

Minutes of the Meeting of Stustees,
Jacob Edwards Memorial Library

December 13, 1960
Cohasse Country Club, 12:00 noon.

Present: N. W. Pioppi, M.D. E. D. Mitchell O. J. Laliberte
 R. L. Fox E. P. Sheehan J. J. O'Shaughnessy

Absent: J. K. Edwards

Invited: M. A. Tien, Librarian

1. Secretary's Report The Secretary's report of the November 22, 1960 Meeting was read, and accepted as read.

2. Treasurer's Report The Treasurer read his report and presented a copy of the operating budget to each one present, and compared the budget and actual expenses for the years 1958, 1959, 1960 and the proposed budget for 1961.

3. Janitor A discussion was had relating to the inability of the janitor to perform all of the duties required, and Dr. Pioppi suggested that the janitor's compensation be reduced and that the difference be given to Mr. Zuiss, who, it was reported, was of very great help to the library staff. Mr. Sheehan suggested that steps be taken to engage a new janitor, and Dr. Pioppi requested Mrs. Tien to determine if the janitor is eligible for retirement.

4. Librarian's Report Mrs. Tien reported that around \$4,000 may be expected from the State under Chapter 760 of the Acts of 1960 providing for State Aid for free public libraries. More information on this subject is expected to be made available at the time of the next meeting. She stated that she felt the money received from fines be included in the annual budget and allocated to capital outlays. She further reported that a new flag was received, and was presented by Miss Irene Collum, patriotic instructor, on behalf of the Daughters of Union Veterans of the Civil War, and the presentation was made in memory of Francis J. Jaeger, who served in the Civil War from 1861 to 1865. Mrs. Tien further reported on the matter of micro-filming old newspaper files, and after a discussion, the Secretary moved that back files be microfilmed at the best price obtainable. Mr. Fox seconded the motion, and it was passed. An amendment to the Motion provided that the money for the microfilming work be taken from the Trust Fund.

Minutes of Library Trustees meeting,
Dec. 13, 1960, -Cont'd

Librarian's

Report, Continued: After a discussion of the budget for 1961, Mr. Fox made a Motion which was seconded by Mr. Sheehan, that the Trustee request the Town for an appropriation of \$29,000, which would be an increase to the Town of \$835, providing the sum of \$4,000 is obtained from the State under the new Law.

The meeting was adjourned at 1:30 P.M.

John J. O'Shaughnessy, Sec'y

Meeting of the Trustees

February 28, 1961

Cohasse Country Club

Present: Dr. Nerio Pioppi Oswald Laliberte
Jacob K. Edwards Edward Sheehan
Robert Fox Ellsworth Mitchell
Mary Anna Tien, Librarian

There was no secretary's report. The treasurer's report was read and accepted. Mr. Mitchell reported that the 1961 budget was accepted by the Finance Committee as proposed by the Board of Trustees. The special appropriation to be accumulated from fine money turned over to the town was not approved.

Fire Precautions:

Mr. Mitchell presented a photographic brochure demonstrating the effect of fire on library books closely packed in steel stacks. Dr. Pioppi asked that Mr. Laliberte examine the cost of installing sprinkler systems and standby equipment from the Water Company and that Mr. Mitchell find out whether such equipment would appreciably reduce the cost of the fire insurance premium.

Librarian's Report:

Mrs. Hobson requested indefinite leave of absence in order to assist with a family illness. The request was granted. On March 8 there will be a special film showing at the library in recognition of the Juliette Low Birthday Month for intermediate and senior Girl Scouts. Troop 456 will be hostess. The librarian was appointed to the State Committee for National Library Week. Action on microfilming will be postponed until after the budget is approved at Town Meeting. The preferred automatic charging system was promised by the manufacturers to

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be ready for demonstration by late spring. At that time both that and the Gaylord system will be demonstrated to the Board.

The meeting was adjourned at 1:15.

Mary Anna Tien

Secretary Pro Tempore

Minutes of the Meeting of Trustees,
Jacob Edwards Memorial Library

April 25, 1961
Cohasse Country Club, 12:00 noon.

Present: Dr. N. W. Poippi E. P. Sheehan
 O. J. Laliberte J. K. Edwards
 R. L. Fox J. J. O'Shaughnessy

Absent: E. D. Mitchell

Invited: M. A. Tien, Librarian

1. Secretary's Report

The Secretary's report of Mrs. Tien, secretary pro tem, for the February 28 meeting, was read and accepted.

2. Treasurer's Report

In the absence of Mr. Mitchell, Mrs. Tien read excerpts from the Treasurer's statement, showing a recent collection of fines in the sum of \$273.94, which is considerably more than the amount usually collected. Over \$800 in fines was contributed for the first quarter.

3. Fire Precaution

Mr. Laliberte reported that the Grinnell Co. of Providence had a representative to examine the library building for the purpose of estimating the cost of installing a sprinkler system. As a result of the investigation, the Company offered to install a sprinkler system for \$7,400. This estimate does not include painting in the sum of \$400, and the water connection, which would cost about \$1,700. The standby charge would be \$162 per year to the Water Company. The consensus was that the installation would not be worthwhile.

4. Repairs

Mr. Laliberte further reported that the rails of the front steps are to be repaired.

5. Librarian's Report

The resignation of Mrs. Hazelton as a full-time staff member, to become effective July 1, 1961, was read. Mrs. Hazelton indicated a willingness to serve as a part-time librarian. It was voted to accept the resignation with regret, and to inform Mrs. Hazelton that the Trustees will be pleased to call upon her when the occasion arises.

Following a discussion, the Trustees approved the engaging of Mrs. Joan Eddy as a part-time librarian, and determined that her compensation would be on an hourly basis at a rate to be fixed by the Board.

Library Trustees' Meeting, April 25, 1961,
Cont'd

Mrs. Tien further reported that the micro-filming of old papers would be started at once. A discussion followed regarding the purchase of a new or used Recordak machine. Mr. Sheehan agreed to investigate the possibility of obtaining a machine through the American Optical Co. at the wholesale price.

The Board of Trustees approved the employing of Miss Phipps and Miss Bucchiachio for the summer months to work on the inventory.

Mrs. Tien announced that she would dress in costume for Old Fashion Days, and would observe the Days by going back to the old-fashioned fines. She also announced that the electric light bill for January and February was a little lower than for the same period last year, and she intimated that this may be due to the new draperies.

Meeting was adjourned at 1:25 P.M.

John J. O'Shaughnessy,
Secretary

Minutes of the Meeting of Trustees,
Jacob Edwards Memorial Library

May 23, 1961

Cohasse Country Club, 12:00 noon.

Present: Dr. N. W. Pioppi
E. D. Mitchell
R. L. Fox
J. J. O'Shaughnessy

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

Invited: M. A. Tien, Librarian

1. Secretary's Report

The Report of the Secretary was read and accepted.

2. Treasurer's Report

The Report of the Treasurer was read by Mr. Mitchell. It showed April expenses of \$4,341 against \$2,805 of one year ago. The first quarter expenses for 1961 were \$12,638 as compared to \$11,841 for the same period in 1960.

The Trust Funds now on hand are \$728. The money available from Town appropriation is \$19,424. The fines are \$257.62 for 1961 to date as compared with \$206.26 for 1960, in the same period.

Mr. Mitchell also reported that Mrs. Hazelton, whose resignation was accepted at the last meeting, is entitled to a one-month vacation pay, so she will be paid through July of this year.

3. Librarian's Report

Mrs. Tien informed us that Miss Helen Rowley will retire from the regular schedule.

She raised the question about the propriety of charging non-residents borrowers a fee for a borrowers' card in view of the new State Aid Law, the purpose of which was to enable small libraries to better service areas in which there was no free public library. Upon motion duly made and seconded, it was voted to authorize the Librarian to issue a public announcement that in the future, there would be no charge for library cards for non-resident borrowers.

Librarian's Report, Continued:

Mrs. Tien further announced that there are no prospects as yet for a Children's Librarian, but stated that that she could get through the summer without a Children's Librarian.

She also announced that the outside railings had been repaired.

Meeting was adjourned at 1:10 P.M.

John J. O'Shaughnessy,
Secretary

Minutes of the Meeting of Trustees,
Jacob Edwards Memorial Library

June 27, 1961
Cohasse Country Club, 12:00 noon.

Present: E.D. Mitchell J.K. Edwards
 J.J. O'Shaughnessy

Invited: M. A. Tien, Librarian

In view of the fact that there was not a quorum of the Trustees present, the group did not hold a regular meeting and adjourned after a more or less delightful lunch.

John J. O'Shaughnessy,
Secretary

Minutes of the Meeting of Trustees,
Jacob Edwards Memorial Library

September 26, 1961
Cohasse Country Club, 12:00 noon.

Present: Dr. N.W. Pioppi
Oswald J. Laliberte
J.J. O'Shaughnessy

Invited: M.A. Tien, Librarian

There was not a quorum present
therefore a regular meeting was not held. An
informal discussion was held in which Mr. Laliberte
reported that the trees needed thinning and one
of the columns needed repairing. Mrs. Tien reported
that the microfilming is progressing.

John J. O'Shaughnessy
Secretary

Minutes of the Meeting of Trustees,
Jacob Edwards Memorial Library

November 28, 1961
Cohasse Country Club, 12:00 noon.

Present: Dr. N. W. Pioppi
E. D. Mitchell
O. J. Laliberte
J. J. O'Shaughnessy

Absent: J. K. Edwards
R. L. Fox
E. P. Sheehan

Invited: Mrs. M. A. Tien, Librarian

1. Secretary's Report

The Secretary's Report of the last regular meeting of May 23, 1961 was read and accepted.

2. Treasurer's Report

The Treasurer reported that as of the end of October, 1961, there was \$3,615 of Trust Funds on hand, and the Account of the money appropriated by the Town showed a balance of \$3806 for the Salary Account, and \$1,100 for the Equipment Account.

He further reported that the Fines for the month of October were \$124.37, and that to date this year, the sum of \$2,089.95 has been collected, which is about \$315 more than the same period a year ago.

Mr. Mitchell advised that no expenses have been charged against the Equipment Account this year, and he recommended that we expend the balance on hand or commit it to new purchases.

It appeared that we would use about \$135 of Trust Funds for the Salary Account this year, and at this time, he projected a figure of \$35,000 for the overall expenses of the year.

3. Librarian's Report

Mrs. Tien reported that she had information and specifications relating to two microfilm-viewing machines: One was the Recordak, at a cost of \$525, and the other was a somewhat similar machine manufactured in Italy and retailing at \$140.

A discussion ensued respecting the merits of the two machines, and the availability of service in the event of mechanical failure, and after Motion duly made and seconded it was Voted to purchase the Recordak.

Library Trustees' Meeting Nov. 28, 1961

In the light of the recommendations of the Treasurer to expend or commit the balance on hand to Equipment, a discussion was had, which resulted in the suggestion that Mrs. Tien investigate the matter of purchasing new chairs and ordering microfilm for first-of-the-year delivery.

Mr. Laliberte is to check on the matter of the purchase of a snow blower, but after further discussion, it was decided not to purchase a new lawn mower until next year.

Mrs. Tien reported that our Library was one of two nominees in the State of Massachusetts for the Dorothy Canfield Fisher Award. There are two libraries selected in each of the 50 States to be eligible for this award; The First Prize of which is \$5,000, and there are nine prizes of \$1,000 each. Dr. Pioppi and Mrs. Tien submitted letters stating why in their opinion our Library is deserving to be a recipient of this prize.

Mrs. Tien raised the question about the payment of librarian's travel to various library seminars and conferences, and on Motion duly made and seconded, it was Voted to pay at the rate of 10¢ per mile.

4 Library
Upkeep

Mr. Laliberte reported that painting and calking all around the windows and doors is absolutely necessary at this time. He also recommended that the inside walls and woodwork should be cleaned by washing and sponging, and he agreed that he would prepare specifications and prices for the painting, calking and washing.

The Southbridge Women's Club has written Dr. Pioppi that they would like to plant flowers around the Library building, and it was agreed that when this is to be done, they would contact Mr. Laliberte and Mrs. Tien.

Meeting was adjourned at 1:15 P.M.

John J. O'Shaughnessy,
Secretary

Minutes of the Meeting of Trustees,
JACOB EDWARDS MEMORIAL LIBRARY

December 12, 1961

Cohasse County Club - 12:00 noon

Present: Dr. N. W. Pioppi O. J. Laliberte
E. D. Mitchell J. K. Edwards
E. B. Sheehan R. L. Fox
J. J. O'Shaughnessy

Invited: Mrs. M. A. Tien, Librarian

1. Secretary's Report

The Secretary's report of the last regular meeting held on November 28, 1961 was read and accepted.

2. Treasurer's Report

Mr. Mitchell reported that the expenses for the Library for 11 months were \$11,546. The estimated expenses for December were as follows:

\$1,000 for books;
\$225 for caulking of the windows;
\$250 for washing the walls.

It was also estimated that equipment costs of \$921 would be incurred and \$81 for 6 new chairs.

The projected total expenses for 1961 would come to \$35,547, of which \$29,386 was received from the Town. The Town appropriation would be totally expended, except for \$79 in the equipment allocation. The sum of \$6,661 from the Trust was totally expended.

After a discussion it was moved by the Treasurer and seconded by Mr. Edwards that the caulking of the windows and washing of the entire interior of the Library, including the walls and woodwork, would be done.

After a further discussion with reference to the ceilings, Mr. Edwards moved, seconded by Mr. Sheehan, that the ceilings be washed and painted and this was voted upon. The cost of washing and painting ceilings was estimated to be \$400. The washing of the woodwork and walls was estimated to be \$418, and this together with the caulking for \$225 would bring the total expenses for this to over \$1,000.

Mr. Fox moved, and Mr. Edwards seconded a motion that we allocate not more than \$1,050 for all of the above work.

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The bill for the microfilm came to \$525. It was reported that the new snow blower cost 239.50, plus \$11.50 for chains, and we were to receive a 5% discount on this.

There was a general discussion led by Mrs. Tien about the janitor work, and Mr. Laliberte was directed to look into the matter of hiring a new janitor.

The Treasurer presented a copy of the 1962 budget to each Trustee, and the Librarian. After a resume of the proposed budget, it was moved by Mr. Laliberte and seconded by Mr. Sheehan that the 1962 budget in the sum of \$39,515 be accepted.

The meeting adjourned at 1:30 P.M.

John J. O'Shaughnessy, Secretary

Joseph Edwards Memorial Library

Proposed 1962 Operating Budget

	Budget		1961	1962
	1959	1960		
Regular employees - <u>our</u>	16675	16952	16831	
Seasonal workers	1934	2000	3255	
	3599	3359	3390	
Supplies - periodicals	4452	4678	5895	
Library records	129	178	179	
Books repair	57	115	275	
Post	1439	1342	1745	
Travel	1113	1088	1132	
Supplies	126	106	101	
Equipment maintenance	371	762	735	
Books maintenance	298	136	126	
Miscellaneous	-	-	-	
Utilities	196	224	211	
Office supplies	389	471	562	
Depreciation	185	172	145	
Payment	117	2	118	
	<u>31257</u>	<u>31189</u>	<u>37657</u>	

(4) Suggested equipment

Repair shop
 Instructional films
 chairs 6 @ \$13.10

100
 500
 81

 1081