

MEETING OF THE BOARD OF TRUSTEES
JACOB EDWARDS MEMORIAL LIBRARY
September 24, 1974

The meeting was held at 12:00 noon in the Pioppi Room of the Library on September 24, 1974.

Those present were:

Pres. Raymond Lenti (Chairman for day)
Mr. Ellsworth Mitchell
Mrs. Mary Jane Pioppi
Mr. DiGregorio
Mr. Edgar V. Lewis
Mr. O'Shaughnessy
Acting Librarian

The Secretary's Report of the minutes of the meeting of June 25 were read and accepted as read.

The Treasurer's Report was read and accepted as read. A discussion by the Treasurer ensued relating to the placing of some of our available cash and certificates of deposit. After a discussion it was decided to postpone any action at this time but, Mr. Mitchell indicated that he would call the bank which handle our trust funds to determine wether or not they would accumulate our surplus money of the Trust as was done previously at which time we had accumulated a substantial amount to go toward the building of the new addition.

Under correspondance it was reported that the use of the Library has increased. A letter was read from Mr. Larry Morrison of the Old Sturbridge Village Public Relations Department. The letter was very complimentary and was a source of great pleasure and encouragement to the Trustees.

Mr. Lewis led the discussion of matters pertaining to the building and reported that the specifications have been written for the painting and given to Mr. Rubenstien who had up to the date of this meeting not yet received a bill. Mr. Lewis indicated that he was to talk to Mr. Rubenstien and Mr. Morin, the painting contractor, with regard to getting this matter squared away.

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Under vandalism and theft in the building, Mr. Lenti read a letter which Mrs. King had sent to the staff with regard to a closer surveillance of the people in the library to try to determine whether or not it was possible to eliminate vandalism and possible theft due to lack of proper supervision. It was reported there were three books in the balcony which have been burned with matches but, the hope was expressed that by redesigning the front desk it would help to reduce the vandalism because of a better opportunity for supervision of the areas of the library. Mr. DiGregorio suggested that one of the heaters be moved when the re-arrangement of the front desk comes about. The cost should be taken from the account for repairs. There already is a quotation of \$3,300 and Mr. DiGregorio moved that it be put out to bid and this motion was seconded by Mrs. Poippi and carried. The Bay Path Vocational School has indicated that they will do the shed for the storage. That is the word on moving the desk and also the plant maintenance.

It was also reported that the Telephone Company has notified us that there will be new rates which will involve our being allotted sixty calls per month and then charged at the rate of eight cents for every call over that and Mrs. King has stated that she alerted the staff to this change and that there would be no personal calls made except in an emergency.

Under personnel, Mrs. King reported that Mr. Saverage's retirement was imminent and that she would undertake to advertise for a new custodian and hire him. She also reported that she would be attending the NELA Conference on September 30 until an early date in October. Under classification changes she reports that she had extensive visit from Mr. Boyer who expressed considerable interest in the library and gave considerable praise to the layout and the general operation and appearance. But, with regard to classification changes the town manager's offices have not reported any decision up to the time of the meeting.

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The librarian has acknowledged a gift of books from Notre Dame School. One set of books is in the field of music and the other set deals with American Negro History.

The Trustees voted to appreciate and extend our appreciation of the gift of a brass rubbing from the gravestone of an English Merchant. This work was done by two ladies who were visiting here from England, Margaret and Kathleen, and it is hoped that in the future we will be able to frame this rubbing and display it in the library. Acknowledgement is also made of photographs and the history which was collected by Mr. Leon Caron formerly of Southbridge relating to various Southbridge homes as they existed prior to the turn of the century. Our expression of appreciation is expressed to Mr. Caron with the thought that this adds greatly to the collection of history of the town.

Under the CRAC news it is noted that \$115,000 for a regional multi-media walk-in vehicle will be greatly helpful to this program. The librarian was happy to announce that this is an area in which we are one of five to share in the \$20,000 allocated for low income groups, \$97,000 for films we'll need. This is a sizeable expansion in this type of programming. There was also a discussion relating to the importance of humidity and our air conditioning for the conservation of library materials. It was also noted that the New England Document Conservation Center stamped ready with specialists and unusual equipment to assist any library in the prevention of deterioration and restoration of library materials. The GWPLA will meet here on October 17 with the head librarian visiting at 10:00 am.

The meeting adjourned at 1:50 P.M.

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

October 22, 1974

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. R. Lenti
Mrs. M. Pioppi
Mr. T. Lewis
Mrs. B. King, Librarian

There was no Secretary's report.

The Chairman gave the Treasurer's report.

1. Current finances...expenditures show an increase for the first three months of \$3,000.00, with the town appropriation bearing all of the increase.

Trustees' cash, 9/30...\$1,236.55

Unexpended town appropriation...\$62,093.92

Paid to the town first quarter for lost books...\$55.85

2. In a discussion of investment of excess trust funds, a quorum of the Board members (unanimous) voted their intention to have the Treasurer present a longer term investment vehicle.
3. In a discussion of trust income, the Board voted (unanimously) to ask the Trustees of the Merchants Bank to retain the amounts over budgetary requests for investment.
4. The Board unanimously elected Mr. Raymond Lenti to the position of Assistant Treasurer.

The Board discussed the appointment of a new Board member to replace Ellsworth Mitchell. It was recommended to make a

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decision at the November meeting.

Regarding the minimum wage law as it applies to pages, the Board directed the Librarian to seek an opinion of the Town Counsel, and to report in November.

The Building Committee reported on bids received for painting and storm windows. The Board unanimously moved to accept the bid of Modern Manufacturing Company of Worcester for storm windows, and asked the Librarian to inform the purchasing agent. The Board unanimously rejected all paint bids, asking the Librarian to write new specifications, outlining priorities. She will inform the Purchasing agent.

Regarding the broken outdoor lights, Mr. Lewis recommended lighting above head level to avoid vandalism. He will investigate the various possibilities.

With regards to personnel, the Librarian read a memo from Peter Boyer, Town Manager, authorizing the hiring of James Griswold as of November 4 to start at Grade 5, Minimum, for a probationary period of three months after which if satisfactory, he may move to step 1.

The Board will recognize the retirement of Mr. Ted Savary after 12 1/2 years at a function planned by the Library Staff and will contribute to a gift.

The Librarian reported that both circulation statistics and registration of new patrons remains above last year, that she now attends weekly department heads; meetings at Town Hall at which problems and progress are aired, budget preparation is discussed and eventually staff development will occur through a training program issued by the American City Managers Assn.

The Librarian reported regular attendance and special projects being done by three adult volunteers. The Chairman proposed that the volunteers be rewarded for hours worked in some fashion.

Mrs. Kind reported briefly on the experiences of the staff at the New England Library Association annual conference, expressed the hope that the Trustees would attend the Massachusetts Library Trustees Association on November 2.

John Ferrara will display his work in the staff room the entire month of December. Planning is continuing with the school department for elementary pupils relative to library skills, and many classes and organizations are using the Library.

The meeting was adjourned at 11:30

John J. O'Shaughnessy, Secretary

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

November 19, 1974

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

Those present were: Chariman Robert Muenzberg
Mrs. Pioppi
Mr. R. Lenti
Mr. Mitchell
Mrs. King, Librarian
Mr. A. DiGregorio
Mr. O'Shaughnessy

There was a correction to Secretary's report:

To retain the amount of interest over \$6,400.00 in the Grace Edwards Fund. The Board approved authorizing Treasurer to look into longer term investment vehicles.

The Secretary's report accepted with the above correction.

The windows have been measured and will be installed in about three weeks. The light in the fornt has geen added to by a reflector.

It was brought out that the Town Hall knows that we have a surplus of about \$17,000.00 on hand in our Savings Bank account, a discussion followed as to what should be done with the money. Voted: Mr. Lenti moves that we transfer \$10,000.00 from savings account to New England Merchants National-Trustee of Edwards Trust-funds for future capital needs.

New Trustee to replace Mr. Mitchell: Mr. Dan Dumas was strongly recommended. It was moved to approach Mr. Dave Merrian about Mr. Dumas.

Minimum wage discussion: First plan to let it go during the current fiscal year. Second plan to reduce the number by two and give the remaining five the minimum, also pay them retroactively. Plan 2 was accepted.

Mrs. King recommends that we try to get along with five people.

The 1975-76 Budget was further discussed by Mr. King. It was moved, and passed, to submit.

The meeting was adjourned at 1:50.

John J. O'Shaughnessy, Secretary

(over)

We, the undersigned Trustees certify that the recommendation to the Treasurer Mr. Elsworth Mitchell to seek other vehicles for the investment of Library money was duly voted and approved by the Trustees.

Robert B. Murray

[Signature]

John O'Shaughnessy

Edgar V. Lewis

[Signature]

[Signature]

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JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

December 17, 1974

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

Those present were: Chairman Robert Muenzberg
Mrs. Pioppi
Mr. R. Lenti
Mr. Mitchell
Mrs. A. DiGregorio
Mr. T. Lewis
Mrs. King, Librarian

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

Mr. A. DiGregorio was present: in paragraph 6 change physical to fiscal; at the end of paragraph 6 "Plan 2 was accepted". Top of paragraph 7 add 1975-76 before "Budget". It was moved, and passed to submit.

The Treasurer's report was accepted. Mr. Mitchell reported that the New England Merchants Bank has agreed to retain the requested amount as re November minutes. Regarding the investing of \$10,000.00 now held in savings at the Southbridge Savings Bank, they have not decided. Mr. Mitchell will leave for Florida in three weeks. He and Mr. Lenti, the Assistant Treasurer, will confer before that.

Robert Muenzberg reported that he has heard nothing of an appointment by the bank to fill Mr. Mitchell's place on the Board,

The building committee reported that the storm windows are installed. The company should be asked to return to recaulk some windows and to estimate the cost of installation in the Childrens' Room. It was voted to do all remaining windows if less than \$250.00. Regarding the signs, the Board authorized Mrs. King to employ Mr. Gimme of Sturbridge at \$110.00 per sign, to be lettered to her specifications. The Board voted to have Oswald LaLiberte act as a building consultant in the possible Childrens' Room renovation.

Re Conn. reciprocal borrowing and Ill., the Board asked Mrs. King to provide the figure of how many Conn. borrowers we have, and to consider removing annual fees for Connecticut borrowers

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if the arrangements are reciprocal.

The trustees approved Mrs. King's plan to involve staff members in training courses, and to pay the fee needed, arranging schedules as necessary to permit attendance.

Mrs. King will notify Trustees when a letter supporting funding for the Comprehensive Media Services Act will be in order.

The Trustees voted to invite Mr. Peter Boyer, Town Manager, to the January 28 meeting. They asked Mrs. King to get a written commitment from Mr. Boyer relative to staff classifications and pay.

The Trustees noted the rise in borrowing statistics and new registrations (147 in November)

Mrs. King reported:

- a.) A variety of craft courses is being set up for the winter months.
- b.) The Garden Club gave \$25.00 to be used at her discretion.
- c.) The front steps are treacherous; she asked the Building Committee to investigate.

Barbara King
Sec. pro-tem

1974

JACOB EDWARDS MEMORIAL LIBRARY STATISTICS

	CIRCULATION			ACQUISITIONS					ILL			REGISTRATION			CIRCULATION TOTAL - 1973
	A	J	TOTAL	PURCHASE	GIFTS	WITHDRAWALS	IN	OUT	J	A	TOTAL				
JAN.	5064	2222	7286	162	38	416 Discard 135	32	2	42	64	106	6831			
FEB.	4686	2097	6783	154	48	289	29	3	56	55	111	6851			
MAR.	5138	3343	7481	505	10	122	89	6	41	64	105	7563			
APRIL	4779	3865	8644	280	25	191	-	7	45	43	88	6549			
MAY							42					9196			
JUNE												5797			
JULY												8392			
AVG.												7382			
SEPT.												5483			
OCT.												6348			
NOV.												6654			
DEC.												6845			
TOTALS															
(TOTALS) (1973)	53819	30722	83841	2389	780	2825	-	337				83891			

JACOB EDWARDS MEMORIAL LIBRARY
SOUTHBRIDGE, MASSACHUSETTS 01550

Statement of Cash Receipts and Disbursements
For the Six Months ended June 30, 1974

Cash balance, January 1, 1974 \$ 35,407.12

Receipts:

Edwards trusts funds interest	\$ 8,750.02	
Transferred from Reserve for Building Repairs and improvements	4,000.00	
Received from lost or damaged books	101.35	
Mynott Fund interest	31.15	
Donations for books:		
Memory of Eunice Foster	25.00	
Nipmuck Chapter - AARP	10.00	
Peter Dirlam	8.33	
Anonymous	<u>100.00</u>	143.33
Donations for Music Room:		
United Lens Co.	196.90	
J.I. Morris Co.	<u>200.00</u>	396.90
Received for lost cards		<u>14.00</u>
		<u>13,436.75</u>
		48,843.87

Disbursements:

Payroll	28,532.87	
Books and periodicals	8,600.83	
Book repairs	70.99	
Staff and office expenses	2,338.40	
Heat, light and sundry exp.	4,204.35	
Building repairs and maint.	512.78	
Ground maintenance	49.27	
Equipment including Music Room	<u>2,339.09</u>	

Total expenses 46,648.58

Transferred to Town: Lost books	101.35	
Unused salary appr.	<u>643.22</u>	<u>744.57</u>
		47,393.15

Cash balance June 30, 1974 \$ 1,450.72

Represented by:

Trustees' Cash - restricted	149.45	
unrestricted	1,253.51	
Mynott Fund interest	<u>47.76</u>	<u>1,450.72</u>

JACOB EDWARDS MEMORIAL LIBRARY
SOUTHBRIDGE, MASSACHUSETTS 01550

Reserve For Building Repairs and Improvements

Balance, January 1, 1974	\$ 20,826.55
Add:	
Interest received	<u>519.67</u>
	21,346.22
Deduct:	
Transferred to Operating account	<u>4,000.00</u>
Balance, June 30, 1974	<u>17,346.22</u>

Pilsudski Club Book Fund

Balance, January 1, 1974	276.60
Add:	
Interest received	<u>7.37</u>
	283.97
Deduct:	
Book purchases	<u>27.65</u>
Balance, June 30, 1974	<u>256.32</u>

Robbins Memorial Fund

Balance, January 1, 1974	1,776.71
Add:	
Interest received	<u>47.45</u>
	1,824.16
Deduct: Cost of Children's shows	<u>31.35</u>
Balance, June 30, 1974	<u>1,792.81</u>

Pioppi Memorial Book Fund

Balance, January 1, 1974	259.12
Add:	
Interest received	<u>6.29</u>
	265.41
Deduct:	
Book purchases	<u>40.86</u>
Balance, June 30, 1974	<u>224.55</u>

JACOB EDWARDS MEMORIAL LIBRARY
SOUTHBRIDGE, MASSACHUSETTS 01550

Comparison of Actual Expenses with Budget for the
 Eighteen Months ended June 30, 1974

	<u>BUDGET</u>	<u>ACTUAL</u>
Expenses:		
Payroll	82,516	81,967.34
Books and periodicals	18,335	22,983.36
Book repairs	150	233.18
Staff and office expenses	4,690	5,578.80
Heat, light, power, etc.	6,987	8,027.87
Building repairs and maintenance	1,500	2,652.55
Ground maintenance	225	420.21
Equipment	925	3,016.95
	<hr/>	<hr/>
Total	115,328	124,880.26
	<hr/>	<hr/>
Paid by:		
Town appropriation	94,888	94,244.78
Trustees' funds	20,440	28,477.26
Donations for:		
Books		142.47
Music Room		1,884.98
Mynott Fund interest		79.27
Lost cards and photo copies		51.50
	<hr/>	<hr/>
Total	115,328	124,880.26
	<hr/>	<hr/>



JACOB EDWARDS MEMORIAL LIBRARY Southbridge, MA 01550

Tel. 764-2544

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE YEAR ENDED JUNE 30, 1975

Cash Balance 7/1/74 1450.72

Receipts:

Town appropriation		82202.00
Edwards Trust Funds		16090.45
Transfer from Council Reserve		188.00
May Mynott Interest		48.95
Transferred from Reserve for Bldg Repairs		8000.00
Lost Cards		33.00
Gifts:		
Flower and Garden Workshop	25.00	
Hattie Little Memorial	45.00	
" " "	10.00	80.00

106642.40

108093.12

Disbursement:

Payroll	64190.64
Books, Periodicals, Films etc.	18570.49
Book Processing and Repairs	1075.99
Fuel and gas	3114.34
Utilities	4044.35
Bldg. Maint. & Supplies	5044.87
Off. Supplies & Postage	653.25
Circulation Supplies	642.27
Hospitality, Travel etc	548.14
Equipt. Purch & Replacement	1489.50
Capital Items	4060.27

103434.11

Transferred to JEM Trustee Spec. acc. 173.43

Payment: from Music Fund 11.92

" " Hicks Fund 44.10

Adjustment on Lost books Payment 103663.54

Cash Balance 6/30/75 4429.58

Represented by

Trustee Cash	4231.92
Mynott Fund	96.71
To E & D - Town	100.95
	<u>4429.58</u>

Reserve for Building Repairs and Improvements

Balance	July 1, 1974	\$17,346.22
Add	Interest earned	<u>837.72</u>
		\$18,183.94
Deduct	Transferred to Operating account	8,000.00
		<u> </u>
Balance.	June 30, 1975	<u>\$10,183.94</u>

Trustees Account - Special Gifts

Establishment of Fund on March 28, 1975	\$ 173.43
Add	
Additional gifts	87.00
Interest Earned	<u>3.30</u>
	\$ 263.73
Deduct	
Purchases	<u>92.79</u>
Balance June 30, 1975	<u>\$ 170.94</u>

Robbins Memorial Fund

Balance, July 1, 1974	\$ 1,792.81
Add-	
Interest received	<u>92.98</u>
	\$ 1,885.79
Deduct:	
Cost of Childrens Show	<u>124.58</u>
	\$ 1,761.21

Pioppi Memorial Fund

Balance, July 1, 1974	\$	224.55
Add:		
Interest received		<u>10.42</u>
	\$	234.97
Deduct:		
Book purchases		<u>64.12</u>
	\$	<u>170.85</u>

Pilsudski Club Book Fund

Balance July 1, 1974	\$	256.32
Add:		
Interest received		<u>13.70</u>
		270.02
Deduct		
Book Purchases		<u>24.46</u>
	\$	245.56