the Town Hall. It was suggested that the form the Memorial might take could be a rotunda in which would be housed relics of the various wars and other items of interest to veterans, and that a Children's Department would lead off from this room. The Veterans representative present appeared to think well of this idea, and after a general discussion they agreed to canvass their members as to what relics were available. For their part, the Trustees Committee agreed to have an architect make some sketches showing how this building might look.

The Trustees, after hearing the report of its Committee, authorized O.J.Laliberte to obtain the services of James Britton of Greenfield, Mass., to make the necessary sketches.

4. Lighting

Plans for better lighting for the rooms of the Library were reported as being in the final stage, and that the cost for the main rooms would approximate \$4,000, with an additional \$700 for lighting the stacks. Since an architect was to be consulted in the near future regarding the addition to the Library, it was decided to postpone accepting these plans until he had an opportunity to inspect them and criticize them in the light of whatever his ideas might be for lighting in the new section.

Meeting of October 28, 1952 (Cont.)

5. Interior
Painting

Plans for painting and refinishing the walls and ceiling of the reading rooms were discussed, but it was decided that nothing definite should be done until the architect had an opportunity to make suggestions.

6. Floors

Miss Barrett reported that the company interested in fixing the floor covering had decided that it was impossible to remove the dirt and excess wax without injury to the floor.

E. D. Mitchell, Secretary Pro Tem
BOARD OF LIBRARY TRUSTEES

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

November 18, 1952

PRESENT: W.W.Crawford E.D.Mitchell J.O.Martin
 O.J.Laliberte N.W.Pioppi

INVITED: M.Barrett, Librarian

ABSENT: J.K.Edwards E.P.Sheehan

Meeting held in Library Trustees Conference Room
 5:15 p.m. - 6:15 p.m. 11/18/52

1. Secretary's Report The Secretary's report was read and accepted by the Trustees.
2. Treasurer's Report The Treasurer's report was read and accepted by the Trustees.
3. Veterans' Memorial O.J.Laliberte reported that there will be a meeting with Mr. Britton, the architect, at 2:15 p.m. on Wednesday, November 26. Preliminary plans are ready and will be discussed at that time.
4. Lighting The architect will have suggestions on lighting, and he does not recommend fluorescent lights.
5. Interior Painting The color expert has suggested that the Library might be closed for 30 days while the interior decorating goes on. He recommends stripping all the dark oak woodwork and making this a light oak finish, including chairs and tables. He submitted a color scheme for the Library and recommended changing the revolving doors to ordinary doors in the vestibule.

 Further recommendations were to replace the shades with venetian blinds, change the shape of the check-out desk to a crescent shape which would facilitate the handling of more people, and change the clocks to electricity.

 There will be no moves until final plans have been made and accepted, both for the memorial building and interior decoration.
6. Clean Gutters - Snow Guides O.J.Laliberte reported that the gutters will be cleaned next week, and a question was raised as to placing snow guides on the roof to assure that the snow will not fall off on patrons of the Library. It was agreed that these two jobs should be done concurrently.

7. Teachers' Discussion Group

The Teachers' Discussion Group has requested the use of the club room for an hour or so on Tuesday evenings. The Board wishes to know the purpose of the Group and felt if it was the aim of the Group to discuss educational matters or books there is no objection to their using it. The Board wants to be sure that no precedent is set which would allow the room to be used for social reasons. W.W.Crawford and Miss Barrett will determine the purpose of the Group.

John O. Martin, Secretary
Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

December 23, 1952

PRESENT: O.J.Laliberte E.P.Sheehan J.O.Martin
 E.D.Mitchell

INVITED: M.Barrett, Librarian

ABSENT: W.W.Crawford J.K.Edwards N.W.Pioppi

Meeting held in Library Trustees Conference Room
 5:20 p.m. - 6:25 p.m. 12/23/52

E.P.Sheehan was elected Chairman, pro tem.

1. Secretary's Report The Secretary's report was read and accepted by the Trustees.
2. Treasurer's Report The Treasurer's report was read and accepted by the Trustees.
3. Clean Gutters - Snow Guides O.J.Laliberte reported that these two jobs had been completed.
4. Christmas Lights These have been put on the trees in the front of the Library.
5. Snow Removal The custodian does not feel that he is able to handle any heavy snowfalls this year, and the Board agreed that Doc Prince should be given the job to clear away any appreciable amount of snow with his snowplow at a price previously agreed on.
6. Lighting The lighting experts have recommended individual fixtures which could either be embedded in the ceiling or the fixtures could be dropped from the ceiling. The latter would seem to be more favorable since the light will be reflected from the ceiling to the tables below. The cost will be approximately \$5,000 for the fixtures and wiring in the reading rooms, in the office and in the stacks. The engineer will send specifications from which the contract can be advertised and let out for bids. The cost of electricity would be twice what it is now.
7. Decorating Building Specifications will be submitted for painting and decorating the inside of the building.

8. General Building Program

Specifications of this will include changing the doorway. Metal doors will be replaced by wood glazed doorways. Two of the revolving doors will be used on the inside of the vestibule. The outer doors will be lowered.

O.J.Laliberte will contact the Board when final drawings and specifications are received.

9. Leave of Absence - Mrs. Haxelton

Mrs. Haxelton has to undergo surgery, and the Board granted her a leave of absence with pay.

10. Part-time Help

A question was raised as to whether regular part-time workers should be paid for holidays that fall on their work period. It was agreed that since they are regular employees on a part-time basis, they should be paid for this part-time loss.

11. Budget for 1953

Without consideration of payroll adjustments this amounts to only \$400 more than the 1952 budget. Several items were discussed; that of removal of ashes, which will be investigated to see if the price could be lowered, and also salary adjustments. It was unanimously recommended that Mrs. Heather, Mrs. Hobson and Mrs. Hazelton receive \$150 a year increase in salary, and agreement on the Librarian was postponed until the full Board can meet on the subject.

John O. Martin, Secretary
Board of Library Trustees