

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

January 28, 1975

The meeting was held at 12:00 noon in the Pioppi Room of the Library.

Those present were: Chairman Robert Muenzberg  
Mrs. King, Librarian  
Mr. R. Lenti  
Mr. T. Lewis  
Mr. D. Dumas, new Trustee  
Mr. J. O'Shaughnessy

In addition, the Librarian, Mrs. King and Mr. Peter Boyer, the Southbridge Town manager was present. Mr. Boyer was present as an invited guest of the Library to attend this meeting.

The Chairman extended greetings to Mr. Boyer and newly appointed Trustee, Mr. Dumas. After some discussion with regard to the vacancy existing on the Board, Mr. O'Shaughnessy moved to elect Mr. Dumas as treasurer to fill the vacancy created by the resignation of Mr. Mitchell and this motion was seconded by Mr. Lewis and was unanimously voted.

The Secretary Pro-tem's report was accepted as read.

The Treasurer's report was accepted as read.

Mr. Lewis reported that the windows for the children's room are in. He further reported that he had a conversation with Mr. Oswald Laliberte regarding the signs and upon examination it was noticed that the poles were in a bad state of deterioration and it was agreed to have Mr. Laliberte do the work but no price was agreed on at that time. When the signs are completed the Gemme Company will paint them. Mr. Laliberte also examined the renovations to be made in the children's room and indicated that he will subsequently submit a figure for such cost. Mr. Lewis and Mr. Laliberte also discussed the condition of the front steps but arrived at no decision at that time.

There was reference to certain large articles now being stored in stacks such as large doors with rather ornate and expensive brass hardware and after a discussion, it was decided to defer action on this problem until after the renovating work is completed. It was further reported that the Bay Path workers cannot do the utility shelves but will build an outdoor sign for publishing coming events such as the conducting of blood banks etc.

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Certain Library statistics were reported and it was noted with great pleasure that the circulation of books in the Library showed a splendid increase reflecting a figure of 92,881 for 1974 as compared to 83,801 for 1973. We have 82 borrowers who come from the state of Connecticut and the income from their use of the Library at a charge of \$1.00 per person amounted to \$82.00 and a discussion followed which revealed that the charge for an out-of-state borrower was set in 1910 at the sum of \$1.00 and has never been changed. The Secretary moved that we discontinue the fee ~~of charge~~ of \$1.00 and this was voted.

The Librarian reported that if we can obtain \$5000.00 worth of material from CRAC we would have a model children's library which would be the source of information for other libraries to follow who are interested in setting up children's libraries. Mrs. King further discussed the matter of the video tape recorder; instead of it, she felt that the Library should own a portable video tape recorder to photograph and preserve for posterity important events in the community.

She also reported that the adult learning center was not working out too well and it was suggested that a further review of this problem be made and reported on at a future date.

Under the general item of personnel, it was reported that Mrs. Little's change in the pay rate from grades 6 to 10 as children's librarian has <sup>not yet</sup> been approved. Mr. Jim Griswold's probationary period has been completed and it is reported that everyone is satisfied with him.

Mrs. King also reported that five of our staff will spend February 15th at the Thompson Library for a training session. Mrs. King and Mr. Boyer engaged in a discussion about the general budget for the Library and it was indicated that it might be cut from \$111,000.00 to \$99,000.00 in which case we probably would lose the part-time custodial services of Mr. Goulet.

The meeting adjourned at 1:45.

John J. O'Shaughnessy  
Secretary

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

February 25, 1975

The meeting was held at 12:00 noon in the Pioppi Room of the Library.

Those present were: Mrs. King, Librarian  
Mr. T. Lewis  
Mr. R. Lenti  
Mr. A. DiGregorio  
Mr. D. Dumas, ~~New Trustee~~

The Secretary's report was read and accepted as corrected:

a) The amount of the CRAC grant for the Childrens' Room is \$5,000. not \$500.

b) The childrens' Librarian's change of classification had not yet been finalized. It requires three readings and a vote of the Town Council.

Treasurer Dumas reported monthly expenditures, yearly expenditures and that the payment of \$3,300. for storm windows, not a budgeted item, has put expenditures 5% beyond expectations for this date.

The Treasurer's report was read and accepted as read.

Building committee member Ted Lewis 1) recommended replacement of good older titles as discarding is done. Librarian assured him that this is the policy when they are still available. 2.) He pronounced the signs finished and well done by Mr. Laliberte and Mr. Gemme. 3.) He recommended the purchase of one outdoor tool house since Bay Path cannot build one. He will bring figures to the March meeting. He discussed the Laliberte proposal for renovation of the Childrens' Room (attached) and estimated the entire cost at \$10,000. Town employees are available, but they need a skilled boss. He asked the Librarian to send a letter to Bay Path requesting their assistance.

The Trustees complimented the Librarian on the redecoration of the building.

New Business:

Mrs. Barbara King reported escalating costs of materials. She requests permission to sell discarded materials in order to buy new ones. Mr. Dumas will check into the law covering this matter.

Trustees agreed to permit Mr. Bruntjen, a doctoral student at Simmons

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to do a study of our circulation methods and provide recommendations for change at no cost.

Trustees approved Mrs. King's attendance at MLA Thursday in Boston and at the four day workshops on budgeting and funding to be held in Gardner in March and April. The March meeting will be held on March 18.

Trustees suggested the use of a rental car whenever a staff member is required to go on a necessary staff development strip and has no car to use.

Trustees noted that the Town Council voted unanimously to raise the classification and pay grade of the Childrens' Librarian from grades 6 to 10.

The Librarian has proposed to the Bureau of Library Extension that it should fund two FY 1975-76 projects: "The Library Lifts Literacy"; \$8,100. and "Find Out", \$4,300.

National Library Week in April will feature as a theme "Information Power".

The Library will host the CRAC Annual Meeting on May 8. Mr. DiGregorio will provide any money needed for hospitality from United Lens. Mrs. King will ask the Womens' Club to provide the hostesses.

January 1975 circulation at 9183 is compared to 1974: -7286 and 1973 - 6831. The Librarian reiterated the problem of supplying material at this rate. Mr. Lewis suggested as much use as possible of paperbacks.

The April Trustees Meeting will be devoted entirely to a discussion of long term goals, objectives, plans, and needs. All trustees are asked to prepare by reading, thinking and to bring ideas to the Meeting.

The Trustees read the annual reports to the Town publication.

The meeting was adjourned at 2 PM.

John J. O'Shaughnessy,  
Secretary

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

March 18, 1975

The meeting was held at 12:00 noon in the Pioppi Room of the Library.

Those present were: Chairman Robert Muenzberg  
Mr. T. Lewis  
Mr. D. Dumas  
Mr. A. DiGregorio  
Mrs. Pioppi  
Mrs. B. King, Librarian

The Secretary's report was read and accepted as read.

The Treasurer's report was read and accepted as read.

The Treasurer reported that money derived from sale of books would go to general fund. The Trustees asked Mr. Dumas and Mrs. King to seek Mr. Boyer's opinion on sale of books, as well as on the possibility of opening a gift account into which the Trustees could deposit and withdraw funds given to the Library. *discussed*

Building Committe:

Mr. Lewis reported his estimate for erection of the 11 X 11 Sears metal tool house would be \$1,000. including concrete floor. The Trustees asked the Librarian to put through a transfer form asking council for the additional money since this item is not in the budget.

Re renovation of the Children's Room-

Mr. Lewis asked the Trustees for some decision. They discussed the matter thoroughly, and asked Mr. Lewis and Mrs. King to seek Mr. Boyer's approval to use Town employees including a supervisor. The Trustees agreed to fund the materials needed.

Mr. Muenzberg reported the approval of the 1975 FY State aid at \$6,396.38.

Regarding the elimination of the position of assistant custodain from the 1975-76 budget, the Trustees advised the Librarian to inform the employee.

The Librarian's report:

The cost of microfilming the *Herald* has suddenly risen to three times the originally stated cost. Mr. Muenzberg remarked that this

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is a duplication of an unpleasant situation with the same company some years ago. The Trustees asked the Librarian to recover the newspapers and find other sources of filming.

Re the National Library Week

Patriots Day observance, Mrs. King revealed the Historic Handicraft Happening which will take place in the Pioppi Room all week, April 13-19, but should be well attended on the 19th when demonstrations will be held and refreshments served. This display is an out growth of the recent craft courses held at the Library.

The April 22nd meeting will focus on goals and objectives, with Trustees asked to contribute their ideas and opinions.

The meeting was adjourned at

John J. O'Shaughnessy,  
Secretary

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

April 22, 1975

The meeting was held at 12:00 noon in the Pioppi Room of the Library.

Those present were: Chairman Robert Muenzberg  
Mr. A. DiGregorio  
Mr. T. Lewis  
Mr. D. Dumas  
Mr. R. Lenti'  
Mrs. B. King, Librarian

The Secretary's report was read and accepted as read.

The Treasurer reported expenditures within the budget for nine months exclusive of

The Treasurer reported transfer from bond issue account to renovations account of \$4,000.00 for the Children's Room.

The Chairman reported the book account had been approved by the Town Council.

*Trustees*  
Gift Book Account \$178.00

^ The remainder of the meeting was spent in discussing the goals and objectives.

The Librarian requested a continuation of the discussion at the May meeting. The Chairman wished to return to the normal order of business in May.

The meeting was adjourned at 1:15

John J. O'Shaughnessy  
Secretary

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

May 27, 1975

The meeting was held at 12:00 noon in the Pioppi Room of the Library.

Those present were: Chairman Robert Muenzberg  
Mr. T. Lewis  
Mr. D. Dumas  
Mr. A. DiGregorio  
Mrs. Pioppi  
Mr. O'Shaughnessy  
Mrs. King- Librarian

The secretary's report was accepted after a correction.

The Treasurer's report was placed on file.

Building Report: The roof leaders were reported by Mr. Lewis that they should be cleaned out. He further remarked that the members of the fire department were expected to clean out the leaders. Mr. Lewis also reported that all previous work, including the wall removal was held to be very commendable. With regard to cleaning out the roof leaders, Mr. Lenti suggests that Fire Chief Gregoir be contacted.

The rugs in the children's room and in front should be fixed and the building committee has agreed to take care of this problem. The Librarian suggests that tile be placed in front instead of rugs, but the Chairman further suggested that we leave it to the decision of the building committee.

The Librarian reported that Mr. Goulet has been informed that he has one month further to work for the library under the current budget. She further reported that his reaction to this announcement was not very great, but he was definitely notified that his last day of employment at the library would be June 28.

The new CETA employ<sup>e</sup>r, Jim Tucker, appears to be a good worker and will be the front man in the Library when the new desk is available, the Librarian further reported that the booksale generated about \$250 and attracted a great many people.

Under the question of the next meeting, chairman raised a question of a June meeting, and after some discussion it was agreed that the by-Laws called for a meeting in June and it was finally agreed that there would be a meeting held June 24.

The meeting finally adjourned at 1:10.

John J. O'Shaughnessy  
Secretary



JACOB EDWARDS MEMORIAL LIBRARY  
SOUTHBRIDGE, MASSACHUSETTS 01550

TRUSTEES MEETING

June 24, 1975

The meeting was held at 12:00 noon in the Pioppi Room of the Library.

Those present were: Chairman Robert Muenzberg  
Mr. T. Lewis  
Mr. D. Dumas  
Mr. A. DiGregorio  
Mrs. Pioppi  
Mrs. King - Librarian

The secretary's report read by Mrs. King. "Employee" correction.

The Treasurer reports the expenditures are within budget.  
" " " the budget accepted by Council.  
" " " fiscal arrangements for book budgets for FY 1976.  
Council approp. 4400. and the Trustees will contribute 14,000 to  
this account.

The Treasurer's report accepted for filing.

Mr. Muenzberg, Chairman, reported that a gift has been purchased by the Trustees for Ellsworth Mitchell, Trustee Emeritus, former Treasurer for 25 years. At a later date, The Trustees will entertain Mr. Mitchell to present the gift and offer their congratulations and thanks.

Building Comm. reported advancement in all areas of renovations. Mrs. King and Chief Fiorelli will try to obtain a Dumpster that both departments can use. Mr. Lewis reported gutters cleaned out by the Fire Department. Mr. Lewis and Mr. Lenti will confer on the final decision in the carpet repair matter. Mr. DiGregorio will explore the disposition of the stuffed animals in the Children's Room.

A decrease in circulation statistics was noted due to the renovation process.

The Librarian reported that she, Mrs. Pioppi, and the DiGregorios attended the annual CRAC dinner at Salem Cross Inn.

She reported that Mr. DiGregorio will be named a member of the Board of the Massachusetts Library Trustees Association.

She reported a good reception by the Town Council of the library budget.

Meeting adjourned.

Barbara R. King  
(Sec., pro-tem)

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Summer programs have been arranged for Children, especially in puppetry, drama, and music.

Mrs. King described the reorientation of staff as of Monday, June 30, into four services: community services, information/reference services, collection maintenance, and charging. This will coincide with use of the two new desks. The charging desk will be manned by CETA personnel, The service desks by qualified library personnel. There are no new positions. Mrs. King described the waste of personnel by former methods.

She asked the trustees to approve the installation of telephone service to coordinate the new desks. The budget does not cover the entire cost. The Trustees voiced their acceptance of the reorientation of personnel, and indicated approval of installation of the telephone service provided that Mr. Boyer agrees with the concept in spite of the budgetary problem. Mrs. King agreed to call Mr. Boyer.

Bay Path Vocational School work on the circulation desk was unfortunate. Mrs. King described her disappointment at the delay, the hasty work, the absence of a learning situation, the necessity to go through a political representative to get the work done. The Trustees advised her to write her complaints to all appropriate individuals.

Meeting adjourned at 1:30 until Sept. 23.

Barbara R. King  
(Sec., pro-tem)