

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

February 16, 1954

PRESENT: E.D.Mitchell N.J.Pioppi J.O.Martin
 INVITED: H.T.Heather, Acting Librarian
 ABSENT: J.K.Edwards O.J.Laliberte E.P.Sheehan
 W.W.Crawford

Meeting held in Library Trustees Conference Room
 5:30 p.m. - 6:30 2-16-54

The meeting was, because of the lack of a quorum,
 held informally.

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, and it was agreed that the Treasurer, perhaps with the Secretary, would approach the New England Trust Company to see whether or not it could not be arranged to have the money which has been withheld from payment on one of the Trusts sent to the Library so that it could be deposited in the Savings Bank and interest be gotten on it.
3. Membership M.L.T.A. The Committee considered the advisability of belonging to the Massachusetts Library Trustees Association at a fee of \$1 per year, and agreed to the matter in principle although it felt that it should be left up to the individuals.
4. Record Collection The Acting Librarian was requested to order holders for the records in the record collection.
5. Floor The floor has had a great deal of work done on it with more to come, and investigation will continue as to whether or not a heavy or light polishing machine should be obtained for the Library.
6. Library Hours The fact that the Library is opened for longer hours than most library's of this size and for this type of Town was discussed. No conclusion was reached on it.

John O. Martin, Secretary
 Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

March 23, 1954

PRESENT: J.K.Edwards N.J.Pioppi J.O.Martin
 O.J.Laliberte

INVITED: H.T.Heather, Acting Librarian

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

Meeting held in Library Trustees Conference Room
 5:15 p.m. - 6:00 p.m. 3-23-54

1. Secretary's Report The Secretary's report was read and accepted by the Trustees.
2. Treasurer's Report This was omitted due to the absence of the Treasurer.
3. Candidates for the Library The Secretary read the letter from the President of the Massachusetts Library Association concerning Miss Cynthia Lester as a possible candidate. The Secretary will contact Miss Lester and arrange an appointment for an interview.
4. Library Help The Acting Librarian reported that there has been considerable sickness among the Library help which has slowed down the operations considerably. Both part-time assistants are going to leave their work.

Based on her record with the Library, the Board unanimously voted that Miss Susan Lemarine should become a full-time junior member of the Staff at 75¢ per hour.
5. Record Collection The Secretary will have directions for use of the records multilithed for use in the Library.

The rental fees, as indicated in these lists were agreed upon.
6. Boiler O.J.Laliberte reported on the boiler inspection and the recommendations for installing a smaller burner nozzle. This has been done.

7. Treasurer's
Bond

It was brought out that the Treasurer's bond is running out shortly. The bill has been okayed to pay for its renewal.

8. Insurance on
Library

The Secretary was directed to determine the insurance coverage and extended coverage on the Library and its contents.

John O. Martin, Secretary
Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

April 20, 1954

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

INVITED: H.T.Heather, Acting Librarian

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

Meeting held in Library Trustees Conference Room
 5:15 p.m. - 6:35 p.m. 4-20-54

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. Architect's Material Received The original building plans used by the Architect have been returned. These will be carefully wrapped and put away.
4. Portrait and Picture Restoration The Acting Librarian will contact the individual at the Worcester Museum of Art who restores pictures and portraits and determine their terms and conditions.
5. Meeting of Massachusetts Library Trustees Dr. Pioppi reported on this meeting, which he attended in Boston. He outlined many phases of progressive library work which was demonstrated to those at the meeting. One of the most interesting phases of this work was the Friends of the Library Association, a group of citizens whose duty it is to learn about libraries, and by word-of-mouth spread the advantages of the library throughout the community. The Board felt that this would be well worth trying in Southbridge.

It was also felt that surveys of the library carried on by people in the Massachusetts Library Association would be well worthwhile, and this will be looked into since such surveys are available at no cost.

John O. Martin, Secretary
 Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

June 22, 1954

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

INVITED: H.T.Heather, Acting Librarian

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

Meeting held in Library Trustees Conference Room
 5:15 p.m. - 6:30 p.m. 6-22-54

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. Library Survey The Secretary will contact the President of the Massachusetts Library Association to inquire as to the possibility of a survey of the Library.
4. Publicity for the Library The Board appointed E.P.Sheehan and J.K.Edwards to act with the Acting Librarian to establish a publicity committee for the Library. This committee would establish means of publicizing the work and facilities of the Library through the media of newspaper articles and radio, as well as word of mouth.
5. Books on Local Industries The Board will consider approaching local industries for books and material concerning those industries.
6. Meeting Dates The Board will be polled to determine the best meeting date in order to obtain better attendance.
7. Candidates for Librarian The Secretary related the contacts he has made for this job.

8. Grounds

The Library has been requested to remove the hedge along the southern border of the Library property so that it will not screen the newly established business located there. The owner of the adjacent property would remove it at his own expense.

The Board agreed that, if this individual would remove the property as far back as the line of his building and replace with a suitable low growing hedge, the Board has no objection. The Library would then maintain the hedge. This individual will be requested to contact O.J.Laliberte, as the Grounds Committee, on his plans.

9. Electric Lights

The bill is lower than last month and will be continually observed.

10. Rain Gutters

These will have to be replaced some time in the future, and this will be considered at a later meeting.

11. Screen Doors

The necessity for these was pointed out and the matter was referred to O.J.Laliberte.

John O. Martin, Secretary
Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

October 26, 1954

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

INVITED: H.T.Heather, Acting Librarian

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

Meeting held in Library Trustees Conference Room
 5:00 p.m. - 6:25 p.m. 10-26-54

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. Transfer of Funds from Payroll Account to Other Expense Account The Town will be requested to transfer surplus money from the Payroll Account to the Other Expense account at the special town meeting which will be held in December.
4. Electric Lights O.J.Laliberte reported that the rates for electric lights are still high but that there seems to be no solution to this problem.
5. Trusts Income W.W.Crawford read correspondence on the income from the Edwards' Trusts concerning the investment of certain funds received by the Trusts which have not been paid over to the Library since 1945. The Board agreed to recommend that this money be invested by the New England Trust Company and that it would be advantageous if the Trust Officer in charge of this Trust could come to Southbridge to talk with the Board.
6. Meeting Dates The Board agreed that they would meet at 6:30 p.m. on the 3rd Friday of November (Nov. 19) and the 3rd Friday of December (Dec. 17), and that at the latter meeting consider using Saturday's for meeting dates during the winter months.

- 7. Trees O.J.Laliberte reported that work on the replacement of the evergreen trees has been completed.
- 8. Hedge O.J.Laliberte will consider the price of a new lawn hedge for the southern boundary and discuss the cost and possible arrangements with the next door neighbor.
- 9. Librarian Various possibilities for obtaining a new Librarian were discussed.
- 10. Publicity for Library Mrs. Heather spoke of the publicity campaign which is shortly to be commenced and which will follow three courses: 1) a history of the Library; 2) story of the renovations in the Library; 3) book reviews by various citizens.
- 11. Lawn Sweeper O.J.Laliberte is authorized to obtain the best price on a lawn sweeper and purchase the same.
- 12. Cleaning Gutters These will have to be cleaned after the leaves have fallen.

John O. Martin, Secretary
Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

November 19, 1954

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

INVITED: H.T.Heather, Acting Librarian

ABSENT: W.W.Crewford

Meeting held in Library Trustees Conference Room
 6:30 p.m. - 8:30 p.m. 11-19-54

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. Lawn Sweeper O.J.Laliberte reported that this has been purchased.
4. Hedge and Trees O.J.Laliberte will discuss the matter of the hedge along the south boundary with different landscaping companies.
5. Publicity for Library E.P.Sheehan reported on his publicity campaign. J.O.Martin and O.J.Laliberte will investigate the availability of display cases. O.J.Laliberte will investigate the establishment of an illuminated sign outside of the Library for bulletin purposes.
6. Christmas Lights O.J.Laliberte will handle the installation of these lights.
7. Trustees Meeting in Boston N.W.Pioppi reported on his attendance at the Massachusetts Association of Library Trustees in Boston. He was impressed with the knowledge that there is a great difficulty in getting Librarians in this State, and suggested that one of the means of obtaining trained librarians is to take a local girl interested in library work and subsidize her in taking library courses at various schools and colleges so that after a reasonable period of time a trained librarian would be available.

The Secretary was instructed to write Clark University to obtain information on this situation.

It was recommended by the meeting that the whole Board appear before the Finance Committee on the matter of budgets.

A display of books in stores will be considered, as well as the advantages of bookmobiles.

8. Restoration

of Portraits

Mrs. Heather indicated the costs for restoring the various portraits, which would be \$75 each for the small ones and \$25 for cleaning the one of Dr. Hartwell, and \$125 each for handling the large portraits. This will be held in abeyance for the time being.

9. Cooperation

with

The various industries in town will be Industries contacted to see if they will donate or make to get available for loan books concerning the various Books industries.

John O. Martin, Secretary
Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

December 17, 1954

PRESENT: J.K. Edwards E.D. Mitchell E.P. Sheehan
 O.J. Laliberte N.W. Ploppi J.O. Martin

INVITED: H.T. Heather, Acting Librarian

ABSENT: W.W. Crawford

Meeting held in Library Trustees Conference Room
 6:30 p.m. - 8:15 p.m. 12-17-54

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. Publicity for Library E.P. Sheehan reported the following: (A) Eight teachers have agreed to review books at various levels in the school system for the newspapers. This program will be commenced at once. (B) Posters about Library services can be obtained for \$7.50 for 50 posters. The Board agreed that these should be purchased. (C) Participation in the film service will cost between \$50-75 per year. Mr. Sheehan will investigate this further and report back to the committee.
4. Illuminated Bulletin Board This has been sketched up but not yet in formal form.
5. Hedges and Trees O.J. Laliberte reported that the abutting neighbor has agreed to pay \$50 of a \$75 charge for a new hedge along the southern boundary line of the Library property. The Library will maintain the hedge. This proposal was agreed to by the Trustees.
6. Cleaning Gutters O.J. Laliberte reported that these have been cleaned and repaired.
7. Basement Passageway Painted O.J. Laliberte reported that this has been painted by the custodian.

8. Portraits O.J. Laliberte reported that the portraits were in poor shape and so could not be hung up, but that he had discussed them with Maurice LaBeau of Southbridge, who feels that he could fix the portraits for \$50, and a Mr. Guardiani will look at the frames with an eye to repairing them. The Board favored proceeding with this program.
9. Display Cases These have been sketched but final information is not yet available.
10. Fuel Costs The fuel costs from August '52 to August '53 for coal were \$1081.44. For a final period from '53 - '54 using oil they were \$1196. The Board agreed that the slight extra expenditure was well worthwhile.
11. New Librarian The Secretary reported that a candidate has contacted him concerning the job, and the Board agreed to ask the candidate to visit Southbridge at the Board's expense to discuss the matter.
12. Report on Library Course Clark University has written the Secretary that plans for Librarian School are not complete, but that the school will notify him when they have become completed.
13. Industrial Books The Secretary reported on this matter. Some books are available and some are not.
14. Circulation Mrs. Heather reported that for November, 1954, the circulation is 7300 books, and for November, 1953, it was 6776.
15. Budget Mr. Mitchell presented a proposed budget for 1955. The book account will have to be increased because of increased book prices. Maintenance and Equipment and Furniture and Furnishings will be increased. A total budget of \$25,800. was approved by the Board, including certain salary adjustments which were all voted subject to any necessary salary scale adjustments which may be required. These were: Mrs. Hobson promoted to Assistant Librarian at an annual salary of \$2600; Mrs. Hazelton increased to \$2350; the custodian increased to \$2750; Mrs. Heather increased to \$3000.
16. Meeting Dates For the next two meetings the Board will meet on the fourth Tuesday of the month at noon at the Cohasse Country Club.