

# *Jacob Edwards Library*

## **Minutes of January 16, 2007**

The meeting of January 16, 2007 was called to order by Chairman John Lachapelle at 12:10 PM.

Present were trustees John Lachapelle, Joan Menard, Gary Bridgman, Paula Dacoles and Library Director James Patterson. Father Peter Joyce arrived at 12:15 PM. Tammie Darling was also present to record the minutes.

Paula Dacoles began the meeting since John Lachapelle did not have a chairman's report. She stated that income in the Edwards Trust for 2006 was \$30,342. Also stated was \$6,951 in other donations and \$1,523 in bank interest. Expenses for 2006 were \$12,877.60 paid out of Edwards interest. Projections were stated at \$10,238 for Bibliotemps until 6/30/07, Secretary expense of \$480, income from Edwards Trust of \$12,460 and bank interest of \$600. Paula stated that the year-to-date end of June balance will be \$28,280 with \$20,000 for books. She also stated that in 2006 the Edwards Trust grew from \$1,798,847 to \$1,973,343 and the Endowment account grew from \$575,261 to \$610,833.

At this time, Jack Lachapelle began discussing new business by addressing the skateboarding issue. Jack feels the skateboarding at the library might intimidate seniors and possibly contribute to wear and tear on the steps and sidewalks. Jack will contact Hamer Clarke to discuss the possibility of ordering a sign prohibiting skateboarding. Also discussed at this time was the repair of the clock in James Patterson's office that was donated by the Minot family. James stated that he thought it would be approximately \$5000 to repair. The issue will be discussed again at the next meeting. It was discussed that funds could be taken from the capital fund to repair the clock.

Next was a discussion on the Youth (Outreach) Librarian as a town paid position. The question was raised as to whether the position should be 20 hours or 40 hours per week with the thought that full-time would be more beneficial. Father Joyce stated that the position should be full-time in case there are any cuts and then the library would at least have the 20 hour position. Paula Dacoles stated that we should load up the budget and go from there.

The Library Director's Evaluation will be prepared by Joan Menard to give to the town. At this time, the monthly minutes were read. Father Joyce motioned to approve, Paula seconded. So voted.

At this time, Director Patterson gave his report stating that the staff suffered a number of absences with vacations and illnesses. He is now requiring that all 2007 vacations be submitted by the end of January. Projects were discussed including Margaret Morrissey working on the Digital Treasures project and Karen and Karla continuing their work in the young adult and children's department. The unruly teen situation has improved due to warm weather and school vacation with less "roaming". Also, James will request three half-day closures of the library from the Town Manager to conduct training seminars focusing on improved customer service. Upcoming events include a Director's Appreciation Reception sponsored by the Friends of the Library on January 25, 2007 which prompted a discussion on ordering a "sandwich board" sign to advertise coming events. Jack Lachapelle will talk to Hamer Clarke about ordering this type of sign for the front of the library. Other coming events include a Japanese Tea Ceremony on January 18, Origami on January 20, Small Business Workshop on January 22, Artist Opening Reception on February 1 and Gospel Mass Choir of Worcester on February 22.

A motion to adjourn was made by Peter Joyce at 1:10, Gary Bridgman seconded. So voted. The next meeting will be held on Tuesday, February 27th at noon.

## *Jacob Edwards Library*

### **Minutes of February 27, 2007**

The meeting of February 27, 2007 was called to order by Chairman John Lachapelle at 12:07 PM.

Present were trustees John Lachapelle, Joan Menard, Gary Bridgman, Paula Dacoles, Dick Whitney and Library Director James Patterson. Father Peter Joyce arrived at 12:25 PM. Tammie Darling was present to record the minutes. Also present was the Town of Southbridge Treasurer, Melinda Ernst-Fournier and Bank of America representatives Michele Giovannini, David Maxwell and Robert Carlson.

John Lachapelle began the meeting by announcing that there would be a Legislator Breakfast on March 9, 2007 at the Bellingham Public Library. Also coming up is the 7<sup>th</sup> Annual Trustees Symposium on March 31, 2007. John will attend if anyone is interested.

Next, Paula Dacoles reported the balances of the Trustees accounts at 2/27/07. The Town Manager requested a report as of 6/30/06 from Trustee accounts. At this time, the monthly minutes were read and Joan Menard motioned to accept. Gary Bridgman seconded. So voted.

At this time, a discussion began about the Outreach Librarian. James Patterson recounted his conversation with Town Manager, Clayton Carlisle, where he suggested to Clayton Carlisle splitting the cost of the position between seniors, schools and library. This position would be 40 hours per week and range in cost from \$45,000 - \$50,000. Clayton Carlisle asked for information in response to James' also request for money needed for programming

Jack Lachapelle volunteered to submit the Director's Evaluation to the town. At this time, Dick Whitney asked James Patterson for a "wish list" and evaluate our total giving. Gary Bridgman suggested that perhaps we need to develop a long range plan for this.

James Patterson began his Library Director's Report by announcing that Jacob Edwards Library has received an Equal Access Grant totaling \$5,000. Projects are ongoing in the Adult Services, Young Adult, Circulation and Children's Departments. A FY '07 payroll shortfall was discussed and since the Town Manager requested a vote to approve this request from the Board, Father Joyce motioned to use state aid to cover the shortfall in FY '07. Dick Whitney seconded. So voted. Also discussed is the need for technical support for hardware in the Library. Melinda Ernst-Fournier, the Town Treasurer, stated that the Town Hall uses Global Data Systems, but she suggested looking for support more locally since GDS is not close by. James will investigate hourly and contract rates.

The meeting ended at 12:45, at which time the representatives from Bank of America presented financial performance of the managed funds for FY '06. The next meeting will be held on Tuesday, March 20<sup>th</sup> at noon.

## *Jacob Edwards Library*

### **Minutes of March 20, 2007 as amended 4/17/07**

The meeting of March 20, 2007 was called to order by Chairman John Lachapelle at 12:10 PM.

Present were trustees John Lachapelle, Gary Bridgman, Dick Whitney and Library Director James Patterson. Father Peter Joyce arrived at 12:12 PM. Tammie Darling was present to record the minutes.

John Lachapelle began the meeting by announcing that he and James Patterson had met with Clayton Carlisle and Clayton had given them ideas on funding for the Outreach Librarian with the Town of Southbridge, the library Board of Trustees and a police grant all contributing 1/3 (or \$17,000) of the funding for the position. Gary Bridgman said that it might be a good idea to commit to this position for one year, not three as previously suggested.

At this time, the minutes of the February meeting were read. Father Joyce motioned to approve the minutes, Gary Bridgman seconded. So voted. John Lachapelle also passed out a letter for reading that will accompany the Library Director's Performance Evaluation to the Town of Southbridge.

Next, James Patterson provided an estimate of \$5,200 for the antique clock that needs to be repaired. Father Joyce made a motion to approve that this money be taken from the capital fund, Dick Whitney seconded. So voted. Also discussed was the topic of Artists wanting to post the prices of their artwork in the Library. Dick Whitney made a motion to accept the prices being posted, Gary Bridgman seconded. The prices will be posted at the Library's discretion. Technology support was once again discussed with three different support options mentioned. James will contact PC Octane of Southbridge who will charge an hourly rate of \$47 to provide technology support.

James stated that there are depleted funds for books. John Lachapelle stated that the Trustees should give a lump sum Trustees check for books. Gary Bridgman made a motion that these Trustee funds go into an account called "Donations to the Library" with James Patterson signing off on the account. Father Joyce seconded. So voted. Gary Bridgman made a motion that contributions from the Trustees fund may not to exceed \$90,000 in Trustee donations for the 2008 Budget. Dick Whitney seconded. So voted. The Board will contribute \$72,000 for books, \$17,000 for Outreach Librarian or Bibliotemps. Father Joyce made a motion to use \$1,000 for technology support, Dick Whitney seconded. So voted.

The FY08 budget was the next topic of discussion. James Patterson wants to move three part-time 20 hour per week positions to 30 hours per week with benefits. This results in

a 65.10% increase in salaries. Gary Bridgman asked the question whether James would rather have these three positions upgraded to 30 hours or would he rather have the Outreach Librarian. He commented that the priority should be the Library, not the Library and other places. Father Joyce said that there may be a turf war. James stated that he would rather have the three upgraded positions.

The meeting adjourned at 1:20 pm. The next meeting will be held on Tuesday, April 17th, 2007 at noon.

**Accepted 4/17/07.**

## ***Jacob Edwards Library***

### **Minutes of June 19, 2007**

The meeting of June 19, 2007 was called to order by Chairman John Lachapelle at 12:00 PM.

Present were trustees John Lachapelle, Dick Whitney, Paula Dacoles, Gary Bridgman and Library Director James Patterson. Father Peter Joyce arrived at 12:05 and Joan Menard arrived at 12:10. Tammie Darling was present to record the minutes.

John Lachapelle began the meeting by stating that he had no chairman's report for this meeting. At this time, Paula Dacoles began the Financial Director's report by passing around invoices for the Trustees to sign. Paula discussed current bank account balances in which she stated that \$78,206 was received to date. \$22,616 was paid out for expenses and \$21,984 paid out for books. The \$78,206 was \$69,020 from the Endowment distribution, \$6,951 from contributions and \$2,235 from interest. Paula will meet with the Town in July and August to verify that the Town's records agree with Paula's records.

The minutes of the May meeting were read at this time. Paula Dacoles motioned to accept April minutes (There were not enough Trustees present at the May meeting to approve). Gary seconded. So voted. Dick Whitney motioned to accept May minutes. Paula Dacoles seconded. So voted. Father Peter Joyce moved to cancel meetings for July and August, Paula Dacoles seconded. So voted.

Next, James Patterson began the Library Director's Report by stating that the summer reading program was in full swing with a new theme sponsored by Waste Management. Nearly 100% of elementary kids now have library cards.

He also discussed several projects. The new WiFi network is set to launch soon, with a policy to follow in the fall. Jack Lachapelle wondered if any other libraries had a policy like this and James stated that Blackstone had a WiFi policy that we could look at. Margaret Morrissey and Sue Chaplin are ready to schedule focus groups for the Equal Access Grant and need someone to run the groups for them. Joan Menard suggested a student she know who is learning focus groups. Other projects include: the E-Vance software will be utilized for summer reading, the Community Outreach Librarian is now being advertised (internally first). Blinds will be installed on June 22. Landscaping was completed by the DPW prior to SouthbridgeFEST with urns going in soon (paid for by the capital fund). PC Octane has been conducting maintenance on many of the computers in the library. James stated that on July 1, he will join the C/W MARS Executive Board for three years. The Friends of Jacob Edwards Library will be having a fundraiser on June 30. Coming events include a lecture on French-Canadians in Southbridge on July 23 presented by UMaine and UAlbany.

Dick Whitney stated that a business plan would be in place soon for the Historic New England Industrial and Culture Museum. Dick asked if four paintings could be stored or displayed in the library. Jack Lachapelle stated that they could be displayed but not stored without talking to Clayton Carlisle.

The meeting ended at 12:45 pm. The next meeting will be held on Tuesday, September 18, 2007 at noon.

## *Jacob Edwards Library*

### **Minutes of September 18, 2007**

The meeting of September 18, 2007 was called to order by Chairman John Lachapelle at 12:05 PM.

Present were trustees John Lachapelle, Paula Dacoles, Father Peter Joyce, Joan Menard, Gary Bridgman and Library Director James Patterson. Also present was Karen Morgan, the new Outreach Librarian. She remained at the meeting for only a few minutes for the Trustees to meet her. Tammie Darling was present to record the minutes.

John Lachapelle began the meeting by stating that he had no chairman's report for this meeting. At this time, Paula Dacoles began the Financial Director's report by discussing current bank account balances in which she stated that the balance in the Trustee account was \$33,127, \$32,415 is in the Edwards account and there is \$712 in bank interest. There were no invoices to pass around at this time.

The minutes of the June meeting were read at this time. Gary Bridgman motioned to accept. Paula Dacoles seconded. So voted. A brief discussion followed regarding the election of Trustee officers. Paula Dacoles made a motion that John Lachapelle serve as President, Peter Joyce seconded. Paula Dacoles made a motion to appoint Joan Menard as Vice President, Peter Joyce seconded. Peter Joyce made a motion to keep Paula Dacoles as Financial Director, Gary Bridgman seconded. So voted.

A book budget discussion followed the voting. Paula Dacoles suggested that the Trustees give the library \$25,000 for books in September, \$25,000 for books in December and \$20,000 for books in March. Father Peter Joyce motioned that the Trustees provide \$25,000 for the book budget in September. Joan Menard seconded. So voted. A brief discussion followed regarding the Trustee meeting day since Terri Colognesi cannot attend the meeting on Tuesdays. John Lachapelle stated that he would email Terri regarding possibly changing the time. He will also email the bank regarding representatives.

Next, James Patterson began the Library Director's Report by stating that the summer reading program was a huge success with an increase in registration and library cards. He began discussing projects such as the Equal Access Grant. Sue Chaplin and Margaret Morrissey completed training for this grant and were also able to attend the AARP "Life @50 +" Expo with ten local residents. Paula Dacoles stated that James Patterson should speak at a Town Council meeting and tell everyone what is being done for all ages by the Library. Another project is the Computer Lab. Casella has agreed to donate 9 new Dell computers to the Library, while the Library agreed to work with Casella on educating the public about recycling. David Gow will be taking the Mynott clock for repair on September 21. The final phase of landscaping is now complete with the installation of four urns at the front of the Library.

The Library Director's report continued by stating that the Library is working on projects with C/W MARS involving serials (transitioning print materials to the C/W MARS on-line system) and an electronic inventory project. PC Octane is continuing to provide computer maintenance to the Library and WiFi service is now up and running. The C/W MARS network will launch a new Federated Search program similar to Google as well as e-commerce in 2008 which will allow patrons to pay fines and other costs with credit card on a secure system.

Issues discussed by the Library Director include a disruption of internet service which was resolved the morning of the Trustee meeting. Also, the company CoffePause has offered beverage service to the Library. Father Peter Joyce motioned to approve this service with proceeds going to The Friends of the Jacob Edwards Library. Paula Dacoles seconded. So voted. Christy Higgenbottom of Old Sturbridge Village has asked for a formal letter from the Board of Trustees allowing OSV to use the Globe Village painting in their displays. Gary Bridgman stated that he would want it specified how the image is being used prior to granting permission.

Friends of the Jacob Edwards Library are sponsoring a Junior Lego League in the Children's Department. ESL classes

ill begin at the Library starting on September 24<sup>th</sup>, teaching English to native Spanish speakers. Some of the coming events include the opening of Charlton Public Library on 9/23, the poet Martin Espada on 9/27 and a concert by Worcester Opera Works on 10/4.

The meeting ended at 1:30 pm. The next meeting will be held on Tuesday, October 16, 2007 at noon.

## *Jacob Edwards Library*

### **Minutes of October 16, 2007**

The meeting of October 16, 2007 was called to order by Chairman John Lachapelle at 12:07 PM.

Present were trustees John Lachapelle, Joan Menard, Dick Whitney and Library Director James Patterson. Father Peter Joyce arrived at 12:15. Tammie Darling was also present to record the minutes.

John Lachapelle began the meeting by stating that there is a meeting at the Worcester Public Library regarding a new Library State Aid Proposal. Joan Menard suggested that if no Trustee was able to attend, then the Trustees make comments regarding the new Proposal on the form that was received.

No financial report was given since the Financial Director was not present. The minutes of the September meeting were read at this time. F. Peter Joyce motioned to accept. Dick Whitney seconded. So voted. Joan Menard noted that instead of voting for Trustee President and Vice President at the September meeting, the wording should read "Chairman" and "Vice Chairman". Tammie Darling will provide a new copy with the word change. Joan Menard also asked if the minutes could be emailed to the Trustees. Tammie Darling agreed to email them the week before the next meeting. Jack Lachapelle stated that he had emailed Terri Colognesi regarding changing the day and time of the Trustee meeting and to date she has not responded.

At this time, Dick Whitney made a motion to go into Executive Session. Joan Menard seconded. Tammie Darling was asked to leave the room for approximately fifteen minutes. Joan Menard made a motion to end Executive Session, Dick Whitney seconded.

James Patterson began the Library Director's Report by stating that the Library has now returned to a back-to-school rhythm with programs for toddlers and preschoolers and an after school crowd with more of the Spanish population coming to the Library. Projects include The Equal Access Grant, in which the Library will begin a program of enlarging text on the internet. The Community Outreach Librarian, Karen Morgan, has resigned as of September 28, 2007. Director Patterson is working on filling the position. Casella Corp. has donated nine computers to be used throughout the Library. The new computer lab will open on 10/25/07. Father Peter Joyce wondered if the computer policy needed to be restructured. James Patterson suggested working with Gary Bridgman to alter the current policy. The Friends of the Library participated in a Tag Sale which yielded lower than anticipated profits. They are now planning a corporate membership drive. Coming events include donating food for library fines during the month of November, a reception for Don Cadoret, a lecture about an Algonkain Thanksgiving as well as a wreath making



workshop. Author JoAnn Koenig Coste will be at the Library on 11/9/07.

The meeting ended at 12:50 pm. The next meeting will be held on Tuesday, November 20, 2007 at noon.

## *Jacob Edwards Library*

### **Minutes of November 20, 2007**

The meeting of November 20, 2007 was called to order by Chairman John Lachapelle at 12:00 PM.

Present were trustees John Lachapelle, Paula Dacoles, Joan Menard, Gary Bridgman and Library Director James Patterson. Father Peter Joyce arrived at 12:05. Tammie Darling was also present to record the minutes.

John Lachapelle did not have a Chairmans report and the meeting began with the Financial Director's report. Invoices were passed around for signatures from the Trustees including \$25,000 for books for December. Paula Dacoles stated that at the end of November the balance in the Trustee account would be \$42,658. She also noted that the Unified Act distribution would total \$40,000 at the end of May 2008. Gary Bridgman wondered if it should be invested. Jack Lachapelle expressed his preference that the money remain in checking.

At this time, the Library minutes of October 16, 2007 were read and Joan Menard made a motion to accept the minutes. Father Peter Joyce seconded. So voted.

Next, James Patterson began a discussion about the wireless internet policy by handing out the current Internet Policy and the new Wireless Internet Use Policy. Jack Lachapelle wondered about objectionable material being viewed or loud noise coming from computers. Director Patterson said that they have disabled speakers from the computers and the only computers that have filters are the children's computers. He stated that the Library is able to send a message to a patron if they are viewing objectionable material or take away the internet privileges from patrons. A discussion began about possibly combining the Internet Policy and the Wireless Internet Use Policy. Father Peter Joyce made a motion to accept the Wireless Internet Use Policy and stated that the Internet Policy needs to be amended. Joan Menard seconded. So voted.

James Patterson began his Library Director's Report by stating that the Library has seen steady use with many patrons visiting the website and using the WiFi network. Projects include continuing use of the Equal Access Grant money which will be used to edit the website, a CMRLS Mini-Grant which allows Margaret Morrissey to continue the Digital Treasures project, and the Upward Bound program which tracks Freshman in high school through the first year of college. The Computer Lab is completely operational now. Issues include unruly teens visiting the Library after school, the rising cost of inter-library loans and the discontinued support for electronic databases from CMRLS. Director

Patterson is hoping to install new security cameras to help with the teen situation and he has also suggested limitation regarding the books and dvds that are being circulated between libraries. Coming events include a hat and glove drive, the Dick & Rick Hoyt Program and authors Jay Atkinson and Leigh Grossman .

The meeting ended at 1:00 pm. The next meeting will be held on Tuesday, December 18, 2007 at noon.

## *Jacob Edwards Library*

### **Minutes of December 18, 2007**

The meeting of December 18, 2007 was called to order by Chairman John Lachapelle at 12:10 PM. Present were trustees John Lachapelle, Joan Menard, Gary Bridgman, Father Peter Joyce and Library Director James Patterson. Dick Whitney arrived at 12:17. Tammie Darling was also present to record the minutes.

John Lachapelle began the Chairmans report by announcing that he had received the resignation of Trustee Terri Colognesi. A discussion began on the criteria needed to be a library Trustee and Chairman Lachapelle wondered if anyone had any suggestions on candidates. It was agreed that the Trustees should think about the replacement procedure and approach the subject at the next meeting. No financial report was given since Paula Dacoles was not present at the meeting.

At this time, the Library minutes of November 20, 2007 were read and Father Peter Joyce made a motion to accept the minutes. Joan Menard seconded. So voted.

James Patterson began his Library Director's Report by stating that the Library was quite busy in November with heavy public computer usage and much use of the community rooms. He then began a detailed discussion regarding two library projects he wishes to begin work on. The first project is the security camera project. This would involve replacing the three existing entrance cameras, adding four cameras to other heavily used library areas and replacing the video recorder with a video server which would record for 30 days with an automatic backup. Total cost for the project is \$4,727 (with funding coming from the Capital Account) with Baystate Technology Solutions completing the work. Dick Whitney made a motion to authorize not to exceed \$5,000 for the security camera project. Father Peter Joyce seconded. So voted.

The next project discussed is improvements to the Teen Area on the main level in the Library. Director Patterson would like to add vinyl booth seating, four public computers, an area rug, an exhibit panel, reupholster existing furniture and add custom seat cushions in Mezzanine area. The total cost for this project would be \$8,362.80. The reupholstering and new rug would be designed in vibrant colors to appeal to teens. Gary Bridgman suggested that the addition of four computers be done over time so that all of the computers in the Library do not become obsolete at the same time. Father Peter Joyce made a motion to accept the teen area improvements. Joan Menard seconded. Gary Bridgman opposed. So voted. Also mentioned - The Friends of the Library, the Southbridge Garden Club and Cohasse Brook Floral Shop all donated wreaths, etc. for the holiday season. Coming events include a hat and glove drive through the month of December, an art reception with Linda Early on 1/3/08 and the film Downside Up on 1/31/08.

Dick Whitney made a motion to adjourn the meeting at 1:05. Gary Bridgman seconded. So voted. The next meeting will be held on Tuesday, January 15, 2008 at noon.