

**TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
SPECIAL MEETING OF JULY 23, 1991**

Call to order: 12:05 p.m.

ATTENDANCE: Lenti, VanVooren, Morrill, Dacoles, Lewis, Dumas, Mills, and Williams.

SECRETARY'S REPORT: As this was a special meeting to review with the Library Director some decisions about new hours for the fall, there were no Secretary's or Treasurer's reports presented. This will be given at the regular meeting in September.

FALL SCHEDULE OF LIBRARY HOURS: Williams recommended a thirty hour weekly schedule, which would add some Saturday hours and provide for some "fine tuning" of the weekday schedule, as follows:

Tuesday	10:00 - 5:00
Wednesday	10:00 - 5:00
Thursday	12:00 - 8:00
Friday	12:00 - 5:00
Saturday	10:00 - 1:00
Sunday and Monday	Closed

There was some discussion of the possibility of the Trustees "hiring" people, but the consensus was that this would be neither practical nor responsible uses of the trust monies.

"NEW" SERVICES: Williams outlined ideas developed with his staff to allow restoring some of the services we had dropped last year because they were labor-intensive. By coming up with different ways to accomplish the same ends by different means, we will be able to "do more with less."

POSTAL RESERVES: One of the most popular services with the library's most faithful borrowers has always been the ability to reserve new popular titles, to be on a "waiting list." The old system used telephone notification, but that was too time consuming. If we provide patrons with already stamped postal reserve cards to fill out, we could charge them \$0.25 to cover the cost of the postage and card and offer this service again.

LOAN OF VIDEOCASSETTES: In the same way, it was the need to maintain special treatment of videos as a one-day-loan item which had made them extra labor intensive last year. If we lend them for two weeks, just like books, we can eliminate this, and reduce the problems associated with returning high-fine items overnight in the context of our more limited schedule.

Mills moved and Dacoles seconded that Williams should proceed on both of these ideas.

REPORT OF THE LIBRARY DIRECTOR: Williams has replaced the use of "ledger books" for bookkeeping and accounting of the library with the use of the Apple computer in his office. Latham had done some groundwork on developing "spreadsheets" which could provide the same kind of information as the old system. It took a lot of time to refine and become familiar with the program, but it promises to eliminate some steps and save some time.

We were assigned 4 employees under the Summer Youth Employment Program, and they are all working very hard inside and out: Amparo Cruz, Albert Greamo, Marisol Ramos and Peggy-Sue Reilly.

Williams closed the library's parking lots from Midnight July 3rd to Midnight July 4th.

In response to a question, Williams promised to send a written order right away for the "PCs" to replace two of our terminals and allow for saving circulation data on disk if the phone lines are down.

ADJOURNMENT: The Regular meeting will be Tuesday, September 17, at Noon. Meeting adjourned at 1:13 P.M.

Respectfully submitted,

Harry R. Williams,
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
SEPTEMBER 17, 1991

Call to order: 12:00 p.m.

ATTENDANCE: Lenti, VanVooren, Morrill, Dacoles, Dumas, Mills, Williams, and Southbridge Town Manager Florence Chandler.

SECRETARY'S REPORT: Dumas moved that the Minutes of the June 18, 1991 Meeting and the July 23 Special Meeting be accepted as presented. Morrill seconded. So voted.

TREASURER'S REPORT: Dumas presented the Annual Report and reported on the status of funds held locally. Receipts for photocopier use and fines are down, mostly as a result of decreased hours. Mills moved and Dacoles seconded to accept the report. So voted.

FISCAL YEAR BUDGET: Chandler reported that the Town Council seems to get the feeling that there is little support for a Proposition 2 1/2 override "on the street." Mills asked at what point will it be determined if there will be a "cafeteria" override. Chandler answered that it would first be decided if the Town leadership would support any override, then the format would be addressed.

Morrill asked if our tax base is eroding. Chandler replied that the tax base is anticipated to decrease by as much as 25 - 30%, but that the tax rate can then be adjusted to yield the same amount of revenues. Before Chandler arrived, the question was raised as to how many departments have had funds restored, besides the school department. Lenti suggested we need a plan to present to the Education & Human Services Subcommittee, to show how an override could be expected to improve our service.

Williams requested the Trustees to increase their support of Story Hour and other children's programming to make up for the \$150 reduction in our Recreation Account. All agreed to this, and to use some of the budgeted Dues monies to pay for Massachusetts Library Trustees Association membership renewals for the Chairman and Library Director.

FRIENDS OF THE JACOB EDWARDS LIBRARY: Williams reported that the Friends' Book Sale and the Rotary Pancake Breakfast on September 7 were very successful, and Friends membership applications have been coming in. A final accounting of receipts from the fundraisers were not yet complete.

When the time comes for the Friends to spend some of their money on behalf of the Library, Williams recommends focusing on "tangible" items which would not be justifiable uses of appropriated monies, given our fiscal situation, but which would directly help patrons, and which could be easily

identified as gifts of the Friends by plates or plaques. An example would be new typewriters for public use.

Chandler reported that the release form for library volunteers is complete. Michelle Mahaney will pick it up and arrange for volunteers to sign the forms. Carl Jacobsen resigned as Treasurer, and Doris Racicot has expressed concern about the demands of the Secretary position.

SOUTHBRIDGE ARTS LOTTERY COUNCIL GRANTS: Poetry Readings have been scheduled for this Fall, upon approval of a joint grant application between the Library and the Worcester County Poetry Association, to tie in with their Local Poets Project. Williams had heard conflicting information about the actual availability of the funding, but planning has proceeded. "Invitations" have been received to subscribe to library memberships in the New England Wildflower Society and the Worcester Art Museum, similar to that we have at the New England Science Center. This might be a good subject for future Arts Lottery grant applications.

GLOBE VILLAGE PAINTING: After we approved the use of the painting in a textbook at the State University of New York, Binghamton, we received requests to use a slide of it for classroom lectures at Amherst College, and in a book to be published by the University of Nottingham, England. Can we safely agree to these as well, so long as the illustration credit doesn't "advertise" its location? This was approved.

HOURS OF LIBRARY SERVICE: Chandler urged that everyone try to come up with ways to increase hours of service, as well as to be sure the hours open are the most useful to the public. She suggested that once the volunteers program is in full swing, we evaluate if their efforts can "free up" some staff time which could translate into more hours, as well as that we coordinate with the schools so we can anticipate mass assignments. Williams agreed with both of these approaches, voicing some concern for scheduling based on attendance by people over whom we have less "leverage" than with paid staff.

Chandler thought that preschool story hours are not a justification for morning openings, and that such programs should be offered in the afternoon instead. Williams felt these programs are a very important component of our total service package. Lenti and other Trustees will meet with Williams to study these questions and explore our options.

REPORT OF THE LIBRARY DIRECTOR: Williams submitted his Annual Report to the Town Manager on Friday the 13th. A copy is in each Trustee's Minutes Book.

Three of our workers from the McKinnon Center's Summer Youth Employment Program are continuing to work two hours a day after school. This extension will last until the end of September. McKinnon is funding it with unspent monies from

the summer, and is doing this only at our job site, as they consider the library to be their most successful job site!

Patrons are responding very positively to our restoring of book reserves by way of \$0.25 postal reserves, and to the two-week lending of videos.

Williams attended the September 5th meeting of the Education & Human Services Subcommittee of the Town Council, where he answered questions from Councilor Haggerty similar to those the councilor had originally posed in the press.

After sending at least half a dozen letters to parents about their child's "unacceptable" behavior in the last 18 months, Williams received the first reply. A mother will bring her son in this Thursday to discuss his behavior.

Diane Cardy of the Board of Library Commissioners phoned today, saying we should not count Trust monies as Appropriated monies when we report our income on our Library Incentive Grant/Municipal Equalization Grant applications. We should adjust our reported income for previous years in the same way, so this should not be "punitive" or make it any harder to qualify for our LIG/MEG monies, or for a waiver should one be necessary.

Claire at C/W MARS also phoned today, indicating that New England Telephone workers would be installing an additional phone line within the next 10 days, to complete the telecommunications "circle." This is a network project which will not have any impact on our operational costs.

Jim Dacoles and other officials of the Southbridge Alliance Against Drugs (SAAD) will make a presentation of books to the library tomorrow. The press will attend.

The Massachusetts Association For the Blind has asked to use our bulletin board for a display seeking volunteers to help visually impaired neighbors in Southbridge. Williams asked for approval for this during October. All agreed.

ADJOURNMENT: Next meeting will be Tuesday, October 15. at Noon. Meeting adjourned at 1:28 P.M.

Respectfully submitted,

Harry R. Williams,
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
OCTOBER 15, 1991

Call to order: 12:00 p.m.

ATTENDANCE: Mills, VanVooren, Morrill, Dacoles, Dumas, and Williams.

SECRETARY'S REPORT: Dacoles moved that the Minutes of the September 17, 1991 Meeting be accepted as presented. Morrill seconded. So voted.

TREASURER'S REPORT: Dumas reported on the status of funds held locally. Morrill moved and Dacoles seconded to accept the report. So voted.

FISCAL YEAR 1992 BUDGET/OVERRIDE: Darlene Marcucci, Chair of the Education & Human Services subcommittee of the Town Council, has invited Williams to address their meeting this Thursday night, October 17, on the subject of a Proposition 2 1/2 override. Discussion uncovered some questions about how "permanent" is the result of an override.

The answer to this question would determine if it would be better to ask for only enough money to complete the current year, or to base our requests on the needs to accomplish our desired improvements for an entire year. Williams was urged to get answers to these questions from Ms. Marcucci or the Town Manager, and to tailor his presentation and proposals accordingly, as well as to spell out what duties would be performed by the staff he proposes rehiring.

FRIENDS OF THE JACOB EDWARDS LIBRARY: Williams reported that the Friends' Book Sale had netted over \$600. The Southbridge Rotary Club Pancake Breakfast on September 7 was so successful that at the October 2 Rotary meeting, club President Bob Muenzberg Jr. presented a check for \$1,000 to Dr. Ralph Monroe, President of "FOJEL." The Friends have scheduled a full membership meeting for this Thursday, November 17 - same time as EHS subcommittee meeting above!

SOUTHBRIDGE ARTS LOTTERY COUNCIL GRANTS: Poetry Readings have been scheduled for Halloween night, October 31, and for Thursday, December 12. Most of the work to arrange the readings and book the poets has been done by the Worcester County Poetry Association, as part of their Local Poets Project. Williams was asked to be sure that Virginia Gunter was invited to the readings.

Mary White applied for a Halloween Storyteller, to be funded by another SALC grant. This has been approved, but can Trust monies be used to "advance" payment? Story Teller would not be given check until after "delivery" of her program, but Arts Council will not issue check until after the fact. This was agreeable.

HOURS OF LIBRARY SERVICE: Williams reported that at our current staffing level, even maintaining the thirty hours per week schedule is difficult. He proposed that the Children's Room be closed at 5:00 PM Thursday, even though the adult department would stay open until 8:00.

Mrs. Pena, who usually works with Mrs. White, shares in the Saturday rotation upstairs as well as down, and her services are needed at Story Hours throughout the week. Williams gave an example of one week's programming: 5 Story Hours for 126 children, as well as 2 different class visits to the library. This kind of "business as

usual" leaves little time for other work. All agreed to the 5:00 PM closing after posting a notice about it for two weeks.

CORRESPONDENCE: Another kind of "business as usual" at the library is answering written questions from other parts of the country, usually for genealogical or historical research. Library staff have traditionally taken it for granted that they should squeeze this reference work in among their many regular tasks. Letters of appreciation to Mrs. Petrelli from K. Urinoski of Watchung, NJ and D. Dicky of Medway, ME, remind us not to take this work for granted.

Attorney C. Maury C. Knight, of Englewood, NJ has sent a copy of the will of Ronald Paul Hamblin, a former area resident and library user. Mr. Hamblin has bequested his collection of records, tapes and CDs. His executor, Redmond Bamsfield of Cape Cod, will arrange for delivery.

Piano teacher Peter G. Sauvageau, of Spencer, asked to book the Ploppi room for a piano recital by some of his Southbridge students on Saturday, May 2. Since our reduced hours have intensified demands on our meeting space, it was decided that other uses must have a higher priority, and that we could suggest he contact the Arts Center instead.

Jacob "Jake" Edwards died recently. He was a Library Trustee for 30 years. Williams was asked to write to his widow on behalf of the Trustees, recognizing his and his family's long history of service to our community, and expressing our deep appreciation and sympathy.

REPORT OF THE LIBRARY DIRECTOR: Williams is working on our Library Incentive Grant and Municipal Equalization Grant ("LIG/MEG") applications. Although the "Municipal Appropriation Requirement" has been reduced from 102.5% to 95% of the average of the previous three years' appropriations, we will still fall quite short. Williams will apply for another waiver on the basis of hardship throughout the entire municipality.

All of our help from the McKinnon Center's Summer Youth Employment Program has concluded. The Department of Public Works is sending someone to work one or two hours, twice a week, for some cleaning work.

The Sturbridge, Charlton and Dudley librarians are interested in setting up a local area videocassette exchange program. Williams would like to at least discuss the possibilities, and see if it would be beneficial to our patrons without creating too much additional work for the staff. The Trustees agreed.

Williams has been invited to give a presentation at the Southbridge Rotary Club's luncheon meeting of October 23. He plans to accentuate the positive, including the reasons why a young man would choose to become a librarian. It was suggested that he bring a stack of Friends of the Library membership applications to distribute at the meeting.

ADJOURNMENT: Next meeting will be Tuesday, November 19, at Noon. Morrill moved to adjourn. Meeting adjourned at 12:50 P.M.

Respectfully submitted,

Harry R. Williams,
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING AGENDA
NOVEMBER 19, 1991

I. CALL TO ORDER

II. REPORTS

A. Chairman

B. Secretary: Minutes from October 15, 1991

C. Treasurer

III. OLD BUSINESS

A. FY'92 Budget - EHS mtg 10/17 re Override. HW only Dept Head
HW wrote D. Marcucci 11/6: "include library if referendum held"

B. Friends of the Library - membership meeting Thursday, 11/14.

C. Southbridge Arts Lottery Grants - Poetry reading successful on
10/31, as was Halloween Storyteller in Children's Room.

D. Hours - only direct complaint re closing Children's Room 5:00
was from Ms. Sokolowski at Friends meeting of 11/14

IV. NEW BUSINESS

A. Correspondence

B. Other new business

V. REPORT OF THE DIRECTOR

A. Building activities: exterminator, lead paint test, gutters
cleaned of leaves and many pine needles. Volunteers raked leaves

B. Local Aid (per MLA legislative comm) Weld wants to re-
structure so library \$ would not be "earmarked" on cherry sheet

C. Williams spoke to Rotary on 10/23/91, then was guest for 25
minute "South County Spotlight" show on WGFP radio 11/2 and 11/3

VI. ADJOURNMENT

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
NOVEMBER 19, 1991

Call to order: 12:03 p.m.

ATTENDANCE: Lentl. Mills. VanVooren. Morrill. Dacoles. Lewis. Dumas. Williams. and Dr. Ralph C. Monroe. President of Friends Of Jacob Edwards Library.

SECRETARY'S REPORT: Morrill moved that the Minutes of the October 15, 1991 Meeting be accepted as presented. Dacoles seconded. So voted.

TREASURER'S REPORT: Dumas reported on receipts and expenditures of funds held locally. noting that interest on the Trust Funds has gone down. Morrill asked if we had any visit in the past year from Mr. John Dolan of Fleet (formerly Bank of New England.) Dumas replied that we have had no visit. and that the bank. too. seems to be "cutting back." Mills moved and Dacoles seconded to accept the report. So voted.

FRIENDS OF THE JACOB EDWARDS LIBRARY: Mills moved to change the Order of Business. so that Dr. Monroe and the Trustees could discuss the Friends of the Library. All agreed. Dr. Monroe listed the current officers as Monroe. President; Ann Bienema. Treasurer; Doris Racicot. Secretary. He indicated that the resignation of Margery Livas from the position of Vice-President required a prompt replacement because the Vice President chairs the Publicity Committee.

Everyone agreed that FOJEL. rather than the Trustees. should select an interim V-P. Dr. Monroe reported that members of the Steering Committee were planning a telethon to recruit additional members. especially business and community leaders. for Tuesday. November 26. Williams urged prompt acknowledgements to those who have already sent in checks with the membership flyers.

Dumas suggested that what is most needed is "the gift of time." such as that donated by our volunteers. The suggestion of an art auction led to questions of the duty of the library to retain and preserve materials of local historical import. as well as reports of other organizations' limited success with this type of fundraiser.

Williams gave Dr. Monroe the list of "Interested in Friends of the Library" sign-ups collected by library staff since the summer. which he had used to create a mailing list for invitations to the Membership meeting of November 14. Mills and Dumas suggested that Lentl. rather than library staff. serve as liaison to the Friends. as staff time is so limited by the demands of the library. All agreed. Dr. Monroe. who had another commitment to attend ASAP. thanked the Board of Trustees for their time. concern and support. and left.

FISCAL YEAR 1992 BUDGET/OVERRIDE: Of all the Department Heads invited by Darlene Marcucci. Chair. to attend the Education & Human Services subcommittee (of the Town Council) meeting on Thursday night. October 17. Williams was the only one to attend. It seems unlikely that there will be a Proposition 2 1/2 override election to increase appropriations for the remainder of this fiscal year. When asked "Will the library be able to 'hold on' and survive the remainder of the year without more money?" he told the subcommittee that the library would. of course. "survive." but that hoped-for improvements or increases in hours of service are impossible without more help.

When the local press raised the possibility that a completely unrelated, non-budgetary issue might lead to a referendum vote.

Williams sent a letter to Mrs. Marcucci restating the library's desire to be part of any override - or any referendum - election, so long as it is legal to do so. The issue had to do with the Civil Service/Police Chief question, but he wanted to take every opportunity to put our case before the people of the town, short of subjecting them to the expense of holding an entire election for the library alone.

SOUTHBRIDGE ARTS LOTTERY COUNCIL GRANTS: The Poetry Reading was very successful on Halloween night, October 31. In spite of limited attendance. Another has been scheduled for Thursday, December 12. Another successful grant was Mary White's program which brought a Halloween Storyteller to a special program at the Ploppi Room.

HOURS OF LIBRARY SERVICE: Williams reported that only one complaint has been made about closing the Children's Room at 5:00 PM Thursdays, while the adult department stays open until 8:00. This was from one of our "Friends" at the November 14th meeting, and has not totally alienated the patron, who signed up for committee work in FOJEL.

CORRESPONDENCE: The Southbridge Garden Club has offered to provide the material for "roping" and bows to be placed over our entrances, and will assist in installing it, so long as none of their members has to climb the ladder. Williams will work, with their assistance, to do the installation approximately December 1.

REPORT OF THE LIBRARY DIRECTOR: Williams has been working with a number of outside experts on several building problems which all seem to be related to moisture. Quannh Roofing Company cleaned our gutters of a large volume of materials, including mostly pine needles. They recommend we trim or remove the large pine trees by the parking lot. Because of moisture penetrating some of our walls, centipedes were a problem on the lower levels, and paint was flaking off children's room walls. An exterminator treated the area with a non-toxic insecticide, and the paint was tested and proved to be lead-free.

Several volunteers, including Mr. and Mrs. Capillo, raked up and bagged all the leaves which had been so unsightly in front of the library. The Department of Public Works picked up the bags of leaves. The Governor has proposed, or at least suggested, that local aid monies on the "Cherry Sheet" be restructured so that library aid, such as Library Incentive Grants and Municipal Equalization Grants, among others, would not be "earmarked," but would be part of a lump sum payment to cities and towns to spend, with only education and perhaps a couple of other items specified.

Williams spoke to the Rotary Luncheon of October 23, and was the guest on the 25 minute "South County Spotlight" program on radio station WGFP, which was broadcast on November 2 and repeated on the 3rd. Both presentations accentuated the positive aspects of library work and what we are attempting to accomplish in our community.

ADJOURNMENT: Next meeting will be Tuesday, December 17, at Noon. Mills moved to adjourn. Meeting adjourned at 1:20 P.M.

Respectfully submitted,

Harry R. Williams,
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
DECEMBER 17, 1991

Call to order: 12:00 p.m.

ATTENDANCE: Lenti, Mills, VanVooren, Morrill, Dacoles, Lewis, and Williams.

PRESIDENT'S REPORT: Lenti announced that "Aspiration," our wooden sculpture by David Bastien, is back home atop the card catalog. Dan Dumas is at home recovering from surgery. Lenti will send a basket of fruit or flowers.

Ron Ohop of Mass Tree suggested to Lenti that the pine trees over the staff parking lot be trimmed, which should cost no more than \$1400. Mills recalled that the landscape plan was in stages, and called for eventual removal of the trees (then only 8 feet tall!) All agreed that we should meet with the architect to discuss any changes.

SECRETARY'S REPORT: Morrill moved that the Minutes of the November 19, 1991 Meeting be accepted as presented. Dacoles seconded. So voted.

TREASURER'S REPORT: In Dumas' absence, Lenti reported for him, that there had been no significant activities during the month.

FISCAL YEAR 1993 BUDGET: Williams attended the Town Manager's Department Heads meeting on Monday, December 9th. Budget proposal forms were distributed, with instructions to submit a "level level-of-service" proposal. Adjustments would be allowed for anticipated price increases in supplies, for example, but the amount of supplies should not be increased. It was made very clear that no one should put additional staff in their proposal - the form already had "None" printed in the space for anticipated changes in staffing! Deadline for submission of initial proposals is December 30, 1991.

FRIENDS OF THE JACOB EDWARDS LIBRARY: At last month's meeting, attended by FOJEL President Dr. Monroe, Williams urged prompt acknowledgements to those who had already sent in checks with the membership flyers. This morning, at the reference desk, Phyllis Williams told the staff that she had donated two checks to the Friends but had not received any acknowledgement for either. Nor had several of her personal friends who also made donations.

Mills suggested that Williams make available to the Friends some of the note cards with John Budd's sketch of the library printed on them, to use for such thank you notes.

SOUTHBRIDGE ARTS LOTTERY COUNCIL GRANTS: The Poetry Reading on December 12th was very successful, with a larger audience than the reading of October 31. Williams had posted flyers around town. It was suggested that for future readings we recruit help from the schools, both for publicity and as a source of a much wider audience.

HOURS OF LIBRARY SERVICE: Williams reported that at the Department Heads meeting the Town Manager announced that the Town Hall would close at noon on Christmas Eve. Everyone agreed the library should close at the same time. Williams will publicize this. We will close at 3:00 PM, per library policy, on New Year's Eve. C/W MARS may shut down on the weekend of Martin Luther King Day, for conversion to the new CARL operating software, but the library will remain open on Saturday the 18th, circulating manually if necessary.

ADOPT-A-MAGAZINE: The Southbridge News ran Williams' press release yesterday, advising the townspeople that unless "adopted," 27 (out of 173) of our more specialized magazine subscriptions would be allowed to lapse. The first patron who came to the library this morning, Catherine Iacobucci, wrote a check to the National Wildlife Society, so we can renew National Wildlife. Shortly after that, Eduoard Bonnette gave Williams \$109 in cash to renew Barron's. Williams gave him a receipt for the money, and will "purchase" a bank check to send in with the renewal form.

Williams showed the Trustees a copy of a magazine binder, similar to the ones we use for our current issues, with a large logo in the center, designating a corporate donor. Ebsco company representative Deborah Sharp has offered to locate some donor among area companies, who would pay for all of our renewals, as is done at the hospital. The Trustees prefer to rely on individual donors, rather than have our periodical area serve as a medium of "advertisement."

SCHEDULE OF 1992 TRUSTEE MEETINGS: Williams asked if it would be convenient to continue meeting on the third Tuesday of each month, at noon. Everyone agreed. Williams will notify the Town Clerk.

REPORT OF THE LIBRARY DIRECTOR: Gil from the Department of Public Works, has done a very thorough cleaning of some of the rest rooms, but his "visits" are infrequent. The Town Manager has indicated that she might be willing to consider our spending some of our funds for an outside contractor to supplement the work of the DPW. However, we do not really have any "extra" money in any of our budget accounts to pay for this. Morrill wondered if we might just close the rest rooms when they are not cleaned, but we would all like to avoid this if possible.

C/W MARS is sending a trainer this Thursday to set up our new PC computers for Auxillary Circulation, and to train the staff in using this function.

The changeover from UTLAS to CARL operating software for the central site computers has been scheduled for the Martin Luther King Day weekend. Staff have been getting training in the commands for the new system. The change has been necessitated by UTLAS' going out of business.

ADJOURNMENT: Next meeting will be Tuesday, January 21, 1992, at Noon. Mills moved to adjourn. Meeting adjourned at 1:05 P.M.

Respectfully submitted.

Harry R. Williams,
Clerk