

Minutes of the Meeting of Trustees,
JACOB EDWARDS MEMORIAL LIBRARY

January 30, 1962

Hayseed Restaurant - 12:00 noon

Present: Dr. N. W. Pioppi O. J. Laliberte
 E. D. Mitchell J. K. Edwards
 E. P. Sheehan R. L. Fox
 J. J. O'Shaughnessy

Invited: Mrs. M. A. Tien, Librarian

1. Secretary's Report

The Secretary's report of the last regular meeting held on December 12, 1961 was read and accepted.

2. Treasurer's Report

The Treasurer gave a final report of the receipts and expenditures for 1961, which report was accepted, and is to be filed with the other annual reports of the Treasurer, to which reference may be had for a complete break-down.

The Treasurer commented that there was an increase in the receipt of fines of about \$500.

X The Treasurer moved, and it was seconded, that the sum of \$2,000 be deposited in the Southbridge Savings Bank at interest, and left until such time as a specific need arose.

3. Library Upkeep

Mr. Laliberte reported that as yet he did not engage a new janitor, and that he is still interviewing prospects.

He also reported that the walls and woodwork had been washed, and that the walls were painted instead of the ceilings because of the shabby appearance of the walls after they had been washed.

4. Librarian's Report

Mrs. Tien reported that she was going to attend the Library Association Meeting in Boston on Feb. 15 and that she was taking Mrs. Eddy with her. She also stated that the Microfilm of old newspapers is being used a great deal.

Meeting adjourned at 1:30 P.M.

John J. O'Shaughnessy, Secretary

Minutes of the Meeting of Trustees,
JACOB EDWARDS MEMORIAL LIBRARY

February 27, 1962
Cohasse Country Club - 12:00 noon

Present: Dr. N. W. Pioppi O. J. Laliberte
 E. D. Mitchell R. L. Fox
 J. J. O'Shaughnessy
Absent: J. K. Edwards E. P. Sheehan
Invited: Mrs. M. A. Tien

1. Secretary's Report

The Secretary's report of the last regular meeting held on January 30, 1962 was read and accepted.

2. Treasurer's Report

The Treasurer reported that the expenses for January, 1962 were \$3,386 as compared with \$2,600 for January, 1961.

The increase in expenditures for the first month of this year as compared with the first month of last year was due to the fact that there was a five-week payroll as compared with a three-week payroll in January of 1961.

There is presently on hand in the Trust Fund \$929. The fines totalled \$242.90 as compared with \$264 for the same period last year.

The Budget submitted by the Trustees for the year 1962 has been approved by the Finance Committee.

The expenses were not questioned, but the salary schedules came under discussion and the Treasurer informed us that a new step-rate has been devised which will bring the salary schedule in line.

On motion duly made and seconded, the Treasurer's Report was accepted.

3. Library Upkeep & Maintenance

Mr. Laliberte reported that he has spent considerable time interviewing three prospects for custodian at the Library. The most likely applicant is a Mr. Theodore Savary who was formerly employed at C P C Engineering Co. Mr. Laliberte stated that he investigated the applicant's situation at his last place of employment, and found that he was entirely satisfactory as a worker but that the nature of the work as a paint-sprayer caused him to be ill.

Library Trustees' Meeting Feb. 27, 1962
Continued.

Mr. Laliberte further pointed out that Mr. Savary was able to do carpentry and general maintenance work, and that he was to have a further interview with him tomorrow. It was moved and seconded that Mr. Savary be engaged at a starting salary of \$55 per week.

4. Librarian's Report

The book-charging equipment will cost about \$400 and the charge-plates approximately the same amount. The annual cost for the tape is \$300. Mrs. Tien suggests that if we were to convert to this process that the conversion be limited to adult cards only at first.

She further estimated that the first year's overall cost would be about \$1,150. The general discussion which followed centered mainly around the fact that there are not many automatic charges in operation in this area and that the only other one in operation in New England at this time is a production model.

It was generally agreed that further investigation of the matter should be undertaken before conversion to this process.

Mrs. Tien further reported that Mrs. Norma Herz' title is to be Children's Librarian rather than Assistant Librarian because the salary schedule if approved at the Town Meeting will be about the same as that on which she was hired.

After a general discussion the Librarian was instructed to prepare a job description for Assistant Librarian and have it approved by the Board of Salary Review and an S-number assigned.

There is no one in this position at the present time.

Mrs. Tien read a letter, adapted from one seen elsewhere, to use in National Library Week publicity. Permission of original writer has already been granted. Trustees suggested it be run during NLW in newspaper ad space which may be contributed by one of the local firms.

Dr. Pioppi disclosed interest that Lion's Club is taking in the future expansion of the Library Building. They have discussed combining museum showing locally manufactured articles with proposed wing to form community center for local history.

The Meeting adjourned at 1:35 P.M.

John J. O'Shaughnessy, Secretary

Minutes of the Meeting of Trustees,
JACOB EDWARDS MEMORIAL LIBRARY

March 27, 1962
Cohasse Country Club - 12:00 noon.

Present: Dr. N. W. Pioppi E. D. Mitchell J. K. Edwards
 F. Bousquet R. L. Fox J. J. O'Shaughnessy

Absent: E. P. Sheehan

Invited: Mrs. M. A. Tien, Librarian

1. Secretary's
Report

The Secretary's report of the last regular meeting held on February 27 was read and accepted.

2. Treasurer's
Report

The Treasurer reported that the expenses for the month of February were \$3,321 as compared with \$2,229 for the month of February, 1961. The cash on hand from the Town Account was \$1,644. The fines collected for the year to date were \$161 as compared with \$236 for the same period a year ago.

3. Librarian's
Report

Mrs. Tien reported that more gravel was needed for additional parking space in the rear of the Library. A 3-car parking space is required and this is due to the fact that it wasn't possible for the Library staff to park in the parking lot to the rear of the Library because at the time they come to the library the spaces are all taken, notwithstanding the fact that the area belongs to the Library. She further stated that a request to the Police to designate a reserved parking area for library personnel was refused apparently on the theory that the area was open to the public.

After a discussion it was agreed that Dr. Pioppi would discuss the matter with the Chief of Police and try to arrange for a parking area to be reserved for the library staff.

Mrs. Tien further reported that Mr. Savary, the new custodian, is doing an excellent job and shows a great interest in his work.

She reported that the application for State Aid to be received in 1962 has been filed with the proper authorities and has been reported to be in perfect order.

In connection with the observance of National Library Week, she reported that Radio Station WESO was to do a tape to be broadcast throughout the week. Mrs. Esther Costa of the radio station and Mr. Paul Real of the Southbridge Evening News have agreed to give extra publicity in connection with this project.

Minutes of Trustees' Meeting of Mar. 27, 1962
- Continued

Librarian's

Report cont'd- By way of a further report on the book-charging machine Mrs. Tien reported that Colorado College has written her, telling of their use of the Bro-Dart Machine and how satisfactory they found it to be in operation. She also received a communication from the Uniondale, L. I. library to the effect that the Sysdac system of automatic book-charging was very satisfactory.

4. Library'
Upkeep

Mr. Mitchell informed the Board that Mr. Edgar V. Lewis would be willing to serve as a Trustee and he submitted Mr. Lewis' name as one who would be suitable to serve on the Board as the property supervisor and perform the functions formerly discharged by Mr. Oswald J. Laliberte.

Mr. Mitchell suggested that the Board might see fit to recommend Mr. Lewis for appointment by the Board of Selectmen to take Mr. Edward Sheehan's place. Mr. Sheehan was submitting his resignation from the Board for the reason that he was leaving Town.

After a discussion, Mr. Bousquet agreed to talk with the Selectmen about the possibility of appointing Mr. Lewis to fill the impending vacancy.

The meeting adjourned at 1:30 P.M.

John J. O'Shaughnessy, Sec'y

Minutes of the Meeting of Trustees,
JACOB EDWARDS MEMORIAL LIBRARY

April 24, 1962

Cohasse County Club - 12:00 noon.

Present: Dr. N. W. Pioppi E. D. Mitchell J. K. Edwards
 H. J. Madore E. V. Lewis J. J. O'Shaughnessy

Absent: R. L. Fox

Invited: Mrs. M. A. Tien, Librarian

1. Secretary's
Report

The Secretary's report of the last regular meeting held on March 27, 1962 was corrected to state that Bro-Dart is the manufacturer of Sydac, the automatic charging machine. As corrected, the minutes were accepted.

2. Treasurer's
Report

The Treasurer reported that the expenses for 1962 to date were \$3,450 as compared with \$2,704 for the same period of 1961. Of this, \$438 was received from the Trust as compared with \$499 for the same period last year. \$3,011 was received from the Town as compared with \$2,205 last year. The total expenditures for the year to date is \$10,250 as compared \$8,297 for the same period of 1961. The Treasurer explained that the increase represents the cost of microfilming. The fines for the month of March were \$264 as compared with \$273 for the previous year.

3. Chairman's
Report

Dr. Pioppi assigned Mr. E. V. Lewis to oversee the library building and grounds and to supervise the work of the janitor. He also reported that he had talked with the Chief of Police relative to reserving three parking spaces in the rear of the library for the use of library personnel. The Chief agreed to do this and requested that we put back the 'reserve-for-library-personnel' sign. Officer Sylvio Bachand will check on registrations of cars that are not entitled to use the parking spaces.

4. Librarian's
Report

Mrs. Tien reported that the lawn at the library needs rolling and fertilizing. Mr. Mitchell suggested that Mr. Lewis talk with Mr. Laliberte about borrowing a roller and also about general problems connected with maintenance of the building. Mrs. Tien also reported that she gave an address to the Webster Women's Club ~~xxxx~~ the week before. She also read a letter from the Lion's Club in which they requested information concerning needs of the library which the Club might finance as a community project.

Library Trustees Meeting, April 24, 1962

The Club was to decide on the project at its meeting on May 1st. Mrs. Tien prepared a letter listing the library needs to be sent to the Club.

She reported that she had received a letter from the Elm Grove, Wisconsin Library, in which they stated that in the beginning they had some trouble with the automatic charger, and their main difficulty was the fact that they were located a very considerable distance from the machine service department. There was a further discussion of the Bro-Dart Sydac automatic charging machine, and it was finally decided to await Mrs. Tien's return from the Miami Library Convention in June for a further report on the machine which will be exhibited and demonstrated at the Convention. Meanwhile, Mrs. Tien was to proceed with typing of the list of registered borrowers on a voluntary work basis.

The meeting adjourned at 1:40 P.M.

John J. O'Shaughnessy, Secretary

Minutes of the Meeting of Trustees,
JACOB EDWARDS MEMORIAL LIBRARY

May 29, 1962

Cohasse Country Club - 12:00 noon.

Present: Dr. N. W. Pioppi E. D. Mitchell
J. K. Edwards R. L. Fox
E. V. Lewis J. J. O'Shaughnessy

Absent: H. J. Madore

Invited: Mrs. M. A. Tien, Librarian

1. Secretary's Report

The Secretary's report of the last regular meeting held on April 24, 1962 was read and accepted.

2. Treasurer's Report

The Treasurer reported that the expenses for the month of April were \$2,851, as compared with \$4,321 for April, 1961. The expenditures from the Town appropriation were \$2,425, as compared with \$3,641 for the corresponding period a year ago.

Expenses to date for the year are \$13,009 as compared with \$12,639 a year ago. Up to this date, \$1,839 has been taken from the Trust, leaving a balance as of May 1 of \$794. One year ago the expenses to date were \$12,639, of which \$1,870 was from the Town.

Fines were \$241, as compared with \$257 a year ago.

2. Librarian's Report

Mrs. Tien reported that the Southbridge Women's Club is beautifying the grounds and Mr. Zuiss is doing the spade work. The women of the Club will maintain the garden and will have four boxes for the balconies filled with geraniums.

She further reported that Mr. Savary continues to do excellent work, and has made repairs on the windows and the elevator. He has scraped dirt and old wax from the terazzo tile to such an extent as to restore it to its original appearance.

Mrs. Tien further reported that Mr. Zuiss was paid \$18 for snow shoveling in January, and has turned the money back with the request that it be used towards the purchase of fine new books.

Library Trustees' Meeting, May 29, 1962

Mrs. Tien received a letter from Miss Sullivan of the State Department of Library Extension, which among other things stated that our Library is receiving less per capita from the Town than libraries of comparable size, but we are doing much more with what funds we have than most other libraries.

The American Library Association recommends that there should be a municipal appropriation of \$3.00 per capita, whereas in Southbridge it is \$1.79.

After a discussion of the janitor's compensation, Mr. Mitchell moved and Mr. Fox seconded the Motion that Mr. Savary's wages be raised ~~wag~~ to \$62.50 a week starting June 4.

The meeting adjourned at 1:00 P.M.

John J. O'Shaughnessy,
Secretary

Minutes of the Meeting of Trustees,
JACOB EDWARDS MEMORIAL LIBRARY

June 26, 1962

Cohasse Country Club - 12:00 noon.

Present: E. D. Mitchell J. K. Edwards
R. L. Fox E. V. Lewis
John J. O'Shaughnessy

Absent: Dr. N. W. Pioppi H. J. Madore

Invited: Mrs. M. A. Tien, Librarian

1. Secretary's
Report

The Secretary's report of the last regular meeting held on May 29, 1962 was read and accepted.

2. Treasurer's
Report

The Treasurer's Report was accepted as read.

3. Librarian's
Report

Ms. Tien reported at considerable length on the Miami Library Convention. She gave a very interesting and enlightening discussion on the many new developments in library administrative work.

She also discussed the displays of the new charging equipment.

After some discussion, Mr. Fox moved that a Sysdac Automatic Charger be purchased for the use of the Library. This Motion was seconded by Mr. Mitchell.

The Meeting adjourned at 1:30 P.M.

John J. O'Shaughnessy, Secretary

Minutes of the Meeting of Trustees,

JACOB EDWARDS MEMORIAL LIBRARY

October 30, 1962

Cohasse Country Club - 12:00 noon.

Present: E.D. Mitchell E.V. Lewis
 R.L. Fox H.J. Madore
 J.K. Edwards N.W. Pioppi

Absent: J. J. O'Shaughnessy

Invited: M.A. Tien, Librarian

1. Secretary's Report The Secretary's report of the last regular meeting held on June 26, 1962 was read and accepted.
2. Treasurer's Report The Treasurer's report was accepted as read. It was reported that expenses are still within the budget.
3. Building Report a. E.V. Lewis reported that Ted Savary, janitor, had completed caulking windows. He commented on general excellence of his work.
 b. Electric light bill was discussed. The October bill was \$50.00 higher than the average for previous years for same period. Electric company will look into increase as meter reading already checked and found correct. Mr. Lewis studying possible rate change for library.
 c. The Board of Trustees will send a letter of appreciation to Southbridge Woman's Club for planting of flower beds. Dr. Pioppi offered to write letter.
4. Librarian's Report a. As beneficial effects on students and public library commented on, Trustees suggested that librarian write such a letter detailing instance to Mr. Fox as Superintendent of Schools.
 b. Pilsudski Fund terms asked to be clarified.
 c. Children's librarian not performing up to expectations but will probably keep into next spring.
 d. Sysdac Charging Machine installed. Still awkward as two systems are now in use. It will be several months before complete change to Sysdac can be made.
 e. Lock on Children's Room door troublesome. Mr. Madore suggested simple solution. Outside light over front entrance would make library attractive although not necessary for safety. Trustees agreed.

Meeting adjourned at 1:15 p.m.

Mary Anna Tien, Secretary Pro Tem

Minutes of the Meeting of Trustees

JACOB EDWARDS MEMORIAL LIBRARY

November 27, 1962

Cohasse Country Club - 12:00 noon.

Present: N. W. Pioppi E. V. Lewis R. L. Fox
E. D. Mitchell John J. O'Shaughnessy

Absent: J. K. Edwards H. J. Madore

Invited: M. A. Tien, Librarian

1. Secretary's Report

The Secretary pro tem's report of the last regular meeting held on October 30 was read and accepted as read.

2. Treasurer's Report

The Treasurer reported that as of the end of October, there was \$2,738 on hand of the Trust funds, and \$2,947 of the Town appropriation. The Treasurer also reported that the fines for the month of October were \$167.17, as compared to \$134.37 for October of 1961; and that for the year to date the fines are approximately \$1,931 as compared with \$2,090 for the same period last year.

The Treasurer's report was accepted as read.

3. Librarian's Report

Mrs. Tien said that she has been informed by Miss Cahill that the Library is eligible for the Dorothy Canfield Fisher Award on the basis of the letter and data submitted by Dr. Pioppi, a copy of which is attached hereto.

Mr. Mitchell commented that he had been informed by the Merchant's National Bank that there has been an accumulation in the Trust Fund which might be transferred to a savings bank for deposit unless the Trustees voted to undertake a large project. After a short discussion it was agreed that there was no immediate project.

The meeting adjourned at 1:10 P.M.

-John J. O'Shaughnessy, Secretary

Letter to accompany library's application for 1963 Dorothy Canfield Fisher - Book-of-the-Month Club award. Addressed to Russell Thacher, Award Director of Book-of-the-Month, dated September 26, 1962.

Dear Mr. Thacher:

The Dorothy Canfield Fisher Library award serves to alert all library personnel, including the trustees, to the awareness of a library's needs in order to better serve its clientel. Since the library card may be referred to as a passport to a free education, then it follows that the library which is the source of this education must be kept in optimum condition so that it may render the best possible service to its community.

The Jacob Edwards Memorial Library in Southbridge, Massachusetts, is a library of 40,000 volumes serving a community of 16,000 people. It has a monthly circulation of seven to eight thousand volumes. The librarian, Mrs. Tien, through her regular visits to the schools, her extensive weekly column in our local newspaper, and her organizational ability is forever creating an increase in the use of our library facilities. Her personal appearances on behalf of the library in various local schools have brought many more teachers and students from both public and parochial schools to the library shelves. She directs the regular deposit of books in all the schools. For six consecutive years, during Book Week, a Creative Writing Contest for students of the elementary grades is held by the library. During the school year weekly story hours and nature film programs are conducted. The Summer Reading Club for children is so popular that it must meet in three sections to accommodate the large number interested. In the fall of the year regular library instructions are given to the fifth graders in the use of the children's section and to the eighth graders in the use of the adult area. For adults the library offers the Great Books Club now enjoying its fourth year.

Since 1954 our library has undergone a face-lifting program which has seen the installation of a completely new lighting system eliminating all table lamps. The dark oak furniture has been converted to limed oak. The dark walls and drapes were changed to gay pastel colors. Three large, unused, dusty rooms in the basement were converted into one long room which was furnished with child size furniture and serves as a lovely children's room. This room is supervised by Mrs. Herz, the children's librarian.

The trustees, who are local business and professional men, are all members of the Massachusetts Association of Library Trustees. Under their guidance there is a constant eagerness to improve the facilities of the library so that it may better serve its friends. A recent undertaking has been the microfilming of the local newspapers which had been kept on file for one hundred years. An automatic charging system is being installed and is almost completed. The book budget has been increased to \$6,000 thereby fulfilling all qualifications to receive state aid. The library is active and eager to participate in the Massachusetts Regional Library System. Our librarian is a member of the executive board of the Central Regional System, the first to be established in Massachusetts. She has been instrumental in organizing an informal regional co-operative plan among small area libraries. She is encouraged to attend meetings and conventions at the expense of the library.

The co-operation between librarian and trustees has been such that it has placed the Jacob Edwards Memorial Library in an enviable position for the high quality of service it gives to its readers.

Very truly yours,

Norio W. Ploppi, M.D.
Chairman, Board of Trustees

Minutes of the Meeting of Trustees
of

JACOB EDWARDS MEMORIAL LIBRARY

December 18, 1962

Cohasse Country Club - 12:00 noon.

Present: N. W. Pioppi E. V. Lewis E. D. Mitchell
J. J. O'Shaughnessy

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Absent: J. K. Edwards R. L. Fox H. J. Madore

Invited: Mrs. Mary Anna Tien, Librarian

1. Secretary's Report

The Secretary's report of the last regular meeting held on November 27 was accepted as read.

2. Treasurer's Report

The Treasurer reported that expenditures for November were \$3,196 as compared with \$2,567 for November, 1961.

Expenditures for the year to date were \$34,140 as compared with \$30,970 for the same period in 1961. Of this amount, \$4,219 came from the Trust, and \$29,920 from the Town appropriation. As of November, there was \$5,618 left in the Trust Account, and \$1,616 in the Town appropriation.

The fines for November were \$202.21 as compared with \$189.30 for November 1961. For the year to date the fines totalled \$2,133 as compared with \$2,279 for 1961 to November.

The Treasurer discussed the budget for 1963, and after a careful examination, the Secretary moved and the motion was seconded by Mr. Lewis, that the budget be approved as presented by the Treasurer.

The Treasurer suggested that we request about \$30,000 from the Town instead of \$31,000 which is the sum requested in last year's budget. On motion duly made and seconded, this was approved.

3. Librarian's Report

Congratulatory letters from Governor Volpe and Congressman Philbin on our receipt of the Dorothy Canfield Fisher Award were read by the Trustees. It was announced that we will receive \$1,500 as a prize. On motion duly made and seconded, it was voted to accept the money when it is to be received later, and in the meantime to purchase books which can be displayed during the observance of Library Week.

3-Librarian's
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Mrs. Tien informed the Board that the Quinebaug Historical Society, which is in the process of dissolving, is desirous of transferring \$5,000 in its treasury to a local community activity; It had been suggested that the Library might be interested in applying for this amount for use as a capital improvement. After a short discussion it was voted to defer further action on this matter until the next meeting.

The Meeting adjourned at 1:40.

-John J. O'Shaughnessy,
Secretary