

## JACOB EDWARDS MEMORIAL LIBRARY

## LIBRARY TRUSTEES MEETING

January 27, 1955

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 at Town & Country Restaurant, Starbridge  
12:15 p.m. - 1:20 p.m. 1-27-55

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. The Treasurer will meet with representatives of the Town Finance Committee to discuss the 1955 Annual Budget.
3. Portraits Work has not as yet begun on these. O.J.Laliberte will follow the matter up.
4. Oil Consumption and Weather Stripping O.J.Laliberte will obtain estimates for weather stripping which will save oil and also protect the Library from dust.
5. Bulletin Board The sketch for this is complete but the price has not yet been determined.
6. Show Case O.J.Laliberte will obtain prices on the manufacture of these.
7. Film Service The movies started on Wednesday, January 26. The Board favored buying a film so that the Library could become a member of the film pool.
8. Candidates for Librarian J.O.Martin reported on this matter.
9. Annual Report A copy of the Annual Report of the Library was presented by Mrs. Heather.
10. Sick Leave It was agreed that the Library should be guided by the Town policy on this matter.

John O. Martin, Secretary  
Board of Library Trustees

## JACOB EDWARDS MEMORIAL LIBRARY

## LIBRARY TRUSTEES MEETING

February 22, 1955

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 at Cohesse Country Club, Southbridge  
 12 Noon - 1:45 p.m. . . . . 2-22-55

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. Circulation      The book circulation for January of 1955 was 7,026 as compared to 5,842 for January of 1954. The fine increase was duly noted by the Trustees.
4. By-Laws      The Secretary has been asked to obtain copies of the By-Laws to send to the members, and any recommendations for changes will be brought up by the members at a later meeting.
5. Sick Leave      The Town policy will govern in these cases.
6. Hours of Works      This matter was taken under advisement.
7. Candidates for Librarian      The Board requested that the Secretary write Miss Ruth Scannell and indicate to her that they are not interested in her candidacy. The Secretary was also directed to write to Mrs. Tien to ask her to come here at her convenience during March.
8. Oil Consumption and Weather Stripping      O.J.Laliberte reported that he has received the following estimate for weather stripping the windows.
 

|  |       |
|--|-------|
| 19 Windows on first floor                                    | \$315 |
| 6 Windows on second floor                                    | 42    |
| Front doors  | 38    |
| 10 Double windows and three casement windows in the basement | 160   |
| Basement doors   | 28    |

The Board recommended that the first floor be done in its entirety; that is, windows and the front doors and the second floor windows as well. O.J.Laliberte will see that this is done at the price of \$395.

9. Trees

O.J.Laliberte reported that the elm trees should be trimmed within the next month and that he will be away during this month. He has arranged that the custodian work as a ground help to the tree surgeon in this case, and in his absence it was requested that the Secretary contact the Southbridge Landscaping Company and ask that they do this work.

10. Show Cases

O.J.Laliberte reported that a show case for the entrance can be made with wooden legs for \$178. with metal legs for \$168. and that a jeweler's show case now available would cost \$285. It was recommended that this matter be tabled for the time being and considered later at the October meeting.

John O. Martin, Secretary  
Board of Library Trustees



6. Posters

These have been received and E.P. Sheehan is going to post them at conspicuous places throughout the Town.

7. Curtains

Need for these was agreed on. It was felt that a movement to obtain these might start when the new librarian arrives when a reception might be arranged for her which would then lead into an auxiliary, or Friends of the Library, group.

8. Radio Publicity

E.P. Sheehan will contact station WESO to see about radio publicity.

9. Book Reviews

These were discussed and it was asked that the Secretary write to Messrs. Racine and Lane to thank them for the reviews that they have made of books of the library.

10. By-Laws Committee

The Secretary was asked to look these over and suggest an amendment to the By-Laws and make sure that office of Treasurer is inserted in the By-Laws.

Circulation

Circulation of February, 1954 was 6,572; for 1955 - 7,312 and February 21st was the largest circulation of the year. The Board was pleased to note the increasing circulation.

Staff

Mrs. Heather reported that the staff is somewhat shorthanded at present and that Mrs. Claire Hart, formerly Children's Librarian, is coming in to help out at various times. It was agreed that Mrs. Hart should be paid 75¢ an hour while she works at the library.

John O. Martin, Secretary  
Board of Library Trustees



- 8. By-Laws No report was made on the revision of these.
- 9. Circulation This is increasing along with the general trend. March 1954 circulation was 7,533; March 1955 was 8,160.
- 10. Art Exhibit Miss Birtz, art teacher in local schools has requested permission to exhibit pictures in the Library by her students. This was unanimsously approved.
- 11. Refrigerator Mrs. Heather discussed the need of a small refrigerator. J.K. Edwards will look into the matter.
- 12. Use of Movie Room by Baptist Society The Board unanimsously ratified previous action allowing this use.

John O. Martin, Secretary  
Board of Librery Trustees

## JACOB EDWARDS MEMORIAL LIBRARY

## LIBRARY TRUSTEES MEETING

May 24, 1955

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

INVITED: H.T.Heather, Acting Librarian

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

Meeting held at the Colonial Kitchen Restaurant

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. Weather Stripping O.J.Laliberte sent word that this has been completed except for the front door.
4. Cleaning and Checking Boiler O.J.Laliberte sent word that this has been done.
5. Vacations for Staff The following were unanimously approved:  
One weeks' vacation with pay for Mrs. DeAngelis with possible extension after she completes a years' work. The temporary nature of her work was reviewed with its relationship to the coming of the new Librarian.  
  
Mrs. Heather - June 5 to June 26  
Mrs. Hobson - First two weeks in July  
Mrs. Hazelton - First two weeks in August
6. Circulation Circulation in April 1954 was 6,448; in April 1955 it was 7,533.
7. Refrigerator J.K.Edwards sent word that he has bought a refrigerator for \$10 which will be installed shortly.

John O. Martin, Secretary  
Board of Library Trustees



## JACOB EDWARDS MEMORIAL LIBRARY

## LIBRARY TRUSTEES MEETING

September 22, 1955

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

INVITED: M.A. Tien, Librarian

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

Meeting was held at Cohasse Country Club, Southbridge  
 Noon - 1:30 p.m.                            9-22-55

1. Treasurer's Report

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

The letter from Mrs. Wallace of the Massachusetts Library Trustees Association was read and appreciated by the Board.

2. Book Fair

The possibility of a Book Fair was discussed. At such a book fair, those books that are displayed would return 20%. It was agreed that the Secretary would contact the Town Selectmen for approval and assurance that the proceeds would not go to the Town. Mrs. Tien will proceed with plans.

3. Enclosed Display Case

O.J. Laliberte will get estimates for these.

4. Children's Library

Mrs. Tien will commence a survey on where this might be established temporarily, and it will be presented to the Board at a future meeting. There is a possibility that this might be established in the room next to the Trustees' room and the movies could be held in the corridor.

5. Annual Report to the Dept. of Education

It was brought out that a copy of the Annual Report should be sent to the Department of Education, Library Division. It is believed that this has been done in the past and plans will be made to assure that it will be.

6. Plans with Schools

Mrs. Tien reported on the problems which have arisen through school children not being aware of proper library techniques. She will discuss the needs and problems in each school.

7. Book Week

Plans for this will be continued.

8. Staff Hours Mrs. Tien will check and see if this can be set up so that each staff member will work 37 hours a week.

9. Floor Mrs. Tien reported that the floor in front of the Fairy Tale section is wearing out and the linoleum is cracked. It was agreed that this would be replaced by fully stripping in areas, and that it would be programmed so that in time the whole floor will be properly replaced.

John O. Martin, Secretary  
Board of Library Trustees

## REPORT FROM LIBRARY PUBLICITY COMMITTEE

September 22, 1955

1. Expect to have Library Program on Station WESO and have appointment with Mr. Nims, Monday, September 26th, to talk over the details. Mrs. Tien is getting material ready to discuss what program will be about for that meeting.
2. The Movie Program and the subjects which will be shown are on the way from Boston, and we are going to inaugurate the Program on Tuesday, October 18. Movies will be shown every Tuesday thereafter, in the evenings at 7:30 p.m. through and including the third Thursday in April. It is expected that this Program will cost in the neighborhood of \$75 to \$85.
3. Mrs. Tien is working out type of material to be used other than pure book reviews for our newspaper column, which appears in the Southbridge Newspaper on Saturday.
4. The Display Case for the Library we would like to get as soon as possible, since we would like to show various collections which people in Town or in the surrounding areas would let us have for display purposes, such as; rare stones, Indian relics, etc., and any other items which Mrs. Tien feels would be appropriate for a display.
5. We would like to inquire as to the Display Stand we talked about for erection outside the Library, which would be lighted at night, and which would contain announcements on Library activities together with any other items which we would want brought to the attention of our readers, such as; new books, etc.

## JACOB EDWARDS MEMORIAL LIBRARY

## LIBRARY TRUSTEES MEETING

October 25, 1955

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

INVITED: M.A.Tien, Librarian

ABSENT: W.W.Crawford J.K.Edwards E.D.Mitchell

Meeting was held at Cohesse Country Club, Southbridge  
Noon - 1:30 p.m. 10-25-55

1. Secretary's Report The Secretary's report was read and accepted by the Trustees.
2. History of The Flood It was suggested that the Library obtain pictures and materials in order that a history of the Flood of 1955 be preserved.
3. Book Fair Mrs. Tien has made the necessary arrangements for the Fair which will feature children's books.
4. Enclosed Display Case The Board voted to install two "peg board" display cases 3' x 4' in each of the large reading rooms of the Library.
5. Outside Display Case The cost of this should be reviewed at the next meeting.
6. Children's Library Mrs. Tien presented several tentative plans for possible space for a Children's Library. It was ascertained that if the room currently used for magazines were used by the Children's Library, that there would still be enough room for magazines in the Library. The Board stated that specifications and drawings of Plan A should be made up and that George L'Heureux should be retained to make these out. A special meeting will be held to discuss them when they are completed.
7. Flooring It was voted to tile worn spots in the flooring as recommended by O.J.Laliberte.
8. Publicity The Board reviewed the radio hour and the newspaper columns, both of which are proceeding well. The movies have begun and are better attended than last year. Mrs. Tien will look into tape recordings for stories, etc., to be presented over the radio from 8 to 9 on Sunday mornings.

9. Book Drop It was felt that this would be very helpful and it would be considered for the Children's Library.
10. Sheet Music The music group would like to put sheet music into the Library. Mrs. Tien suggested making the Board Room into a music room. This will be looked into further before the moving is completed.
11. Friends of the Library Plans for work on this society should be continued.

John O. Martin, Secretary  
Board of Library Trustees

## JACOB EDWARDS MEMORIAL LIBRARY

## LIBRARY TRUSTEES MEETING

December 20, 1955

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

INVITED: M.A.Tien, Librarian

ABSENT: W.W.Crawford

Meeting was held at Cohasse Country Club, Southbridge  
 12:15 p.m. - 2:00 p.m.                                         12-20-55

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. Rental Collection                     It was unanimously voted to discontinue the rental collection as income from this does not support the collection.
4. French Books                                Mrs. Tien reported that she has joined the French Book Club and that these books will be forthcoming for the Library.
5. Display Cases                             These will be completed and put at each end of the Library.
6. Floors                                        These will be patched as soon as a contractor will do it.
7. Christmas Decorations                 These have been completed.
8. Children's Library                        Plans for a Children's Library were reviewed, and O.J.Laliberte will submit a general estimate to the Trustees for consideration. The plans were approved contingent upon this estimate.
9. Book Drop                                  It was agreed to buy a book drop for \$86 from the Van Dorn Iron Works Company.

10. Budget for  
1956

E.D. Mitchell presented a suggested budget, which was revised in some ways, and then accepted by the Board. Specific salary adjustments were as follows:

|               |   |        |   |        |                  |
|---------------|---|--------|---|--------|------------------|
| M.A. Tien     | - | \$4400 | - | \$4600 | (As of August 1) |
| H.T. Heather  | - | \$3000 | - | \$3120 |                  |
| G. Hobson     | - | \$2600 | - | \$2704 |                  |
| Mrs. Hazelton | - | \$2350 | - | \$2550 |                  |
| Janitor       | - | \$2964 |   |        |                  |

John O. Martin, Secretary  
Board of Library Trustees