

TRUSTEES OF THE JACOB EDWARDS MEMORIAL LIBRARY

Minutes of 1/23/79 Meeting

Present: Lenti, Lewis, Dumas, VanVooren, Bryan

Reports:

Secretary: minutes of 12/19/78 read and accepted

Treasurer: current financial status normal and satisfactory; report accepted

Building Committee: A request for \$2000.00 to repair Pioppi Room has been submitted to the Town Manager.

Old Business: Mr. Cheney is working on the clock; the secretary should be returned shortly; M.L.A. and M.L.T.A. are working jointly on recommended procedures for personnel policy. Mr. Lewis will head a committee for next year's M.L.T.A. meeting designed to encourage increased attendance and participation by Trustees throughout the state. An order has been placed for a reconditioned 3M model 500 microfilm reader printer for the JEM to be paid by federal grant money and a \$1000.00 gift from United Lens Co. The JEM has been allocated two CETA positions for the coming year, to be filled soon. New job descriptions for the CETA jobs have been written to eliminate salary status that would discriminate against regular JEM employees. Over calendar 1978 there has been a gradual increase in circulation. Potential room for growth exists, particularly in Children's Room. The possibilities of budget cuts were discussed and the Board agreed to submit the budget as written to the Town Manager with the expressed hope that the book budget will not be cut.

New Business: John O'Shaughnessy has asked to be replaced on the board because his extensive professional obligations prevent him from attending meetings regularly. Trustees are asked to consider possible candidates for his replacement.

Meeting adjourned: 1:00

Next meeting date: February 27 at 12:00

TRUSTEES OF THE JACOB EDWARDS MEMORIAL LIBRARY

Minutes of February 27, 1979 meeting

Present: Lenti, Dumas, Mills, Pioppi, Lewis, VanVooren, Bryan

Secretary's Report: minutes of 1/23/79 read and accepted

Treasurer's Report: we are right on target on the budget

Building Committee Report: (a) fence post still not fixed (b) shattered glass door on Foster St. has been repaired (c) flexible downspout seems to be preventing flooding (d) skylight still not fixed

Old Business: the new microfilm printer is working well; the secretary (desk) has been repaired and is back

Library Director's Report: library was robbed again last week—a small sum was taken from the circulation desk; the progress of the FY80 budget seems good with no anticipated difficulties with Finance Committee or Town Council; library circulation is up substantially—Jan 79 up 21% over Jan 78; many new borrowers; Community Survey documents a feeling that the library should not initiate programming but should continue to provide facilities for others—strong interest noted in greater services to schools and school aged children—interest expressed in JEM operating a bookmobile—a possibility for future grant activity; Mrs. Sparrow has to leave us from the Green Thumb program due to financial ineligibility—she will be missed; Regional Services will be cut back further in FY 80; the new Children's Librarian is working out well; leaflets have been distributed to the schools apprising them of services available from JEM; Atty. John O'Shaughnessy will be leaving the Board. He will be replaced on the Board by Dan Morrill.

Date of next meeting: March 27, 1979 12:00 Noon Mario's Restaurant

Celebrating John O'Shaughnessy's many years of service to the library and welcoming Dan Morrill to the Board

Meeting adjourned: 1 P.M.

TRUSTEES OF THE JACOB EDWARDS MEMORIAL LIBRARY

Minutes of March 27, 1979 Meeting

A Special Luncheon Meeting Was Held at Mario's Restaurant
to Honor John O'Shaughnessy's many years of service

Present:Lenti, VanVooren,Pioppi, Morrill, Mills, Dumas, Bryan Guests:Laliberte
Reports: Muenzberg

Secretary's Report: Minutes of February 27, 1979 Meeting read and accepted

All other reports waived

Library Director's Report was presented in writing as a part of the Agenda

Regular Business was waived in light of the special occasion. An engraved plate was presented to Atty O'Shaughnessy in honor of his many years of service to the library and the community. Dan Morrill was welcomed to the Board.

Meeting was adjourned at 1:00

Next meeting will be April 24, 1979 at 12:00 noon at the library

TRUSTEES OF THE JACOB EDWARDS MEMORIAL LIBRARY

MINUTES OF 4/24/79 MEETING

Present: Lenti, Mills, Pioppi, Morrill, VanVooren, Bryan

Reports:

Secretary: minutes of March 27, 1979 meeting read and accepted

Treasurer's report: Mr. Dumas reported (by phone) that we are right on target. A full report will be ready for June.

Building Committee: everyone agreed that the housekeeper is doing a good job.

Old Business:

At the moment we have many CETA workers but this will thin out by fall. The Community Survey has revealed public concern about the adequacy of reading and library materials for school aged children. It appears that the School Dept. will send all elementary children and teachers to us for their materials. We will have to gear up for this.

Legal notices and bills have been sent out in large numbers in an effort to retrieve very overdue materials. Lately, we have been aware of a larger number of missing books, and an inventory needs to be conducted in order to determine whether or not we need to pursue the idea of a security system. The library will have to be closed to the public for at least two days to do this.

Library Director's Report:

Lion's Club has offered matching funds for the purchase of a Visualek device to aid the visually handicapped; contingent on our receiving an LSCA Grant for the rest of the funds. The Board authorized Mr. Bryan to go after the grant.

Mr. Bryan requested and received Board approval for the following:

Closing the library for the entire Memorial Day Weekend, so that staff members could participate in the All-America City parade and events

Release time with pay for Dawn Clarke so that she could take graduate courses at URI

Approval in concept to pursue an LSCA grant for children's materials for FY80

We will discuss the budget on May 14 with the combined Finance and Town Council committees

Mr. Bryan discussed the need for new job descriptions and pay grade changes. The Board expressed a need for more information on the subject, and the need for time to consider any proposed changes. Mr. Bryan will mail out such information for Board perusal and consideration well in advance of the next meeting.

New Business:

The Board expressed a desire to meet personally with Dr. Nicholson, Superintendent of Schools, to discuss problems of mutual concern. Mr. Bryan will try to arrange such a meeting for either May 1 or May 8.

Meeting adjourned ^{1:10} Next regular meeting May 22

TRUSTEES OF THE JACOB EDWARDS MEMORIAL LIBRARY

MINUTES OF SPECIAL MEETING MAY 1, 1979

NOTE: A special meeting of the Board was held for the express purpose of meeting with Dr. Nicholson, Superintendent of Schools, and Mr. John Parillo, Director of Library/Media Services for the Southbridge Schools.

Present: Lenti, Lewis, Morrill, VanVooren, Mills, Bryan

The meeting followed an informal pattern. The following ideas were discussed:

The general premise that school children need access to library books and materials was agreed to by all parties. Mr. Bryan recounted the background situation in which the library (JEM) had traditionally supplied these materials, especially to the elementary schools. This situation changed in 1976 when public and school libraries were legally separated at the State government level. JEM withdrew its deposit collections in the face of growing economic pressure. The hope was that the schools would pick up the service. They did not. For some time, there was little communication between schools and JEM but that is being resolved. Dr. Nicholson expressed a desire for extensive cooperation with JEM, but added that it is unlikely that the schools will do more than at present to meet their school library needs and obligations. In essence, he still wants JEM to be the primary supplier of library materials to the elementary levels, and a heavy supporter of the Jr. High and High School Curriculum. He did not offer any financial support.

The JEM has approached the schools with list of services available and has encouraged all school personnel to make use of our facilities on an individual basis. Teachers may take out a substantial number of books at one time in order to have library books in their classrooms. Class visits are encouraged and the Children's librarian will visit all the elementary schools in the fall. The JEM has indicated a willingness to expand our resources as best as possible to meet the needs of students, as long as we receive advance notice of topics to be covered.

Mr. Bryan indicated a willingness to discuss the possibility of a joint library-school grant package with the LSCA officials.

The idea of a bookmobile or movable deposit station, such as a trailer was discussed.

The meeting ended amicably but with the feeling that the library was expected to do all the giving and the schools all the taking—a personal observation (A.L.B.)

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MINUTES OF 5/22/79 MEETING

Present:Lenti,Lewis, Dumas, VanVooren, Morrill, Mills, Pioppi, Bryan

Secretary:Minutes of 4/24/79 and 5/1/79 read and accepted

Treasurer:We are currently running slightly below budget and will finish the year in the black. Report accepted.

Building Committee: Mr. Lewis will look into the cost of repairing or replacing the drapes which are coming apart; the post still has not been fixed-D&D needs to be pushed

Old Business:The Board discussed the rewritten job descriptions and voted to send them to the Town Manager, since no valid descriptions are currently on file. It was decided that the descriptions should be treated separately from the grade levels for pay and it was decided that the Senior librarian position should be written for a professional level in order to set a precedent for the future.

The Lions Club of Southbridge has matched a LSCA grant with a \$1000.00 gift toward the purchase of a Visualtek device for the visually handicapped.

We have filed an application for a \$5600.00 LSCA grant to strengthen the Children's collection.

The campaign to get back the very overdue materials is not doing well. Only 14 of 72 certified letters have resulted in the return of materials.

The budget process looks favorable for passage with only minor cuts

Library Director's Report:

We will be represented in the All-America City parade by the Regional bookmobile and marchers with a banner.

We have added a third phone line to handle the increased volume of calls

A new electronic typewriter has been purchased using LSCA funds from the Community Survey and Analysis grant to supplement our own

The book sale netted in excess of \$320.00 this year; 50 boxes of books were given away at the end

Meeting adjourned 1:025 ? that's what the notes say

Next meeting: June 26 12 Noon

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MINUTES OF 6/26/79 MEETING

Present: Lenti, Morrill, VanVooren, Pioppi, Mills, Dumas, Lewis, Bryan

Reports:

Secretary: Minutes of 5/22/79 meeting read and accepted after Mrs. Pioppi questioned the need for the third phone line

Treasurer: We are operating at 3% below budget at the end of May, but expect to be just below budget at the close of the fiscal year. Bryan expects to return about \$500.00 to the Town.

Building Committee: Bryan will speak to CETA about insulating the drapes; McKinstrey's have tuned the boilers to prepare for winter; as a matter of interest, someone will check how many gallons of oil were used before and after storm windows were installed.

Old Business:

Since the Literacy Volunteers of Southbridge is now funded by United Way, a request for separate financial control and accounting has been made to the Board. Dsn Morrill made a motion which was seconded by Ted Lewis and passed by the Board and which reads as follows:

"I move that the Trustees of the Jacob Edwards Library, at the request of the Board of Directors of the Literacy Volunteers, approve the separation of the accounting from the Library Board of Trustees to the Board of Directors of Literacy Volunteers. this separation to become effective as of July 1, 1979.

Ted Lewis talked about the Annual meeting of MLTA which is to take place at Sturbridge on October 27, 1979.

Library Director's Report: The Children's room has been keeping very busy and will be bringing in a travelling children's theatre group as a treat at the conclusion of the summer reading program.

Adjournment: 1 P.M.

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MINUTES OF 9/25/79 MEETING

Present: Lenti, Lewis, Morrill, Mills, VanVooren, Pioppi, Dumas, Bryan

REPORTS:

Secretary: Minutes of 6/26/79 meeting read and accepted

Treasurer: A routine letter has been received from New England Merchants Bank Trust Dept. asking about our anticipated cash needs for the next three to five years. In the ensuing discussion a motion was made and carried to transfer \$10,000 from the Trustee's savings account into a 6-month savings certificate in order to earn a higher rate of interest.

Building Committee: Ted Lewis made a suggestion that we investigate changing the heating system over to gas. It was agreed that we would get on the gas company's list for an estimate and that we would inform the Town Manager that we were doing so.

OLD BUSINESS:

We may lose our CETA workers who are on the PSE program because of cuts in Federal funding. It was suggested that Pages might be used. Volunteers are a possibility but they are often not satisfactory. It was felt that the idea of using volunteers should be studied.

Title I LSCA Grant for Children's Materials will be used in part for the purchase of media bags (filmstrip/cassettes). We are also exploring the possibility of purchasing a limited number of Super-8 films for use by parents of small children. In passing, we have received approximately \$20,000 in LSCA funding during the past two years.

LIBRARY DIRECTOR'S REPORT: mixed in with the above

NEW BUSINESS: Paul Mills suggested that some of the Trust monies might be better invested in the physical plant than in the bank. A specific suggestion was to buy new thermal lined drapes in order to conserve energy. Ted Lewis will get measurements and estimates of cost.

NEXT MEETING DATE: 10/23/79 (actually 10/30/79 because of postponement)

ADJOURNMENT: 1:27 PM

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MINUTES OF 10/30/79 MEETING

Present: Lenti, Dumas, Pioppi, VanVooren, Mills, Lewis, Morrill, Bryan

REPORTS:

Secretary: Minutes of 9/25/79 meeting read and accepted

Treasurer: We are well within budget for the first 3 months of the fiscal year.
Mr. Ferlazzo from New England Merchants Bank will be visiting Southbridge in November and will visit the library to discuss the Trust.

Building Committee: Bay Path is repairing and lining the drapes. The storm drain problem has been repaired by installing a new dry well with the Town providing the labor, the library paying for materials. Mr. Talisman is trying to repair the roof, leaders and gutters, skylight and flashing. New front doors are needed for the building because of extensive deterioration. A request will be made to the Town for emergency funds to replace the doors. The carpets will be steam cleaned throughout the building using rented equipment.

OLD BUSINESS:

Mrs. Pioppi reported about the discussion of Volunteer usage from the recent MLTA meeting. Friends of the Library groups and individual volunteers seem to be working out well for many communities, and are often used instead of CETA employees. Volunteers in the town of Acton man the circulation desk and mend books among other services. Paul Mills added that a Friends group might serve as the nucleus of a bequest program or other private fund raising effort as well as helping to expand our horizons. Arthur Bryan felt that the potential value of a Friends group is considerable, but that the relationship between the Friends, the Board, and the library administration needs to be clearly stated when such a group is set up. It was suggested that we contact Acton to get a copy of their Friends bylaws and generally seek out information about starting a Friends group.

LIBRARY DIRECTOR'S REPORT:

We have received fewer candidates for the Children's Librarian position this time because we are not competitive with other areas. Dawn Clarke has declined the position for personal reasons (family). Out of 12 candidates, 7 have Masters degrees. Mrs. Wells' party was a success. We need a new typewriter in the Children's room.

NEW BUSINESS:

Jack Farland should be approached to get his support for H3578. Dan Dumas will talk to him. The library director should be even more active in public relations. The Board agreed that Children should be allowed to use the upstairs library.

Adjournment: 1:10 Next meeting: 11/27/79, Pioppi room, 12:00 Noon

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MINUTES OF 11/27/79 MEETING

Present: Pioppi, Morrill, Mills, VanVooren, Dumas, Lenti, Bryan

REPORTS:

Secretary: minutes of 10/30/79 read and accepted

Treasurer: Mr. Dumas reported that we are well within our budget thus far. He, Mr. Lenti and Mr. Bryan met with Mr. Ferlazzo from the Trust. Mr. Ferlazzo said that locally held monies are at the discretion of the Trustees and he saw no problem with our investing in a time certificate. The funds which are being held by New England Merchant's are invested in short term paper earning close to 13%. We can call on these funds at any time.

Building Committee: The funds have been approved for the emergency repair of the front door. the roofs and gutters will need serious attention some time in the future. In the meantime, Mr. Talisman will come periodically and clean the traps in the gutters. The carpets have been steam cleaned.

OLD BUSINESS:

The new children's librarian is working out well. Despite strong citizen support and passage in the legislature, H3578 was pocket vetoed by Governor King. This means cuts in regional spending.

LIBRARY DIRECTOR'S REPORT:

New rules for children's use of the library and the history room have been implemented. Mrs. Constantine (our bookkeeper) will be retiring at the end of December. Some kind of recognition will be given. Hopefully the Trustees and staff can pool resources. Dawn Clarke has been promoted to a professional level position based on merit and having completed her M.L.S. degree. She will stay with us in a part time capacity.

Next meeting: 12/18/79

Adjournment: 1:02

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MINUTES OF 12/18/79 MEETING

Present: Morrill, Mills, VanVooren, Dumas, Lenti, Lewis, Bryan

REPORTS:

Secretary: Minutes of 11/27/79 meeting read, discussed and accepted

Treasurer: We are well within budget; a \$10,000.00 six month certificate of deposit was purchased 11/29/79; Literacy Volunteers of Southbridge finances have been turned over to the LVS Board

Building Committee: Another break-in and robbery; locks are being installed on the public bathrooms downstairs because of extensive vandalism- the keys will be on big tags to discourage theft or inadvertant loss; the new front doors will be installed soon; the old drapes are coming back and will be re-hung; we hope to be a top priority on Bay Path's list in the fall to get new drapes made; the problem of vandalism should be made a public issue and money should be put into the budget for repairs and corrective measures

OLD BUSINESS: Mrs. Constantine's retirement party will be 12/19/79 at 3 P.M.; Each trustee has received a copy of the community survey and analysis study; after a discussion of the TIC account in which it was reaffirmed that the money belongs to the library and that TIC is now defunct, a motion was made and voted that the money be transferred to the general gift account; old gift accounts will be used to purchase a typewriter for the children's room; each trustee will receive a copy of the draft budget before the next meeting; budget possibilites include new bathroom fixtures, roof repairs(an ongoing problem); Ray Lenti wants to see more library book notes published in the paper

LIBRARY DIRECTOR'S REPORT: intermingled with the above

NEW BUSINESS: Ted Lewis informed the Board that the MLTA will be holding a workshop at the Jacob Edwards Library for Trustees from the southwestern part of the region on 3/27/80 in the History Room. All members of the Board are encouraged to attend.

Meeting adjourned at 1:00 PM

next meeting 1/22/80 postponed to 1/28/80 12:00 noon , Pioppi Room