

Minutes of the Meeting of Trustees,
JACOB EDWARDS MEMORIAL LIBRARY
January 29, 1963

Favreau's Restaurant - 12:00 noon

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

Absent: H. J. Madore E. V. Lewis J. K. Edwards

Invited: Mrs. M. A. Tien, Librarian

1. Secretary's
Report

The Secretary's report of the last regular meeting held on December 18, 1962 was accepted as read.

2. Treasurer's
Report

The Treasurer reported the receipts for the year (1962) were \$39,941.98, and expenses for the year were \$38,455.

Of this amount, \$8,386 was received from the Trust Fund, against which were charged expenses of \$6,384.30 at the end of the year, leaving in the Trust Fund \$3,421.96.

The Town appropriation of \$31,550 was supplemented by a carry-over of \$536.20 from 1961, all of which was expended.

Fines for December, 1962 amounted to \$186.40 as compared with \$210.71 for December, 1961. The total amount of Fines collected for the year was \$2,320.02 as compared with \$2489.96 for 1961.

* The Treasurer recommended that we transfer \$2,000 from the Trust Account balance to a savings account to be deposited in the Southbridge Savings Bank. This recommendation was moved by Mr. Fox and seconded by the Secretary, and it was so voted. The transfer indicated that there was now \$7,000 in this account at the present time.

3. Librarian's
Report

Mrs. Tien reported that there has been a great increase of interest in attendance at the Children's Story Hour. These programs are held twice a week.

Discussion was had concerning the application by the Trustees to the Quinebaug Historical Society for the \$5,000 Fund which is to be distributed by the Society to some local

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civic activity. Mr. Mitchell stated that he felt we should have definite building plans for a specific program which should be undertaken immediately if we hope to qualify for the gift.

He further indicated that we have a sizable amount of money which might be adequate to enlarge the library or add a wing, but this sort of undertaking should not be attempted until a definite over-all plan was developed.

Dr. Pioppi requested Mrs. Tien to contact Mrs. Cahill for suggestions or recommendations as to how the Library might best meet existing needs and to refer these recommendations to Mr. Lewis for the preparation of building plans.

The meeting adjourned at 1:30 P.M.

John J. O'Shaughnessy,
Secretary

Minutes of the Meeting of Trustees
of
JACOB EDWARDS MEMORIAL LIBRARY

March 26, 1963
Favreau's - 12:00 noon

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

Absent: E. D. Mitchell H. J. Madore

Invited: Mrs. M. A. Tien, Librarian

1. Secretary's
Report

The Secretary's report of the last regular meeting held on January 29, 1963 was accepted as read.

2. Treasurer's
Report

In the absence of the Treasurer, Mrs. Tien reported that the fines for January of 1963 were \$230.93, as compared with \$242.00 in January, 1962; February, 1963 fines amounted to \$225.82, and fines for February, 1962 were \$175.

3. Maintenance

Mr. Lewis reported that the gutters were leaking, but that this could be fixed by re-soldering the joints.

4. Librarian's
Report

Mrs. Tien announced there was to be an Open House in the Library on Sunday, April 21 from 3:00 P.M. to 5:00 P.M., at which time there would be a presentation to the Trustees of the Dorothy Canfield Fisher Award.

The Garden Club has offered to decorate the Library appropriately, and the Southbridge Women's Club has agreed to furnish refreshments. Mr. Fox moved that the Trustees pay for any additional expense toward refreshments, and that the money be taken from the Trust Fund. Mr. Edwards seconded the Motion and it was carried.

Mrs. Tien further announced that the Governor's Conference on Libraries, to which all of the Trustees are invited, will be held in Amherst at Student Union, University of Mass. on Thursday, April 25.

She further reported that the circulation during the winter months has been over 9,000 books per month, which is approximately 2,000 more per month than usual.

She attributes this increase to the greater use

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being made by students for reference work. She said that the students are showing great interest and considerable knowledge in the use of reference material.

Mrs. Tien further reported that she engaged Mrs. Davis Merriam for Friday mornings to help out in case Mrs. Heather should leave. Compensation would be at the rate of \$5.00 per morning.

In connection with the proposed expansion of the Library, Miss Cahill informed Mrs. Tien that the Trustees should hire a library consultant, recommending Mr. Kenneth Shaffer, and indicating that he would make a charge. Dr. Pioppi directed the Secretary to write Mr. Shaffer.

Signs were to be made directing library users how to proceed from the main room to the Children's Room, and the cost for this was to come from the Equipment Account.

Meeting adjourned at 1:10 P.M.

John J. O'Shaughnessy,
Secretary

MEETING OF THE BOARD OF TRUSTEES

JACOB EDWARDS MEMORIAL LIBRARY

Tuesday, April 23. Held at noon at Favreau's Restaurant

Present: Nerio Pioppi, Chairman
Jacob Edwards
Ellsworth Mitchell
Mary Anna Tien, Librarian

As there was no quorum, a formal meeting was not held. However, those present proceeded with an informal discussion. The Treasurer's Report included the information that \$250.23 was turned over to the town in library fines for March compared with 264.85 for March, 1962.

A letter was read from Jean St. Amant, Fire Inspector, who recommended that the Board consider installing emergency lighting for the stairway and the adult reading room similar to the lights in the children's room. He emphasized that this was simply a suggestion and further action was up to the decision of the Board.

The gutters of the library need attention. The librarian said she would discuss both this and the lighting with Mr. Lewis.

A Resolution adopted at the Annual Meeting of the Massachusetts Library Trustees Association, May 25, 1962, regarding censorship of books within the library was read and is attached. Both the librarian and the trustees present agreed to mutual support in case of objections as has always been the policy.

The librarian reported that the Open House on Sunday, April 21, was an unqualified success in every way. On Thursday the library will again be honored at the Second Annual Governor's Conference on Libraries at University of Massachusetts.

RESOLUTION

At the Annual Meeting of the Massachusetts Library Trustees Association held at Chicopee, Massachusetts on Friday, May 25, 1962, the following Resolution was adopted:

- RESOLVED:
1. That each Board of Library Trustees in the Commonwealth of Massachusetts, whether elected or appointed, shall be the final judge as to which books shall or shall not be purchased for and circulated by the local library, and shall thus discharge the duties delegated to it by General Laws, Chapter 78.
 2. That no Board of Library Trustees shall submit to threats, intimidation, or coercion from any public official in matters of book selection or book circulation, particularly where the book in question is openly published by a reputable publishing house and is nationally circulated.
 3. That since the Massachusetts Legislature has provided in Statutes of 1945, Chapter 278, Section 1, adequate machinery for determining judicially the fitness of any book for sale, loan, or distribution, with the obvious legislative intention that it be employed for such purpose, M.L.T.A. insists that this remedy against the book itself be pursued by any interested law enforcement official.
 4. That whenever M.L.T.A. or any of its member Boards receives notice in writing from the Attorney-General of the Commonwealth, any District Attorney, or the Library Commissioners, that proceedings have been instituted against a certain book in accordance with the Statute, it will recommend that the offending book be withdrawn immediately from circulation until such time as the fitness of the book shall be adjudicated.

Minutes of the Meeting of Trustees
of

JACOB EDWARDS MEMORIAL LIBRARY

May 28, 1963

Faverau's

-

12:00 noon

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

Absent: J. K. Edwards E. V. Lewis H. J. Madore

Invited: Mrs. M. A. Tien, Librarian

1. Secretary's Report

The Report of Mrs. Tien, Clerk pro tem, of the last regular meeting held April 23 was read and accepted as read.

2. Treasurer's Report

The Treasurer reported that the fines for April, 1963 were \$250 as compared with \$200.41 in April of 1962.

The expenses for the month of April, 1963 were \$3,391 as compared with \$2,841 for April of 1962. Of the expenses, \$3,000 is from the Town appropriation, and the balance of \$391 was from the Trust Fund.

Expenses to date for the year were \$13,217.

Expenses for the same period in 1962 were \$13,017.

There is a present balance of \$1,223 in the Trust, and \$17,957 in the Town Budget.

3. Chairman's Report

Dr. Pioppi read letters of resignation from Mrs. Heather and Mrs. Hertz, and after a brief discussion it was voted that Dr. Pioppi write a letter of acknowledgment to Mrs. Hertz, and that the secretary write a letter of acceptance with regret to Mrs. Heather.

The Chairman further announced that Mrs. Tien and Mr. O'Shaughnessy attended the Governor's Conference on Libraries at the University of Massachusetts, at which time the Dorothy Canfield Fisher Award was again presented to Mrs. Tien.

Dr. Pioppi also discussed Mr. Shaffer's proposal for a survey and plan for future expansion of the Library. Mr. Mitchell moved, and Mr. Fox seconded a Motion that we engage Mr. Shaffer at the agreed price.

4. Librarian's Report

Mrs. Tien reported that the gutters have been fixed. She further reported that she is studying the lighting situation, and is preparing to obtain

Library Trustees' Meeting -nMay 28, 1963

estimates for the cost of installing additional lighting fixtures as recommended by Mr. St. Amant, Fire Inspector, who made an inspection of the building some time ago.

Mrs. Tien also reported that Mrs. Helen Merriam was to take over the work of Children's Librarian with an S-5 rating for the summer months. She raised the question about Mrs. Merriam taking a three-week course at the University of New Hampshire on Library work. After a brief discussion it was voted to allow Mrs. Merriam to remain on salary while she takes the course.

The recommendations of Mrs. Helen Smith Wheeler were read and discussed.

Mrs. Tien reported that the State Aid to Libraries, which is to be received on or before July 1, amounts this year to \$4,130.75.

The meeting adjourned at 1:15 P.M.

-John J. O'Shaughnessy, Sec'y

Minutes of the Meeting of Trustees
of
JACOB EDWARDS MEMORIAL LIBRARY

June 25, 1963
Favreau's - 12:00 noon

Present; N. W. Pioppa E. D. Mitchell E. V. Lewis
J. J. O'Shaughnessy

Absent: R. L. Fox J. K. Edwards 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 28, 1963 was accepted as read.

2. Treasurer's Report

The Treasurer reported that the expenses for the month of May were \$3,479. as compared with \$2,698. for May 1962; and that for the year to date the expenses were \$16,696. as compared with \$15,716. for the same period last year. Of this sum \$1,727. came from the Trust and \$14,969. from the Town; there is presently on hand \$3,956. from the Trust Account and \$14,800. in the Town Account. There is also \$419. left from the Dorothy Canfield Fisher prize money. The fines for May 1962 were \$238. as against \$187. for May 1962.

3. Chairman's Report

Dr. Pioppa reported having written to Mrs. Hertz and also announced that Mrs. Merriam wrote to him thanking the Board for allowing her to take the library course at the University of New Hampshire.

He further reported that he and Mrs. Tien feel that something should be done for Paul Reale in recognition of his many kindnesses to the library over the years and in memory of his late son Peter.

After a discussion it was decided that a memorial book in memory of Peter be ordered.

4. Librarian's Report

Mrs. Tien announced that Mrs. Wheeler has decided against becoming children librarian and at the moment there are no immediate prospects to take this position.

She also announced that the Southbridge Woman's

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Club has indicated that it is interested in doing something for the library on a long range plan.

Meeting adjourned at 1:00 P.M.

John J. O'Shaughnessy
Secretary

Minutes of the Meeting of Trustees
of
JACOB EDWARDS MEMORIAL LIBRARY

September 17, 1963

Favreau's-----12:00 noon

Present: N.W. Pioppi R.L.Fox John J. O'Shaughnessy

Absent : J. K. Edwards H. J. Madore E. D. Mitchell
E.V. Lewis

Invited: Mrs. M. A. Tien, Librarian

1. Secretary's
Report

There being no quorum present, a formal meeting was not held. In the course of an informal discussion the secretary was instructed to write to Mr. Kenneth Shaffer relative to his conducting a survey of the needs of the library. There was also an informal discussion relating to the raising of the salaries of pages from sixty cents to a dollar an hour and also the advisability of purchasing a pre-fabricated building to be used for the storage of the snow blower and the lawn mower, along with other tools. The fire inspector has advised that we cannot store the snow blower and lawn mower beneath the basement stairs.

Meeting adjourned at 1:00 P.M.

John J. O'Shaughnessy
Secretary

Trustees Meeting
Jacob Edwards Memorial Library

Monday, December 9, 1963, noon at Favreau's

Present: Nerio Pioppi, Robert Fox, Ellsworth Mitchell, Ted Lewis
Henry Madore

BUDGET

The budget for 1964 was presented and discussed. The Trustees voted to raise the book account from \$6,000 to \$6,500, increase the lighting account by \$100 to \$1,300, and raise the equipment account from \$250 to \$350. Otherwise it was accepted as presented by the Treasurer, Mr. Mitchell. The final budget totalled \$40,310.

PAGE
RAISES

Raises in the hourly rates were provided for part-time page help. A range was set from 75¢ to 90¢ per hour, the distribution to be at the discretion of the librarian.

LIGHTING

Mr. Lewis presented his study of lighting conditions in the library. As lighting is substandard, he recommended that all electric outlets be used. His study compared with one done by the Massachusetts Electric Company for use in the Library Survey being done by Kenneth Shaffer.

Librarian's Report

INCREASED
CIRC.

The greatest increase in use of the library since pre-war depression days was announced. The ~~present~~ figures now show a better balance between fiction and non-fiction and about 40% more use of library by children since the high year, statistically, in 1935 when the greatest proportion of reading was fiction.

SHED

The shed for ^{gasoline} powered equipment has been installed outside the library building in accordance with instructions from the Fire Safety Inspector.

FILMS

Due to increased use of library and related increased duties, it was suggested that weekly film program for children be eliminated during 1964-65 and film lending services emphasized instead.

NOISE

A letter was circulated from a college student who felt that much of the disturbance in the library was caused by the staff at the charging desk. A hushaphone was suggested as well as movable walls at each end of the desk.

FLOOD-
LIGHTS

Because of vandalism colored lights were eliminated from ^{outside} Christmas decorations and instead building will be floodlighted. One of the firemen offered to buy and install a pair of floodlights for \$28.00.

MEETINGS

Sept. 11 the librarian and Mrs. Eddy attended Regional Film Meeting at Fitchburg Youth Library. Sept. 27 the librarian attended New England Library Association Meeting at Portsmouth, New Hampshire. On October 10 the librarian served on a panel at a county meeting on Student Use of Libraries in Holden. On November 29 a model library in Boston was visited and on Dec. 5 the Central Regional System workshop on Interlibrary Loan was participated in by the librarian in Worcester.

Respectfully submitted,
Mary Anna Tien, Secty. Pro-tem.