

JACOB EDWARDS MEMORIAL LIBRARY -- BOARD OF TRUSTEES -- JANUARY 20, 1970

Meeting in Library, at 12:00 noon.

PRESENT: Mr. Muenzberg, Mr. Mitchell, Mr. Lewis, Mrs. Pioppi and Mrs. Petrelli.

The secretary's report was read. An addition was made. The letter Mr. Muenzberg received from the Personnel Board in December denied the request of the Trustees to advance the pay scale of head librarian from the S-10 to the S-12 level, and the Personnel Board will advertise for filling in the position of head librarian at the present level. Report was accepted.

The treasurer's reported for 1969: Receipts \$64,698.70, of which \$2,683.99 was collected in book fines. Disbursements were \$61,064.86. Book fines of \$2,569.49 were transferred to town, \$1,500.00 was transferred to Reserve for building repairs and improvements, and \$316.82, unspent balance of Pioppi Memorial Book Fund was transferred to a separate account, for a total of \$65,451.17. Cash balance on December 31, 1969 was \$4,293.48 with Trustees' cash \$3,887.54, Mynott Fund interest balance \$93.46, and unspent balance in replacement of equipment account \$312,484.8.

Mr. Muenzberg reported that the Personnel Board made no changes at his last meeting with them.

Discussion was held on upcoming major repairs for which funds will be needed, lower front windows, elevator and Foster Street steps.

The Board accepted with regret the resignation of Mrs. Mary Jane Pioppi from the Board. The Board considered possible names for replacement.

The meeting adjourned at 12:50.

Evelyn A. Petrelli
Secretary pro-tem

Meeting in Library, at 12:00 noon.

PRESENT: Mr. Muenzberg, Mr. Mitchell, Mr. Lenti, Mrs. Simon and Mrs Petrelli.

The secretary's report was read and approved. The treasurer's report was also read and accepted.

Mrs. Louis Simon was welcomed to the Board.

Building: Window wells. Mr. Lenti and Mr. Lewis will draw up specifications for the work so that bids may be applied for. They will also study the Foster Street steps - problems.

Elevator. Mr Lewis has received one estimate. New controls only, using existing shaft and car will cost around \$2,000.00; and a new floor level car but using existing shaft if feasible costing about \$4,500.00

New Librarian: Discussion was held, and no action taken. Mr. Muenzberg is to meet with Personnel Board again soon.

The meeting adjourned at 1:00 p.m.

Evelyn A. Petrelli
Secretary pro-tem

JACOB EDWARDS MEMORIAL LIBRARY -- BOARD OF TRUSTEES -- MARCH 24, 1970

Meeting in Library, at 12:00 noon.

PRESENT: Mr. Muenzberg, Mr. Lewis, Mrs. Simon and Mrs Petrelli

As there was no quorum present, no action was taken.

Mr. Muenzberg announced that the classification for Head Librarian was raised from S-10 to S-11 at the annual Town Meeting. He mentioned where he had advertised for applicants, and what replies he has had to date.

Mrs. Lewis reported that he will reach Mr. Lenti to draw up specifications for the window well repairs.

Mr. Muenzberg reported that the Southbridge Parking Commission had funds granted at Town Meeting to meter all town owned lands used for parking that are not now metered; and we may expect work to begin on the library lot at any time.

Meeting adjourned at 12:45.

Evelyn A. Petrelli
Secretary pro-tem

BOARD OF TRUSTEES met at the Library April 28, 1970 at noon.

Present: Mr. Muenzberg, Mr. Mitchell, Mr. Lewis, Mr. Lenti and
Mrs Petrelli

Secretary's Report; not read.

Treasurer's Report was read and accepted.

Discussion was held on equipment budget for the year.

Discussion was held on the window well bids. Two trustees will
meet with the firm submitting the lowest bid.

It was voted to offer Miss Gauthier the position of Librarian
at the minimum S-11 range.

If not accepted, to offer Mr. Koffman, ^{the position} if no other applications
are received.

The Freedom Shrine given by the Exchange Club was admired
and discussion on its location ^{was held.}

Librarian reported gifts from two groups who have used the Library
Meeting Room facilities, to be used for puppets, books or games in
the Children's Room. Also about repairing driveway, brick wall,
and about water seepage in the Meeting Room.

Meeting adjourned at 12:50.

Respectfully submitted
Evelyn A. Petrelli
Secretary, pro-tem

BOARD OF TRUSTEES met at the Library, on May 26, 1970.

Present: Mr. Muenzberg, Mr. Lenti, Mrs. Simon, Mr. Mitchell,
Mr. O'Shaughnessy, Mrs. Petrelli, Assistant
Librarian, and Mr. Lewis.

Treasurer's

Report: Expenses for 1970 to date: \$20,680.00
Expenses for 1969, same
date: 21,642.00

The Town's contribution to date is \$18,468.00
and for the same period last year it was
\$19,374.00.

The balance in the Trust Fund at this time is
\$3,309.00 and the balance in the Town Account
is \$32,660.00

The fines for the month of April, 1970 were
\$293.21 and for 1969 for the same month were
\$251.29.

The total amount of fines to date for 1970 amounted
to \$1,064.94 and for the same period in 1969 were
\$948.68.

Mrs. Petrelli announced that the Regep Construction Company
wished to withdraw its bid for window wells. After a discussion
Mr. O'Shaughnessy moved that the Regep bid be rejected. It was
seconded by Mr. Mitchell and passed unanimously.

The sealed bids were advertised April 2 to be opened April 24.
The four bidders were: Regep Construction, \$775.00;
D. J. Bernadone, \$1,072.50; Santelli and Company, \$1,950.00
and F.X. Laliberte Inc., \$2,515.00. It was voted to accept the
Bernadone bid of \$1,072.50.

After a discussion about the book elevator a Motion was made
by Mr. Lewis to improve and replace the elevator. It was
seconded by Mr. Lenti and was passed. It would call for buying
two new book trucks and a new car and to allocate \$6,000.00 from
the reserve for building and improvements account of the Trust
Fund.

Minutes of Board of Trustees Meeting -

May 26, 1970

President Muenzberg read the letter of rejection of Miss Gauthier and Mr. Coffman. Mrs. Petrelli reported that the old maps of the area have been hung by the Menard Glass Company. She further reports that work has begun on the oil leakage. She has also talked with Town Counsel Snyder about young people appearing in the Library barefooted.

The meeting adjourned at 1:09 p.m.

BOARD OF TRUSTEES met at the Library June 30, 1970 at noon.

Present: Mr. Muenzberg, Mr. Mitchell, Mr. Lewis, Mr. Lenti,
Mrs. Simon and Mrs. Petrelli.

Secretary's Report was read and accepted.

Treasurer's report was read and accepted.

Mr Lenti reported that the new windows for Children's Room would be finished this week, and Mr. Bernadone could begin on window well work next week.

Mr. Lewis reported that no bids for the elevator were received by the advertised date of June 22, 1970; but one written and one verbal one has been received since that date; from F.S. Payne and Company for \$5,394.00, and Consolidated Elevator Company for about \$2,500.00 respectively. A motion was made by Mr. Lewis, and seconded by Mr. Mitchell that only the elevator hoist and controls be renewed and that the Building Committee be authorized to negotiate with the lowest bidder on the basis of an estimate to be confirmed in the area of \$2,500.00. Motion passed.

Librarian. Upon recommendation of the Personnel Committee the position was advertised in the Boston Globe, the Hartford Courant, and the Springfield Union, plus other trade journals. Mr. Muenzberg has received many applications, but none to act further on at this date.

New Business: New England Merchants Bank, trustees for the Edwards Trust Funds has written the Board that for the year 1970-1971, a change of trustees has been made. Mr. Jacob K. Edwards has been appointed Honorary Trustee; and Mr. Muenzberg, Mr. Mitchell, Mr. O'Shaughnessy and Mrs. Mary Jane Pioppi as trustees.

Librarian's Report: There is a dying elm tree in front of the library on Main Street near the corner of Foster Street. Mrs. Petrelli will write the Selectman and ask them to have the Tree Warden take care of it.

The library received a gift of the Southbridge Herald 1887 through 1905, and 1927 through 1929 from Miss Etta Falkner, librarian of Old Sturbridge Village; and the gift of a new phonograph junction from Mr. and Mrs. Francis Flanagan after the loss of ours. Letters of thanks will be sent.

Attorney Swyer^d reported he knew of no state or local law against bare feet in a public building, however as there is not too many cases ^{have} perhaps it is best to leave well enough alone for the time being.

One patron has questioned the choice of a couple of the periodicals and books purchased by the library. According to basic library policy, a range of materials expressing all points of views should be available in public libraries was reaffirmed by librarian and trustees.

Respectfully submitted
E. Simon
Secretary pro-tem

BOARD OF TRUSTEES met at the Library September 22, 1970 at 12 o'clock noon.

Present: Mr. Muenzberg, Mr. Mitchell, Mr. Lewis, Mr. O'Shaughnessy, Mrs. Simon, Mrs. Pioppi and Mrs. Petrelli.

Secretary's Report was read and accepted.

Treasurer's report was read. Expended to date 1970, \$40,978 as compared to \$40,028 for 1969. The town has contributed to date \$35,620 as compared to \$35,778 last year. The trust has spent \$5,358 in 1970 as compared to \$4,249 in 1969. Cash on hand is \$2,874, and in town account \$15,583. Fines for August 1970 is 183.50, as compared to \$182.50 for 1969. To date fines are \$983.98 in 1970 as compared to \$1009.48 for 1969.

Mr. Lewis reported the window wells are completed. The painting was not entirely satisfactory but will be corrected later. Water seepage into the Pioppi Meeting room will be corrected by Ted Savary by banking the area around the windows. The elevator and controls are to be replaced at a cost to be less than \$2,000.00.

Old Business: James Aylward has a Master's degree from U. of Rhode Island which is an approved but not an A.L.A. accredited school. He has not as yet had three years of non-clerical library experience necessary to take the Massachusetts Certification Examination. The Bureau of Library Extension has waived the three year requirement and will permit Mr. Aylward to take the examination this November. He would be available after passing the examination under the S-11 classification.

New Business: We have been advised by the Bureau of Library Extension that no town library will be eligible for funds unless it appropriates at least \$6.00 per capita or over the budget for the last three years. As the language was not clear, Mrs. Petrelli will write to the board for a clarification.

Meeting adjourned at 1 p.m.

BOARD OF TRUSTEES met at the Library October 27, 1970 at 12 o'clock noon.

Present: Mr. Muenzberg, Mr. Mitchell, Mr. Lenti, Mrs Pioppi and Mrs. Petrelli.

Secretary's Report was read and accepted.

Treasurer's Report was read and accepted.

Mr. Lenti reported that there is a strike at the factory that makes electric controls, but the elevator will be fixed as soon as controls are available.

Mr. Lenti suggested repair to the Foster Street steps by a competent mason to get through the winter. It was moved that Mr. Lenti would proceed to have this done, at a price in the area of \$100.00. New steps to be built in the spring.

Discussion was held on painting of Pioppi Meeting Room. Mr Lenti will make arrangements with Ted Savary to get it started. To be done in about the same color and with a semi-gloss paint.

The salary budget was reviewed by the board and a tentative ^{budget} ~~schedule~~ made ready to send to Personnel Board.

Discussion was held on the matter of a new board member and the name of Albert Soldani will be sent to the Board of Selectmen as the Board's choice.

This is the Centenary year for the Public Library in Southbridge and a fit celebration will be worked towards.

Meeting adjourned at 1:15

Respectfully submitted
Evelyn A. Petrelli
Secretary pro-tem

BOARD OF TRUSTEES met at the Library Nov. 24, 1970 at 12 o'clock noon.

Present: Mr. Muenzberg, Mr. Mitchell, Mr. Lenti, Mr. DiGregorio, and Mrs. Petrelli.

Secretary's Report was read and accepted.

Treasurer's Report was read and accepted.

Mr. DiGregorio was welcomed to the board.

Mr. Lenti reported that Mr. Lewis has recommended not to repair the Foster Street steps this fall. Minor repairs could be a danger. If the steps become unsafe the door will have to be closed off until they are done in the spring. Mr. Lenti reported that the elevator controls should be arriving soon.

Mr. Mitchell ran through the proposed 1971 Budget. The Board approved it as drawn up. It will be sent to Town Accountant, Mr. R. Genereux, today.

Mrs. Petrelli reported the diseased Elm tree had been removed by tree warden, Mr. Chester Maska.

Meeting adjourned 1:05 p.m.

*Evelyn Petrelli
Secretary Pro-Tem*

BOARD OF TRUSTEES met at the Library December 29, 1970 at 12 O'clock noon.

Present: Mr. Muenzberg, Mr. Mitchell, Mr. Lenti, Mrs Pioppi, Mr. DiGregorio, Mr. Lewis, and Mrs. Petrelli.

Secretary's Report was read and accepted.

Treasurer's Report was read and accepted. Mr. Mitchell reported that the proposed 1971 personnel budget was approved by the Personnel Board.

Mr. Lewis reported that the Foster Street steps had been barricaded around the broken stone until they can be repaired in the spring. It was recommended that the Building Committee draw up specifications to advertise for bids in the next month or so for repair of the steps.

Mr. Muenzberg reported that Ted Savary has trimmed the pine trees overhanging Bill Swiacki's lot, and corrected the trouble of overhanging on Mr. Swiacki's parking area.

Mr. Muenzberg read a letter received from the Bureau of Library Extension informing him that Mr. Aylward has passed the Massachusetts Certification test. In the near future we should expect to have Mr. Aylward as Head Librarian.

The shelving for the Children's Room has arrived and should be in place by the next meeting. However the billing has not arrived. Mr. Mitchell will write the town accountant asking that the 1970 funds allotted to cover this charge be carried over to 1971.

Rock salt for library use was not given the library by the Highway Department when requested. Mr. DiGregorio agreed to contact the Highway Department and request our receiving it as we are town property.

The Trustee annual report to the town was checked, and it was decided to close the Library on Patriots Day as this is a legal state holiday.

Mr. Muenzberg proposed an updating of the By-Laws and appointed Mr. Mitchell, chairman, Mr. O'Shaughnessy , and Mr. Lenti, as a By-Law Committee, with Mrs. Petrølli to serve ex-officio.

Mr. Muenzberg read a letter from the Southbridge Historical Society requesting the use of the library as a permanent address when they applied as a non-profit organization. Permission was granted.

Meeting adjourned at 1 p.m.

Respectfully submitted
M.J.Pioppi
Secretary pro-tem

APPENDIX I

BY-LAWS
JACOB EDWARDS MEMORIAL LIBRARY
Southbridge, Mass.

Adopted by the Board of Trustees

Article I
Officers

Section 1.

The officers of the Board of Trustees shall be a Chairman, a Secretary, and a Treasurer, who shall be elected annually by ballot at the first meeting after the annual appointment of Trustees by the Board of Selectmen and the Trustees of the Edwards bequests.

Section 2.

The Chairman shall exercise general supervision of the affairs of the Library; he shall preside at the meetings of the Board; shall appoint annually and be an ex-officio member of the standing committees.

Section 3.

The Secretary shall keep proper records of the meetings of the Board of Trustees, shall conduct all its correspondence and keep a record of the same; notify members of all meetings, and perform such other duties as the Board of Trustees may require.

Section 4.

The Treasurer shall have custody of the Trustee Funds, be responsible for maintenance of adequate records, and with the aid of the Librarian prepare and submit an annual budget for the consideration and approval of the Trustees. The Treasurer of the Trustee Funds shall submit a financial report to the Trustees at each meeting indicating the financial situation as at the end of the previous month.

Article II
Meetings

Section 1.

Regular meetings of the Board of Trustees shall be held in the library at 12 o'clock noon on the fourth Tuesday of each month, except July and August, or at such other time or place as the Board may designate.

Section 2.

Special meetings may be called by the Chairman, and shall be called by him at the request of any two members. Due notice thereof shall be given the members by the Secretary.

Section 3.

Four members shall constitute a quorum of the Board of Trustees.

Section 4.

The order of the business at any regular meeting shall be as follows:

Reading of the records of the previous meeting.

Report of the Treasurer.

Report of the Committees.

Unfinished business.

New business.

Librarian's report.

Article III
Standing Committees

Section 1.

Standing Committees to be appointed annually by the Chairman for particular duties under the direction of the Board of Trustees shall be as follows:

Administration Committee

Book Committee

Property Committee

Section 2.

The Administration Committee shall, under the direction of the Board of Trustees, supervise the operation of the library system, recommend appointments to the staff and salaries of its members, and such details as the Board of Trustees shall from time to time entrust to them. It shall consist of three members, including the Chairman, ex-officio.

Section 3.

The Book Committee shall supervise the selection, purchase, and exchange of books and magazines, the amount of expenditure to be determined by the Board of Trustees. It shall consist of three members, including the Chairman, ex-officio, and the Librarian.

Section 4.

The Property Committee shall have full charge of buildings, furnishings, fittings and grounds of the Library, and attend to maintenance, improvements and extensions. It shall consist of three members including the Chairman, ex-officio.

Article IV
Appointments

Section 1.

The Librarian and Assistant Librarian shall be appointed by the Board of Trustees, and have an indefinite term of service. In case of removal from office, the Librarian shall be given a written notice of not less than thirty days. In case of the resignation of the Librarian, the Board of Trustees shall be given the same notice.

Article V
Librarian

Section 1.

The Librarian shall, under the direction of the Board of Trustees, have the general charge, management and control of the Library, and of all persons employed therein. At each regular meeting, the Librarian shall report to the Board of Trustees the general condition of the Library. In the absence of the Librarian the Assistant Librarian shall perform the duties of Librarian.

Article VI
Regulations

Section 1.

Regulations governing the operation of the Library may be made from time to time by the Board of Trustees, a copy of such regulations to be kept by the Secretary.

Article VII
Hours

Section 1.

The Library Building shall be open on such days and during such hours as the Board of Trustees shall from time to time determine.

Article VIII
Expenditures

Section 1.

Bills for expenditures shall be authenticated by the Librarian, signed by the majority of the Board of Trustees, and delivered to the Treasurer of the Library Trust Funds who will make payments from Trustee Funds; or delivered to the Town Accountant those invoices that are to be paid by the Town Treasurer.

Article IX
Amendments

Section 1.

These By-Laws may be amended at any regular meeting of the Board of Trustees by a vote of a majority of the members of the Board, provided that the notice of such meeting shall have included a statement of the proposed amendment.