

## JACOB EDWARDS MEMORIAL LIBRARY

## LIBRARY TRUSTEES MEETING

January 31, 1956

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

INVITED: M.A.Tien, Librarian

ABSENT: W.W.Crawford

Meeting held at the Hook & Eye Restaurant  
1-31-56

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. Annual Report             This was considered and approved by the Board.
4. Record Collection        This collection is not very active and the possibility of stimulating it was discussed. Mrs. Tien will attempt to get new record jackets from the Remington Record Company.
5. Children's Library        O.J.Laliberte presented a general estimate of approximately \$7,000 for the proposed Children's Library, covering the internal work only. The architect will be requested to write specifications for this work and the Board will then advertise for bids. These specifications will necessarily include work done outside the Library and the entrance of the new children's area.
6. Display Cases            Inside display cases are completed but could be improved by adding another light fixture in each case. This is tabled until the entire cost of the Children's Library is determined.
7. Floor                     Work on this will be postponed until the Children's Library is constructed or a final decision is reached on it as it might be done in connection with the other work.

8. Trees Branches next to the abutter on the Foster Street side of the parking lot are causing bother to the abutter. O.J.Laliberte will get the Tree Warden to properly cut these branches off.
9. Inventory This is being taken in order to reach a proper valuation for insurance purposes.
10. Insurance The Library contents were discussed, as well as the building, and the Board agreed that the building and contents should be insured for not less than \$125,000 for the building and \$86,500 for the books and furnishings, and extra insurance placed on the records file and documents, upon which no valuation could reasonably be placed. The Secretary is to write the Board of Selectmen concerning this.

John O. Martin, Secretary  
Board of Library Trustees

## JACOB EDWARDS MEMORIAL LIBRARY

## LIBRARY TRUSTEES MEETING

February 22, 1956

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

INVITED: M.A.Tien, Librarian

ABSENT: W.W.Crawford          J.K.Edwards          O.J.Laliberte

Meeting was held at the Cohasse Country Club  
Noon - 12:45 p.m.                                  2-22-56

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          There was general discussion of Library problems and the condition of the Library.

John O. Martin, Secretary  
Board of Library Trustees

## JACOB EDWARDS MEMORIAL LIBRARY

## LIBRARY TRUSTEES MEETING

March 29, 1956

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

INVITED: M.A.Tien, Librarian

ABSENT: W.W.Crawford      E.P.Sheehan

Meeting was held at the Cohasse Country Club  
 Noon - 1:45 p.m.      3-29-56

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 Secretary would write the Selectmen concerning the \$1,000 special appropriation which was put in to the E. & D. account in the town by mistake at the end of fiscal year 1955. A request will be made to the Selectmen to ask for this money to be transferred to the Library special account at the next special town meeting.
3. Children's Library      O.J.Laliberte will confer with George L'Heureux about the plans and specifications. As many as two of the Board plan to visit other children's libraries on Saturday, April 28, and the next regular meeting of the Board will be held at that time.
4. Storage Space for Janitor's Tools      O.J.Laliberte will check into this.
5. State Grant to Library      Mrs. Tien will investigate the possibilities of this for the Library.
6. "Fine-Free" Day      In an attempt to get patrons of the Library to return books upon which fines are owed, one day during the week of April 1st will be designated "Fine-Free" Day. Materials brought in during that week will have the fines forgiven. Those not brought in, however, will be repossessed by the normal legal actions.

7. Circulation

The record collection circulation is improved. The book circulation for March was off because of the weather.

8. Minimum Wage

According to information received to date, the State minimum wage law of 75¢ per hour applies to the Library pages. Unless it is learned that this does not apply, pages will be paid 75¢ per hour as of April 1, 1956.

John O. Martin, Secretary  
Board of Library Trustees

## JACOB EDWARDS MEMORIAL LIBRARY

## LIBRARY TRUSTEES MEETING

June 26, 1956

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

INVITED: M. A. Tien, Librarian  
R. Lindstrom, Remington Rand Company

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

Meeting was held at the Copasse Country Club  
Noon - 1:45 p.m. 6-26-56

1. Mass. Film  
Cooperative  
Membership

It was voted to buy a film for \$75 for the next year and put it into this film cooperative so that the Library may have the benefit of these films.

2. Children's  
Library

Mr. Lindstrom presented a suggested arrangement of equipment for the children's room. The Board asked for a submission by unit price for this equipment. This will then be combined with the other construction plans and the Board will study the matter. It was further agreed to add a statement to the specifications that prices should be submitted, and to leave out work on the boiler room.

John O. Martin, Secretary  
Board of Library Trustees

## JACOB EDWARDS MEMORIAL LIBRARY

## LIBRARY TRUSTEES SPECIAL MEETING

July 31, 1956

PRESENT; W.W.Crawford          E.D.Mitchell          E.P.Sheehan  
 J.K.Edwards                  N.W.Pioppi            J.O.Martin

ABSENT: M.A.Tien, Librarian

Meeting was held at Rom's Restaurant  
 12:15 - 1:15 p.m.                                  7-31-56

1. Children's  
 Library

The Board unanimously voted to accept the Proposal of F. X. Laliberte & Son, Inc., for the alterations in the basement to provide for a Children's Library in that area. The proposal of \$9655 will have deducted from it \$750, as in Alternate #1 of the proposal, eliminating the storage room in the boiler room, and will have added to it \$620 for new heating lines, circulators, etc., as in Alternate #2 of the proposal, making a total of \$9525.

A copy of the Proposal, as submitted, is made part of this record.

John O. Martin, Secretary  
 Board of Library Trustees

Southbridge  
Massachusetts  
201 South Street

July 31, 1956

Mr. Oswald J. Laliberte  
F. X. Laliberte & Son, Inc.  
Central Street  
Southbridge, Massachusetts

Dear Mr. Laliberte:

Enclosed is the Proposal for altering the basement in the Jacob Edwards Memorial Library, as per plan and specifications dated April 12, 1956, which has been accepted by unanimous vote by the Board of Trustees of the Jacob Edwards Memorial Library at its meeting on July 31, 1956.

The Trustees desire to omit the storage room in the boiler room as in Alternate #1 of your proposal, and to include the new heating proposal which is Alternate #2.

This would mean, then, that the contract is accepted for a total of \$9655, minus \$750, as in Alternate #1, and adding \$620, as in Alternate #2, or a total of \$9525.

We would appreciate your notifying the staff when you will commence construction.

At the same time, would you give us a proposal on a narrow, glassed-in showcase for the vestibule of the main entrance to the Library which would only be  $1\frac{1}{2}$  or 2 inches deep so that posters might be put in it?

Best regards.

Very truly yours,

John O. Martin, Secretary  
Board of Library Trustees  
Jacob Edwards Memorial Library

JOM/rkc

Enclosure



# F. X. LALIBERTE & SON, INC.

## BUILDERS

CENTRAL, FOSTER & NORTH STS.  
SOUTHBRIDGE, MASS.

## PROPOSAL

To Jacob Edwards Memorial Library  
Dear Sir: Atten: Dr. Nerio Pioppi, Chairman

Date July 23, 1956

We propose to furnish all materials and perform all labor necessary to complete the following:

Alterations to Basement as shown on the plan and attached specification dated April 12, 1956.

See (Alternate #1. If storage room in boiler room is omitted deduct \$750.00.  
Attached (Alternate #2. If all heating radiation in above proposal is re-  
Letter (connected to new main and return and circulator and relay, add the  
(sum of \$620.00.

Note: This proposal includes new radiators in the vestibule and office space; also changes in pipes occasioned by removal of masonry walls as this cannot be done unless a whole new feed line is installed for which we quote our alternate price #2 additional.

We have also added to the electrical specification in children's assembly room which is to have the same arrangement as shown in the children's reading room instead of lights as shown. The reason for this change is that the amount of lights shown on the plan would not be adequate for a reading room.

See ( All of the above work to be completed in a substantial and workmanlike manner for the sum of  
Attached ( Nine thousand six hundred fifty-five Dollars (\$9655.00 ) plus or minus  
Letter Payments to be made as the work progresses as follows: alternates.

The entire amount of the contract to be paid within days after completion.

Any ledge encountered in excavation to become an extra cost and above this proposal amount.

Performance of work hereunder by us is subject to delays caused by strikes, lockouts, manufacturing contingencies, car delays, accidents, acts of government, or any cause beyond our control.

Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

Respectfully submitted,

F. X. LALIBERTE & SON, INC.

## ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal, for which agree to pay the amount mentioned in said proposal, and according to the terms thereof, with alternates as indicated in the attached letter.

ACCEPTED

Nerio W. Pioppi, Chairman

Date July 31, 1956

## JACOB EDWARDS MEMORIAL LIBRARY

## LIBRARY TRUSTEES MEETING

September 18, 1956

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

INVITED: M.A.Tien, Librarian

ABSENT: J.K.Edwards      E.P.Sheehan

Meeting was held at Cohasse Country Club  
 Noon - 1:20 p.m.      9-18-56

1. Budget for  
 1956

E.D. Mitchell reported that the budget is overspent for the first eight months and cautioned further expenditures without careful scrutiny.

2. Bids for  
 Children's  
 Library

Bids from the Remington Band Company, Henry Wolkins and Company, and Twombly and Associates for furnishing the Children's Library according to the specifications drawn by the Board and advertised in the Southbridge Evening News. After careful consideration, the Board agreed unanimously that the job should be awarded to Twombly and Associates for the price of \$4,639.90 as bid by that company.

3. Case for  
 Children's  
 Library

The Librarian will see what various local woodworkers would charge for the manufacture of such a case.

John O. Martin, Secretary  
 Board of Library Trustees

## JACOB EDWARDS MEMORIAL LIBRARY

## LIBRARY TRUSTEES MEETING

October 23, 1956

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

INVITED: M.A.Tien, Librarian

ABSENT: J.K.Edwards      J.O.Martin

1. Repair of  
 Underground  
 Electricity  
 Conduit

Pariseau Electric Company submitted an estimate of \$194. for installing 200 ampere electric service extending 20 feet up on North Street side of building as replacement of damaged underground service.

The Board requested Mrs. Tien obtain other estimates.

2. Furniture for  
 Children's  
 Room

Mrs. Tien reported that the order for furniture submitted by Twombly and Associates, Inc. amounted to \$4,602.50 - their estimate was \$4,639.90.

3. Opening of  
 Children's  
 Room

Mrs. Tien reported on plans for the opening of the new Children's Room to take place during Book Week.

4. Display  
 Cases

The Board requested W.W.Crawford to speak to Mr. Laliberte with respect to getting display cases for the main vestibule. If this does not produce a satisfactory result, Mrs. Tien is to contact Mr. Vecchia.

5. Movie Screen

The Board requested E.P.Sheehan to obtain an estimate from Earl Davis for a screen suitable for the Tuesday P.M. movies.

E. D. Mitchell, Secretary pro tem  
 Board of Library Trustees

RESOLUTION

At a special meeting held on Wednesday,  
October 31, 1956, the Board of Trustees of the Jacob  
Edwards Memorial Library unanimously voted:

That the Treasurer be and he hereby is  
authorized to borrow up to and including  
the sum of \$15,000, pledging as collateral  
therefor Southbridge Savings Bank Passbook  
No. 49637, for such a term as he may deem  
necessary.

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John O. Martin, Secretary  
Board of Library Trustees  
Jacob Edwards Memorial Library

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

December 11, 1956

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

INVITED: M. A. Tien, Librarian

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

Meeting was held at Cohasse Country Club  
Noon - 1:30 p.m. 12-11-56

- 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. 1957 Budget E.D.Mitchell presented a suggested budget as follows:

Books and periodicals	-	\$4,000
Films	-	200
Book repairs	-	150
Fuel	-	1,700
Lights	-	900
Miscellaneous	-	100
Building maintenance	-	700
Grounds	-	225
Office supplies	-	645
Equipment	-	250
Telephone & Stationery	-	200
Treasurer's Bond	-	45

He suggested certain salary changes as follows:

Mrs. Tien	-	\$300 to \$4900
Mrs. Hazelton	-	\$150 to \$2700 (Review in 6 months)
Mrs. Hobson	-	\$140 to \$2850
Mrs. Heather	-	\$130 to \$3250
Janitor	-	to \$60

The problem of new equipment was discussed at length and a decision was held in abeyance until more information was obtained.

- 4. Railing for Children's Room The Librarian will talk to the janitor as to the possibility of him constructing this.

5. Display  
Cases The Librarian will get prices for the  
construction of these.
6. Electric  
Conduit to  
Library The bid for \$151.60 from Larochelle Electric  
Company to construct this conduit was  
accepted by the Board.
7. Christmas  
Lights The Librarian will have the Pariseau Electric  
Company install these.

John O. Martin, Secretary  
Board of Library Trustees