

MEETING OF THE TRUSTEES OF THE JACOB EDWARDS MEMORIAL LIBRARY

Tuesday, January 28. 12:00 noon at Favreau's

Present: N. Pioppi, E. Mitchell, H. Madore, E. Lewis, J. Edwards
M. Tien

Treasurer's Report: Mr. Mitchell distributed a summary of 1963 expenses which is attached. As fine money collected and turned into the Town is not listed, he reported that \$2,595 was turned in during 1963 compared with \$2,320 in 1962.

Secretary's Report: There was none.

Shaffer Report: Trustees decided to study it at a special meeting to be called. Mr. Lewis has had plans drawn up according to recommendations. It was agreed that same information is to be released to both newspapers and radio station at same time. Preliminary release written by librarian discussed and revisions suggested.

Librarian's Report:

Quinebaug Historical Society disbanded officially and plans to distribute funds locally in keeping with purpose of organization. If awarded some portion for library, librarian plans to use it for proper cataloging of local history materials and possibly for microfilming local newspaper up to date. Trustees recommended plans rest on actual disposal of money.

Decision on expenses incurred by staff members attending meetings at request of librarian asked for. Agreed that attendance to be at discretion of librarian. Mileage paid at rate of seven cents per mile in accordance with Town policy.

Meeting adjourned at 1:15.

Mary Ann Tien
Secty. Pro-tem.

TRUSTEES OF THE JACOB EDWARDS MEMORIAL LIBRARY

March 24, 1964 - Noon at Favreau's

Present: E.D. Mitchell, Robert Fox, Jacob Edwards, Dr. Pioppi,
Ted Lewis, Henry Madore, and Mary Anna Tien, Librarian

Treasurer's Report Expenses for February were \$4,562 compared with \$3,072 for February 1963. The 1964 figure included the payment to Mr. Shaffer for his work as building consultant. Fines for February were \$228 compared with \$225 a year ago. The 1964 cumulation is \$471 compared with \$456 for the same period, 1963.

Secretary's Report Read by the librarian in absence of Secretary and accepted.

Librarian's Report

1. Front of building leaching (?). May need attention.
2. Need of rug in front of desk in Children's Room. Snow and rain dripping from children's clothing a problem. Dr. Pioppi to see whether practical to rent a rug service.
3. Two six-week workshop courses offered by Central Regional System, one in April, other in May. Mrs. Petrelli and Mrs. Merriam each to attend one of them. Trustees decided that added expense in covering their time must be met within budget limits.
4. Problem with man annoying women on Friday evenings in library not solved although police cooperating.

*5.

Chairman's Report

Several architects have applied for an interview in relation to proposed library expansion. Trustees asked librarian to arrange for return visit of Mr. Shaffer as soon as possible, preferably on a Saturday, otherwise on a Wednesday.

Various architects discussed. Several trustees favorably impressed with work James Britten has done. Mr. Fox made a motion that Mr. Britten receive consideration as the architect unless there is an objection from Mr. Shaffer. Mr. Mitchell seconded the motion. Trustees voted favorably.

*5. National Library Week will have very small observance locally due to increased use of library and increased workload for all staff members.

Respectfully submitted,

Mary Anna Tien
Mary Anna Tien, Secty Pro-tem.

*photo copy
rec'd 9-11-64
Att: [unclear]
Tien*

SPECIAL MEETING OF THE TRUSTEES OF THE
JACOB EDWARDS MEMORIAL LIBRARY

April 4th, 1964--Noon at Favreau's

Present: Dr. N. W. Pioppi, E.D. Mitchell, Henry Madore, E.V. Lewis and John J. O'Shaughnessy

Invited: Mrs. Mary Anna Tien, Librarian, Kenneth Shaffer, and James Britton.

The reading of the Minutes of the March meeting and the Treasurer's report was dispensed with.

Dr. N. W. Pioppi instructed the Secretary to write to the Selectmen for their April 6th meeting, advising them that we appointed Mr. James A. Britton of Greenfield as architect for the addition to the library and to request them to make application for Federal funds.

Mr. Shaffer discussed the matter for expansion of the public library and made a recommendation that greater use be made of school libraries. He suggested that school libraries be encouraged to extend the length of time during which they could be open.

Mr. Britton discussed his tentative plans for expansion of the present library.

Meeting adjourned at 1:15

John J. O'Shaughnessy, Secretary

A copy of the minutes of this meeting was received by the Town Clerk, September 6, 1964

*Approved
9-11-64
John J. O'Shaughnessy*

*Attest:
Town Clerk
Southbury,
Conn.*

SPECIAL MEETING OF THE JACOB EDWARDS MEMORIAL LIBRARY

April 24th, 1964--8:00 P.M.--Library

This meeting was held to discuss Mr. Britton's proposals.

There was no Treasurer's report and after a general discussion the meeting adjourned at 9:15 P.M. and it was Voted to eliminate the May meeting.

John J. O'Shaughnessy, Sec.

*C. J. B. copy
4-2-65*

JACOB EDWARDS MEMORIAL LIBRARY

BOARD OF TRUSTEES

Special Meeting

July 21, 1964

Present: Dr. Nerio Pioppi, Robert L. Fox, Jacob K. Edwards,
Henry Madore, Ted Lewis, Mary Anna Tien

Place: Favreau's Restaurant, noon.

Purpose: To discuss application for building funds for proposed library expansion under Public Library Construction Grant, (Library Services and Construction Act, Title II, P.L. 88-269, P.L. 597 as amended, July 1, 1964-June 30, 1965.)

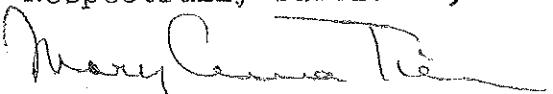
Consensus was that this library eligible to apply for funds under this act even though has already applied under Aid to Depressed Areas Act. (P.L. 560, 83d Cong.)

The only difficulty would be the guarantee of town funds for a matching program in January as these funds must be granted by Annual Town Meeting in March. Therefore decided to apply for following year after inserting article in Town Warrant for Town Meeting, March 1965. Otherwise the library qualifies and has already completed many of the procedures outlines in the information sheet received from the Division of Library Extension, dated July 1964.

Additional business: Voted to buy a page in the new Southbridge Directory now being prepared for a total of \$60.00 which can be paid over a period of two years. Suggestions for text and photograph submitted by librarian approved.

Librarian mention that may terminate work with this library during summer of 1965 thus finishing ten year plan outlined to Trustees in September, 1955. This move would be made most reluctantly and would depend on college entered by daughter in September, 1965.

Respectfully submitted,


Secretary Pro Tempore

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rec'd copy
11-2-65*

TRUSTEES OF THE JACOB EDWARDS MEMORIAL LIBRARY

Meeting of September 22, 1964

Favreau's Restaurant--12:00 noon.

Present: Ellsworth Mitchell, Henry Madore, Robert Fox, John J. O'Shaughnessy.

Absent: Nerio Pioppe, Jacob Edwards, E. V. Lewis, M. A. Tien.

The report of the Secretary Pro-Temp Mrs. Tien of the meeting of July 21st, 1964 was read and accepted.

The Treasurer reported that the expenses to date for the year were \$27,007, as compared with \$25,563 for the comparable period of last year. He explained that the difference in the increase was due to the sum of \$1,000 which was paid to Mr. Shaffer for the preliminary report. The sum expended to date \$4,120 has come from the Trust and \$22,886 from the Town. At the present there is unexpended in the Town funds, \$9,900 and \$4,226 in the Trust.

Fines to date were \$1,718 compared with \$1,746 in 1963.

The question of continuance of the payment of sick pay was raised and it was moved and voted that sick pay be paid to the Librarian as long as possible under existing regulations.

The meeting adjourned at 1:15 p.m.

John J. O'Shaughnessy

Secretary

C. J. Barry
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11-2-65

MINUTES OF THE MEETING OF TRUSTEES OF JACOB EDWARDS MEMORIAL LIBRARY

October 27, 1964 Favreau's Restaurant -- 12:00noon

PRESENT: N. W. Pioppi, R. L. Fox, E. D. Mitchell, J. J. O'S.
J. K. Edwards

ABSENT: E. V. Lewis, H. J. Madore

INVITED: Mrs. Mary Ann Tien

TREASURER'S REPORT:

The expenses to date for the year were \$29,099.00 as compared with \$28,285.00 for the comparable period of last year. Of the sum expended to date \$4,390.00 came from the Trust and \$24,709.00 from the Town. Presently, there is unexpended in the Trust fund \$3,977.00 and in the Town fund \$7,083.00. Fines to date were \$1,963.00 compared with \$1,023.00 in 1963.

SECRETARY'S REPORT:

The president directed the Secretary to write to James Britton to ask him to attend our next meeting and advise us on what to put in the annual Town meeting Warrant.

LIBRARIAN'S REPORT:

Mrs. Tien reported that Mrs. Hobson intends to leave the Library in June, 1965. The Librarian also reported that she has been having classes in ~~to see how the library operates/~~ ^{for} ~~instruction.~~

Plans were also discussed for the observation of National Childrens Book Week--November 1 to November 7.

The Librarian also announced that plans were being made to order an adding machine and new chairs for the library. The ~~President~~ ^{Chairman} directed Mr. Mitchell to look into this matter ^{of} ~~the~~ ^{the} adding machine.

MEETING ADJOURNED AT 1:25 P.M.

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11-2-64

MINUTES OF THE MEETING OF TRUSTEES OF JACOB EDWARDS MEMORIAL LIBRARY

November 24, 1964

Favreau's Restaurant

12:00 noon

PRESENT N. W. Pioppi, E. D. Mitchell, E. V. Lewis, H. J. Madore

ABSENT R. L. Fox, J. J. O'Shaughnessy

INVITED Mary Anna Tien

TREASURER'S REPORT

Expenses to October 31 were \$32,173 for 1964 compared with \$31,113 for the same period in 1963. Fines collected during October were \$194.05 compared with \$186.19 for October a year ago.

SECRETARY'S REPORT

It was accepted as corrected.

PROGRESS ON BUILDING ADDITION

Correspondence from James Britton, the architect, was discussed. H. J. Madore offered to discuss matters still unresolved with him and dealt with in correspondence by telephone.

LIBRARIAN'S REPORT

In addition to regularly scheduled activities, 19 classes met at the library during the month.

5th grade	Instruction	4	classes
8th grade	"	4	"
other grade	Story hours	11	"

15 chairs were ordered from Prison Industries and an adding machine purchased. A new tank was installed on the toilet in the downstairs girls' room.

Gifts during the month

Young Women's Club: \$50 worth of table toys for the

Children's Room to be selected by librarian

Albert McGrath: 5,000 bookmarks as has been his custom for many years.

Mrs. Jotta Herberg, Haifa, Israel. Two contemporary Israeli dolls. Mrs. Herberg, a nutritionist, visited our library during the summer.

Edward Zuiss: Many hours of time during vacation period of janitor, Ted Savary.

Mrs. Hobson's imminent retirement discussed in relation to State Retirement Plan. Will try to keep Mrs. Hobson for next several months, her salary being paid from Trust funds. (Compulsory retirement age is 70 which Mrs. Hobson reached last August.) Board agreed to hire Mrs. Nancy Benlit as a replacement to begin the middle of January.

The meeting adjourned at 1:10.

Mary Anna Tien
Secretary Pro Tempore

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4-2-63

JACOB EDWARDS MEMORIAL LIBRARY TRUSTEES

December 15, 1964 Favreau's Restaurant 12:00 noon

PRESENT: Dr. Nerio Pioppe, E. D. Mitchell, E. V. Lewis, Jacob K. Edwards, John J. O'Shaughnessy, Robert Fox.

ABSENT: Henry Madore

INVITED: Mary Anna Tien

SECRETARY'S REPORT:

The report of the Secretary, Pro-Tem Mary Anna Tien, Librarian, of the meeting of November 24, 1964 was not read and was deferred to the next meeting of the Trustees.

TREASURER'S REPORT:

Treasurer reported that expenses from the first of the year to date were \$36,190.00 as compared to \$33,793.00 for the comparable period of 1963. Of this sum, \$5,401 was taken from the Trust and \$30,789.00 was taken from the Town appropriations. On hand at the ~~end~~ end of November, there was \$6,089.00 in the Trust account and there was unspent from the Town appropriations the sum of \$1,242.00. Fines for the month of November were \$201.00. For the corresponding month of 1963 the fines totaled \$234.00. Fines for the year to date totaled \$2,258.00 as compared to \$2,344.00 in 1963.

The Treasurer gave all present a copy of the Proposed 1965 operating budget and the comparison with the actual 1962 and 1963 budgets and the estimated 1964 budget.

Mr. Fox moved and Mr. Edwards seconded the approval of the budget as presented.

LIBRARIAN REPORT:

The Librarian distributed copies of proposed book selection policy to be examined before the January meeting. The Librarian further reported that there is now a movement underway for compulsory certification for professional librarians in communities over 100,000 in population. The Trustees granted each staff member a full day off as Xmas gift. Librarian also reported that the custodian, Theodore Savory presented a gift of 30 hand carved birds and cabinets to house them for the children's room. Each Trustee was urged to see this gift. Dr. Pioppi stated that he would send a letter of appreciation.

Meeting adjourned at 1:10.

*C. P. B.
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4-2-64*