

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

January 28, 1958

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

INVITED: M.A.Tien, Librarian

ABSENT: J.K.Edwards      E.P.Sheehan

Meeting held at Cohasse Country Club  
12:00

1. Secretary's Report      Secretary's report was read and accepted.
2. Treasurer's Report      Treasurer's report was read and accepted.
3. National Library Week      The Librarian described how National Library Week is now a Junior Chamber of Commerce project and the local Junior'S Chamber of Commerce Club will work on this. They will see if they can raise enough money to obtain a projector and drapes for the main reading room of the Library.
4. Letter from W.W.Crawford      The Librarian circulated a letter from W. W. Crawford who has sent an annual report.
5. Gutters and Guardrails on Roof      Agreed that O. J. Laliberte will prepare the specifications for work on the gutters and the Library will then advertise in the paper for bids for this work.
6. Heating System      O. J. Laliberte reported the bill from Joseph Blanchet and Company on the repair of the heating system has been settled.

7. Replacement of  
W.W. Crawford  
on Board of  
Trustees

Since the book on Library Trusteeship recommends that the Superintendent of School be on the Board of Trustees of the Library, the Secretary will write the Trustees of the Trusts and state this recommendation to them.

8. Delinquent  
Borrowers

The Secretary will ask the Selectmen for a decision as to who will contact delinquent borrowers so that the Town may regain its money owed by these.

John O. Martin, Secretary  
Board of Library Trustees

February 20, 1958

REPORT

On Tuesday evening, February 18th, I was called by the Salary Review Committee of the Town of Southbridge to discuss the salaries at the Library. I had previously been advised that this Committee was going to consider the Library salaries within the purview within the by-law which establishes these salaries and which had not been previously applied to the Library.

The members, Edgar Tremblay, Bernie Mason and Vincent Walsh, had informed me that the Librarian is currently receiving pay considerably over the salary structure at which her job was classified in 1954.

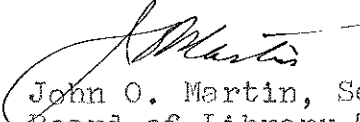
We reached the following conclusions: the Librarian's salary would be moved from an S-7 salary to a S-10, the range of this is \$4700. to \$5600. per year. The Assistant Librarian would go from a S-5 to a S-6, a range of \$3300. to \$3900. per year. The Children's Librarian would be an S-5, \$3000. to \$3600. a year. The Library Junior Assistant and Bookkeeper would be an S-4, \$2700. to \$3300. per year, and the Janitor would remain an S-4, at \$2700. to \$3300. a year.

The only current squeeze on this seems to be the Janitor who is currently making \$3264. a year.

Coming within this set-up also requires that we make step increases in accordance with this schedule as outlined, a copy of which I will have by the time it comes around to discuss increases again.

Further, these people are expected to receive holidays on several days other than those that we currently observe, such as, I believe, February 12, February 22, and November 11, to name several.

All this will be clarified when the new book on regulations comes out shortly. The Salary Review Committee is planning to issue this book.

  
John O. Martin, Secretary  
Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

February 25, 1958

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

INVITED: M.A.Tien, Librarian

ABSENT: E.P.Sheehan

Meeting was held at Favre u's Restaurant  
12:15 p.m.

1. Secretary's Report            Secretary's report was read and accepted.
2. Treasurer's Report            Treasurer's report was read and accepted.
3. Bay Path Library Association Meeting on May 8th            The Librarian reported that the Bay Path Library Association would meet at the Library on May 8, 1958. Dr. Pioppi will say a few words to welcome the group.
4. Salary Review Committee            The Secretary reported on a meeting with this group, in which was understood that the Library employees come under the purview of this Committee. He spoke of the salary classification's which were agreed upon at his meeting. Position descriptions will be written up for all Library positions for future use.
5. Repair Roof and Gutters            O.J.Laliberte reported that an invitation for the bids for this have been posted and that seven requests for bidders have been received. These will be open on March 14th.

6. Trustee  
Replacement

The Secretary reported that the letter from the Trustees from the Trusts<sup>as</sup> to the appointment of the Superintendent of Schools to the Board was favorable and final action would be taken later.

7. Delinquent  
Borrowers

The Secretary reported no action as yet has been taken on this problem by the Selectmen.

Respectfully submitted

John O. Martin, Secretary  
Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

March 25, 1958

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

ABSENT: N.W.Pioppi      J.K.Edwards      M.A.Tien

Meeting was held at Favreau's Restaurant  
12:15 p.m.

1. Secretary's Report      Secretary's report was read and accepted.
2. Treasurer's Report      Treasurer's report was read and accepted.  
It was noted that the fines increased substantially over the past two months.
3. Roofs and Gutters      The contract with the Southbridge Roofing Company as drawn up by attorney R.S.Neidermeyer was presented to the Board and those members present signed the contract for doing work on the roof and gutters of the Library. The Southbridge Roofing Company was low bidder in the bids requested and the contract was awarded for \$2,030.00.
4. National Book Week Publicity      The members noted that there was an excellent response in the papers and over the radio both by means of stories and advertising on National Book Week. E.P.Sheehan discussed the possibility

4. National  
Book Week  
Publicity  
Con't.

that the Junior Chamber of Commerce will have  
Theatre night in the summer, to raise money  
for a projector or curtains for the Library.

John O. Martin, Secretary  
Board of Library Trustees

*April mtg. cancelled*

JACOB EDWARDS MEMORIAL LIBRARY  
LIBRARY TRUSTEES MEETING

May 27, 1958

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

INVITED: M.A.Tien, Librarian

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

Meeting was held at Favreau's Restaurant  
12:15 p.m.

1. Secretary's Report      Secretary's report was read and accepted.
2. Treasurer's Report      Treasurer's report was read and accepted.
3. Downspouts and Gutters      Work has been completed on these and we are now holding up payment until a heavy rain arrives to test the job in order to see whether it is completed properly.
4. Massachusetts Library Trustees Association      Bills for membership in this Association were distributed to the Trustees.
5. Parochial School Holidays      Librarian will see what extra time the Staff will have to put in to keep the Children's Room open during Parochial School holidays which do not coincide with the Public School holidays. The matter will then be taken up again with the Board.



6. Ad in Library  
Journal

The Board agreed that it is alright to have the Library written up as an advertisement in the Library Journal, as this type of ad is sponsored by Interlaken Mills.

John O. Martin, Secretary  
Board of Library Trustees

5.57  
1.12

6/21/58

NIP, OCL, RLF, JHE, MHT, JWH

Sec. Rep. - OK

Trans. - OK

Roomports & letters - Complete, if we have the guarantee, OK to pay bill.

Lawn - to be fertilized again

Job Description Parents - approved.

Books & Services for the Blind - will investigate needs and see if we can provide it.

Five Free Day - only one long overdue book and some records came back on Five Free Day.

Summer Reading Club - Now divided into Jr. & Sr. groups.

Music Program - String Quartet possibilities reported upon by the Librarian.

Parochial School Holidays - Will cost \$12 more for extra help. Board upon approval help for that day.

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

June 24, 1958

PRESENT: N.W.Pioppi            O.J.Laliberte            R.L.Fox  
          J.K.Edwards            J.O.Martin

INVITED: M.A.Tien, Librarian

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

Meeting was held at Favreau's Restaurant  
12:15 p.m.

1. Secretary's Report            Secretary's report was read and accepted.
2. Treasurer's Report            Treasurer's report was read and accepted.
3. Down Spouts and Gutters            The job has been completed and it was agreed that even though no heavy rains have fallen to test the job, if the Southbridge Roofing Company has submitted its usual guaranty it is alright to pay the bill.
4. Lawn            The lawn will be fertilized again.
5. Job Descriptions Presented            Job descriptions presented by the Secretary were unanimously approved by the Board.
6. Books and Services for the Blind            The Librarian will investigate the needs of the local blind people and this will again be considered to see if we can provide some services for these people.
7. Fine Free Day            Only one long overdue book and some records came back on Fine Free Day.
8. Summer Reading Club            This is now divided into junior and senior

groups and is progressing well.

9. Music Program

The possibilities of having a string quartet play at the Library were reported upon by the Librarian.

10. Parochial  
School  
Holidays

It was determined that it would cost \$12.00 more a year to take care of the school children who attend the Library on parochial school's holidays. The Board unanimously approved the expenditure of this money for those times.

John O. Martin, Secretary  
Board of Library Trustees

*July 27 August mtg cancelled*

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

September 30, 1958

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

INVITED: M.A.Tien, Librarian

Meeting was held at Favreau's Restaurant  
12:15 p.m.

1. Secretary's Report      The Secretary's report was read and accepted.
2. Treasurer's Report      The Treasurer's report was read and accepted.  
The Treasurer discussed current expenditures which are about 10% under the budget for the year. He pointed out that we are over-expended in books and periodicals but that it is expected that it will be in the budget by the year's end.
3. Buildings and Grounds      O.J.Laliberte indicated that the building is in good shape, but there is a problem on the grounds since trees are dying. However, we will not remove them this year because of the expense. Further, to eliminate expense, we will not do any more trimming and grounds work unless it is absolutely necessary for the balance of the year. The entrance to the Children's Library was discussed and it was agreed that a change in the shrubs and a covered entrance with a sign to indicate the entrance should be carefully considered in next year's budget.

4. Publicity The Librarian reported that relationships with the local radio station are excellent. There is a possibility of the High School student reviewing library books for publication. Movies will begin at the Library in early October.
5. Mutilation of Books The Librarian reported that High School books are being written in and mutilated, and steps are being taken to eliminate this.
6. Mailing Overdue Notices With the increased postal rates, mailing of notices of overdue books is quite expensive. The Board voted to increase the fines to include the cost of the notices as is being done in other communities. The Secretary will clear this with the Town Counsel and if this is all okay'd it will be put into effect.
7. Memorial Gift for Dr. Gibson A \$25.00 gift from the Mother of Dr. Stewart M. Gibson was received and acknowledged. The Librarian stated that she has ordered "Letters of Emily Dickinson" for this purpose. The Librarian will thank Mrs. Gibson for her generosity upon receipt of the books.
8. Massachusetts Annotated Laws The Librarian indicated she purchased a set of Massachusetts Annotated Laws to be paid for over a period of 4 years.
9. School Children's Assignment The Librarian discussed the difficulty in locating school children's assignments when the Library has no notice that these assignments have been given out. R.L.Fox offered to set up a meeting in which

the Librarian can discuss this and reach some agreement with the various teachers.

10. Questionnaire on State Aid to Librarians

The Librarian presented a questionnaire from the Massachusetts Library Commission for Trustees' action. This questionnaire asks the Trustees to submit answers to it. The Trustees indicated general approval of the program of state aid to Libraries.

11. Federal Aid to Libraries

The Librarian will report further on this at the next meeting.

John O. Martin, Secretary  
Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY  
LIBRARY TRUSTEES MEETING

October 28, 1958

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

INVITED: M.A.Tien, Librarian

ABSENT: R.L.Fox                    E.P.Sheehan  
          J.O.Martin

Meeting was held at Favreau's Restaurant  
12:20 P.M.

1. Secretary's Report      The Secretary's report was read and accepted with the correction of Item 8 to state that the set of Massachusetts Annitated Laws is payable over a period of 3 years instead of 4.
2. Treasurer's Report      The Treasurer's report was read and accepted.
3. Crowded Conditions      The Librarian reported that the use of the Library during evenings by students from the local high schools - Wells, Tantasqua and St. Mary's, plus students from Nichols Junior College and the Worcester Colleges has taxed the capacity of the Library to such an extent that it may become necessary to restrict the use of the Library to only those students doing reference work.
4. Delinquent Borrowers      The Town Counsel has sent letters to all delinquent borrowers, whose names were submitted to him, in which he set November 8 as the date upon which



4. Delinquent Borrowers  
Continued court action would be started for all who had not returned the books or made satisfactory settlement by that date. The Board discussed ways and means by which borrowing of additional books by delinquent borrowers might be prevented.
5. Book Deposits The Librarian reported that book deposits were out in the first three grades of all schools except Eastford Road, Marcy St., and St. Mary's.
6. National Book Week The Library will again sponsor a creative writing contest for children in grades 3 through 7 as part of the observance of National Book Week, November 2 - 8.
7. Movie Projector The Librarian reported that a rebuilt DeVuy 16 m.m. movie projector, the original cost of which was \$450. was available through a film distributor for \$175. After some discussion the Board suggested that E.D.Mitchell ask Earl Davis to examine the projector. If in the latter's opinion it is in good condition Mrs. Tien was authorized to buy it.

E. D. Mitchell, Secretary pro tem

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

November 25, 1958

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

INVITED: M.A.Tien, Librarian

ABSENT: E.P.Sheehan

Meeting was held at Favreau's Restaurant  
12:00 Noon

1. Secretary's Report      The Secretary's report was read and accepted.
2. Treasurer's Report      The Treasurer's report was read and accepted.
3. Buildings and Grounds      Only minor repairs to buildings and grounds are to be undertaken.
4. Movie Projector      The new movie projector has been well received.  
The movies program was discussed and the Librarian reported that this has been very well attended.
5. School Book Deposits      The Library reported that Notre Dame School has commenced use of the Library in that the Civics Class has been assigned reference work in the Library and book deposits for Notre Dame School have started.
6. Book Week      Book week was not successful except at Mechanic Street School where it has been extremely successful in bringing children to the Library.

7. Christmas Decorations . The annual Christmas decorations were authorized by the Board. The Librarian and O.J.Laliberte will have these put up.
8. Children's Library The Librarian reported on the extensive use of the Children's Library and the crowded conditions ~~in~~ there.

John O. Martin, Secretary  
Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

December 23, 1958

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

INVITED: M.A.Tien, Librarian

ABSENT: J.K.Edwards      R.L.Fox

Meeting was held at Favreau's Restaurant  
12:00 P.M.

1. Secretary's Report      The Secretary's report was read and accepted.
2. Treasurer's Report      The Treasurer projected the Library's financial condition for the balance of the year, and stated that if income and expenditures occur as expected, there should be a in excess balance of \$1,072.77 for the year. If this occurs, the Treasurer hopes to deposit \$1,000. in the Savings Bank to bring up our balance there.
3. 1959 Budget      The Treasurer presented a suggested budget for 1959 which includes \$200. increases for all the Staff except the Janitor who is now at the top of his range less \$32. The Board accepted the budget as presented.
4. Drapes      Several suggestions were made for new drapes for the Reading Room and the acquisition of these. It was suggested that they might be obtained by a promotion through a Theatre Night, and the Secretary will clear with the Town Counsel as to the legality of this. They might be obtained through Trustee funds.

4. Drapes  
(continued) The Librarian will receive estimates of the cost to see whether bids for these drapes will have to be advertised.
  
5. Gift Subscriptions The Clemence Lumber Company gift subscription to American Builders and The Daughters of Isabella's gift subscription to the Catholic Digest were reported to the Trustees, and these were acknowledged with thanks. The Librarian will write suitable letters of thanks for these.
  
6. Book Marks The Board recognized the gift of fine book marks from Mrs. Rosemary Simonds.
  
7. Art Class Mrs. Louise Quinn is to move to California and will, therefore, no longer be able to conduct the Art Class. The Secretary will write her a letter of thanks for the outstanding contribution she made to the Library by holding this class.
  
8. Dr. Gibson Gift The stepmother of Dr. Gibson wrote thanking the Librarian for her choice of books bought in his memory with the funds she supplied.
  
9. Baby Cart for Library The Librarian pointed out that frequently it is difficult for mothers to come to the Library and take care of their small babies while looking for books. After discussion, it was agreed that the Librarian would determine the cost of a baby cart, of the type which is used in supermarkets, and will bring the matter up at the next meeting.

John O. Martin, Secretary  
Board of Library Trustees